

Meadowview Student/Parent Handbook

2022-2023



Magnificent

Outstanding

One Team

Safe

Empowered

Student/Parent Handbook

2022- 2023 School Year

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Meadowview School Main Campus

1790 E. Packard Hwy., Charlotte, MI 48813
Phone: (517) 541-8750 | Fax: (517) 940-4114

Meadowview-SCI Packard Program

Student School Hours:
8:30 a.m. to 2:48 p.m. Full Day
8:30 a.m. to 11:20 a.m. Half Day

Meadowview-EI Packard Program

Student School Hours:
8:15 a.m. to 2:55 p.m. Full Day
8:15 - 11:15 a.m. Half Day

Meadowview School Off-Site Programs

Creative Pulp Store

119 S. Washington St., Charlotte, MI 48813
Phone: (517) 983-5161
Student School Hours:
8:10 a.m. to 2:50 p.m. Full Day
8:10 a.m. to 11:20 a.m. Half Day

Eaton Rapids High School

800 State St., Eaton Rapids, MI 48827
Phone: (517) 663-2231 | Fax: (517) 663-5727
Student School Hours:
7:32 a.m. to 2:32 p.m. Full Day
7:32 a.m. to 10:45 p.m. Half Day

Union Street - Eaton Rapids

501 Union St., Eaton Rapids, MI 48827
Phone: (517) 663-8169
Student School Hours:
7:42 a.m. to 2:42 p.m. Full Day
7:42 a.m. to 10:55 a.m. Half Day

Potterville Elementary & Middle Schools

420 N. High St., Potterville, MI 48876
Elementary Office Phone: (517) 645-2525 | Middle School Office: (517) 645-7609
Student School Hours:
8:00 a.m. to 2:43 p.m. Full Day
8:00 a.m. to 11:00 a.m. Half Day

Welcome to Meadowview School

The student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain district policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teacher or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. The mission of Eaton RESA is to serve our community by providing and enhancing educational opportunities for students, families and educators throughout the Eaton RESA service area.

Additional information can be found on the Meadowview page of the Eaton Regional Education Service Agency Website at <https://www.eatonresa.org/special-education/meadowview>.

Meadowview School Mission Statement

We are committed to providing a positive learning environment which will enable students to achieve and enhance self-confidence, self-esteem, independence, social acceptance, and intellectual and personal growth according to their Individualized Educational Plan and Transitional Service Plan.

We support our school community with respect and compassion through quality programs, leadership and dedicated partnerships.

Notice of Non-Discrimination

It is the policy of Eaton RESA to provide equal educational opportunities for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, skin color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the district's compliance officer.

John Van Hoesen
Eaton RESA
Human Resources Manager
517-541-8712

Parent Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age and older (eligible student) have certain rights in relation to records kept on the student by the Eaton Regional Education Service Agency.

These rights include:

1. The right to examine the student's education records within 45 days of the day the request is received. Requests for inspection shall follow the outlined procedure:
 - a. Signed, written request submitted to the Principal of Meadowview School identifying the record(s) to be inspected.
 - b. Upon receipt of the signed, written request, the Principal will make the necessary arrangements for the inspection of the student's educational records and notify the parent/guardian or eligible student.
2. The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the Eaton Regional Education Service Agency is to limit the disclosure of information contained in a student's education records except:
 - a. by prior written consent of the student's parent or the eligible student,
 - b. as directory information unless the parent/guardian completes and returns a Directory Information Opt Out Form to the Meadowview School office, or,
 - c. under certain circumstances, as permitted by FERPA

The Board of Education shall be the final authority in any appeal. Minor students cannot appeal unless their parent(s) or guardian(s) are in agreement with that decision.

4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Eaton Regional Education Service Agency office.
5. The right to protest to:

The Family Policy and Regulations Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20206-4605

Student Records

In accordance with Federal regulations, Eaton RESA has established the following guidelines concerning student records:

The Principal, or a designee, is the Custodian of Records for students attending the school and is responsible for the processing and maintenance of all student records.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal Law or Agency regulations.

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with Agency officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Agency's compliance with the Federal Education Rights and Privacy Act.

The Agency has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student completes and returns the Directory Information Opt Out Form indicating that he/she will not permit distribution of any or all of such information: (name, address, and telephone number; date and place of birth; photograph; major field of study; awards and attendance; and any other information the Agency considers would not be harmful or an invasion of privacy, if so disclosed).

