



## **Secondary Student Handbook**

**2025-26**

*(Revised August 2025)*

Ellsworth Community School offers each of its students “big school opportunities” with the support of professional “relationships” that only a “small school” can offer. We take our mission of preparing today’s youth for tomorrow’s opportunities seriously. We feature a school atmosphere in which students and families are involved in the learning process and see learning as the primary goal of the school. We encourage both parents and students to read this handbook.

**The last page must be signed and returned to the school office no later than Friday, September 5, 2025.**

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

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# 2025-2026 DISTRICT CALENDAR

## Ellsworth Community School

### 2025-2026 School Calendar

| August 2025 |    |    |    |    |    |    | September 2025 |    |    |    |    |    |    | October 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa | Su             | M  | Tu | W  | Th | F  | Sa | Su           | M  | Tu | W  | Th | F  | Sa |
|             |    |    |    |    | 1  | 2  |                | 1  | 2  | 3  | 4  | 5  | 6  |              |    |    | 1  | 2  | 3  | 4  |
| 3           | 4  | 5  | 6  | 7  | 8  | 9  | 7              | 8  | 9  | 10 | 11 | 12 | 13 | 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 | 14             | 15 | 16 | 17 | 18 | 19 | 20 | 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 | 21             | 22 | 23 | 24 | 25 | 26 | 27 | 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 | 28             | 29 | 30 |    |    |    |    | 26           | 27 | 28 | 29 | 30 | 31 |    |

  

| November 2025 |    |    |    |    |    |    | December 2025 |    |    |    |    |    |    | January 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa | Su            | M  | Tu | W  | Th | F  | Sa | Su           | M  | Tu | W  | Th | F  | Sa |
|               |    |    |    |    |    | 1  |               | 1  | 2  | 3  | 4  | 5  | 6  |              |    |    |    | 1  | 2  | 3  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  | 7             | 8  | 9  | 10 | 11 | 12 | 13 | 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 | 14            | 15 | 16 | 17 | 18 | 19 | 20 | 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 | 21            | 22 | 23 | 24 | 25 | 26 | 27 | 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 | 28            | 29 | 30 | 31 |    |    |    | 25           | 26 | 27 | 28 | 29 | 30 | 31 |

  

| February 2026 |    |    |    |    |    |    | March 2026 |    |    |    |    |    |    | April 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa | Su         | M  | Tu | W  | Th | F  | Sa | Su         | M  | Tu | W  | Th | F  | Sa |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  | 1          | 2  | 3  | 4  | 5  | 6  | 7  |            |    |    | 1  | 2  | 3  | 4  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 | 8          | 9  | 10 | 11 | 12 | 13 | 14 | 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 | 15         | 16 | 17 | 18 | 19 | 20 | 21 | 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 | 22         | 23 | 24 | 25 | 26 | 27 | 28 | 19         | 20 | 21 | 22 | 23 | 24 | 25 |
|               |    |    |    |    |    |    | 29         | 30 | 31 |    |    |    |    | 26         | 27 | 28 | 29 | 30 |    |    |

  

| May 2026 |    |    |    |    |    |    | June 2026 |    |    |    |    |    |    | July 2026 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa | Su        | M  | Tu | W  | Th | F  | Sa | Su        | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    | 1  | 2  |           | 1  | 2  | 3  | 4  | 5  | 6  |           |    |    | 1  | 2  | 3  | 4  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  | 7         | 8  | 9  | 10 | 11 | 12 | 13 | 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 | 14        | 15 | 16 | 17 | 18 | 19 | 20 | 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 | 21        | 22 | 23 | 24 | 25 | 26 | 27 | 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 | 28        | 29 | 30 |    |    |    |    | 26        | 27 | 28 | 29 | 30 | 31 |    |

  School Closed, no school for students/staff    
   Half-Day for students    
   First/Last Day of School  
  PD Teacher PD, no school for students    
   Half-Day for students & staff    
   Parent-Teacher Conferences

|              |  |                                      |  |
|--------------|--|--------------------------------------|--|
| Aug 27       | 1/2 Day Teacher PD & Open House                    | Mar 27-Apr 6                         | Spring Break                               |
| Aug 28       | Teacher PD Day                                     | Apr-7                                | School Resumes                             |
| Sep-2        | 1st Day for Students K-12 (FULL DAY)               | May-15                               | 1/2 Day for Students; Teacher Records Day  |
| Sep-26       | 1/2 Day for Students; Teacher PD                   | May-18                               | Lancer Leap Begins                         |
| Oct-24       | 1/2 Day for Students; Teacher PD                   | May-22                               | 1/2 Day Students; Teacher PD               |
| Nov-5        | No School for Students; Area wide PD Day for staff | May-25                               | No School; Memorial Day                    |
| Nov 13 & 14  | 1/2 Day for Students; Parent-Teacher Conferences   |                                      | Graduation Ceremony - 6:30pm               |
| Nov 26-28    | Thanksgiving Break                                 | Jun-9                                | Lancer Leap Showcase                       |
| Dec-19       | 1/2 Day for Students & Staff                       | Jun-10                               | 1/2 Day Students/Staff; Last Day of School |
| Dec 22-Jan 2 | Christmas Break                                    |                                      |  |
| Jan-5        | School Resumes                                     | <b>MS/HS Quarter/Semester Dates:</b> | <b>Elementary Trimester Dates:</b>         |
| Jan-23       | 1/2 Day for Students; Teacher PD                   | 10/24/25                             | Q1 Ends                                    |
| Feb-13       | No School for Students/Teacher PD                  | 11/25/2025                           | Tri 1 Ends                                 |
| Feb 16 & 17  | No School; Mid-Winter Break                        | 12/19/25                             | Q2/S1 Ends                                 |
| Mar-19       | 1/2 Day for Students; Parent-Teacher Conferences   | 3/6/2026                             | Tri 2 Ends                                 |
| Mar-20       | 1/2 Day for Students/Staff                         | 3/6/26                               | Q3 Ends                                    |
|              |  | 5/15/26                              | Q4/S2 Ends                                 |
|              |  | 6/10/2026                            | Tri 3 Ends                                 |

