



# Charlevoix-Emmet ISD Special Education Classrooms **Student and Parent Handbook**

*It is the MISSION of Char-Em ISD Special Education Classrooms to educate and advocate for all students.*

*It is the VISION of Char-Em ISD Special Education Classrooms that students become responsible and engaged community members.*

# Welcome to Char-Em ISD Special Education Classrooms

Char-Em ISD Special Education Classrooms are designed to provide instruction for students with moderate to severe disabilities. Our classrooms support students from age 3 through age 26. We strive to provide students a safe and engaging educational environment where they can learn and grow.

Char-Em ISD Special Education Classrooms are located across Emmet and Charlevoix Counties in the following community schools: Pellston, Alanson, Boyne Falls and East Jordan. We also have classrooms and our main offices located at the Patricia A. Taylor School for Exceptional Learners, commonly referred to as Taylor School, in Petoskey.

## Contact information for all Char-Em ISD Special Education Classrooms:

**Taylor School**  
**(231) 439-6937**

1515 Cemetery Road, Petoskey, MI 49770

### Contacts:

Shannon Quinn, Administrative Assistant [quinns@charemisd.org](mailto:quinns@charemisd.org)

Kristina Long, Assistant Principal [longk@charemisd.org](mailto:longk@charemisd.org)

Nicole Goulet, Principal [gouletn@charemisd.org](mailto:gouletn@charemisd.org)

Ben Hicks, Director of Special Education [hicksb@charemisd.org](mailto:hicksb@charemisd.org)

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## Section 1 – General Information

### ► COMMUNICATION

Communication with families is a critical part of students' success at school. The primary point of contact for families will be the classroom teacher. Teachers have multiple modes of communication including email, classroom phones, REMIND text service and daily communication folders.

Please remember that classroom staff are working hard to educate students and may not be able to return communications until the end of the school day. If you have an emergency or need immediate assistance please contact the main office for our classrooms at Taylor School, (231) 439-6937.

### ► CONTACT INFORMATION FOR STUDENTS

To ensure the safety and well-being of all students, the school must have a Student Information Page completed and signed by the parent/guardian. Additional plans may be needed for students with medical or equipment needs. If there are changes to student information, please contact the Classroom Secretary at Taylor School.

### ► INCLEMENT WEATHER PROCEDURES

Char-Em ISD transports students throughout Charlevoix, Emmet and northern Antrim counties. If your district of residence (where you live) is closed, your child will not be picked up by the bus. If the school district where your child's classroom is located is closed, your child will not be picked up. If schools are delayed, your driver will contact you with a pick up time.

Please listen to your local radio or television station for school or program closings or delays. Alert systems may be available for your resident district or the district where the classroom is located, including local BeAlert school information texts through [cce911.com/be-alert/](http://cce911.com/be-alert/) or 9&10 News. Contact your classroom teacher for more information.

### ► EDUCATIONAL COMMUNITY OUTINGS

Students will participate in Community Based Instruction throughout the school year. Classrooms or individual students will be accompanied by school staff in the community to learn and practice a variety of skills. Annual consent remains in effect unless revoked in writing by parent/guardian. Classroom teachers will provide families with information about community outings. A cost may be associated with some outings. If the cost is a hardship, please contact the classroom teacher or school administrator for assistance.

### ► MEAL SERVICE

Students may purchase a meal at school or bring a lunch from home. Milk may be purchased daily. Information and applications for free or reduced price meals are sent home at the beginning of each school year or upon request. Accommodations for dietary restrictions can be addressed with your child's teacher.

### ► VISITORS & VOLUNTEERS

Visitors and volunteers are always welcome. For the health and safety of students and staff, please contact your child's teacher to check the current visitor status. Our students may be impacted by visitors and all visits must be arranged with the classroom teacher and approved by administration. All visitors and guests must sign in at the main office. Volunteers are wonderful supports to our students and staff. To sign up as a volunteer, contact Shannon Quinn at Taylor School. Volunteers will be required to complete paperwork and a background check.

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## Section 2 – Attendance

### ► ATTENDANCE POLICY

Regular attendance has a direct impact on student success in school. The purpose of our attendance policy is to instill positive traits such as punctuality, responsibility and self-discipline. Students are to attend class every day. Char-Em ISD believes that good attendance is a cooperative effort between students, families, and school employees.

Michigan law requires that whoever has custody or control of any child between ages 6-18 shall assure that the child attends school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year established by the school district.