A copy of the policy and the accompanying guidelines are available at the Superintendent Office. There will also be a person available to answer any questions concerning the policy or guidelines.

Curriculum Content Including Health and Safety

As the parent or legal guardian, you have the right to review materials or curriculum content; and/or excuse your child from the instruction without penalty. To exercise these options, or for more information, please contact the office (517) 541-8750.

Change of Address and/or Contact Information

State law requires that all students have an up to date emergency form completed, signed by a parent or guardian and filed in the school office. **A student may be excluded from school until this requirement has been fulfilled.**

It is the responsibility of the student or parent/guardian to provide Meadowview School with any changes regarding a student's address and/or telephone number. All mailed correspondence from Meadowview School will be sent to the address of the parent/guardian given on the student's enrollment form unless otherwise arranged.

Food Service

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school. Applications for the school's free and reduced-priced meal program are distributed to all students at the beginning of each school year or at the time of enrollment. The applications will be distributed by the local school district that provides meals to the students.

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students regardless of their attainment of the age of majority.

Students who are eighteen (18) years of age may request to submit an Age of Majority Form. Age of Majority status signifies that all school business and school communication may be sent to and conducted only with the student. The principal will contact home when this form is completed and turned in by the student. The form is available in the school office.

Students reaching "Age of Majority":

1. Have the same privilege as their parents/guardians as it relates to access or control of student records.
2. May represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. May sign themselves in and out of school and may verify their own absences.
4. Are held to the same attendance requirements as other students.

Withdrawal from School

Any student who wishes to withdraw from the school district should contact the principal.

Attendance

The Eaton RESA Board of Education believes that it has a responsibility to encourage students to attend programs on a regular basis. The Board of Education also believes that the students and parents have the ultimate responsibility for school attendance. Within this responsibility is the need for Eaton RESA to maintain good communication with all parties - student, parent, and sending school.

Reporting Absences

- Student absences may be reported to the Meadowview office and/or classroom teacher.
- Students may be released before the end of a school day only upon presentation of a written or personal request from the child's parent or for emergency reasons. Requests for early dismissal should be submitted to the Meadowview office as early in the school day as possible.
- Students may be released only to a parent, whose signature is on file in the school office or to a properly-identified person authorized to act on his/her behalf.

General Attendance Guidelines

1. Students with ten (10) or more unexcused absences per semester may lose credit for that class and privilege to participate in extracurricular activities.
2. Exceptions to the ten absence rule may be granted by the principal/administrator in the case of documented extenuating circumstances such as: prolonged illness, hospitalization, death in the family, family crisis, etc.
3. Students who show a repeated pattern of non-illness related absences cannot be treated in the same manner as those who have been absent for unavoidable reasons. Some of the criteria indicating a poor attitude towards attendance are:
 - a. Frequent absences without the school being notified by parents or guardians
 - b. Leaving school early without permission
 - c. Frequent tardiness resulting in unexcused absences
 - d. Frequently missing one or two classes during the day
 - e. Missing classes on test days, or when projects and assignments are due.
 - f. Repeated outside appointments during school hours

Tardies

Being up to 10 minutes late to school without a written note provided by the parent/guardian will result in a tardy

Truancy

Meadowview School will consider a student truant if:

- The student has unexcused absence from school for more than five consecutive days
- The student has excused absence for more than ten (10) days in a thirty (30) day period unless medical documentation is provided
- The student has thirty (30) days or more excused/unexcused absences in a school year

Truancy may result in:

- Development of an attendance plan between the student, parent/guardian, building principal/administrator and/or truancy coordinator
- Court referral

Student Wellbeing

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of a dangerous situation or accident, they must notify the staff immediately.

Injury and Illness

All injuries must be reported to the instructor, Eaton RESA staff member, or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow emergency procedures and notify the parent/guardian.

A student who becomes ill during the school day should request permission to go to the office. An Eaton RESA staff member will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school nurse.

Student Illness Policy

Students exhibiting any potentially contagious symptoms may be at risk to themselves or others and should not be at school.

1. Severely Ill: a child that is lethargic or less responsive, has difficulty breathing or rapidly spreading rash.
2. Fever: any temperature of 100.4 degrees or higher.
3. Diarrhea: a child that has two or more loose stools.
4. Vomiting: a child that has vomited two or more times.
5. Rash: the child with rash AND has a fever or change in behavior.
6. Draining Skin Sores: any sore that cannot be covered with a waterproof dressing
7. Runny Nose: abnormal amounts of thick yellow or green discharge. May return when discharge is clear or treatment started.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by State or Local Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Non Casual-Contact Communicable Diseases

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County

Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non casual-contact communicable diseases include: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency); HAV, HBV, HVC (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their parent/guardian to participate in any activity off school grounds. This includes field trips, worked based learning activities, spectator trips, athletic and other extracurricular activities and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and needs to be completed at the beginning of each school year. Failure to return the completed form to the school will exclude a student from attending school until this form is completed, signed and returned to the Meadowview School office.