## 2025-2026 DAILY SCHEDULE

1st Hour: 8:00-8:55

2nd Hour: 8:59-9:54

3rd Hour: 9:58-10:53

MS Lunch/Seminar

Lunch: 10:53-11:23

Seminar: 11:27-11:58

HS Lunch/Seminar

Seminar: 10:57-11:28

Lunch: 11:28-11:58

5th Hour: 12:02-12:57

6th Hour: 1:01-1:56

7th Hour: 2:00-2:55

School staff will supervise students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

As soon as possible ECS will use the Thrillshare notification system to alert students, parents, and families to any school closure using text message and email. Text messages and emails will be sent to all phone numbers and email addresses in PowerSchool. Parents will have the opportunity to update their contact information on an annual basis each fall, however it is up to parents to inform the school if their contact information changes during the school year.

Additionally, ECS will use Facebook and notify 9&10 News and TV 7&4 of any school closures.

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

K-12 Principal, Naomi Sponable  
9467 Park Street, Ellsworth, MI 49729  
231-588-2544  
nsponable@ecslancers.org

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Jessica Pletcher, Counselor  
9467 Park St. Ellsworth, MI 49729  
231-588-2544  
jpletcher@ecslancers.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

K-12 Principal, Naomi Sponable  
9467 Park Street, Ellsworth, MI 49729  
231-588-2544  
nsponable@ecslancers.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## **SECTION I: POLICIES AND PROCEDURES**

### **Accidents and Illness**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

School staff will not administer medication, including aspirin, prescription drugs, or over-the-counter medications unless a written request is signed by the student's parent or guardian and as applicable, is in compliance with your physician's instructions.

It is the policy of the school district that all students should be "fever and/or stomach flu free" for a minimum of 24 hours before returning to school so as not to infect other students.

### **Attendance**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, their parent or guardian must report that absence to the main office by calling 231-588-2544.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (a physician's verification is required after 3 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;

- appearance at court or for other legal matters;
- observance of religious holidays of the student’s own faith;
- college planning visits; and
- personal or family vacations.

Students who are more than 15 minutes late are considered absent.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

### **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Parents should make every attempt to schedule medical and other appointments outside of school hours. If students will be absent for anticipated reasons such as routine medical appointments or school activities, then parents should inform the office as soon as possible, prior to the absence.

### **Students are expected to**

- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed. The student will have the amount of time equivalent to the number of days as the pre-arranged absence to complete all missed work without penalty.

### **Tardiness**

A student who is less than 15 minutes late to class is considered tardy unless they receive a pass from a teacher. There shall be no excused tardies for the start of the school day. Students shall be granted two “free” cumulative tardies per semester. Students shall serve one lunch detention per unexcused third tardy and beyond.

### **Reporting to the Office**

Whenever a student is late to school, he/she must sign in at the main office. The same procedure must be followed for all students who need to leave school early for pre-arranged absences or appointments.

### **Tuancy**

Children of compulsory school age who develop acute attendance problems may be referred to the Intermediate School District Attendance Officer for appropriate action. Staff will use the following steps:

- A conference with parents and child may be requested at any time when absenteeism becomes excessive to develop a plan to improve attendance.
- A letter will be sent home by the administration after a child has accumulated five (5) absences or tardies per semester (excused or unexcused)
- If attendance does not improve, a mandatory meeting with Northern Community Mediation, school administration, the student and parents will be held.
  - Once Northern Community Mediation has attempted to contact parents, they will have seven days to schedule mediation. If parents fail to schedule mediation within these seven days, a referral will be made to the truancy officer.
  - At this meeting the mediator will attempt to gain cooperation from parents and students to improve attendance
  - This will include a contract between the parties present at the meeting
  - In the event that the meeting does not occur, the matter will be turned over to authorities for truancy
- A referral to the truancy officer may be made after ten (10) absences (excused or unexcused) per semester.

For more information, see Policy 5301.

### **Behavior at School Events**

Students are to be in the gym and gym lobby while games are being played. Students who leave the building will not be allowed back in. After half-time of the second game, the gym doors will be locked and no students are allowed to come in. Students who do not pay to get in the game will not be allowed to come in after half-time of the second game free of charge. Any school employee in attendance is authorized to remind students to follow school rules. Students who misbehave at the game will be asked to leave the school building.

### **Beverages and/or Food in Class**

Food and beverages (other than clear, regular water with no additives) are not allowed in classrooms or the library.

### **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

## **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

## **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

## **Cell Phone Use**

### **Grades 9-12**

Students may use cell phones or other electronic devices (including headphones) between classes and during lunch, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

### **Grades 6-8**

Students may not use cell phones or other electronic devices from 7:30am-2:55pm. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

### **All Grades**

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

## **Consequences**

1st offense the device will be taken to the office and it may be retrieved after school. Parents will be notified.

