Evart Middle/High School Student/Parent Handbook
2025-2026

Home of the Wildcats!

Evart High School
6221 95th Ave.
Evart, MI 49631
PHONE (231)734-5551
FAX (231)734-4156

Evart Middle School
321 N. Hemlock Street
Evart, MI 49631
PHONE (231)734-4222
FAX (231)733-3367

This document is available online at www.evartps.org under Forms/Documents for Evart High School.

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Section 1: General Information For Parents and Students

WELCOME

Welcome to Evart High School and Evart Middle School!
We are excited to welcome you to a new school year and are committed to fostering a safe, supportive, and academically focused environment for all students. This Student/Parent Handbook has been created to improve communication among all stakeholders—students, parents, staff, and community members—and to clearly define the expectations, policies, and procedures that guide our schools. Our top priorities are student safety and academic achievement.

There are direct correlations between participation, consistent attendance, and academic excellence. We strongly encourage students and families to stay actively involved throughout the school year to support student success. This handbook is designed to help you become familiar with the rules and regulations of both our schools and the Evart Public Schools district. Please take the time to read it carefully. Once you have reviewed it, we ask that you initial, sign, and return the back page to the main office. Together, we look forward to a positive, productive school year!

ELASTIC CLAUSE

The principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

EVART PUBLIC SCHOOLS MISSION STATEMENT

Provide the tools to succeed.

EVART PUBLIC SCHOOLS VISION STATEMENT

Equipping all to reach their highest potential.

DISTRICT WEBSITE

www.evartps.org

***All board policies can be found at this website.

PHONE NUMBERS

High School Office	231.734.5551	Middle School Office	231.734.4222
High School FAX	231.734.4156	Middle School Fax	231.734.3367
Superintendent's Office	231.734.5594	Bus Garage	231.734.2182

School Colors: Royal Blue & Gold **School Mascot: Wildcats** **Conference: Highland**

EVART MIDDLE/HIGH SCHOOL ADMINISTRATION

Mr. Dan Boyer	Superintendent of Schools	231.734.5594
Mr. Thomas Pashak	High School Principal	231.734.5551
Mrs. Kelli Elder	High School Secretary	231.734.5551
Mr. Jason O'Dell	Middle School Principal	231.734.4222
Mrs. Dawn Riggleman	Middle School Secretary	231.734.4222
Mr. Ben Bryant	Athletic Director	231.734.5551
Mr. Kevin Beilfuss	Technology Director	231.734.5551
Mr. Jesse Taylor	Technology Assistant	231.734.5551
Mr. Bart Gallinger	Transportation Director	231.734.2182
Mrs. Angie Cushman	Food Service Director	231.734.5594

MIDDLE/HIGH SCHOOL FACULTY

All staff members can be emailed using their last name then their first initial, followed by @evartps.org.

Mr. Jarred Araujo	Math 6, Intervention/Support, Electives
Mr. Ben Bishop	Social Studies 7, Social Studies 8, Electives
Mr. Ben Bryant	Online Learning, Athletic Director
Miss Kelly Buckley	Civics/Economics
Mrs. Ashley Cass	English/Math Resource Room 6/7
Mrs. Marci Cherry	English 6, English 8, Intervention/Support
Mr. Jason Haines	English 12, Current Events, Senior Seminar Seminar, Careers, Mythology
Mr. Chase Hintermeister	Band, Performing Arts
Mr. Doug Isanhart	Living Skills, Reading Skills, Academic Lab
Mr. Landon Iserhoth	Physical Education, Health
Mrs. Charlene Keysor	-Algebra I, Math Lab, Science 8
Mr. Josh Johnson	US & World History, ELA Support, STEAM, Work Based Learning
Mr. Ted Marthakis	Pre-Calculus, Calculus, Algebra I & II, Geometry
Mrs. Andrea Mason-Schneider	Art, Ceramics
Mr. Geoffrey Muma	Social Studies 6, Social Studies 7, Electives, Earth Science
Mrs. Jennifer Natale	Science 6, Science 7, Electives
Mrs. Crystal Nelson	English 11, Creative Writing, French I & II
Mr. Connor Parcell	Industrial Arts I & II, MS Shop
Mrs. Kristin Roberts	English 7, Electives
Mr. George Sims	Math 7, Math 8, Electives
Miss Mackenzi VanBuren	Physical Education, Health
Mr. Travis Veit	Math Skills, Academic Lab, Pre-Algebra
Mrs. Alexandra Walden	Spanish I & II, Yearbook
Mrs. Brittany Westendorp	Biology, Anatomy & Physiology, Life Science

MS/HS STUDENT SERVICES

Mrs. Jenna Bissett, Behavioral Interventionist/Consultant
Mrs. Brianna Cass, MS Social Worker
Mrs. Kaitlyn Micek, HS Social Worker
Mrs. Amy O'Dell, District Medical Assistant
Mrs. Kellie Prielipp, District Nurse
Macey Wallace, HS School Guidance Social Worker

MS/HS EDUCATIONAL ASSISTANTS

Mrs. Amanda Brown, RTC Coordinator/Counseling Duties
Mrs. Zuleika Carey, Special Education Paraprofessional
Mrs. Jeanine Dyer, Special Education Paraprofessional
Ms. Kara Fifelski, Behavior Coach/RTC Coordinator
Mrs. Hannah Joseph, General/Special Education Paraprofessional
Ms. Jill Moyer, RTC Coordinator/Media Center Specialist
Mrs. Anneliese Rider, Media Center Specialist
Mr. Douglas Ruefffer, Special Education Paraprofessional
Ms. Michelle Schneider, Special Education Paraprofessional
Mr. Dean Witte, Online Learning Lab Ed. Assistant, Paraprofessional