Types of absences:

- Excused absences include: illness, medical appointments, observance of a religious holiday, death in the immediate family, family emergency, or other reason as approved by the administration.
- Unexcused absences include absence for any other reason.

In the event of an absence, the student's parent or guardian or a student of legal age of majority, **MUST** contact the classroom teacher the day of the absence. Failure to do so will result in an unexcused absence. Please contact your child's bus driver to let them know of the absence.

The school may require documentation explaining the reason for a student's absence. Documentation for a student's absence will be requested when a student is absent for more than 4 consecutive days due to illness. If a student will be absent from school for an extended period of time, 5 consecutive days, parents/guardians must contact the school to make arrangements for the absence. For high school students working towards a diploma and taking courses for credit, the local public school's attendance policy may apply towards earning credit towards the class.

To support good student attendance, school employees will monitor student's attendance often, and communicate with families to support positive attendance.

- Upon 4 absences in a semester - Attendance Awareness Letter will be issued
- Upon 7 absences in a semester - Phone call from administrator and Attendance Concern Letter will be issued
- Upon 10 absences in a semester - Attendance Meeting with student, parent/guardian, teacher and school administrator will occur to develop a Successful Attendance Plan.
- Upon 13 absences in a semester - Mediation Meeting will be held to review and update the Successful Attendance Plan.
- Upon 15 absences in a semester and based on the student's individual Successful Attendance Plan- School administrator will file for truancy.

### **Late Arrival or Early Dismissal**

We understand there will be instances when a student may be late to school. A tardy will be given for a student who arrived more than 10 minutes late to school/class. When arriving late please contact the classroom teacher and bring your child to the main office.

Students leaving early must be signed out. Students may not leave the school building without supervision during scheduled class times. If a student leaves school property without permission, parents will be notified. Police may also be notified for the safety of the student.

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## Section 3 – Health and Safety

Char-Em ISD follows the guidance of the CDC, Michigan Department of Health and Human Services (MDHHS) and our local health departments. The guidance in this handbook is intended to provide information to families related to the health of our students and staff. As we have learned during the COVID-19 pandemic, alternative guidance and restrictions may come and go during the school year and will be communicated to families.

### ► SCHOOL SAFETY: FIRE, TORNADO, AND LOCKDOWN DRILLS

Char-Em ISD complies with all safety laws and will conduct drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who are responsible for safe, prompt, and orderly evacuation of the building. Tornado drills are conducted using procedures provided by the state. In compliance with state law, a minimum of three lockdown drills will be conducted each year.

### ► IMMUNIZATIONS

For the safety of all students and in accordance with state law, students must be current with all immunizations required by law or have an authorized waiver. There are three (3) circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication on Form 5320 F2.
2. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease, from a county health department, before obtaining the certified nonmedical waiver form through the local health department.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Students who are in need of vaccines may be excluded from school until they have received their vaccinations or until they receive a waiver from the Health Department. Questions about immunizations or waivers can be directed to the school secretary.

### ► COVID-19

Students and staff will follow the guidance of the CDC, state and local health departments. Signs of COVID-19 include but are not limited to: cough, fever, fatigue, headache, loss of taste or smell, sore throat, congestion/runny nose, nausea, vomiting or diarrhea. After a possible exposure or at the onset of symptoms we encourage you to seek testing. Current testing, quarantine and isolation guidance can be obtained online or by contacting our office at (231) 439-6937.

### ► HEAD LICE PROCEDURE

The student's parent/guardian is required to notify the school if his/her child is suspected or confirmed to have head lice. While at school, if a student is found to have live head lice or nits (lice eggs), the student's parent will be notified for pick up. School staff will make every effort to assist the parents by providing information on removal of lice/nits and prevention of further infestations. After examination by school personnel, if no lice/nits are found, student will be readmitted to school.

### ► INJURY AT SCHOOL

If an injury or accident occurs at school, the classroom teacher will report this to the parent as soon as possible by telephone and in a written incident report. If the injury requires emergency treatment, emergency medical personnel will be contacted and the parent will be contacted as soon as possible. Pertinent medical history, including medications, will be shared as necessary.

## ► HEALTH GUIDELINES FOR SCHOOL ATTENDANCE

The following is a list of common health conditions for which a student should be kept home from school, or may be sent home from school.

