



Charlevoix-Emmet ISD
Special Education Classrooms
Student and Parent Handbook

2026-27

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 up to 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, as well as our North Adult Transition Program classroom at North Central Michigan College.

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

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

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

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

Taylor School (231) 439-6937 | 1515 Cemetery Road, Petoskey, MI 49770

Contact Information:

Jamie Jollands, Secretary jollandsj@charemisd.org

Kristina Long, Char-Em ISD Principal-Emmet County longk@charemisd.org

Jenn Lorence, Char-Em ISD Principal- Charlevoix County lorencej@charemisd.org

Lauren Ringle, Director of Special Education ringlel@charemisd.org

Tim Drenth, Transportation Coordinator, drentht@charemisd.org

Sue Cherry, Transportation Secretary, cherrys@charemisd.org

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IMPORTANT INFORMATION

District Website

www.charemisd.org

An electronic copy of this handbook is available at the following website:

- <https://www.charemisd.org/student-academic-services-programs/special-education/program-classrooms/>
- www.charemisd.org > Student Academic Services & Programs> Special Education> Program Classrooms

Board Policies

Board Policies available at: <https://meetings.boardbook.org/Public/Organization/2499>

Addresses and Phone Numbers of Classroom Site Locations

Alanson Char-Em Classrooms: 7400 North Street Alanson, MI 49706
(231) 548-2261

Boyne Falls Char-Em Classrooms: 01662 M-75 Boyne Falls, MI 49713
(231) 549-2211

East Jordan Char-Em Classrooms:

- Elementary: 304 Fourth St., East Jordan, MI 49727 | (231) 536-3131
- Mill Street Campus: 951 Mill St., East Jordan, MI 49727 | (231) 536-3131

North Central Michigan College, Char-Em Classroom: 1515 Howard St., Petoskey, MI 49770 (231) 439-6391

Pellston Char-Em Classrooms:

- Elementary: 114 Zipf St., Pellston, MI 49769 | (231) 539-8421
- Middle/High School: 172 Park St., Pellston MI 49796 | (231) 539-8421

Taylor School Char-Em Classrooms: 1515 Cemetery Road, Petoskey, MI 49770
(231) 439-6937

2026-2027 **EARLY CHILDHOOD SPECIAL EDUCATION** CLASSROOM CALENDAR

	Mon	Tue	Wed	Thur	Fri
August	24	25	26	27	28
	31	1	2	3	4
September	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

Staff Aug 5

Staff Sep 21 Students 18

	Mon	Tue	Wed	Thur	Fri
October				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Staff 22 Students 17

	Mon	Tue	Wed	Thur	Fri
November	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20*
	23	24	25	26	27
	30				

Staff 18 Students 14

	Mon	Tue	Wed	Thur	Fri
December		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

Staff 14 Students 11

	Mon	Tue	Wed	Thur	Fri
January					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

Staff 20 Students 16

	Mon	Tue	Wed	Thur	Fri
February	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26*

Staff 20 Students 16

	Mon	Tue	Wed	Thur	Fri
March	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

Staff 19 Students 16

	Mon	Tue	Wed	Thur	Fri
April				1	2
	5	6	7	8	9*
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Staff 19 Students 15

	Mon	Tue	Wed	Thur	Fri
May	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

Staff 20 Students 16

	Mon	Tue	Wed	Thur	Fri
June		1	2	3	4
	7	8	9	10	11*
	14	15	16		

Staff 12 Students 7

	Classroom Work Day- Staff Present, No Students
	Family Engagement Days- No Preschool classes
	= School is not in session
*	= End of Marking Period

The above calendar includes the following events:

August 24 - 28	No School - Staff Professional Learning & Classroom Work Days
Aug 31	First Day of School
September 4 & 7	Labor Day Weekend No School
November 4	No School - Staff Professional Learning
November 25- 27	Thanksgiving No School
December 21 - Jan 1	Winter Break No School
February 12	No School - Staff Professional Learning
February 15	Presidents' Day No School - Classroom Work Days
March 26 - April 5	Spring Break No School
May 28	No School - Staff Professional Learning
May 31	Memorial Day No School
June 11	Last Day of School for Students
June 14-16	No School Classroom Work Days

Student Hours	
Classroom @ East Jordan Elementary	8:15 - 2:30
Classrooms @ Taylor School	8:35 - 2:10

Revision Date: 4/9/2026

2026-2027 K-ADULT TRANSITION SPECIAL EDUCATION CLASSROOM CALENDAR

	Mon	Tue	Wed	Thur	Fri
August	24	25	26	27	28
	31	1	2	3	4
September	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