MS/HS CUSTODIANS

Ms. Londa Decker, Mrs. Dawn VanOrder, Mr. Grant Booher, Miss Erin Roland, Mrs. Crea May

MS/HS FOOD SERVICE

Ms. Angela Cushman, Mrs. Stacey Dennis, Mrs. Crea May, Mrs. Marie Park, Mr. Mark Zajac

EPS SCHOOL BOARD

Mr. Todd Bruggema-President
Mrs. Bre Grabill-Vice-President
Mr. Mark Moody-Secretary
Mr. Eric Schmidt-Treasurer
Dr. Gerald Nichols-Trustee
Mrs. Jamie Hulliberger-Trustee
Mr. Kendall Wirth-Trustee

PARENT INVOLVEMENT

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 Policy 3105. Parents/guardians are not permitted to observe testing.

3. Parents/guardians 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/guardians 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/guardian in a timely manner.

Assessments and Surveys

1. State assessments

   Pursuant to state law, the District will not approve parent/guardian 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/guardians of students eligible to take the NAEP before the assessment is administered. Parents/guardians 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/guardians will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

District Student Management System

To encourage students and parents to stay apprised of student academic information, grades, attendance and other information can be accessed via Skyward. The district webpage has the Skyward logo which can be "clicked on" in order to launch the portal. Please contact the EMS or EHS office for specific account information.

DAILY SCHEDULES

EHS:The building will be open to students no later than 7:30. Students will report to a designated area where they can be supervised.

EMS: ***Teachers arrive no later than 7:40 am and may leave at 3:10 pm. Buses will be scheduled to arrive no later than 7:40 am. The building will be open to students at 7:35 am and students will report to their home classrooms by 7:45. Students should leave the school building and school area no later than 3:00 pm unless they are participating in a scheduled, supervised event.

High School Schedules

Full Day	Late Start Subject to change based student arrival time
1st Hour---8:00-8:52 2nd Hour---8:56-9:48 3rd Hour---9:52-10:44 4th Hour---10:48-11:40 LUNCH A---11:40-12:10 5th Hour---12:14-1:07 5th Hour---11:44-12:36 LUNCH B---12:36-1:07 6th Hour---1:11-2:03 7th Hour---2:07-3:00	1st Hour---11:00-11:25 2nd Hour---11:29-11:54 3rd Hour---11:58-12:23 Lunch/Gym–12:23-1:04 4th Hour– 1:08-1:33 5th Hour---1:37-2:03 6th Hour---2:07-2:31 7th Hour---2:35-3:00

*Career Center Students---Departure from EHS-7:40
CC Class-8:30 to 10:45---Return to EHS-no later than 11:30
Begin at EHS with lunch or 5th hour (depending on their individual schedule)

MS Regular Day Bell Schedule

6th – 7th Grade		8th Grade	
7:45 – 7:56	Block One	7:45 – 7:56	Block One
8:00 – 8:50	Block Two	8:00 – 8:50	Block Two
8:54 – 9:44	Block Three	8:54 – 9:44	Block Three
9:48 – 10:38	Block Four	9:48 – 10:38	Block Four
10:38 – 11:08	Lunch	10:42 – 11:32	Block Five
11:12 – 12:02	Block Five	11:32 – 12:02	Lunch
12:06 – 12:56	Block Six	12:06 – 12:56	Block Six
1:00 – 1:50	Block Seven	1:00 – 1:50	Block Seven
1:54 – 2:45	Block Eight	1:54 – 2:45	Block Eight

MS Delay Day Bell Schedule (Fog, Etc.)

6th – 7th Grade		8th Grade	
10:45 – 11:15	Lunch	10:45 – 11:30	Block Four
11:20 – 12:05	Block Four	11:30 – 12:00	Lunch
12:09 – 12:54	Block Five	12:05 – 12:54	Block Five
12:58 – 1:43	Block Six	12:58 – 1:43	Block Six
1:47 – 2:32	Block Seven	1:47 – 2:32	Block Seven
2:36 – 2:45	Block One	2:36 – 2:45	Block One

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- Parents or eligible students who wish to ask the School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the School decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) Upon request, the Evart Public Schools discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5920

(6) Generally, school officials must have written permission from the parent/guardian or from a student if an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before

releasing any information from a student's record. However, the Family Educational Rights and Privacy Act (FERPA) allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Evart Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information":

A. Student name, address, telephone listing.
B. Parent/Guardian name, address, telephone listing, e-mail address.
C. Date and place of birth.
D. Participation in officially recognized activities and sports.
E. Weight and height of members of athletic teams.
F. Dates of attendance, honors, degrees and awards received, grade placement.
G. Most recent previous school attended.
H. Photographic, video or electronic images of students.
I. Information generally found in yearbooks.

Unless you advise the Evart Public Schools that you do not want any or all of this information released, school officials may release personally identifiable information which has been designated above as "directory information." Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible student.

You have until October 1, 2025 to advise the District in writing of any or all of the above categories of "directory information" about the student which you refuse to permit the District to disclose. Your notification of objection should be addressed to: Shirley Howard, 321 North Hemlock, Evart, MI 49631.

Note: To ensure compliance with Title IV, Subpart 4, Section 4155 of the No Child Left Behind Act, all discipline records with respect to suspensions or expulsions will be placed in the student's permanent records (CA 60 file.)

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Pursuant of Policy 5308, PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt students out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and

safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Evart Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Evart Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Evart Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Evart Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

EMERGENCY CONTACT INFORMATION

Parents must provide emergency information for each student enrolled in the District annually. 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.