Immunizations

Each student should have the immunizations required by law or have a certified non-medical health waiver signed by the Health Department. If a student does not have the necessary immunizations or waiver, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse 517-541-8757.

COVID-19 Policy

Based on the current state and/or federal guidance in effect for school implementation, the following procedures regarding COVID-19 are in effect unless parents/students receive further notice from Eaton RESA. It is important to note that any of this COVID-19 information is subject to change by Eaton RESA at any time as necessary or required.

1. It is the family's responsibility to screen their child for symptoms and/or possible exposure to COVID-19 daily prior to sending them to school and keeping a child home if they have any symptoms.
2. Students that present COVID-19 symptoms while at school will be quarantined and be required to be picked up by a parent or guardian. Students will be required to self isolate as directed by the local health department or until a negative test result. Sick children with COVID-19 symptoms will not be sent home on Dean Transportation.

Eaton RESA COVID-19 Web Resources

Medication Policy

Any student who takes medication during school hours will comply with school regulations. Medications are defined as any prescription and non-prescription medication taken by mouth, suppository, inhaler, injection, applied as drops to ears, eyes or nose, or applied to the skin.

School procedures for prescription medications are as follows:

1. The Medication Request and Authorization for prescription medication must be signed by the student's physician and filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or school nurse.
4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location. Students may carry asthmatic inhalers if:
 - a. The student has written approval from a physician or other health care provider; and
 - b. The school nurse has received a copy of the written approval on the Medication Request and Authorization Form
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

General Information

Animal and Pet Policy

In order to reduce illness and accidents to staff and students, animals/pets are not permitted on school grounds. Any requests for exception to this policy (i.e. service animals) must be approved in advance by the Meadowview School Principal.

Care of Students with Chronic Health Conditions

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations, modifications, interventions of the regular classroom, curriculum, or activity (in the school setting) so that they have the same access to an education as students without disabilities. Such accommodations, modifications, and interventions will be provided pursuant to a Section 504 Plan.

Dress and Grooming

Eaton RESA Meadowview School programs are designed to provide a safe environment conducive to learning. Any distractions, including apparel and appearance of students, are detrimental to this environment. Students who are in violation of these minimum standards may be sent to the office at the teacher's discretion until such time as they are appropriately dressed.

- Clothing/appearance must NOT be a distraction to the teaching/learning process.
- Students shall not wear any items that express messages containing profanity, are drug/alcohol related, or are otherwise offensive in nature.
- All students must wear footwear that fastens securely to the foot and provides the appropriate protection.
- The upper portion of the body will be covered from the shoulders to the top of the bottom garment. No exposed midriff.
- No halter-tops, tube tops, backless tops, tank tops, etc. will be worn unless covered by another garment that covers from the shoulders to the top of the bottom garment.
- Garments normally classified as "underwear" will not be worn as "outerwear".
- Shorts and skirts must be at least as long as the wearer's fingers when his/her arms hang straight down with the fingers extended. This determines the maximum height of the garment above the knee.
- Pants must be worn at the waist.
- Sunglasses, unless prescribed by qualified medical personnel for inside use, are not allowed. (Prescription glasses, which change to meet differing light conditions, are acceptable.)
- No hats will be worn in the Meadowview School program offices or classrooms without teacher permission.

Emergency Procedure Drills (Fire, Tornado, Lockdown, and other)

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud horn and flashing lights.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a PA announcement.

Lock down drills in which the students are restricted to the interior minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a PA announcement.

Homebound/Hospitalized Instruction

Meadowview school shall provide individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Applications for individual instruction shall be made by a physician or physician's assistant (licensed to practice in this State), parent, student, or other caregiver. A physician or physician's assistant must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Parents should contact the Principal to request homebound or hospitalized instruction. This instruction must be approved by the principal and may require an Individualized Education Plan (IEP) meeting as well as other documentation. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Meadowview School Principal at 517-541-8751 to inquire about evaluation procedures and programs.

Lost and Found

The lost and found area is in the Meadowview School office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated to charity at the end of the school year.