- **A long-term (chronic) greenish nose discharge, and/or chronic cough** are symptoms that should be evaluated by your health care provider.
- **Chicken Pox.** Students must remain out of school until all of the pox have scabbed over and have been dried for 24 hours.
- **Conjunctivitis (pink eye).** Usually the white of the eye (or eyes) is red. The eye may feel itchy and usually has some yellowish or greenish discharge or crusting. A student may also have blurred vision. This is very contagious. The student may return to school after 24 hours of prescribed treatment has been initiated. Some allergies may appear with similar symptoms. If you are unsure of the cause, see a health care provider before returning to school.
- **Diarrhea.** A student with more than two abnormally loose or watery stools should remain at home.
- **Ear infections.** If left untreated, ear infections can cause hearing loss. The infection should be treated immediately. A student with pain and/or a fever should remain at home.
- **Fever of 100 degrees or higher.** When a student has been **fever free for at least 24 hours, he/she may return to school.**
- **Head lice.** Please review the head lice procedure contained in this handbook.
- **Measles, Mumps, Pertussis (Whooping Cough), and Rubella.** A student must stay home if he/she has any of these contagious diseases. A student may return when cleared by a health care provider.
- **Ringworm.** A student may return after medication is started and must have a covering on the area until completely healed.
- **Scabies.** A student may return after 24 hours of treatment with medicated lotion prescribed or recommended by his/her health care provider.
- **Severe coughing.** (Especially when it has a “croupy” or “whooping” sound.) Coughing is not only a way to spread germs to others; it can be very hard for students to participate when they are consistently coughing. Please use your best judgment for your student and those around him/her.
- **Severe wheezing or respiratory distress.**
- **Strep Throat or Scarlet Fever.** Students may return to school after they have been on antibiotic therapy by their health care provider for at least 24 hours.
- **Unusual spots, rashes or swelling.** Those of unknown origin need to be identified by a health care provider and treated appropriately before returning to school.
- **Vomiting.** Students that have been vomiting the night before school, or just before they are to come to school, need to stay home. If vomiting occurs while at school, the parent or caregiver will be contacted to pick up the student.

## ► MEDICATION ADMINISTRATION AT SCHOOL

### **MEDICATION FORMS MUST BE FILLED OUT, SIGNED AND RETURNED TO SCHOOL.**

The following definition of “medication” is adopted for use by the Charlevoix-Emmet Intermediate School District: Medication includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, inhaled, injected, applied as drops to eyes and/or nose, applied to the skin, and taken through a g-tube or other medical route.

- The student’s parent, as well as the student’s health care provider, must give written consent (*see Authorization for Medications to be Taken at School, Appendix*) and request that prescription medication(s) be administered to the student. The consent shall include the student’s name, name of the medication, dosage of the medication, method of administration, and the time the medication is to be administered to the student. This form will be kept on file at the school and will remain in effect for the entire school year, unless revoked by the parent and/or health care provider. (Form also available at the office.)
- No staff member will be permitted to dispense non-prescribed, over-the-counter medication, creams or drops to any student without the proper completed form from the parent.
- All medication is to be supplied in the original pharmacy container with the student’s name, the date, the prescription number, the name of the medication, dosage, and frequency of administration clearly labeled on the container.
- All tablet form of medication is to be supplied in the exact dosages. School staff is not responsible for dividing/splitting pills.
- All medication will be kept in a locked area designated by the building principal. When refrigeration is needed, it will be kept in the school refrigerator as designated by the building principal.
- Refills are the responsibility of the parent and must be provided to school in the original pharmacy container.
- All controlled substance medications will be counted upon receipt, and the count will be recorded on a medication log.
- If the parent requests medication be returned, it will be counted and documented on the Inventory of Medication form (*see Inventory of Medication Form, Appendix, Page 26*). The medication is returned in a sealed envelope.
- No changes in medication dosage or time will be made except by instruction from a health care provider.
- School staff will NEVER give a first dose of a new medication. For the safety of the student, this must be done at home.
- Notes will be sent home at the end of the school year alerting the parent of excess medication. Parent is to make arrangements to pick up the medication or it will be disposed of and recorded on the log sheet.
- Char-Em ISD requires an Authorization for Medication to be taken at School form (*see Authorization for Medications to be Taken at School, Appendix*) completed and updated annually for any dietary (food) restrictions or special dietary needs. This includes special diets such as diabetic, gluten free, or supplements such as enzymes. Appropriate dietary substitutions will be made according to the health care provider’s recommendations.
- For diet supplements administered through a feeding tube, a health care provider’s recommendation must be provided in writing to ensure the supplement is administered at the correct time and in the correct dosage.