FOOD SERVICE PROGRAM INFORMATION

Evart Public Schools feel that every student benefits from an adequate nutritious breakfast and lunch. Students who have their nutritional needs met are better learners. It is for this reason that Evart Public Schools will be participating in the Universal Lunch Program; this means that both breakfast and lunch are FREE TO EVERY STUDENT ENROLLED IN EVART PUBLIC SCHOOLS.

The Michigan Department of Education determines the funding our school district will receive for our Title I and At-Risk programs through our lunch program; IT IS VITAL THAT EVERY HOUSEHOLD FILLS OUT THE EDUCATIONAL BENEFIT FORM (EBF) AT THE BEGINNING OF THE YEAR. Several of our teachers and our educational assistants are paid for by monies from these programs, which are important student support programs our district operates.

All school districts in the State submit to the Michigan Department of Education the total number of students in their district eligible for free lunch. This number is used to determine the funding each district receives for the student support programs they operate. An eligible student does not have to eat every day but we need to have a completed application on file for every student so we can receive the funding necessary to operate our programs. No names are ever released.

Again, **it is extremely important that we have all families complete the household survey distributed in the student's registration packet.** Remember, even if eligible for free lunch, your student does not have to participate; however, having the application 15 on file will help in the funding of our Title I/At-Risk programs. Be assured that all information submitted is completely confidential.

Thank you for your support on this important funding issue.

INCLEMENT WEATHER/SCHOOL CLOSINGS AND DELAYS

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

The following radio stations and television stations generally carry information concerning school cancellations. **Please don't call the school. When a cancellation occurs, it is posted on our district website, sent via REMIND, and posted on facebook and other social media outlets.**

WTCM 103.5 FM	WCEN 94.5 FM	TV 7&4
WWBR 100.9 FM	WYBR 102.3 FM	TV 9 &10
WJZQ 92.9 FM	WUGN 99.7 FM	FOX 32

If you would like an automatic text message from the school about weather cancellations and/or other reminders, Text one of the following messages to 81010 for automatic REMIND alerts for EHS events

@ae6b22 (Class of 2024) @k94hbd (Class of 2025)

@fdd2887 (Class of 2026) @84e664 (Class of 2027)

Or text the message ¨@sports4ehs¨ to 81010 for automatic REMIND alerts for EHS sporting events.

NONDISCRIMINATION POLICY

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements are notified that the Evart Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in its programs, activities or policies.

If any person believes the Evart Public School district, school or institution or any part of the school/institution organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator(s) at the following address:

Thomas Pashak

321 North Hemlock Street

Evart, Michigan 49631

(231) 734-5594

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

1. A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within (5) days.

2. If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools or administrator within five (5) business days after receipt of the Coordinator's response. The Superintendent or administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days.

3. If the complaint remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within 40 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences for the 2025-2026 academic school year will be held during the fall. Check the district calendar for dates. Each school within the district attempts to stagger conference times to benefit parents with children in more than one school. Individual student conferences may be arranged upon request. Teachers may be available for additional conferences before and after school, and during their planning period.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials used in school. They may also observe any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school.

SCHOOL CONTACTS

At both Evart Middle School and Evart High School, we recognize the relationship of communication between the home and the school and a successful high school experience. In many cases, schoolwork can be improved when parents, students, and the school utilize the communication channels. It is with this purpose that we encourage parents to call their student's teacher(s) whenever they have questions or concerns or to email the teacher. If the desired outcome or a compromise has not been reached, we encourage parents to then contact the principal.

Contacting a faculty member: The best time to reach a faculty member is during their prep hour and after school. Teachers' prep hours are listed on their syllabi or on the course master schedule (available in the office). Messages received during the day will be relayed to the faculty member who will return the call as soon as possible. You can also contact faculty via email through the district website: www.evartps.org. Classes will not be interrupted except in cases of extreme emergency.

1st Step: Faculty and student discuss the problem and attempt to resolve it.

2nd Step: Faculty and parent discuss the problem and attempt to resolve it.

3rd Step: Parent and administrator discuss the problem and attempt to resolve it.

4th Step: Parent and superintendent discuss the problem and attempt to resolve it.

5th Step: Parent writes a letter to the School Board or superintendent and asks to be put on the agenda.

Contacting your student: Parents must check-in to the high school office when entering during school hours. Messages will be relayed to the student by the high school staff. Parents should not interrupt classes for any reason, **INCLUDING TEXTING YOUR STUDENT THROUGHOUT THE DAY.** Please refer to the phone policy in this handbook for the consequences in which a student will be held accountable for having a cellular device on their person during the school day.

Dropping items off for your student: Respecting the learning environment is a priority over forgotten items that students need. Students will be encouraged to contact home (when the need arises) between classes and during lunch hours. When parents need to drop off messages, forgotten homework, money, or anything else the student has requested for a parent to drop off, students will be allowed to obtain these things during passing time or lunch time (unless it is a medical emergency).

Section 2: Academic Guidelines

HIGH SCHOOL CLASS CHANGES

Students are encouraged to carefully plan their academic schedules. Students are expected to progress using their Educational Development Plan (EDP). Students who wish to change their schedule must obtain approval from the school counselor within the first five class periods of each class for the semester (this time is known as “DROP/ADD”). After the “DROP/ADD DEADLINE,” class changes must be approved by the principal.

HIGH SCHOOL CLASS RANK

In order to honor the hard work and dedication that our students give to academics, students’ class rank will be based on a combination of GPA and SAT test scores (taken during the 11th grade year or recalculated if and when it is retaken).