2nd offense the device will be taken to the office and will be kept overnight (including the weekend.) It may be picked up by the student on the next regularly scheduled school day. Parents will be notified.

3rd offense, the device will be taken to the office and will be kept overnight (including the weekend.) It may be picked up by a parent on the next regularly scheduled school day. Parents will be notified.

4th offense the device will be turned in to the office daily, upon arrival, and picked up at the end of the school day, for the remainder of the semester or at administrator discretion.

## **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person or artificial intelligence as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

## **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

## **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

## **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

## **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

## **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

## **Dances**

Each class in grades 9 - 12 may sponsor one dance, either as a fun activity or as a money-making project. In addition to these four dances, a Homecoming Dance and Junior-Senior Prom may be held. After the classes have had their four allotted dances during the school year, extra-curricular groups may have two additional dances, with the approval of the school administration.

The following conditions must be met to have a dance, or it will be automatically canceled:

1. The time, place, chaperones, etc., shall be given to the administration the Monday before the dance.
2. Chaperones will consist of the advisor teacher, two parents or additional staff members, and one administrator or school board member, plus two alternate chaperones.

The following rules apply to all dances;

- No high school graduates or students who attended other schools will be allowed to attend a dance, unless accompanied by an Ellsworth date and pre-approved by the administration prior to the end of school the Thursday before the dance. Additionally, students from other school districts must have an approval form completed by their school's administrator.
- Each Ellsworth student may bring only **one** pre-approved guest to any dance.
- No one twenty (20) or older may attend any dance. The only exceptions to the above rules are;
  - Ellsworth graduates over the age of 20, **but under the age of 21 at the time of the dance**, may be allowed to attend the junior/senior prom.
- Dances must be held on school property unless prior permission is granted by administration.
- No elementary students are allowed to attend dances.
- No high school students are allowed to attend middle school dances.
- Maximum time allowed for any dance is three (3) hours and no later than 11:30 p.m. Students must enter dance within one hour of the starting time.
- If a student leaves the dance he/she cannot reenter unless special permission is given by a chaperone.
- Any student who violates the rules on the use of alcohol, drugs, or tobacco products at a school function, will lose the privilege of attending school dances for one calendar year. If the offending student is a senior, the matter will be brought to the School Board for setting the disciplinary measures.
- The Junior-Senior Prom is for members of the junior and senior class only, and their dates.

### **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.
- No visible graffiti drawn on the body.
- No hoods may be worn during the school day (7:30am-2:55pm)
- No hats may be worn by students in grades 6-8 unless pre-approved for a special event or activity

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

### **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. All students should park in the student parking lot to the south of the middle/high school building. Students should not park in the designated basketball court area.
5. All students must register their vehicle by completing a registration form in the main office. Students must display their parking registration at all times.

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician’s name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

## **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

## **Food Services**

Breakfast and lunch are served daily. During the 2025-2026 school year, Free Breakfast and Lunch will apply to qualifying students. Food service charges may apply for additional a-la-carte items.

Food service payments must be kept current. Cash or check payments may be submitted via payment envelopes to the Elementary or Middle/High School offices.

## **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

## **Head Lice**

A student with nits within  $\frac{1}{4}$  inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within  $\frac{1}{4}$  inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

## **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Jessica Pletcher, Counselor  
9467 Park St. Ellsworth, MI 49729  
231-588-2544  
jpletcher@ecslancers.org

For detailed information about Homeless Children and Youth, see Policy 5307.

## **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

## **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

## **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

## **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.

## **Lost and Found**

All lost and found items are to be taken to the lost and found rack in the middle/high school cafeteria. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

## **Lunch Hour Rules**

Students are expected to behave appropriately whenever they are in school, attending school functions, or on school property. This means that proper behavior in the hallways and on the school grounds during lunch is also expected. Failure to obey will result in disciplinary action. In addition:

- There are to be NO shoes on the gym floor.
- NO food is to be taken out of the cafeteria without permission.
- Students are to remain in designated areas only.
- Balls and other objects including snow balls are NOT to be kicked or thrown at other people.
- No dodge ball, tackle football or other such activities are allowed.

## **Media Center**

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine of five cents per day per item may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

## **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

### **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

## **Parent-Student-Teacher Compact**

### **A Promise of Commitment**

We, the Ellsworth Community School staff, parents, and community guide each child in achieving his or her greatest potential by providing a variety of experiences which integrate excellence in education with the child's individual abilities and unique talents. We share the responsibility, in a safe and secure environment, for student acquisition of academic, creative, emotional, physical, and social skills necessary for entering society as contributing members. We strive to enhance each child's experience at Ellsworth Community School by continually assessing and evaluating our attainment of these goals as measured by descriptive objectives.

#### *Parent/Guardian Agreement*

It is important for my child to reach his or her full academic potential. Therefore, I will encourage him or her by doing the following:

- See that my child attends school regularly and is punctual.
- Encourage my child to complete homework.
- Support the school staff.
- Have ongoing communication with my child's school and teachers.
- Student Agreement
- It is important that I do the best I can. Therefore, I will do the following:
  - Come to school each day and be in class on time.
  - Have my homework completed and turned in on time.
  - Come to class prepared.
  - Try my best.
  - Show respect for myself, my school, and others.
  - Believe that I can and will learn.
  - Know that I am an important part of my school.

### *School Agreement*

Students must be given the opportunity to succeed. Therefore, we will do the following:

- Provide an environment conducive to learning.
- Have high expectations for ourselves and our students by using effective techniques and methods in our classrooms.
- Maintain open lines of communication with our students and their families to support student learning.
- Welcome families as the center of our learning community.
- Respect our students and their families.