### *Medication administration at school, continued ...*

- Medications work best when they are administered consistently. Please refill prescriptions and provide to school staff in a timely manner.
- Emergency medications (e.g., Diastat, Epi-pen, or wafers) that need to accompany the student at all times must be transported to and from school in a sealed medication transportation envelope. The envelope must be completed with student and medication information, including expiration date. This may be transported in the student's backpack or placed in a secure location on the bus.
- Many students with asthma are taught to carry their own medication (e.g., metered-dose inhalers) and to self-administer as part of their health care provider's prescribed treatment regimen. The request by parent or health care provider to allow a student to carry and self-medicate will be followed as long as written instructions are provided. The medication administration procedure is followed as in other medications brought to school.

### **Medication Transportation Procedure**

The parent is responsible for providing medication to school. Medication must be given to the transportation staff in the provided medication transportation envelope. The Inventory of Medication form on the envelope must be completed and the sealed envelope signed by parent across the seal. For safety reasons, students are NOT to carry medication to school on their person.

## **► CONCUSSION INFORMATION**

Char-Em ISD is concerned about your child's health and safety. As required by law, the following information about concussions, developed by the Michigan Department of Health and Human Services, is provided.

### **• WHAT IS A CONCUSSION?**

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

### **• WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?**

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more of the symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

### **• SYMPTOMS REPORTED**

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

- **SIGNS OBSERVED**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to or after hit or fall

- **DID YOU KNOW?**

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children & teens are more likely to get a concussion and take longer to recover.

- **CONCUSSION DANGER SIGNS**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated, or has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

- **WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?**

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

- **WHY SHOULD A STUDENT REPORT THEIR SYMPTOMS?**

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

**To learn more go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion)**

*Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE)*

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## SECTION 4 – STUDENT EXPECTATIONS

### ► APPROPRIATE DRESS

Students are expected to wear clothing in a neat, clean, and well-fitting manner while attending school. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption to the school environment. School administration will make the final decision if there is any doubt about dress or appearance.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, tobacco or tobacco products, violent behavior, weapons or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

Students attend events in the community and must be appropriately dressed for the event and the weather. Your student's teacher will contact you with specific clothing items or shoes needed for activities during the school day.

### ► POSITIVE BEHAVIOR SUPPORT

The Char-Em ISD Special Education staff provides a safe and secure environment in which to learn. Appropriate social behavior is a primary goal for all students during interaction within the community. Every effort is made to support behavior in a positive manner.

Staff encourages appropriate behavior by giving students consistent, positive feedback and reinforcement. School-wide rules and procedures enable teachers and administrators to ensure consistency and fairness throughout school and related environments. Staff will provide the most positive and least restrictive interventions appropriate for the student.

#### **Behavioral Intervention**

When inappropriate behavior occurs, a variety of informal strategies can be used to assist the student. In cases of reoccurring or severe behavior, a meeting with the parent and appropriate staff will be arranged to determine the necessary interventions. Char-Em ISD staff has received training in Non-Violent Physical Crisis Intervention as established by the Crisis Prevention Institute (CPI).

### ► CODE OF CONDUCT

Char-Em ISD serves students in programs ages 2½ through 26 years of age with a wide variety of abilities. Therefore, every student's needs are different and one code of conduct would not be appropriate. Behavior interventions and discipline are based on each student's unique needs. In addition to understanding why a particular problem occurred, we teach students the strategies and skills needed to prevent the problem from happening again.

At times, administrative intervention may be required and may result in a suspension of the student from school. Prior to suspension the student has the right to be given oral or written notice of the allegation(s) against him or her; the right to be informed of the evidence to support the charge; and the right to respond to the allegation(s). Furthermore, the student, if appropriate, and the parent shall be notified of the misbehavior, the length of suspension, and any relevant condition(s) associated with the suspension of a student.