The formula that will be used is made up of ⅔ of the student's GPA and ⅓ of their best SAT score. The sum will be known as the Class Rank Score.

$$(\text{SAT Score} \times .625) + 2(\text{G.P.A.} \times 250) = \text{Class Rank Score}$$

CLASS HONORS

All graduating seniors from Evart High School will now have the opportunity to earn accolades at their commencement ceremony. We will continue to honor a valedictorian, a salutatorian, and the top 10 at our commencement ceremony. In addition, graduates will be able to earn:

- A Medallion will be provided to all graduating Seniors who have earned a minimum of 3.5 cumulative GPA, meets and exceeds the Career and College Readiness Standard Grade of 1010 on their highest SAT test.
- A Single Blue Cord will be provided to all graduating Seniors who have earned a cumulative GPA between 3.25-3.49.
- A Single White or Gold Cord will be provided to all graduating Seniors who have logged five (5) or more community service hours within the school year. These hours must be pre-approved by either the social worker or principal.

COMMENCEMENT

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

HIGH SCHOOL CREDIT RECOVERY

Evart High School students who have failed courses may elect to earn the lost credit via an Evart High School sanctioned credit recovery program. The following guidelines have been set up by the high school administration for students who need to recover credits. These guidelines must be adhered to if a student wishes to receive credit toward graduation from the courses taken.

1. Students may only apply to take courses, which have been attempted and failed, at Evart High School.
2. The course description of the class to be taken must match-within reasonable limits-that of the course which was failed at Evart High School.
3. All High School Grade Level English courses (English 9, English 10, English 11, English 12) failed after September 1, 2025, must be retaken in a face to face format the following school year with an Evart teacher OR in a blended format (a portion face to face and a portion virtual) summer school. Please keep in mind that having to double up on English courses may impact elective or CTE opportunities.
4. Only courses, which have prior approval of the high school administration and school counselor, will be accepted for credit.
5. If a student takes a course in credit recovery, which the student has already passed during the regular school year, the student will not receive credit for that class.

DUAL ENROLLMENT

The Post-secondary Enrollment Options Act (PSEOA) or Public Act of 1996 provides for payment from a school district's state aid foundation grant for enrollment of certain eligible high school students in postsecondary courses (maximum of ten courses) of education. **The following must apply:**

- Enrolled as a student in Evart Public Schools and be in at least the 11th grade;
- Have taken and achieved a qualifying score on the PSAT or SAT;
- Not be enrolled in high school for more than 4 years.

Courses that a student MAY NOT take for dual enrollment:

- Courses offered by Evart Public Schools including online courses
- Hobby, craft, or recreational courses
- Any physical education courses
- Courses in the area of theology, divinity, or religious education
- Courses offered outside of the Evart school calendar (summer break)

Please note:

1. **Evart Public Schools will not pay for transportation, parking costs, books, or student activity fees.**
2. **If the student does not complete the class or earn a passing grade for the class, they (student and/or parent) shall be required to pay for the cost of the class as per Michigan law MCL 388.514.**

EARLY GRADUATION POLICY

Seniors who elect to graduate early from Evart High School must also realize they are terminating their enrollment. It should be understood that early graduates will not be able to participate in athletics. In addition, it must be understood by the parents and students that they are not to be on school property during the normal school day. Failure to comply with this will result in the student being denied the right to participate in senior exercises, which includes graduation.

Early graduates must follow all of these guidelines which include signing up for dances. Parents will be asked to submit in writing that their child understands the consequences of failing to follow the guidelines set for early graduation. Students who are eighteen years of age or older will be asked to do the same if they elect to graduate early.

Students classified as seniors may be allowed to graduate from Evart High School in less than four years if they apply and are able to meet the following criteria:

1. Completed an initial conference in November of the student's junior year
    a. with counselor, student, and parent explaining the process;
    b. a one-page, student-written letter telling why the need for early departure
    c. discuss an acceptable alternative to high school (job, college, family needs, marriage, children (pregnant), military, etc.).
    d. 3 letters of recommendation: parent, teacher, and an additional third person.
2. A signed agreement with the principal, counselor, student, and parent will be brought to the superintendent and/or Board of Education no later than January of the student's junior year; it will be up to one or both of these identities to decide whether a formal hearing to gain approval will be necessary before consent for early graduation is issued.
3. Successful completion of required credits for graduation.

***Students who receive permission for early graduation will be allowed-with approval from the High School Principal and counselor-to take at least one class in the summer or in addition to the normal class load.**

GRADE LEVEL PLACEMENT

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

GRADING/REPORT CARDS

<u>HS GRADING POLICY</u>

Report cards are issued every semester. The grading system used is as follows:

GRADES	SOCIAL AND WORK HABITS
A Excellent	O Outstanding
B Good	S Satisfactory
C Average	U Unsatisfactory
D Poor +'s and –'s also given	
I Incomplete	

1. High School Teachers will use the following for determining Semester Grades:

    A. 80% - Cumulative semester grade
    20% - final exam*

*Final Exams – Teachers at Evart High School are required to give final exams or culminating projects that demonstrate the students' mastery of the standards.

Letter	GPA	%		Letter	GPA	%		Letter	GPA	%
				A	4.0	93.50-100		A-	3.7	89.50-93.49

B+	3.3	86.50-89.49		B	3.0	82.50-86.49		B-	2.7	79.50-82.49
C+	2.3	76.50-79.49		C	2.0	72.50-76.49		C-	1.7	69.50-72.49
D+	1.3	66.50-69.49		D	1.0	62.50-66.48		D-	0.7	59.50-62.49
				F	0.0	00.00-59.49				

2. Special education students participating in a general education course may be placed on a credit/fail grading system, as determined by the students Individual Education Plan. "Credit" will count as .7 and "fail" will count as .0 for a grade point average. If a student achieves a grade higher than D- (.7) that student will receive the better grade.