### **Parent-Guardian-Community Involvement Plan**

Parents/Guardians are an integral part of the education of their children. Studies indicate when parents or guardians are involved in the educational process of their children, essential academic success occurs. Ellsworth Community School encourages parents and guardians to become active participants in their children's education. Opportunities to become involved include, but are not limited to serving as the following:

- Classroom volunteers
- Committee member
- Tutor
- Parent-Teacher Organization
- Event chaperone
- Playground assistant
- Mentor
- Athletic event helper
- Back-to-School Open House
- Family Enrichment Nights

### **Communication**

Parents/Guardians have a variety of ways to contact their children's teachers or receive information about how their children are progressing:

- Phones in every classroom with voice mail and mail accounts for each staff member
- Report cards
- Conferences in fall and spring.

### **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

### **Playground/Recess Rules**

Students must follow the posted PBIS expectations during recess or while using the playground/gym. Students who violate these expectations may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

### **Public Display of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

### **Services**

Ellsworth Community School offers a strong academic program to meet the needs and talents of each individual student. These services include Title 1 support, tutoring, and summer school.

Additional services are available through the Charlevoix-Emmet Intermediate School District and include: School Counselor, Social Workers, Speech Therapists, and Psychologists

### **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

## **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

## **Directory Information**

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

## **Student Photographs**

Ellsworth Community School regularly photographs students and activities for use on the District's website and Facebook page, as well as press releases to local newspapers for purposes such as Student of the Week, classroom activities, and sporting events. Typically these photographs are group photos and published without specific names attached. If you do not want your student to have their picture published for these purposes please inform the District in writing by September 15 of each school year.

### **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

### **Transportation Services**

#### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving.

Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences may not be progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Violations of Bus Rules will result in the following action:

**1ST OFFENSE** - Disciplinary Referral form will be sent home to parents and placed in student's file. Student will be warned of consequences if the rules are violated again.

**2ND OFFENSE** - Student will be suspended from riding the bus for up to 3 days. Disciplinary Referral form will be sent home to parents and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school. Student will be warned of consequences if the rules are violated again.

3RD OFFENSE - Student will be suspended from riding the bus for 4 to 10 days. Disciplinary Referral form will be sent home to parents and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school. Student will be warned of consequences if the rules are violated again.

4TH AND SUBSEQUENT OFFENSE - Student will be suspended from riding the bus for a minimum of 10 days, or longer if the situation warrants. Disciplinary referral form will be sent home and also put in student's records. Parents will be notified of the suspension and are to assume responsibility for transporting the student to school.

### **Different Route Requests**

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **Visitors**

All visitors who enter the school building during normal school hours are required to sign in at the main office.

### **Volunteers**

Volunteers play an important and valuable role at school. For school wide volunteer opportunities please contact the building administrator. All volunteers must submit to a criminal background check prior to participating in the school activity/classroom.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

## Work Permits

Information about work permits is available in the high school office.

**SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the main office at 231-588-2544.

**Commencement**

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student’s disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

**Credits and Graduation Requirements**

A student must successfully complete all graduation requirements to earn a high school diploma.

Each student shall have successfully completed the following course of study and the student shall have the recommendation of the Administration to the Board of Education.:

|  |   |
|--|---|
| <p><b>Four credits of math from the following classes:</b><br/>Algebra I, Geometry, Algebra II, one additional credit<br/>**One credit must be taken during the senior year</p>  | <p><b>Four credits of English Language Arts from the following classes:</b><br/>English 9, English 10, English 11, English 12</p>   |
| <p><b>Three credits of science from the following classes:</b><br/>Integrated Science, Biology, and Physics, Chemistry, or Agriscience</p>   | <p><b>Three credits of social studies from the following classes:</b><br/>World History, U.S. History, ½ cr. Civics, ½ cr. Economics</p>  |
| <p><b>The following elective courses</b><br/>½ cr. Physical Education, ½ cr. Health, 1 cr. Visual, Performing, or Applied Arts. Participation in a district approved extra-curricular activity involving physical activities may be substituted for ½ cr. of physical education per district policy.</p> | <p><b>Two Credits Foreign Language</b><br/>Two credits in grades 9-12; OR equivalent learning experience in grades K-12 of Languages Other Than English<br/><br/>Completion of a department approved formal career and technical education program or an additional visual, performing and applied arts credit may be substituted for one credit of foreign language.</p> |
| <p><b>Online Learning Experience and Demonstrated Computer Literacy</b></p>  | <p><b>Plus, additional electives to total 27 units of credit for the graduating class of 2026.</b></p>  |

The Board, recognizing the desirability of the total process of education and recognizing the necessity of social, motivation and activity processes, further requires that the normal program leading to graduation will consist of a minimum of four full years of course work, i.e. seniors must be enrolled as full-time student during both the 1<sup>st</sup> and 2<sup>nd</sup> semester of their senior year.

Any exception to the above requirements for graduation must be made on an individual basis by the Superintendent. Exceptions will be made only when extenuating circumstances are involved.

Under normal circumstances, seniors must be within 0.5 credit of graduation, have been enrolled as a full time student during the second semester, have all books turned in, library fines paid, any other debts owed to the school paid, and all detention time served before they can participate in commencement exercises. Exceptions to this can only be made by the Superintendent. Students not meeting that criterion may be eligible to receive their diploma in August.

### **Dropping or Adding a Class**

For students in grades 7-12 all drop/add requests must be submitted to the counselor by 3:00 p.m. on the first Friday after the start of the semester.