## ► BULLYING

Bullying or other aggressive behavior toward a student or staff is not allowed. This includes written, physical, verbal, and psychological abuse and applies to all “at School” activities including those on school property, in a school vehicle, and those occurring off school property such as field trips or athletic events. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Students who believe they have been or are the victim of bullying or other aggressive behavior should immediately report the situation to their teacher or principal. Parents will be notified of any complaint or investigation of bullying or other aggressive behavior. If bullying or aggressive behavior has occurred, prompt and appropriate remedial action will be taken. *A complete copy of the Char-Em ISD Board of Education policy on bullying is available by contacting the Char-Em ISD principal or administration.*

## ► SUBSTANCE USE

Char-Em ISD is committed to providing an environment free of the use of substances including alcohol, tobacco, marijuana, vapes/e-cigarettes, and all illegal substances. The possession, use, or distribution of illicit drugs and the unlawful possession, use, or distribution of alcohol, tobacco, vapes/e-cigarettes, or marijuana by anyone is specifically prohibited by local ordinances, and by state and federal law.

Violations will result in disciplinary action, up to and including expulsion and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. A violation under state law may result in a misdemeanor or felony conviction, depending on the nature of the offense, punishable by imprisonment, payment of fines, confiscation of real and personal property, or a combination of the three (3).

Health (and other) risks associated with the use of alcohol and other drugs include, but are not limited to: impaired academic or work performance; lost potential; absenteeism from class or work; financial problems; doing things one later regrets; conflicts with co-workers, classmates, families, friends, and others; unusual or inappropriate risk-taking which may result in physical or emotional injury, or death; blackouts; hangovers, long-term health problems including cirrhosis of the liver, organic brain damage, high blood pressure, and heart disease; and legal problems including imprisonment. Char-Em ISD encourages students with alcohol or other drug dependency to contact the school social worker or a community counseling center for assistance.

Following is a list of some drug and alcohol prevention, counseling, treatment and rehabilitation programs. Additional programs may be listed in local and other area telephone directories.

- Alcoholics Anonymous Alateen Charlevoix, MI 49720 (231) 599-2852 Munson Alcohol & Drug
- Bay Area Substance Education Services (B.A.S.E.S.) 208 W. Lincoln Charlevoix, MI 49720 (231) 547-1144 Crises/Suicide Hotline [www.basesteencenter.org](http://www.basesteencenter.org) (800) 442-7315
- THIRDlevel 24/7 Counseling & Crisis Services 800-442-7315 [www.thirdlevel.org](http://www.thirdlevel.org)

*Reference: Board policy 3102*

## ► WEAPONS

Carrying firearms, knives or other dangerous or deadly weapons in school or on school grounds is prohibited. Any student found violating this law may be referred to the appropriate law enforcement authorities. After a due process hearing, a student may also face suspension or expulsion. Any object that is used to threaten, harm, or harass another person may be considered a weapon. Intentional injury to another person can be a felony and/or cause for civil action. A student may be expelled for violations of this policy.

## ► SEARCH OF STUDENTS, LOCKERS, AND MOTORIZED VEHICLES

Searches of students, lockers, and motorized vehicles will be conducted under the appropriate legal standard to maintain the safety and security of students, teachers, guests, and school property.

Search of a student and his/her possessions may be conducted at any time the student is in school if there is a reasonable suspicion that the student is in violation of law or school rules. The principal shall be responsible for the prompt recording in writing of each student search, including: the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition of them. The principal shall be responsible for the custody, control and disposal of any illegal or dangerous substance or object taken from the student. If lockers are assigned to pupils, they are the property of the school district and are subject to search.

Students' use of a motorized vehicle on school property is a privilege and vehicles are subject to search by the principal or another designee without notice or consent, if the principal/designee reasonably suspects that the contents of the motorized vehicle may present a threat to the health, safety, or welfare of other students, staff, or to the property or to the school in general.

Administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or materials. These searches may include the use of specially-trained dogs. *A complete copy of the Char-Em ISD Board of Education policy on searches of students, lockers, and motorized vehicles is available by contacting the Char-Em ISD principal.*

## ► CELL PHONE AND ELECTRONIC DEVICES

Students are permitted to have and use cell phones and electronic devices at school so long as they do so safely, responsibly and respectfully. Students are solely responsible for the security of their cell phones and electronic devices.

Students are expected to follow classroom rules and expectations for cell phone and electronic devices which may include keeping a device in their desk or pocket or placing their device in a designated area in the classroom. If a student's device is impacting instruction in the classroom, additional rules may be implemented. School personnel may confiscate a student's cell phone or electronic device if the student's use violates classroom rules. Administrators may require a meeting with the student and their parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

## ► NETWORK ACCESS AGREEMENT

Char-Em ISD provides internet access to students for educational purposes to assist in the collaboration and exchange of information, facilitate personal growth in the use of technology, and to enhance information gathering and communication skills. It is the policy of the ISD to prevent user access over its computer network to, or transmission of, inappropriate material via the internet, electronic mail, or other forms of direct electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; comply with the Children's Internet Protection Act; to educate minors about appropriate online behavior; and to comply with the "Protecting Children in the 21<sup>st</sup> Century Act."