MS GRADING POLICY

Report cards are issued at the end of each semester based upon a cumulative grade. Progress reports will be sent home with students approximately every three weeks. At Evart Middle School, we contend that students should be secure in their learning and their attainment of the educational standards set forth by our state. In order to achieve their maximum potential, students may not cheat, plagiarize or participate in academic dishonesty in any form (including the use of A.I.). A student who cheats, plagiarizes or otherwise participates in academic dishonesty may receive no credit on that assignment or further disciplinary action. Student support team meetings will be conducted for students who are having academic difficulties. Additional academic support may include participation in our S.T.A.R.S. after school tutoring program.

HIGH SCHOOL GRADUATION REQUIREMENTS

The State of Michigan has a rigorous set of graduation requirements (Michigan Merit Curriculum).

MMC classes needed to graduate

- Math (4) Credits – Algebra I, Geometry, Algebra II, one course the final year of high school
- English (4) Credits – English 9, 10, 11, 12 (The graduating classes of 2026 and 2027 may substitute English Electives for English 11 and English 12).
- Science (3) Credits – Biology, Chemistry or Physics, one additional course
- Social Studies (3) Credits – ½ Civics, ½ Economics, US History/Geography, World History/Geography
- Physical Education/Health (1) Credit
- Visual, Performing or Applied Arts (1) Credit
- Foreign Language-(2) Credits
- Online Learning Experience
- CPR Training
- FAFSA Application, Waiver, or Exemption

FAFSA Application, Waiver or Exemption: Complete one of the following: (1) a Free Application for Federal Student Aid (FAFSA), (2) a district waiver form indicating that the student and family understand what these aid opportunities are and has chosen not to complete an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must complete one of these documents on the student's behalf, (3) school or district exemption that certifies to the district board that

good-faith efforts were made to assist the student or the student's parent/legal guardian in either completing the FAFSA or obtaining a district waiver.

In addition to the Michigan Merit Requirements, Evart Public Schools will require the following:

- Eight additional Credits from Elective Courses (for a total of 26 credits)
- Participation in all required State and District Testing

Students who receive a grade lower than C- in a required class will be allowed to retake the class for credit. Students will be allowed to retake a class once in consultation with the school counselor, and will have both grades figured into their cumulative GPA.

GRADUATION REQUIREMENTS-FAILURES

Students who receive an F in a class will not receive credit for the class. A grade of D- or higher is required to earn credit.

A student may choose to recover the credit through retaking the class in a face-to-face setting, through the EHS Credit Recovery Summer School Program, or via a district-approved online program. Students interested in an online setting must contact the school counselor before the next semester begins or before the drop/add deadline at the beginning of each semester. Credit Recovery placement (face to face, blended, or blended) is determined by building administration.

MICHIGAN MANDATED TESTING

All 11th graders are required to participate in all required state testing, which includes (but is not limited to) SAT, M-STEP and WorkKeys.
All 10th graders are required to participate in PSAT 10 or an equivalent test.
All 9th graders are required to participate in PSAT 8/9 or an equivalent test.
All 8th graders are required to participate in PSAT 8/9 and MSTEP assessments.
All 7th graders are required to participate in the MSTEP assessments.
All 6th graders are required to participate in the MSTEP assessments.

It is EXTREMELY important that ALL students are present for ALL tests. Please do NOT schedule doctors´ appointments, vacations and/or any other activities where your students will miss school on these days!

NONPUBLIC SCHOOL STUDENTS; PART-TIME ATTENDANCE

Pursuant to Policy 5304, a resident student who attends a nonpublic school or who is home-schooled and who otherwise meets the enrollment requirements in Policies 5302 and 5303, has the right to enroll in nonessential elective courses (including co-curricular activities associated with those courses) that the District provides to public school students in the same grade level or age group. The District may provide instruction in nonessential elective courses to students at a nonpublic school site, consistent with state law and subject to constitutional constraints, so long as comparable instruction is provided to public school students in the same grade level or age group. The District may also permit nonresident, home-schooled and nonpublic school students to enroll in nonessential elective courses that the District provides to students in the same grade level or age group consistent with state law and subject to constitutional constraints.

HIGH SCHOOL PERSONAL CURRICULUM POLICY

The Personal Curriculum (PC) is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. A modified personal curriculum (PC) is available in certain circumstances. If interested in a PC, see the counselor for information; PCs must be developed in consultation with or with approval from the principal.

State statute allows personal curriculum modification in order to:

- Go beyond the academic credit requirements by adding more math, science, English Language Arts, or world language credits, or completing a department-approved formal career and technical education program.
- Modify the State Content Standards for Mathematics.
- Modify, when necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out-of-state or from a non-public school and is unable to meet the MMC requirements.

PHYSICAL EDUCATION WAIVER

The physical education requirement to graduate may be waived for any student who has successfully completed one full season on a high school team. Students will not receive credit or a grade. “Successfully completed” means the student participated in a high school sport, practiced and completed the entire season.

SCHOLARSHIPS

Scholarships may be available to students who are planning to attend post-secondary institutions. Students and parents are encouraged to inquire about scholarships through the counseling office, the district website or specifically through SKYWARD MESSAGE BOARD as many-along with due dates-are listed.

TESTING OUT

The Michigan Merit Curriculum Law (380.1278) states the board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than B- in a final or end-of-course exam. The exam may consist of a traditional exam and portfolio, performance, paper, project, or presentation. Credit earned under this policy shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose. Once credit is earned under this policy, a student may not receive credit thereafter for a course lower in the course sequence concerning the same subject area. Test out assessments are available during the months of August and June. Test out assessments may be available in rare circumstances during the school year if a letter of application is approved by the school principal.