### **Dual Enrollment**

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

### **Grades**

Report cards will be issued at least once each semester. Grades are calculated using the following grading scale for students in grades 6-12.

|           |           |           |          |           |           |
|-----------|-----------|-----------|----------|-----------|-----------|
| A 95-100% | A- 90-94% | B+ 87-89% | B 83-86% | B- 80-82% | C+ 77-79% |
| C 73-76%  | C- 70-72% | D+ 67-69% | D 63-66% | D- 60-62% | F 0-59%   |

Any assignment not submitted on time will receive 0 credit after 10 days past the due date.

### **Incomplete Grades**

All incomplete grades must be made up by the student within two weeks after the end of the semester/trimester. If the incomplete grades are not made up during that time, zeros will be awarded for all missing assignments and a corresponding grade will be given.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

## **Online Classes**

Occasionally due to scheduling conflicts, or electives not offered at ECS, students may choose to take an online course. ECS considers two types of online courses. (1) Credit Recovery classes are online courses taken to remediate credit in a class/course in which a student has already received a failing grade. Credit Recovery online courses shall be graded on a pass/fail basis. (2) All other online courses, whether elective or core, will be considered to be on par with courses taken directly with a teacher and as a result students will receive a letter grade for such courses which will count towards their final GPA and shall affect valedictorian/salutatorian status.

## **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Jessica Pletcher at [jpletcher@ecslancers.org](mailto:jpletcher@ecslancers.org).

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

## **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

## **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Aaron Gaffney, Superintendent at [agaffney@ecslancers.org](mailto:agaffney@ecslancers.org).

## **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with the counselor.

## **Valedictorian and Salutatorian**

In order to be named Valedictorian or Salutatorian by the Ellsworth Community School Board of Education, the following conditions and requirements must be met:

- a. Four years of credit must be earned in English, Math and Science plus three years of Social Studies.
- b. GPA shall be determined for all classes taken, including all non-credit recovery online classes and dual enrollment/direct credit courses. The GPA shall be determined based on 3 years and 1 semester.
- c. In the case of a tie, final determination for Valedictorian and Salutatorian recognition shall be based on a combination of GPA and the SAT composite score. The student's highest SAT composite score shall be used. However, the last testing cycle to be considered is the one in December prior to the student's graduation.
- d. The student must have attended Ellsworth Community School for no less than his or her entire senior year of high school as a full-time student. Students taking state approved CTE courses at other school districts or dual enrollment college courses shall be considered full-time students for the purposes of establishing valedictorian/salutatorian.

## **Vocational Education Classes**

Students in grades 10-12 may choose to enroll in vocational educational classes offered both on the campus of ECS and at neighboring schools in conjunction with CharEm ISD and the office of Career and Technical Education. Students choosing to attend classes at neighboring districts must provide their own transportation and sign in/out of the main office upon leaving or entering the building. Students are to promptly return to ECS upon completion of their class. Students are responsible for any work missed due to either leaving a class early or returning to class late in conjunction with taking a CTE class in another district.

### SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Interscholastic athletics and extracurricular activities at Ellsworth Community School (ECS) are vital and integral parts of the total education program. Many of the character traits required to be a successful participant on these teams and clubs are exactly those that will promote a successful life after high school. The purpose of these activities is to make a positive contribution to the development of the participants, spectators, school and community. As an integral part of the educational process, these programs should always support the objectives and standards of the school. Education should always take precedence over extracurriculars. Participants should strive for educational excellence, playing excellence, as well as staying within the boundaries of good sportsmanship.

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2025-2026 school year, the District offers the following student clubs, activities, and athletics:

#### Grades 6-7

- Girls Volleyball
- Football
- Basketball
- Track & Field
- Cross Country

#### Grades 8-12

- Girls Volleyball
- Cross Country
- Football
- Basketball
- Baseball
- Softball
- Track & Field
- Golf
- Robotics
- National Honor Society
- SAFE in Northern Michigan
- FFA
- Quiz Bowl
- Model United Nations

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

### **Attendance Policy (Extracurricular Activities)**

In order to be eligible to participate in extracurricular practices, contests, performances, etc. students must be present in school or attending a school sponsored event for the entire school day. If a student is more than 15 minutes late to the first hour of the day, they are considered absent. Exceptions may be made for pre-arranged (at least the school day prior) appointments (physical therapy, orthodontist, etc.) or for extenuating circumstances as approved by the athletic director or principal/superintendent.

### **Dual Sports Participation**

Student-athletes in grades 6-12 are allowed to participate in two sports during the same season provided the following criteria are met:

- Approval is given by the athletic director and all coaches involved.
- The student-athlete selects a primary sport and a secondary sport
- The student-athlete, their parents, and all coaches involved sign the dual sport participation agreement found in this handbook.

The following criteria will be used to determine which sport takes priority in the event of a scheduling conflict.

### **Contest vs. Contest**

If contests are scheduled for the same day in both sports, the primary sport will take priority over the secondary sport with the following exception.

All MHSAA state tournaments are a priority regardless of which sport is the first sport. If both teams are participating in a MHSAA tournament on the same date, no attention to the level of tournament (districts, regional) shall be given and the primary sport is the priority. State tournaments are a priority over conference tournaments.

Under no circumstances shall a student-athlete participate in two contests on the same day. If games are rescheduled for any reason and it creates a same day conflict, all of the above shall be implemented.