School Closings and Delays

In the event of snow or other inclement weather, Eaton RESA Administration will determine if Meadowview School programs located at the Packard building will be open. If classes are canceled, families will be notified by the School Messenger system and it will be announced on TV (WLNS – TV 6, WILX – TV 10, WSYM FOX 47), associated websites (www.wlns.com, www.wilx.com, or www.fox47news.com) and radio (WJIM 97.5, WFMK 99.1, WJIM 1240 AM, WITL-FM 100.7 FM).

Meadowview School programs located in local districts will follow school closings and delays issued by the district in which the program is located. The absence will not be charged against the student's attendance record.

Student Sales

No student is permitted to sell any item or service in school without the approval of the school principal. Violation of this may lead to disciplinary action.

Use of Cell Phones and School Phones

- Office and classroom telephones are not to be used for personal calls.
- Except in an emergency, students will not be called to the office to receive a phone call.
- School personnel will initiate all calls on behalf of a student seeking permission to leave school.
- Students are NOT allowed to have personal cell phones with them at any time during the school day.
- Students using their cell phones during the school day will give the cell phone to his/her teacher upon arrival for storage in the Meadowview office until the end of the school day at which time personal cell phones will be returned to the student.

Visitors

Visitors, particularly parents, are welcome at Meadowview School. We request that you arrange a visit in advance by contacting the Meadowview School office.

In order to properly monitor the safety of students and staff, each visitor must report to the Meadowview office upon entering the school building to obtain a visitor pass. Any visitor found in the building without a pass shall be reported to the Principal. Students may not bring visitors to school without prior written permission from the Principal.

If a parent/guardian wants to meet with a staff member, they should call the office to schedule an appointment prior to coming to the school in order to schedule a mutually convenient time. Visits for prospective students may be made through the home school in coordination with the Meadowview Principal.

Computer Use

Students may NOT use Eaton RESA computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming, accessing inappropriate websites, etc.

All users of Eaton RESA computing resources are required to follow Eaton RESA Acceptable Use Policies.

EATON REGIONAL EDUCATION SERVICE AGENCY Student Use Agreement and Safety

Eaton Regional Education Service Agency encourages and strongly promotes the use of electronic information technologies in educational endeavors. "Information technologies" is defined in this policy as follows: all computers, telephone systems, electronic mail systems, voice mail systems and Internet connectivity components. The Agency provides users access to current and relevant resources in a wide variety of electronic formats and the opportunity to communicate in a technologically rich environment. The Agency's information technologies are the Agency's property and are intended to be used for educational purposes. The Agency retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by Eaton RESA information technologies.

Users have no reasonable expectation that any information contained on any Eaton RESA information technologies is confidential or private.

The Agency makes no warranties of any kind, whether expressed or implied, regarding the availability of its information technologies, including but not limited to the loss of data resulting from delays, non-delivery, or any service interruptions. All Eaton RESA information technologies are provided on an "as is available" basis.

Users are responsible for:

- Utilizing technologies in the Agency for facilitating learning and to enhance educational information.
- Attending appropriate training sessions in the use and care of available hardware and software.
- Maintaining the privacy of passwords.
- Maintaining the integrity of the electronic mail (e-mail) system. The e-mail system is intended to be used for the educational purposes of Eaton RESA. Personal use of the district's e-mail system is not allowed.
- Adhering to copyright guidelines in the transmission or copying of text, graphics or files.
- Using caution when considering the purchase of goods or services over the Internet. Eaton Regional Education Service Agency is not liable for any personal purchases made while using Eaton RESA resources.

- Making full financial restitution for any damages to or loss of Eaton RESA equipment caused by inappropriate, or negligent use of Eaton RESA information technologies.
- Making full financial restitution for any unauthorized expenses incurred while using Eaton RESA information technologies.
- Deleting files if they have exceeded their storage limit on the Eaton RESA Internet server. Files will be deleted by the system administrator if the user remains in non-compliance.
- Any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by a user while accessing Eaton RESA information technologies remotely. Any disputes or problems regarding phone service are strictly between the user and his/her local phone company and/or long distance service provider.
- Any damages to, or incurred on, a user's home equipment. Users accessing Eaton RESA information technology from home should do so at their own risk. Eaton Regional Education Service Agency assumes no responsibility for damages to, or incurred on, home equipment.