Section 3: Discipline

STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to conduct themselves in a reasonable, orderly manner at all times. It will also be expected that they will display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of

the State of Michigan is prohibited. This includes activities in school buildings, on school property, or at school-sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result. To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Evart Schools, the Board of Education has adopted the following regulations along with guidelines for consequences when these regulations are violated. These regulations apply to all students for all activities of Evart Schools. The regulations, guidelines and consequences mentioned in this section are not meant to be exhaustive; if a situation arises that is not listed in this section, the principal or his/her designee will use discretion to ensure that the situation is dealt with accordingly. Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary.

RESPONSIBLE THINKING PROCESS

"Teachers have the right to teach, and students have the right to learn, in a safe and orderly environment."

The Responsible Thinking Process (RTP) is a discipline process that teaches students how to think through what they are doing in relationship to the rules of wherever they are (i.e., classroom, cafeteria, playground, hallways, etc.). The key component of this process is its focus on teaching students how to achieve their goals without getting in the way of others that are trying to do the same thing. It teaches students how to take responsibility for their actions by developing their ability to think for themselves, while respecting the rights of others. The Responsible Thinking Classroom (RTC) is where students are referred to when they continue to violate the rights of others. In RTC, students work on a plan to learn how to achieve what they want without interfering with the rights of others. If a student chooses to disrupt the learning process in the classroom, the teacher will initiate a series of questions that are designed to allow students to think about what they want in relationship to the rules of the classroom. If the student continues to be disruptive, then he/she has made the choice to go to RTC.

In RTC, the student will create a written plan to deal with their disruptions. The plan must be negotiated and discussed with the teacher before returning to class. It is the student's responsibility to make and keep an appointment with the teacher to negotiate a plan. Each visit to the RTC will be documented in the student planner so that parents stay informed and involved in the process. Students who cause frequent disruptions may also be required to phone home. Students who refuse to complete a plan and/or violates the rules of the RTC may choose to go home. The Responsible Thinking Process will be used in all environments of the school campus (i.e., classrooms, cafeteria, gymnasium, hallways, etc.).

SUSPENSION AND EXPULSION RULES AND PHILOSOPHY

Through the school code, the Board of Education has the authority to suspend for a period of more than ten days or to expel a student from school when the student has committed a gross misdemeanor or has engaged in persistent disobedience. School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or engaging in persistent disobedience.

When determining possible suspension, the following factors will be considered:

- student age,
- disciplinary history,
- disability,
- seriousness of behavior,
- safety risk,
- use of restorative practices and
- level of intervention.

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.
Suspensions for longer than ten consecutive student days may be imposed only by the superintendent or by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirement of law.

SUSPENSION FOR LESS THAN TEN SCHOOL DAYS

When a principal determines that a student has committed a rule infraction that requires an out-of-school suspension, the student will be informed of the charges and have the opportunity to respond to the allegations. An attempt will be made to contact a parent or guardian. Written confirmation of the decision to suspend shall be promptly provided which states the length of the suspension and any special conditions related to the suspension.

If immediate exclusion is deemed necessary because the student's presence endangers persons or property, the meeting shall be provided promptly following such exclusion. The principal may state that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten days.

EXPULSION AND SUSPENSION FOR MORE THAN TEN (10) DAYS

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten consecutive school days (10), the recommendation shall be forwarded to the Superintendent of Schools for review and possible presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education, if the school administrator first determines that the student's continued presence endangers person or property and/or threatens disruption of the academic process.
The following procedural guidelines will govern the expulsion process:

1. The student and his/her parents or guardian will be provided with reasonable advance

written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school district. Included within this notice shall be a statement of the time and place for the Board of Education hearing. Time shall be reasonable for parties involved.

2. The hearing will be conducted before the Board of Education where the student will be provided an opportunity to present witnesses, evidence and defense of the charges and to request cross-examination of any adverse witnesses.

3. The student and his/her parents or guardian may be represented by legal counsel.

4. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearings.

5. The student and his/her parents or guardian shall be informed of their right to request a closed session for the hearing of the expulsion or suspension charges and the Board's deliberations. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education members elected to and serving on the Board of Education in open session. Such action shall appear in the minutes of the Board of Education and shall be part of the public record.

6. The Board of Education shall make a record of the suspension or expulsion proceeding.

7. The Board of Education, by a majority vote of those elected and serving, shall state, within five (5) days after the hearing, its findings as to whether or not the student charged shall be suspended or expelled. Such findings shall be reduced to writing and forwarded to the student and his/her parents or guardian.

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

It is recognized that the school district has an obligation under federal and state law to provide a free and appropriate public education designed to develop the maximum potential of all students eligible for special education. When a student with a disability engages in a gross misdemeanor or persistent disobedience, the courts have determined that such students are not to be punished under the same procedures that apply to students without having a disability.

In accordance with Section 1311 of the School Code, if the school district possesses reasonable cause to believe that a pupil has a disability and the school district has not evaluated the pupil in accordance with rules of the State Board of Education, the pupil shall be evaluated immediately by the Intermediate School District of which the school district is a constituent of in accordance with Section 1711 of the School Code of 1976. For purposes of this policy, "reasonable cause to believe that a pupil is handicapped" shall be interpreted to mean that circumstances are observed which lead a reasonable person, acting impartially and without prejudice, to believe that the pupil is disabled.

1. **Short-term suspension** - Short-term suspension shall be defined to mean a temporary exclusion for a period of time not to exceed ten (10) school days from the student's educational program, class, transportation or any aspect of programs or services identified in the Individualized Education Program of the student.