Char-Em ISD may provide an educational program to educate students about appropriate online behavior, including interacting with other individuals on social media networking sites and cyber bullying awareness and response. Students are required to agree to the ISD Network and Access Agreement. A complete copy of the Char-Em ISD Board of Education Internet Safety Policy and Network and Access Agreement for Students is available by contacting your building principal. *(See Appendix to read and agree to Network Access Agreement.)*

## **Char-Em ISD's Policy Against Unlawful Discrimination/Harassment**

Char-Em ISD prohibits unlawful discrimination, including unlawful harassment and retaliation. Char-Em ISD will investigate all allegations of unlawful discrimination (student-to-student conduct and staff-to-student) and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school.

Char-Em ISD will comply with all applicable state and federal laws related to unlawful discrimination.

### **Types & Examples of Unlawful Discrimination/Harassment**

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

- creating an intimidating, hostile, or offensive environment; or
- unreasonably interfering with the student's ability to benefit from educational programs or activities.

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

Disability harassment is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

### **Reporting Requirements**

Char-Em ISD personnel must immediately report incidents of alleged unlawful discrimination, including incidents that Char-Em ISD personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

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

**Remedies**

Char-Em ISD will take appropriate and effective measures to promptly remedy effects of unlawful discrimination. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

- providing an escort to ensure that the victim can safely attend classes and school activities;
- providing the victim with school-based counseling services;
- providing the victim with academic support services, such as tutoring;
- rearranging course schedules, to extent practicable, to minimize contact between victim and perpetrator;
- moving the victim's or the perpetrator's locker;
- issuing a "no contact" directive to the perpetrator; or imposing discipline consistent with Policy 5205 and the student code of conduct.

Whenever possible, Char-Em ISD will strive to ensure that the victim's academic and other school-related schedules remain intact.

These remedies may also be available to any other student who is or was affected by unlawful discrimination. If the alleged victim is a student with a disability, the Superintendent or designee will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the alleged victim continues to receive a free appropriate public education.

**Filing a False Report**

Any person who knowingly or maliciously files a false report of unlawful discrimination, including unlawful harassment or retaliation, will be subject to discipline, up to and including expulsion.

**Retaliation**

Retaliation against a person who reports unlawful discrimination is prohibited. Any person who retaliates against a person who reports suspected unlawful discrimination will be disciplined in accordance with Policy 5206. This prohibition against retaliation also applies to retaliation against people who participate in or cooperate with an investigation related to a complaint.

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## SECTION 5 - STUDENT RECORDS AND PARENTS' RIGHTS

### ► STUDENT RECORDS

Char-Em ISD maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Directory information is defined as:

- |  |                    |
|--|--------------------|
| - Student name                               | - Parents' names   |
| - Address of student, parent, legal guardian | - Date of birth    |
| - Sex  | - Grade            |
| - Student activities                         | - Telephone number |
| - Honors and awards                          |                    |

The parent may refuse to allow the school to disclose any or all of such directory information upon written notification to the school. Access to student records is protected by the Family and Educational Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in state and federal law, the district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parent, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential information includes test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Parents and students have the right to review and receive copies of all educational records within 45 days of the day the school receives a written request for access. To review a student record, a written request should be submitted to the principal identifying the record(s) the parent wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Parents and adult students have the right to amend a student record when it is believed that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. The parent must write the principal, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Parents and adult students have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed to the student by the special education program staff. A written request is submitted to the principal by the parent who wants to exercise this right.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and the Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

### ► AGE OF MAJORITY/GUARDIANSHIP

Upon turning 18 years of age, a student *automatically* becomes his/her own guardian, *regardless of his/her disability level*, unless court action is pursued to obtain guardianship. All rights afforded to parents transfer to the student. Under the law, the student will be responsible for parental responsibilities such as: attendance, disciplinary matters, signing IEPs, correspondence, personal conduct, decisions regarding future educational services. In the event a parent believes their student will need a guardian, it is recommended the legal process for guardianship begins on or before the student turns 17 years of age.