Staff Aug 5

Staff Sep 21 Students 21

	Mon	Tue	Wed	Thur	Fri
October				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30*

Staff 22 Students 21

	Mon	Tue	Wed	Thur	Fri
November	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

Staff 18 Students 17

	Mon	Tue	Wed	Thur	Fri
December		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

Staff 14 Students 14

	Mon	Tue	Wed	Thur	Fri
January					1
	4	5	6	7	8
	11	12	13	14	15*
	18	19	20	21	22
	25	26	27	28	29

Staff 20 Students 19

	Mon	Tue	Wed	Thur	Fri
February	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26

Staff 20 Students 18

	Mon	Tue	Wed	Thur	Fri
March	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

Staff 19 Students 19

	Mon	Tue	Wed	Thur	Fri
April				1	2
	5	6	7	8	9*
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Staff 19 Students 18

	Mon	Tue	Wed	Thur	Fri
May	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

Staff 20 Students 19

	Mon	Tue	Wed	Thur	Fri
June		1	2	3	4
	7	8	9	10	11*
	14	15	16		

Staff 12 Students 9

	Students do not report; Staff does report
	School is not in session
*	End of Marking Period

The above calendar includes the following events:

August 24 - 28	No School - Staff Professional Learning & Classroom Work Days
Aug 31	First Day of School
September 4 & 7	Labor Day Weekend No School
October 2	No School - Classroom Work Day
November 4	No School - Staff Professional Learning
November 25- 27	Thanksgiving No School
December 21 - Jan 1	Winter Break No School
January 22	No School - Classroom Work Day
February 12	No School - Staff Professional Learning
February 15	Presidents' Day No School - Classroom Work Days
March 26 - April 5	Spring Break
April 23	No School - Classroom Work Day
May 28	No School - Staff Professional Learning
May 31	Memorial Day No School
June 11	Last Day of School for Students
June 14-16	No School Classroom Work Days

Student Hours	
Classrooms @ Pellston Elementary	8:00 - 2:15
Classrooms @ Pellston Middle/High	8:10 - 2:25
Classrooms @ Alanson	8:25 - 2:40
Classrooms @ Taylor	8:15 - 2:30
Classrooms @ Boyne Falls	8:15 - 2:30
Classroom @ East Jordan Elementary	8:15 - 2:30
Classrooms @ East Jordan Mill Street	8:25 - 2:40
Classrooms @ NCMC	8:35-2:10

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner: Remind Messaging App (find sign-up procedures in Welcome Back information or contact Jamie Jollands, jollandsj@charemisd.org).

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 use local news outlets, radio, local district websites, or local district social media for school or program closings or delays. Text and email alerts may be available for your resident district or the district where the classroom is located through the local CCE 911 BeAlert notification system; sign up at cce911.com/be-alert/. Contact your classroom teacher for more information.

If Petoskey public schools are closed due to inclement weather, Taylor School is also closed.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, gender identity or expression, sexual orientation, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Jessica Fettig, Human Resource Coordinator
08568 Mercer Blvd. Charlevoix, MI 49720
(231) 547-9947

Designated Section 504 Coordinator
Lauren Ringle, Director of Special Education
08568 Mercer Blvd., Charlevoix, MI 49720
[(231) 547-9947
ringlel@charemisd.org

Designated Civil Rights Coordinator/Employment Compliance Officer
Jessica Fettig, Human Resource Coordinator
08568 Mercer Blvd. Charlevoix, MI 49720
(231) 547-9947

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at
<https://meetings.boardbook.org/Public/Book/2499?docTypeId=224497&file=fba4de2a-02c5-40bd-ac23-f320b99f609c>.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by

Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

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

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Refer to Board Policy 3115
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Refer to Board Policy 3115
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, refer to Board Policy 3118.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

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 expected to attend school every day school is in session. At Char-Em, we believe that good attendance is a cooperative effort between students, families, and school employees. If a student is unable to attend school, the student or parent must report that absence to the classroom teacher. Failure to do so will result in an unexcused absence. Please also contact your child's bus driver to let them know of the absence.

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

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

Student who are more than 15 minutes late are considered tardy.

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

Absences due to illness

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

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Attendance Process

To support good student attendance, school employees will monitor student's attendance regularly and will communicate with families to support school attendance when necessary.

- 4 absences in a semester: Attendance Awareness Letter Issued.
- 7 absences in a semester: Phone Call from administrator and Attendance Concern Letter Issued.
- 10 absences in a semester: Attendance meeting with student, parent/guardian, teacher & school administrator to develop Successful Attendance Plan.
- 13 absences in a semester: Mediation Meeting held to review and update Successful Attendance Plan.
- 15 absences in a semester: School administrator will file for truancy.