   A. A student with a disability may receive a short-term suspension from school if he or she is responsible for violation of school rules, gross misdemeanor or persistent disobedience. A single suspension of more than ten (10) days or an accumulation of suspension totaling more than ten (10) days in a school year shall constitute a long-term suspension or expulsion.

   B. Prior to short-term suspension of a student with a disability, the school district shall afford such student the same procedural rights under this policy as are extended to students without disabilities.

2. **Long-term Suspension/Expulsion**

   A. Long-term suspension or "expulsion" shall mean an exclusion of a student with a disability for ten (10) days or more from his or her education program, class, transportation, or any aspect of programs of services identified by the student's Individualized Education Program by action of the Board of Education or its designee.

B. A student with a disability may receive a long-term suspension or be expelled for violation of school rules, gross misdemeanor or persistent disobedience as defined in this policy. However, prior to such long-term suspension or expulsion, procedural due process will be followed.

3. **Emergency Situations** - An emergency situation means a situation in which the student's presence poses a substantial likelihood of injury to himself/herself or others.

In an emergency situation the IEPT must be convened within ten school (10) days after the short-term suspension begins.

If within this ten (10) day period, long-term suspension procedures cannot be completed (with an un-appealed IEPT), the school district must either:

A. Obtain parental agreement to interim placement; or

B. Obtain injunctive relief from a court by showing that maintaining the student in his/her current placement presents a substantial likelihood of injury to the student or others.

ADDITIONAL RULES CONCERNING SUSPENSION

The following rules will apply for all students suspended from Evart High School:

1. Student suspension will begin as designated by the principal or his/her designee.
2. Suspension will end when the student is fully reinstated. In order to become fully reinstated, students must successfully negotiate with the principal or his/her designee BEFORE attending class; such negotiation will be deemed necessary when the principal or his/her designee has signed documentation (RTC plan or otherwise).
3. Any student suspended from school, partial or full seven hours, on the day of an athletic or extra curricular activity/event **will not be allowed to participate or be a spectator** at that activity/event on that date. The above applies to any activity/event on a Saturday when the suspension takes place on a Friday or before a vacation period. Example: If the suspension takes place on a Friday, the suspension does not end until the student is reinstated on Monday; the student will not be allowed to attend any school activities or events, which take place during that weekend. If the suspension takes place on the day before a vacation period, the student will not be allowed to attend any school activity/event or participate in any practices until the student is reinstated in school after the vacation.
4. Students who are on suspension will not be allowed on school property until their suspension ends which is on the first full day the student returns to school. Students who violate this will have additional days added on to their suspension, at the discretion of an administrator and/or the superintendent.
5. Students will be allowed to make up assignments missed while on a school-imposed suspension. Questions regarding missed assignments should be directed to the high school principal.

Note: To ensure compliance with Title IV, Subpart 4, Section 4155 of the No Child Left Behind Act, all discipline records with respect to suspensions or expulsions will be placed in the students' permanent records (CA 60 File).

PUPIL CONDUCT CODE

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of Evart Public Schools the following categories of misconduct have been adopted along with guidelines for consequences (including suspension and expulsion) when a student engages in such misconduct. These standards of conduct apply to any student who is on school property, who is in attendance at school or at any school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. **This list is not intended to be exhaustive, and includes, but is not limited to the offenses listed below.**

In discipline situations the building principal will have the authority to use alternate penalties; this is within compliance of the Elastic Clause (found on page 5 of this handbook). This will be done in cases where a different penalty may be in the best interest of the school and/or students involved. The principal or his/her designee will use the following procedure:

CRIMINAL ACTS

Any criminal act taking place at or related to the school will be reported to the proper authorities as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

PROCEDURES AND PENALTIES FOR DISCIPLINARY DECISIONS

The principal or his/her designee will:

- Investigate the offense-student may be suspended pending investigation to allow sufficient time for investigation.
- Allow the student the opportunity to defend himself/herself.
- Notify the parents of those involved.
- Notify police when appropriate.
- Notify the office of the superintendent when appropriate.

PENALTY DETERMINING GUIDELINES

One or more of the following may apply as determined by the principal or his/her designee:

A. Suspension of 1-10 days (to be decided upon by the principal)
B. Suspension of 11-59 days (to be determined by the superintendent or Board of Education)
C. Recommendation for expulsion (to be determined by the Board of Education)
D. Restitution of property (if applicable)
E. Conference with parents before readmitting students

ACCESSORY

Any student who is an accessory or withholds information or hinders an investigation may be subject to disciplinary action. The commission of or participation in any of the foregoing activities in the school building or on school property or at school sponsored activities is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

INCORRIGIBILITY OR PERSISTENT DISOBEDIENCE OF SCHOOL RULES AND REGULATIONS

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendations to the Board of Education for expulsion from school.

GROSS MISCONDUCT OFFENSES AND THEIR DEFINITIONS

These standards of conduct apply to all students while on school property or at school sponsored transportation, as well as to all student participants in any school sponsored activity or function regardless of location, date or time.

- Any violations of federal, state, or local ordinance-examples include but are not limited to:
    - Any Arson – setting of fire.
    - Breaking and entering – unauthorized entry into school property, including but not limited to school buildings and school vehicles
    - Explosives – explosives are not permitted on school property or at school sponsored activities. This includes fireworks, smoke devices, incendiary devices, as well as caustic or noxious substances.
    - Extortion, blackmail, or coercion – obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.
    - Any offense which would lawfully be deemed as criminal sexual conduct, including indecent exposure.