### **Contest vs. Practice**

All student-athletes are expected to participate in all contests (primary or secondary) regardless of a conflict with practice. A contest ALWAYS takes priority over a practice. If games are rescheduled for any reason and it creates a same day conflict, the preceding rule shall be implemented.

### **Practice vs. Practice**

Coaches and the athletic director should make every effort to arrange practice times so that dual sports student-athletes have the ability to participate in both practices. In the event that practice times overlap, the primary sport's practice will have priority.

### **Injury and Liability**

ECS does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries. All athletics are voluntary programs in which the student may participate if he/she so desires, but the student does so at his/her own risk of injury.

If an athlete is injured and needs medical attention, the coach will contact his/her parents. For injuries requiring medical attention, a doctor's written permission must be submitted to the coach and/or athletic director before the student will be allowed to return to practice or competition.

### **Off-Site Practice Policy**

Before conducting any practice or activity that deviates from the normal in-season practice format coaches will obtain parent permission. Permission shall include a description of the activity and if applicable the location of the alternate practice site. Permission shall not be required for track and/or cross country teams traveling to and from the Village Track for practice or for running on the village streets or nearby roads.

### **Parent Guidelines**

Parents should feel free to have open, constructive discussions with coaches/advisors on issues relating to their child. Issues that are inappropriate for parents to discuss with a coach include the child's playing time, coaching strategy or play calling, or other students.

Parents should never discuss anything with a coach in the "heat of the moment" and should wait 24-hours before contacting a coach on an issue. If either party wishes, the athletic director may be contacted to assist in a meeting to discuss an issue.

Follow these tips for making sure your child has a positive experience. Have your child at all practices and games/activities on time. Practice with your child at home. Come to games/activities as often as you can, cheer positively, allow the coach to coach, and let the officials officiate. Compliment your child. Above all else, remember that this is your child's game.

### **Playing Time Philosophy**

ECS is committed to offering an athletic program that will benefit students throughout their lives. These programs are extensions of the classroom. We have developed a philosophy for team sports playing time that will best enhance our athletic program and service our student-athletes simultaneously. The purpose of all athletic programs should be to provide eligible students an equal opportunity to participate in activities.

#### **Developmental Stage (middle school)**

The optimum goals at this stage include teaching fundamentals of the sport, emphasizing sportsmanship and to provide practice and game playing time for all participants in all contests. Winning can be discussed to build team pride, but should not be stressed as to circumvent the original aforementioned goals. All athletes will participate in contests for a relatively equal amount of time.

#### **Post Developmental Stage (JV team)**

Coaches should balance student-athlete participation with the success of the team at this stage. Fundamentals in practice and sportsmanship are still goals for all participants. During games, personnel strategies can be made by the coaches to aid the success of the entire team. However, every effort will be made to provide as much playing time as possible, but this may not be feasible in every contest.

#### **Varsity Stage (varsity teams)**

The success of the team is the main goal at this stage. Student-athletes should learn that in varsity athletics all participants are working together for the good of the unit. This is a lifetime skill. Game participation is handled exclusively by the coaching staff and although playing time will be provided for as many student-athletes as possible, the success of the team will be paramount. Coaches should stress to all participants that each is an important contributor to the team in many ways, but playing time cannot be afforded equally to all. Maximum student-athlete game participation is stressed but not mandated at this level.

## Physicals

All students participating in MHSAA sponsored athletics must have a physical on file with the office before beginning participation in any sport dated after April 15 of the previous school year. Student-athletes who do not have a physical on file are not allowed to participate in any organized team event, practice, or contest.

## 6<sup>TH</sup> and 8<sup>TH</sup> Grade Participation on Middle/High School Teams

Per MHSAA rules, when school enrollment numbers allow, ECS may choose to allow 6th grade students to participate on middle school teams. Discretion for this decision shall lie with the athletic director and the superintendent.

Per MHSAA rules, when school enrollment numbers allow, ECS may choose to move 8th grade students up to JV or varsity teams. In such a case, the following apply;

1. In the event that moving up an 8th student would damage the ability to field a middle school team the principal must approve the move.
2. Coaches do not have to invite all 8th grade students.
3. 8th grade students are able to play at both the JV/varsity and middle school levels in one season so long as long as they do not exceed the number of games played per season allowed by the MHSAA.

## Snow Day Policy

In the event of a snow day or other school cancellation, the cancellation of scheduled extracurricular events, including practices, shall be at the discretion of the athletic director and/or principal/superintendent. In the case of all activities being canceled, no mandatory practices shall be conducted for which the student-athlete be held accountable for attending. Voluntary practices may be scheduled on such days with the approval of the athletic director or superintendent.

## Social Media Comments and Participation Policy

Comments on social media sites about ECS games, players and coaches should promote the positive aspects regarding participating in athletics. ECS student-athletes and staff should be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable.

Social media often fosters debate of an issue; users are to engage in such exchanges with mutual respect for others opinions. ECS student-athletes and staff should assume that all postings on social websites are publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

Complaints submitted to the athletic director or principal regarding inappropriate comments made on social media sites could result in disciplinary action including, but not limited to, suspension and/or dismissal from the team.

### **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

### **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor or administrator.

### **Vacation Policy**

Teams may hold practices during school vacation closures. Athletes must provide written permission from parents to coaches stating their reason for not attending these practices or games. Coaches are encouraged to keep practices to a minimum during vacation days. Playing time may be affected if a student misses practices or games during vacations.

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

All students participating in athletics will conform to the following athletic code in reference to general conduct. The athletic code is in effect year-round (365 days/year) once a student has gone out for an activity.