For more information, see Board Policy 5301.

Books and Supplies

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

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

Bullying

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

“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

If a student, staff member, or any other person suspects there has been a bullying incident, that person must promptly report the incident to the principal, so an investigation can be conducted.

To access the Board Policy 5207 Antibullying Policy, go to <https://meetings.boardbook.org/Public/Book/2499?docTypeId=224497&file=e9437b8b-acf6-424e-b497-b98e52dfa8d1>

Cell Phone Use

Students may not use Wireless Communications Devices on school grounds during school hours, except as otherwise provided in this Policy.

“Wireless Communications Device” is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

“Instructional time” is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

“School grounds” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- medically necessary for a student to monitor a health issue;
- required by a student’s Section 504 Plan or IEP;
- a District-owned device;
- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District’s emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student’s locker or other designated storage area during school hours if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

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

School administrators and teachers may confiscate a student’s Wireless Communications Device if the student’s use or possession of the Wireless Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a

meeting with the student's Parent to discuss the rule violation before returning the Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Children's Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Communicable Diseases

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

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

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

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

- A. Provide state-approved educational materials on concussion awareness to each student and to the student's parent; and
- B. Obtain a statement signed by each student and respective parent acknowledging receipt of state approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code

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

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words;"
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

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

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for

parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

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

Field Trips and Community Outings

Classes occasionally take field trips off school property for educational enrichment. Students may leave school campus for the following reasons:

- **Field Trip:** One time, whole classroom activity directly linked to student learning that occurs outside of the school setting. (eg. Apple Orchard, movie theater, swimming, bowling, etc.). Parent permission required.
- **Community Outing:** Regularly scheduled outing that takes place in the community and is directly linked to student transition outcomes. (eg. grocery shopping, volunteering, etc.). Parent permission obtained during enrollment.
- **Secondary Transition Community Based Instruction:** Individual or small group learning that is based in the community. Learning directly connects to students IEPs and Secondary Transition Plans in the areas of Employment, Community Involvement, Independent Living and Recreation & Leisure. Parent permission obtained during enrollment.

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

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

Refer to Board Policy 3105 regarding Volunteering and Visiting for non-staff attendance, including parents/guardians on field trips/community outings. Consent for a background check must be provided to the district no later than 3 business days prior to the volunteer opportunity.

First Aid, Illness, or Injury at School

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

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

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school. Many illnesses do not require exclusion.

Many illnesses do not require exclusion. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is risk of spread of harmful disease to others. These criteria also apply to when staff should be excluded. Criteria include:

1. Severely ill: A child that is lethargic or less responsive, has difficulty breathing, or has rapidly spreading rash.
2. Fever: A child with a temperature of 101F or greater AND behavior changes or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until there is no fever for 24 hours, without the use of fever-reducing medications.
3. Diarrhea: A child has two loose or watery stools. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause. For students with diarrhea caused by *Campylobacter*, *E. coli*, *Salmonella* or *Shigella*, please refer to the chart below for exclusions and required clearance criteria.
4. Vomiting: A child that has vomited two or more times. The child should have no vomiting episodes for 24 hours prior to returning. Exception: A healthcare provider has determined the vomiting is not due to an infectious condition.
5. Abdominal pain: A child with abdominal pain that continues for more than two hours, or intermittent pain associated with fever or other symptoms.
6. Rash: The child with a rash AND has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined the rash is not infectious. For students with a diagnosed rash, please refer to the chart below for exclusions and required clearance criteria. Note: Rapidly spreading bruising or small blood spots under the skin need immediate medical attention.

7. Skin sores: A child with weeping sores on an exposed area that cannot be covered with waterproof dressing.

For more information, please refer to the [Managing Communicable Diseases in Schools](#) (May 2024).

Food Services

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.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality. If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents/guardians, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

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

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

Tory Thrush, Char-Em ISD Homeless Liaison

08568 Mercer Blvd. Charlevoix, MI 49720

(231) 582-8070

thrusht@charemisd.org

For detailed information about Homeless Children and Youth, see Board Policy 5307 Homeless Students at

<https://meetings.boardbook.org/Public/Book/2499?docTypeId=224497&file=e9437b8b-aef6-424e-b497-b98e52dfa8d1>.