Prohibitions:

Use of the Eaton RESA information technologies is intended for legitimate educational purposes that support and enhance the Agency's mission statement. The following uses are strictly prohibited:

- Unauthorized transfer, deletion or duplication of electronic files.
- Unauthorized use of another individual's login name or password.
- Using Eaton RESA information technologies to draft, send, or receive inappropriate communications including, but not limited to, communications, which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law.
- Using Eaton RESA information technologies for the advertisement of goods or services for personal financial gain.
- Using Eaton RESA information technologies for private or personal business purposes.
- Vandalism of the Agency's information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the Agency's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Violations of the Acceptable Use Policy will be dealt with as specific offenses in the Code of Conduct.

Each student and their parent/guardian must annually complete and return the Eaton RESA Student Technology Acceptable Use and Safety Agreement to the Meadowview School office to have the privilege of using the district's technology resources.

Student Conduct

Code of Conduct Overview

Students at Meadowview School Programs are expected to display positive behavior, act responsibly and exercise good judgment. The primary objective of student discipline and control is to produce a safe school environment in which complete attention may be directed to instructional activities. Student behavior must reflect favorably on the individual student and the positive image of Meadowview School.

Application and Scope of the Code of Conduct

Below is a policy that will govern any disciplinary action taken in the Meadowview School programs operated by Eaton Regional Education Service Agency. The purpose of this policy will be to establish guidelines and procedures to ensure that uniform action is taken in all cases, and that all parties involved are treated in a fair, concise, and consistent manner. These policies apply on campus as well as to any off-campus school-related or sponsored activities.

The Principal and/or a designated administrator may suspend a student up to and including a ten-day period for violation of the Code of Conduct. Student's parent(s) or guardian(s) will be contacted as quickly as possible, and the student will meet with the Building Principal or administrator.

Any disciplinary action resulting in the removal of a student from class for more than ten days cannot be accomplished without a hearing involving the student(s), parent(s)/guardian(s), sending school representative (at the option of the sending school), and Eaton RESA representative. Until such time that a hearing is held, a student can be placed on an administrative suspension which will prohibit him/her from attending class until the formal hearing has been held.

In an action that involves, or could lead to disciplinary action, the following responsibilities are assigned:

Staff: Any staff reporting a student for a major disciplinary action must do so immediately after the offense has taken place. This report can be in person, by telephone, or in writing and should be made to the Principal. Staff may send a student from their class or activity for up to a one day in-school suspension with documentation. The suspension must be attributable to student conduct outlined in the Student Code of Conduct. Minor disciplinary offenses should be documented and reported to the assigned Student Services Coordinator or principal.

Principal/Administrator: For any incident where the Principal/Administrator will be deciding what action should be taken, the Principal/Administrator will conduct an impartial and complete investigation before attempting to make a decision on the merits of the case.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers and other equipment in which to store materials and/or personal items. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of Eaton RESA are to be used by students solely for educational purposes. The Agency retains the right to access and review all electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Agency with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Agency retains the right to access information in spite of a password. All passwords or security codes must be registered with the teacher. A student's refusal to permit access may be grounds for disciplinary action.

Communication of Disciplinary Action

To ensure that all parties are informed, the parents/guardians will be notified in any case involving disciplinary action in excess of a one-day in-school suspension.

Violations of the Code of Conduct

Students who violate school rules are subject to disciplinary action. Discipline will be based on the frequency and severity of the problem as determined by staff and administration. Violations of the code are cumulative during the course of the student's participation at the school.

Minor Offenses

Offenses less significant in nature, which are reported by staff to the student's teacher or school administrator. If improvement does not occur or multiple minor offenses are repeated, the student will be referred to the Principal for appropriate action which may lead to disciplinary removal from the Meadowview School program.

Any determination of disciplinary removal will be made on a case-by-case basis with consideration given to the student's age, disciplinary history, whether the student is a student with a disability, the seriousness of the violation or behavior, whether the violation or behavior threatened the safety of any pupil or staff member, whether restorative practices will be used, and whether a lesser intervention would properly address the violation or behavior.

Disciplinary consequences for minor offenses may include disciplinary removal up to and including out-of-school suspension and/or expulsion based on the above factors. Examples of minor offenses include, but are not limited to: disrupting class, dress code violations, exhibiting inappropriate and/or disrespectful behavior, obscene language, minor safety violations, use of cell phone and/or other electronic devices during class, refusal of staff directives, cheating, and sleeping in class.

Major Offenses

Offenses significant in nature that require immediate referral to the Principal.