No use or possession of tobacco, alcoholic beverages, illicit drugs in any form at any time.

Violations of the Athletic Code shall be accumulative beginning with and throughout the student's participation in athletic activities for the duration of their ECS career. The penalties shall overlap seasons, if necessary.

#### **First Offense**

- *Option 1*

- After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive athletic event dates or two (2) weeks of the season, whichever is greater.
- The student will be involved in an awareness-counseling program (at no cost to the school) that has been approved by the administration. (The program must contact the athletic director or principal to verify attendance)
- The student is expected to practice and attend the contests, but will not be allowed to dress in uniform or compete.
- Penalties shall not be considered served unless the student ends the season in good standing. Quitting or being removed from the team is not considered “serving the penalty”.
- *Option 2*
  - After the confirmation of the first violation, the student will be suspended from participation for five (5) consecutive athletic event dates or five (5) weeks of the season, whichever is greater.
  - The student is expected to practice and attend the contests, but will not be allowed to dress in uniform or compete.
  - Penalties shall not be considered served unless the student ends the season in good standing. Quitting or being removed from the team is not considered “serving the penalty”.
- *Self-Disclosure*
  - A student who, by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to the athletic director, principal, or superintendent a violation of this section prior to any reports, charges, complaints, or investigation under the Athletic Code will face the following disciplinary action. The student shall lose eligibility for the next athletic event date or a week of the season, whichever is greater and shall be required to follow the awareness counseling program outlined in option #1. This self-disclosure exemption is available to a student only on the first offense during their Ellsworth athletic career. Failure to be totally forthcoming or lying about actual events will result in the forfeiture of the “Self-Disclosure” and will result in full disciplinary action.

### **Second Offense**

- After confirmation of the second violation, the student shall lose eligibility for one calendar year.

### **Third Offense**

- After confirmation of the third or subsequent violation, the student shall lose eligibility at ECS permanently.

### **Appeal Procedures**

Parents/guardians of student athletes that have been found guilty of violating rules in the Athletic Code of Conduct will be notified by phone and via the mail regarding actions taken by the athletic director. Any appeal of the decision shall be made in writing and delivered to the athletic director within three (3) days.

The Athletic Council (comprised of an administrator, the athletic director, and one non-coaching teacher) will then hear the appeal and make a decision within five (5) days. Decisions shall be rendered on the basis of majority or consensus vote of the committee. The decision of the Athletic Council is final.

Actions or acts of conduct considered detrimental to the school (may result in suspension or removal from the team).

## SECTION IV: DISCIPLINE AND CODE OF CONDUCT

### Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### Forms of School Discipline & Applicable Due Process

#### Detentions

Detentions may be used as a form of discipline. It can be effective as a first-line choice for altering a student's behavior, which is primarily disruptive of the learning process (e.g. failure to do homework, tardiness, unexcused absences, inattentiveness, etc.). Detention can be imposed by a teacher or by an administrator. The student will be given time to inform parents and make transportation arrangements. Transportation problems will not exempt a student from this type of discipline.

#### ***Teacher Detention***

A teacher may impose before school, lunchtime, or after-school detention. The length of detention is at the teacher's discretion. Students who miss a detention assigned by the teacher may be referred to the administration for other disciplinary action as determined by the administration.

#### ***Administration Detention***

The administrators may impose before school, lunchtime, or after-school detention. Students skipping or missing detention may be subject to progressive

discipline, including suspension from school until the detention is served, not exceeding ten (10) days. After school detentions shall be imposed at the discretion of the administration and shall take precedence over any other school related activities, including athletic contests/practices, academic competitions, etc.

### ***After School Detention***

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

### **Saturday School**

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper, for carrying into execution the educational program of the school, which are specifically stated herein, as the need arises. When, in the judgment of the administration, the student's behavior reaches such a proportion or is of a nature that it tends to influence others adversely and/or interferes with the educational process or infringes on the rights of others, this behavior is grounds for suspension.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

### **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is

suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

## **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

| Prohibited Conduct  | Potential Consequence(s)   |
|---|--|
| <p><b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>                   | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>           |
| <p><b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>   | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>           |
| <p><b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.</p>   | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>                                      |
| <p><b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>   | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul> |
| <p><b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p> | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul> |
| <p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>  | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul> |
| <p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p>   | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul> |

|   |  |
|---|--|
| <p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>  | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion up to 180 school days</li> <li>● Police Referral</li> </ul> |
| <p><b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>   | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>             |
| <p><b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.</p>  | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>                       |
| <p><b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.</p>  | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Credit Loss or Grade Reduction</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>        |
| <p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>  | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>  |
| <p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p> | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>             |
| <p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>  | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>  |

|  |  |
|--|--|
| <p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p> | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul> |
| <p><b>Misuse of District Technology:</b> violating the District's acceptable use policies and agreement.</p>                                 | <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul> |

## APPENDIX A: TITLE IX SEXUAL HARASSMENT

### **3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Pregnancy Discrimination: For more information about preventing and responding to pregnancy discrimination, see Policy 3115G – Additional Requirements to Prevent and Address Pregnancy Discrimination.
- H. Training, Recordkeeping, and Notice: For more information about training requirements, recordkeeping protocols, and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements, Recordkeeping, and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42

USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq.,  
12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.;  
MCL 37.1101 et seq., 37.2101 et seq.