### ► HEALTH EDUCATION

A component of Health Education curriculum includes HIV/AIDS and human sexuality. Parents have the right to review the materials and curriculum content used in health education classes. The teaching staff will provide prior notification of HIV/AIDS and human sexuality lessons. Please notify your child's teacher if you do not want your child to participate in this instruction.

### ► REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review instructional materials being used in the classroom, but are subject to reasonable restrictions and limits. If a parent wishes to review instructional materials, they must contact the Char-Em ISD Principal to set up an appointment.

### ► MANDATED REPORTER

State and federal law mandate that all school personnel report suspected cases of abuse and neglect. Abuse and neglect are defined as harm or threatened harm to a student's health or welfare by a parent or any other person responsible for the student's health or welfare. School staff are not given the option of assessing the accuracy of reported incidents. Staff members are responsible to report their suspicions or report what is related to them by a student, not to judge the merit or accuracy of them. It is understood that this may, at times, cause difficulties for parents, but we cannot ignore our legal responsibility.

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**PLEASE READ, SIGN AND RETURN THE FORMS ON THE FOLLOWING PAGES**

**CHAR-EM ISD DISTRICT NETWORK ACCESS AGREEMENT - STUDENTS**

***NOTE: By signing the Student and Parent Handbook Documentation of Consent, Section IV, page 22, you are agreeing to the following Network and Access Agreement. For more information, please see your teacher or principal.***

This agreement is entered into for this school year between Student and the Charlevoix-Emmet Intermediate School District, hereinafter referred to as District. The purpose of this agreement is to provide Internet access for educational purposes to Students. As such, this access will (1) assist in the collaboration and exchanges of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this contract is to ensure that the Students will comply with all Network and Internet acceptable use policies approved by the Charlevoix-Emmet Intermediate School District.

In exchange for the use of the District's resources either at school or away from school, I understand and agree to the following:

- A) The use of the District's Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placement of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the Student for other disciplinary actions.
- B) The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C) All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. unauthorized web pages, advertisements, political lobbying) in any form is expressly forbidden.
- D) The District and/or Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.
- E) Any misuse of the account may result in suspension of the account privileges and/or disciplinary action determined by the District. Misuse shall include, but not be limited to:
  - 1) Intentionally seeking information, obtaining copies of, or modifying files, other data or passwords belonging to other users without expressed consent.
  - 2) Misrepresenting other users on the Network.
  - 3) Disrupting the operation of the Network through abuse of the hardware or software.
  - 4) Malicious use of the Network through hate mail, harassment, profanity, vulgar statements or discriminatory remarks.
  - 5) Interfering with others' use of the Network.
  - 6) Extensive use for nonwork-related communication.
  - 7) Illegal installation of copyrighted software.
  - 8) Unauthorized downloading, copying, or use of licensed or copyrighted software.

- F) The use of District and/or Network resources are for the purpose of (in order of priority):
- 1) Support/enhancement of the academic program.
  - 2) Telecommunications.
  - 3) General Information.
- G) The District and/or Network does not warrant that the functions of the system will meet all specific requirements the user may have, or that it will be error free or interrupted; nor shall it be liable for any direct or indirect incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H) The District and/or Network reserves the right to log Internet use and to monitor electronic mail space utilization by users and will periodically make determinations on whether specific users of the Network are consistent with the acceptable-use policy.
- I) The Student may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the District Network Director/Instructor. The Student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- J) The District reserves the right to log computer use and to monitor fileserver space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity. Personal information should not be stored on network resources.
- K) Software Registry will be maintained. Registration of all the District's software/equipment will be maintained at Charlevoix-Emmet Intermediate School District Software Network.

In consideration for the privileges of using the Charlevoix-Emmet Intermediate School District's resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District Network, and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

I agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or Network (*signature required on consent form on page 22*). These rules will be available in hard copy form in the District offices.

## AUTHORIZATION FOR MEDICATION TO BE TAKEN AT SCHOOL (Prescribed and Over the Counter)



### INVENTORY OF MEDICATION

All student medication **must** be delivered in its original container.