Any determination of disciplinary removal will be made on a case-by-case basis with consideration given to the student's age, disciplinary history, whether the student is a student with a disability, the seriousness of the violation or behavior, whether the violation or behavior threatened the safety of any pupil or staff member, whether restorative practices will be used, and whether a lesser intervention would properly address the violation or behavior.

Disciplinary consequences for major offenses may include disciplinary removal up to expulsion with no credit as well as costs for damages and additional penalties as determined by administration based on the above factors.

Major offenses include, but are not limited to:

- **Inappropriate Computer Use:**

Students using Eaton RESA computers for non-school work such as sending and receiving e-mail or participating in chat rooms, social networking websites, blogs, gaming or surfing inappropriate websites is not permitted.

Consequence: Up to and including expulsion and costs, determined by the severity of the offense

- **Harassment Including Bullying:**

Inappropriate conduct that negatively impacts a student's educational, physical or emotional wellbeing.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and Eaton RESA discipline policy.

Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment or retaliating against a student who makes a report will also be subject to disciplinary consequences.

- **Leaving Class/Building Without Permission:**

Not remaining in class or on school grounds after arriving for class.

Consequence: Teacher/staff directed intervention, administrator directed intervention and/or out of school suspension.

- **Physical or Verbal Assault/Fighting - Student to Adult:**

Physical assault defined as intentionally causing or attempting to inflict bodily harm or violence to an adult, including a school employee, volunteer, or contractor. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

Consequence: Up to expulsion, additional or other interventions as determined by administration.

- **Physical or Verbal Assault/Fighting - Student to Student:**

Physical assault is defined as intentionally causing or attempting to inflict bodily harm, or violence to another student. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

Consequence: Up to expulsion, additional or other interventions as determined by administration.

- **Presenting False Documents:**

The attempt to forge someone else's name and signature for the purpose of personal gain.

Consequence: Teacher/staff directed intervention, administrator directed intervention and/or out of school suspension.

- **Selling, Buying, Possessing, Using Illegal Drugs and/or Alcohol - Consumption or Intoxication:**

Consequence: Up to expulsion, additional or other interventions as determined by

administration.

- **Theft:**

Willfully stealing any property without the proper consent of its owner.

Consequence: Up to expulsion, additional or other interventions as determined by administration.

- **Unsafe Behavior:**

Working in a school-sponsored environment in a manner that will/could potentially harm someone else or self and/or may cause deliberate damage to property.

Consequence: Teacher/staff directed intervention, administrator directed intervention and/or out of school suspension.

- **Smoking and/or Chewing of Tobacco on Any School Property:**

Smoking, including e-cigarettes or any other “vapor”, and/or chewing is prohibited for all students regardless of age.

Consequence: Teacher/staff directed intervention, administrator directed intervention and/or out of school suspension.

- **Unacceptable Use, Misuse, or Destruction of School Property:**

The obvious improper use of, intentional abuse, or destruction of school property in a manner that may limit or prohibit future instructional/educational use of the property.

Consequence: Teacher/staff directed intervention, administrator directed intervention (including potential costs) and/or out of school suspension.

- **Weapons:**

A student found to have a weapon, or instrument to be potentially used as a weapon, in his/her possession will be subject to immediate disciplinary action. It will include the carrying of, use of or demonstration of any identified weapon on school property.

A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon.

Consequence: Up to expulsion, additional or other interventions as determined by administration.

Due Process

Due process is the constitutional right of individuals that assures the protection of due process of law. Therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) or guardian(s).

A student must be given an opportunity for a hearing with the appropriate school administrator if his/her parent(s) or guardian(s) indicate the desire for one. A hearing will be held to allow the student and his/her parent(s) or guardian(s) to contest the facts which may lead, or have led, to disciplinary action. He or she may contest the appropriateness of the sanction(s) imposed by the disciplinary authority; or if the student and his/her parent(s) or guardian(s) allege prejudice or unfairness.

Example Disciplinary Actions

The following are examples of disciplinary actions supported by the Student Code of Conduct:

- **Behavior Plan** - A written document outlining expectations for behavior, supports/interventions to be provided to the student, and the related timelines or duration and the potential consequences of the behavior occurring again.

Our students may benefit from specific behavioral interventions. The building principal/administrator, teacher and parent may develop a behavioral intervention plan with specific student requirements, teacher, staff and parent/guardian support to reduce or replace student behaviors. Student behavioral intervention plans are developed and reviewed on a frequent basis by the teacher, staff, building principal or administrator, and parent or guardian. Data collected regarding the effectiveness of a behavior intervention plan informs needed modifications to the plan on an ongoing basis.