Date revised: 08.12.2024

## Appendix B: Anti-Bullying

### **5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

#### H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a

telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:

a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: 07.12.21

## APPENDIX C: PROTECTION OF PUPIL RIGHTS

### ***5308 Protection of Pupil Rights***

#### A. Surveys, Analyses, and Evaluations

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

#### B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

"Invasive physical examination" means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and Parents’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

B. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

C. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Legal authority: 20 USC 1232h

Date revised:08.12.2024

## APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Ellsworth Community School obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office Friday, September 12

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes

- student names, addresses, and telephone numbers;
- photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- date and place of birth;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended

**Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.**

Ellsworth Community School ***may not*** disclose my student's directory information for the following purposes:

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- To news media outside the School or District.
- To the School PTO or District parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

**Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

\_\_\_\_\_  
Parent/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

**APPENDIX E: ACCEPTABLE USE AGREEMENT**

\_\_\_\_\_

|                       |           |
|-----------------------|-----------|
| Building/Program Name | User Name |
|-----------------------|-----------|

This Agreement is entered into on: \_\_\_\_\_

This Agreement is between \_\_\_\_\_ (“Student” or “User”)  
and \_\_\_\_\_ (“school”).

The purpose of this Agreement is to grant access to and define acceptable use of the school’s technology resources (“Technology Resources”).

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school’s Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school’s Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
- D. The school’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or

liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

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

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the 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; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

***Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.***

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement as well as.
4. Bullying and cyberbullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.

G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You will return all Technology Resources to the school in good working order immediately on request.

M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents,

and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

---

Student Signature

---

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

---

Parent/Guardian Signature

---

Date

**cc: parent/guardian, student file**

## APPENDIX F: ATHLETIC CODE OF CONDUCT

Participation in Ellsworth Community School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Nick Hopp, 231-588-2544, nhopp@ecslancers.org

### Available Sports

- Middle School - Grades 6-8
  - Volleyball, Football, Cross Country, Basketball, Track & Field
- High School - Grades 8-12
  - Volleyball, Football, Cross Country, Basketball, Track & Field, Baseball, Softball

### Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

### Concussion Protocol

The District will comply with the concussion protocol in Policy 5712.

### Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association and local policy.
  - a. **Previous Semester** – All student-athletes must have passed a minimum of four classes (seminar not included) in the previous academic semester of enrollment in order to participate in sports.
  - b. **Current Quarter** – All student-athletes must be passing with a D or better in all classes during the current academic quarter of enrollment in order to participate in sports. The following procedures will be used to determine current eligibility.
    - i. Every Monday morning, the athletic director will run an eligibility report to determine those students that have a 62% or below in any of their scheduled classes. If such eligibility issues exist, students will be notified individually by the athletic director.

Students will have until the Friday of the same week (8:00am) to improve their grade(s) to reflect a 63% or above, otherwise they will be marked ineligible to participate in any contests or travel with the team for the following week (Monday-Saturday). Coaches will be notified of all ineligibilities on Friday morning.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

**APPENDIX G: DUAL SPORTS AGREEMENT**

Student-Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Sport: \_\_\_\_\_ Secondary Sport: \_\_\_\_\_

Student-athletes in grades 6-12 are allowed to participate in two sports during the same season provided the following criteria are met:

1. Approval is given by the athletic director and all coaches involved.
2. The student-athlete selects a primary sport and a secondary sport
3. The student-athlete, their parents, and all coaches involved sign the dual sport participation agreement.

The following criteria will be used to determine which sport takes priority in the event of a scheduling conflict.

***Contest vs. Contest***

If contests are scheduled for the same day in both sports, the primary sport will take priority over the secondary sport with the following exception.

*All MHSAA state tournaments are a priority regardless of which sport is the first sport. If both teams are participating in a MHSAA tournament on the same date, no attention to the level of tournament (districts, regional) shall be given and the primary sport is the priority. State tournaments are a priority over conference tournaments.*

Under no circumstances shall a student-athlete participate in two contests on the same day. If games are rescheduled for any reason and it creates a same day conflict, all of the above shall be implemented.

***Contest vs. Practice***

All student-athletes are expected to participate in all contests (primary or secondary) regardless of a conflict with practice. A contest ALWAYS takes priority over a practice. If games are rescheduled for any reason and it creates a same day conflict, the preceding rule shall be implemented.

***Practice vs. Practice***

Coaches and the athletic director should make every effort to arrange practice times so that dual sports student-athletes have the ability to participate in both practices. In the event that practice times overlap, the primary sport's practice will have priority.

By signing below, we agree to uphold the dual sports participation requirements and guidelines stated above:

\_\_\_\_\_  
(Student-Athlete)

\_\_\_\_\_  
(Parent)

\_\_\_\_\_  
(Primary Sport Coach)

\_\_\_\_\_  
(Secondary Sport Coach)

**APPENDIX H: HANDBOOK ACKNOWLEDGEMENT FORM**

The purpose of this form is for you to acknowledge that you have been provided electronic access to the 2025-26 Student Handbook. If you have any questions or concerns, please contact the office at 231-588-2544 or nsponable@ecslancers.org.

**This form must be signed by both the student and parent/guardian and returned to the school.**

I have read the current School Handbook (located on the school’s website or printed) and am familiar with its contents. I understand that I am responsible to be familiar with it, since this handbook will form the basis of the school’s relationship with me.

The complete School Handbook is available on the school website. Paper copies are also available in the office.

My parent/guardian has had an opportunity to become familiar with the contents of this handbook as attested by his/her signature below.

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\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent (Print)

\_\_\_\_\_  
Parent (Signature)

\_\_\_\_\_  
Date