**This note must accompany any medication sent or received by school personnel.**

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

Name of Medication: \_\_\_\_\_

Amount of medication given to school personnel by parent: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medication received by: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Documentation of Receipt at School**

Amount of medication received by school personnel: \_\_\_\_\_

Count witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

School personnel signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**This note must accompany any medication sent or received by school personnel.**

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

Name of Medication: \_\_\_\_\_

Amount of medication given to school personnel by parent: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medication received by: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Documentation of Receipt at School**

Amount of medication received by school personnel: \_\_\_\_\_

Count witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

School personnel signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please photocopy this page to record additional medications.*

## STUDENT AND PARENT HANDBOOK DOCUMENTATION OF CONSENT

I have received the Char-Em ISD Student and Parent Handbook. I agree to support and abide by the rules, guidelines, procedures, and policies of the Charlevoix-Emmet Intermediate School District.

\_\_\_\_\_  
initial

Additionally, by initialing below I agree to:

\_\_\_\_\_  
initial    **Educational Community Outings Permission**  
\_\_\_\_\_  
initial    **Receipt of Parent and Athlete Concussion Educational Material**  
\_\_\_\_\_  
initial    **Char-Em ISD Network and Access Agreement**

### Media and Photo Release

Char-Em ISD programs engage in numerous activities where the students are involved in some form of media. Please read the following options and select what will satisfy both your and your student's needs.

- ☐ **Yes**, I give Charlevoix-Emmet Intermediate School District permission to record my student's likeness, name and/or voice for use in video, photographs, radio, television, social media, or print media to further the aims of the ISD in related campaigns, magazine articles, newspaper articles, websites, booklets, posters, social media, and in other ways they see fit. I hereby release them from any and all claims resulting from such usage.
- ☐ **No**, I do not wish to have my child's photo used for the above-stated purposes.  
*However:* My student may be photographed for in-school purposes only. The photos may be used on bulletin boards, in art projects, in the yearbook for a class composite photo and/or other presentation purposes within the program.
- ☐ My student may NOT have his/her photo taken under any circumstance.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





### Char-Em ISD offices/locations

**Main office, Charlevoix**  
08568 Mercer Blvd., Charlevoix  
(231) 547-9947

**Boyne City ISD Office**  
1313 Boyne Ave., Boyne City  
(231) 582-8070

**Taylor School**  
1515 Cemetery Rd., Petoskey  
(231) 439-6937

**Lakeview High School**  
453 E. Lake St., Petoskey  
(231) 547-9947

**Crooked Tree High School**  
870 W. Conway Rd., Harbor Springs  
(231) 487-0136

### CEISD Special Education Program locations

- 1) **East Jordan Elementary**  
304 4th St. • (231) 536-7564
- 2) **East Jordan Mill Street Campus**  
951 Mill St. • (231) 536-0053 x5230
- 3) **Boyne Falls Public School K-12**  
1662 M-75 • (231) 549-2211
- 4) **Taylor School**  
1515 Cemetery Rd. • (231) 439-6937
- 5) **Alanson Public School K-12**  
7400 North St. • (231) 548-2261
- 6) **Pellston Elementary School**  
114 Zipp St. • (231) 539-8421

### Char-Em ISD Districts Served

- |   |  |
|---|--|
| <b>Alanson Public Schools</b><br>7400 North St. • (231) 548-2261            | <b>East Jordan Public Schools</b><br>304 Fourth St. • (231) 536-3131*      |
| <b>Beaver Island Comm. School</b><br>37895 King's Hwy. • (231) 448-2744     | <b>Ellsworth Community Schools</b><br>9467 Park St. • (231) 588-2544       |
| <b>Boyne City Public Schools</b><br>321 S. Park St. • (231) 439-8190*       | <b>Harbor Springs Public Schools</b><br>800 S. State Rd. • (231) 526-4545* |
| <b>Boyne Falls Public Schools</b><br>1662 M-75 • (231) 549-2211             | <b>Pellston Public Schools</b><br>172 N. Park St. • (231) 539-8421*        |
| <b>Central Lake Public Schools</b><br>8169 W. State St. • (231) 544-3141*   | <b>Public Schools of Petoskey</b><br>1130 Howard St. • (231) 348-2100*     |
| <b>Charlevoix Public Schools</b><br>104 E. St. Mary's Dr. • (231) 547-3200* |  |

\* denotes administrative office address for districts with multiple buildings.

### Charter Schools

**Charlevoix Montessori Academy for the Arts**  
115 W. Hurlbut St.  
(231) 547-9000

**Concord Academy Boyne**  
401 E. Dietz Rd.  
(231) 582-0194

**Concord Academy Petoskey**  
2468 Atkins Rd.  
(231) 439-5800