- **Detention** - A period of time outside the regular instructional school hours. This period of time may be used to help students understand the consequences of their behavior.
- **Expulsion** - An expulsion occurs when the superintendent and School Board terminates the student's rights and privileges to attend school, including extracurricular activities for disciplinary purposes for the remainder of the school year or longer following a disciplinary hearing. Disciplinary removals of 60 days or more are considered expulsion.
- **In-School Suspension** - Removal of the student from the regular classroom routine while remaining in the building. This involves a specified period of time away from peers,

classroom activities, lunchroom privileges, and hall passing.

In-School Suspension gives the student the opportunity to correct behavior so that suspension and/or permanent removal is not necessary. Duration of In-School Suspensions are determined by the school principal or administration.

Students assigned to In-School Suspension who are not in attendance will be required to submit an absence excuse. Absences do not count as time served in In-School suspension. Unexcused absences may result in court action and/or additional days being added to the student's days in In-School Suspension.

- **Loss of Privileges** - Extracurricular activities and special classroom/school events are for the enjoyment of all students. Students may lose out on the opportunity to participate in these activities. These decisions will be made by Eaton RESA administrative staff and will be communicated to the parent/guardian of the student.
- **Out of School Suspension** - Out of school suspension is formal discipline for a violation of the Code of Conduct of severe and/or persistent nature. During an Out of School Suspension, the student's rights and privileges of attending school, including extracurricular activities, are prohibited for the period of the suspension. Suspensions must be less than 60 days in duration.

For students with disabilities receiving special education programs or services, this includes both removals in which no IEP services are provided because the removal is 10 days or less and removals in which the child continues to receive services according to his/her IEP.

Eaton Regional Education Service Agency Appeal Policy

It is the philosophy and the policy of the Board of Education of Eaton Regional Education Service Agency that any decision involving or affecting a student in the Meadowview School programs operated by this Agency is subject to appeal by the student and the parent or guardian. Matters subject to appeal are defined as, but not limited to, any disciplinary action, grades, issuance of certifications or special recognitions, and any administrative actions. To ensure that all appeals are processed in a uniform manner, the following guidelines are established:

- Students who have reached the age of majority, and have a signed form on file, have the right to appeal without the concurrence of their parent(s) or guardian(s).
- Any appeal must be discussed with each level of authority within the Agency before the Board will act on them.
- A request for appeal can be made in writing to the principal of the Meadowview School within five school days of the incident.
- Unless otherwise requested, any matter referred to the Board will be acted upon at the next regularly scheduled meeting.

The Board defines levels of authority as outlined below. Any matter and request to appeal must

be discussed with each level in the order presented before the appeal can be referred to the Board for action.

Level 1: Eaton RESA Meadowview School Principal

Level 2 Eaton RESA Assistant Superintendent for Special Education

Level 3 Eaton Regional Education Service Agency Superintendent

Suspension and Expulsion from School

During the time of an in school or out of school suspension or expulsion, the student will not participate in any extracurricular activities. In the case of out-of-school suspension or expulsion, the student will not present on school property unless accompanied by a parent or legal guardian for a prearranged conference with the administrator who suspended that student. Students will not attend school related events on or off campus while suspended/expelled.

When a student has been suspended the building principal/administrator will make reasonable effort to notify the student's parents/guardians. No suspended student will be sent out of the building during school hours unless the parent/guardians have been contacted. Parents/guardians may be required to set up an appointment to meet with the building principal/administrator to have their student readmitted.

The student will have the right to make up all work missed during a suspension in accordance with building procedures. Immediately upon return to the building from a suspension, the student will be responsible for making arrangements with each teacher to complete assignments missed during the suspension.

The Code of Conduct and Student Assistance

When a building principal or administrator deems it appropriate under certain circumstances, the code supports the use of an assistance program for a student whose conduct suggests a need for additional assistance. Student assistance is designed to intervene as early as possible when a student's conduct indicates specific need. District staff may suggest that the student receive assistance from social workers, psychologists, and other community resources, such as Teen Al-Anon, smoking cessation programs, and/or private counseling.

The Code of Conduct and Confidentiality of Disciplinary Records

A student's records of disciplinary action are confidential. Parents/guardians may request and receive a copy of a school record or disciplinary action about their own child. Except as required by law, or in keeping with a parent/guardian's written request, or a student's written request if eighteen years or older, a student's record of disciplinary action is not released.