Immunizations

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

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

Law Enforcement Interviews

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

Limited English Proficiency

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

Locker Use

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

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

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

Lost and Found

All lost and found items are to be taken to designated area in each school location. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medication

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

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

B. District-Administered Medication

1. If the student requires District-administered medication, the student's parent must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.

5. Incorrectly administered medication must be reported to the building principal and the student's parent. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
8. A parent will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent notice to retrieve the medication. If the parent does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
9. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained

For additional information and requirements, see Board Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parent/Guardian Involvement in Education

A. Parent/Guardian Involvement

The District will take the following steps to encourage parent/guardian involvement in their student's education:

1. Parents/guardians will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.

a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.

b. Parents/guardians may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.

2. Parents/guardians will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present. Parents/guardians must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a parent/guardian observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents/guardians who want to observe instructional activities also must adhere to Board Policy 3105. This policy can be reviewed at <https://meetings.boardbook.org/Public/Book/2499?docTypeId=224497&file=510cf4b5-39c5-474a-9868-a9470c16f11a>

Parents/guardians are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

4. At the beginning of the school year, the District will notify parents of students attending Title I schools of the right to request a copy of this Policy. The District will provide a copy of this Policy to a requesting Parent in a timely manner.

Parties

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

Playground/Recess Rules

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

Protection of Pupil Rights

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

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

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

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

Should the District utilize a Directory, the District designates the following information as directory information:

1. A person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. A contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, or an authorized information technology specialist);
3. A parent/guardian or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
4. A person, including a volunteer, who is assisting another school official in performing the official's duties.

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

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

Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Should the District utilize a Directory, an opt-out form will be provided.

Address Confidentiality Program

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

Technology

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

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program (<https://ok2say.state.mi.us/>).

Transportation Services

School Vehicle Rules

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.

4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
10. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
11. Students must respect the rights and safety of others at all times.
12. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
13. Students may not vandalize or intentionally cause damage to the vehicle.

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

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for potential discipline. Such consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

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

Video Surveillance and Photographs

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

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

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

Withdrawal From School

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

SECTION II: ACADEMICS

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma from their resident district.

Grades

For students attending Char-Em ISD High School Emotional Impairment Classrooms, report cards will be issued at least once each semester.

Progress Reports

Progress reports will be issued at least once each marking period.

Homework

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

Personal Curriculum

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

To request or discuss a personal curriculum, please contact the Char-Em Principal(s) .

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

Students with Disabilities

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

Lauren Ringle, Char-Em ISD Director of Special Education
08568 Mercer Blvd. Charlevoix, MI 49720
(231) 547-9947
ringlel@charemisd.org

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students participating in resident local district clubs, activities, and/or athletics are expected to follow the resident local district Student Code of Conduct.

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

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

General Discipline

Char-Em ISD Special Education staff provide a safe and secure environment in which all students can grow and learn. Appropriate social behavior is a primary goal for all students during interaction at school and within the community. Staff make every effort to support behavior in a positive manner. Staff encourage 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.

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

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

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

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

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

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

The District will adhere to Board Policy 5206 in regards to discipline with special emphasis on Board Policy 5206B- Students with Disabilities.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend

the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

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

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

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

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

Removal for 60 or More School Days

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

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

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate

consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

Students enrolled in Char-Em ISD classrooms must follow the student code of conduct of the district where their classroom is located. This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

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

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

The District will also comply with Board Policy 5206 Section I for victims of an alleged sexual assault.

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

APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)

3115 and 3118 Nondiscrimination and Retaliation

The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities.

A. Employee complaints of unlawful discrimination (including harassment) and unlawful retaliation are governed by Policy 4104. Employee complaints of Title IX sexual harassment are governed by Policy 3118.

B. Student complaints of unlawful discrimination (including harassment) and unlawful retaliation are governed by Policy 5202. Student complaints of Title IX sexual harassment are governed by Policy 3118

C. A contractor, volunteer, visitor, employee acting outside the scope of employment, or other non-student who believes he or she has been the subject of, or is otherwise aware of, unlawful discrimination (including harassment) or unlawful retaliation must timely file a good faith complaint alleging unlawful discrimination (including harassment) or unlawful retaliation using Form 4104-F with the Superintendent or, if a complaint is against the Superintendent, with the Board President. A complaint of unlawful discrimination (including harassment) or unlawful retaliation will be promptly and thoroughly investigated. The Superintendent or Board President will forward the complaint to one of the following, as applicable:

1. Title IX Coordinator;
2. Section 504 Coordinator; or
3. Civil Rights Coordinator.

D. Any person may also contact the Office for Civil Rights, U.S. Department of Education (“OCR”), by email at OCR.Cleveland@ed.gov, by telephone at (216) 522-4970, or by fax at (216) 522-2573 regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws for which OCR has jurisdiction.

E. contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

Legal authority: 20 USC 1681 et seq.; 29 USC 701 et seq.; 38 USC 4301-4335; 42 USC § 2000d et seq., 42 USC 12101 et seq.; Const 1963, art 1, § 26; MCL37.1101 et seq., 37.2101 et seq., 37.2209

Designated Title IX Coordinator
Jessica Fettig, Human Resource Coordinator
08568 Mercer Blvd. Charlevoix, MI 49720
(231) 547-9947

Date adopted: April 19, 2021

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

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

a. substantially interfering with a student's educational opportunities, benefits, or programs;

b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

c. having an actual and substantial detrimental effect on a student's physical or mental health; or

d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

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

B. Reporting an Incident

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

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

must promptly report the incident to the building principal, designee, or a Responsible School Official.

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

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

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation. A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

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

E. Annual Reports

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

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

F. Responsible School Official

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

G. Posting/Publication of Policy

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

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

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

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

- a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
- b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

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

- a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
- b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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

APPENDIX C: PARENT INVOLVEMENT IN EDUCATION

5401 Parent Involvement in Education

A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
 - a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
 - b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present. Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105. Parents are not permitted to observe testing.
3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
4. A copy of this Policy must be included in the Student Handbook.
5. See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.

B. Assessments and Surveys

1. State assessments

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

2. National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District

to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

3. Surveys

Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

APPENDIX D: CONCUSSION INFORMATION

A FACT SHEET FOR Parents



What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

Signs & Symptoms of a Concussion

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to hit, bump, or fall
- Can't recall events *after* hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

Symptoms Reported by Your Child or Teen

Thinking/Remembering

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual

**Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: www.cdc.gov/HEADSUP. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/HEADSUP January 2021



Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if she or he has one or more of these danger signs:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a suspected concussion should **NEVER** return to sports or recreation activities on the same day the injured occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

What should I do if my child or teen has a concussion?

1. Seek medical attention right away.

A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).

2. Help them take time to get better.

If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a healthcare provider.

3. Talk to your child or teen about how they are feeling.

Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement.

How can I help my child return to school safely after a concussion?

Most children can return to school within a few days. Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms.

Your child's or teen's healthcare provider can use CDC's Letter to Schools to provide strategies to help the school set up any needed supports.

As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer
- Sit out of physical activities, such as recess, PE, and sports until approved by a healthcare provider
- Complete fewer assignments
- Avoid noisy and over-stimulating environments

To learn more, go to www.cdc.gov/HEADSUP or call 1.800.CDC.INFO

January 2021



APPENDIX E: SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What Is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent)

- over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called “Criminal Sexual Conduct.”**

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn’t consent to sexual acts, it is sexual assault.

What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won’t be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you’re not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you (“I have a friend who...”).
- If the first person isn’t helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don’t be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is okay and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know

that what happened is not their fault and you are there to support them.

- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources **There is Help.**

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. You don't have to tell them your **name**. They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call:

855-864-2374

Chat:

<https://mcedsv.org/hotline/>

Youth Resources Web Page:

<https://mcedsv.org/resources>

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See Appendix A of the Student Handbook for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV)

APPENDIX F: CHAR-EM ISD DISTRICT NETWORK ACCESS AGREEMENT-STUDENTS

NOTE: By signing the Student and Parent Handbook Documentation of Consent, 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.
- A. 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.

- B. 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).
Char-Em



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

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

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

Round Lake Education Center
13513 Division St., Charlevoix
(231) 547-4085

CEISD Special Education Program locations

CHARLEVOIX COUNTY

- 1) Boyne Falls Public School K-12
1662 M-75 • (231) 549-2211
- 2) East Jordan Elementary
304 4th St. • (231) 536-3131
- 3) East Jordan Mill Street Campus
951 Mill St. • (231) 536-3131

EMMET COUNTY

- 4) Alanson Public School K-12
7400 North St. • (231) 548-2261
- 5) Pellston Elementary School
114 Zipf St. • (231) 539-8421
- 6) Pellston Middle/High School
172 Park St. • (231) 539-8421
- 7) North Central Michigan College
1515 Howard St. • (231) 439-6391
- 8) Taylor School
1515 Cemetery Rd. • (231) 439-6937

Char-Em ISD Districts Served

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

* denotes administrative office address for districts with multiple buildings.

Charter Schools

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

Concord Academy Petoskey
2468 Atkins Rd.
(231) 439-6800