State and/or Federal Regulations for Parent/Student Notifications

Current State and/or Federal regulations require us to make a number of notifications to the parent or guardian of students attending our programs. This notice is to comply with those requirements. Anyone desiring additional information should feel free to contact Eaton Regional Education Service Agency at (517) 543-5500.

Drug-Free Schools

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property or leased property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug, any drug-related paraphernalia, or vaping device at any time on District property or leased property, within the Drug-Free School Zone, or at any District-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, "look-a-like" controlled substances, chemicals which release toxic vapors, marijuana, any prescription or patent drug except for those for which permission to use in school has been granted.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the Agency will also notify law enforcement officials.

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

Tobacco Use

Michigan law and Agency policy prohibit the use of any tobacco product on property owned or leased by the Agency. Noncompliance is punishable by a fine of not more than \$50.00 under Michigan law and school disciplinary action as set forth in the student handbook.

District Owned Property

Instructional Materials:

The Agency will provide, at no cost, all instructional materials needed for students to participate in our various programs. These items remain the property of the Agency and are to be returned. Students who fail to return or intentionally damage these items will be expected to reimburse the Agency for their cost. Holds will be placed on your college account until these fines are paid.

Lockers and Other Storage Areas:

Several programs provide lockers/storage for student use; however, the Meadowview School reserves the right to inspect those facilities without notice and does not accept responsibility for any items lost, stolen, or damaged in those facilities.

Harassment of Students

The following policies defining harassment, including bullying and sexual harassment, have been adopted from the Bylaws and Policies of the Eaton Regional Education Service Agency Board of Education.

Harassment of students is covered by the Code of Conduct and will not be tolerated. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the Instructor, the Principal, Student Services Coordinator, or may report it directly to the Human Resource Coordinator of Eaton RESA. Every student should and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

Definition - Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex (including sexual orientation and transgender identity), race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Bullying

Intimidation of others by acts, such as but not limited to:

- a. threatened or actual physical harm
- b. unwelcome physical contact
- c. threatening or taunting verbal, written or electronic communications
- d. taking or extorting money or property
- e. damaging or destroying property
- f. blocking or impeding student movement

Sexual Harassment

It is the policy of this agency to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this agency shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, volunteer, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Definition - Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. Submission to or rejection of such conduct by a board member, employee, volunteer, or student is used as the basis for decisions affecting the employee, volunteer, or student; or
- c. Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's, volunteer's, or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of duties.

Offenses will be dealt with according to the policy for disciplinary action that defines Harassment within the Student Code of Conduct

Discrimination and Harassment - Student and Staff

Eaton RESA is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or sexual identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or in any District-related activity or event.

The District encourages anyone who believes a Title IX violation may have occurred to report their concerns to a District employee or a District Title IX Coordinator who are identified below:

District Title IX Coordinators:

John K. VanHoesen, Human Resources Coordinator, 517-541-8712,
jvanhoesen@eatonresa.org

Tami Matthews, Supervisor of Related Services, 517-541-8723,
tmattews@eatonresa.org

Any student who believes that they have been subjected to discrimination or harassment by another student, board member, staff, vendor, volunteer, contractor, administrator or other person doing business with the District, should immediately report the behavior or communication to one of the identified Title IX Coordinators. A formal complaint must be filed in person, by mail or email prior to the District proceeding with an investigation under its Title IX Grievance Procedure. A formal complaint will be promptly addressed by the Title IX Coordinator. Supportive measures will be considered and offered to both parties and the Title IX Coordinator shall provide information to the Complainant about the Title IX Grievance Procedure and their rights in that process.

Section 504/ADA Prohibition Against Discrimination Based on Disability

Based on Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any District program or activity. The District shall not discriminate against students with disabilities and will make its facilities, programs and activities accessible to qualified individuals with disabilities.

The District designates the following individuals to serve as District 504/ADA Compliance Coordinators:

Kelly Hager, Assistant Superintendent for Special Education
1790 E. Packard Highway, Charlotte, MI 48813
517-541-8743
khager@eatonresa.org

Kathleen Szuminski, Assistant Superintendent for Career and Technical Education
5708 Cornerstone Drive, Lansing, MI 48917
517-483-1341
kszuminski@eatonresa.org

If a person (student or parent on behalf of a student), believes that she/he has been discriminated against on the basis of disability, they may file a complaint with a District 504/ADA Compliance Coordinator, who will promptly address the complaint and share the District's Complaint Procedure. Use of the District's internal complaint procedure is not a prerequisite to pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.