- Assault and/or battery. The term assault is defined as "A threat or attempt to inflict bodily injury where the victim has reason to believe the injury may be inflicted." The term battery is defined as "The wrongful physical touching of a person."
- Tampering with safety systems-including (but not limited to) bomb threats, false fire alarms, abuse of fire extinguishers and false police reports.
- Bullying/Cyber Bullying - Either physical or psychological.
- Interference with school authorities – interfering with administrators, or teachers by force, violence or verbal threats.
- Intimidation of school authorities – interfering with or encouraging others to interfere with administration or teachers by intimidation with the threat of force or violence.
- Vandalism – damage to school property or property of others.
- Larceny – theft or aiding and abetting a larceny or theft.
- Weapons as described in the Weapons Free Schools policy.
- Illicit Substances – the manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited:

    1. Alcohol or any alcoholic beverage, including "non-alcoholic malt beverages".
    2. Illegal drugs.
    3. Any abusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
    4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with school district's authorized use of medication procedures.
    5. Steroids, human growth hormones or other performance enhancing drugs.
    6. Substances purported to be illegal, abusive or performance enhancing, i.e., "look-alike" drugs.
    7. It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.

GENERAL MISCONDUCT OFFENSES AND THEIR DEFINITIONS

Fighting on school property or at school-sponsored functions: the term "fighting" is defined as the act of quarreling involving bodily contact. A student may also be held responsible for statements and/or actions, which directly provoked aggressive actions by another student.

- Hitting, pushing, or touching others with the willful intention to harass or to cause discomfort.

- Threatening, taunting or provoking others, refusing to obey a clear and reasonable directive of a teacher, or other school personnel.
- Unsafe and disorderly behavior.
- Obscene/vulgar language or gestures against a staff member or student.
- Misuse of books, materials and equipment.
- Tobacco, e-cigarettes, vape-pens - use or possession (in any form) of tobacco or tobacco related paraphernalia - including lighters - on school property or at school activities.
- Forgery, falsifying excuses or other school related documents.
- Refusing to identify self to school personnel, insubordination, refusal to follow reasonable instructions of school personnel, or suggesting that others defy reasonable instructions or directions.
- Action in the halls that creates distraction or disruption during school.
- Gambling – the term “gambling” is defined as directly or indirectly taking, receiving, or accepting any money or other valuable objects contingent upon the result of an uncertain event.
- Disposing of food and beverages – disposing of food and beverages in non-designated areas.

CHEATING AND PLAGIARISM

According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to present as new and original an idea or product derived from an existing source
- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Using artificial intelligence to assist or complete an assignment or test without proper citation.

If you are guilty of cheating and/or plagiarism:

- 1st offense-0 on the assignment, automatic RTC referral and parent notification
- 2nd offense-All of the 1st offense guidelines, in addition to principal notification, and possible suspension.
- 3rd offense-All of the 1st and 2nd offense guidelines, and a possible zero for the course.

CONDUCT EXPECTED OF STUDENTS RIDING THE BUS

School-provided transportation is a privilege, not a right. You must follow all rules and regulations and treat your driver with respect and courtesy. Drivers have the responsibility of getting students to and from school safely. A driver may assign seats.

The Board of Education has authorized the installation of video cameras on the school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student is reported to have misbehaved on a bus and his/her actions were recorded on video, the tape will be reviewed by the bus driver and transportation supervisor and may be used as evidence of the misbehavior. Since these tapes are considered part of the student’s record, they can be viewed only in accordance with Federal law.

Failure to follow the rules and regulations listed below may result in the loss of bus riding privileges. Any action not covered below, but considered disruptive shall be handled as a violation of the bus rules and

regulations. Therefore, exclusion from the list shall not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the Evart Public Schools.

Only students entitled to transportation will be permitted to ride the buses. If you want to ride a bus other than your own, a note from your parent(s) and/or legal guardian must be presented to the office of your principal, for a BUS PASS. It is highly recommended that parents requesting bus passes do so in writing. However, in emergency situations, the principal or his/her designee for bus passes will accept phone calls. If acceptable, the principal or his designee will have the secretary issue a bus pass with all the necessary information. The principal or his designee will sign the bus pass. The note should include the following information: Student requesting the bus pass, date(s) for pass, destination – name of resident, address of destination and bus number. Students hand the bus pass to the bus driver, without a pass, you will not be permitted on the bus. *You must be at your stop five (5) minutes before the bus arrives.* Drivers are told they are not to wait for tardy students.

- Students must remain seated while the bus is in motion. This is the State Law. Students are not permitted to save seats for fellow students. You must share the seat and permit room for others.
- Students shall refrain from eating on the bus. *No littering on the bus at any time.*
- Students shall refrain from loud and boisterous conduct at all times.
- Fighting will be considered a severe disruption and will not be tolerated.
- Damage to seats or bus *will be paid for by the student*. Riding privileges may be revoked.
- Students must not throw anything on or from the bus or extend any body part from open windows.
- Emergency door must remain closed, except in cases of emergency.
- Students are not to be in possession of knives, sharp instruments of any sort, firecrackers, rubber bands, tobacco, matches, water pistols, water balloons, etc.on the bus.
- Students are not permitted to bring any object on the bus, which is too large to hold on their lap.
- Profane or vulgar language and gestures will not be tolerated.

DRESS CODE GUIDELINES

Student dress must not interfere with the education, health, or safety of others. Student dress should not offend the standards of the school community. Policy 5101, known as the Dress Code states that if clothing substantially disrupts the educational environment or that school officials reasonably forecast what will substantially disrupt the educational environment, there are grounds for remedial or disciplinary action. The final decision in any situation involving inappropriate attire rests with building administrators.

Examples include but are not limited to the following:

A. Appropriate, clean clothing and footwear.
B. No bare midriff, halter tops, tube-tops.
C. Shirts must not reveal one's sides, back midriff or inappropriate cleavage.
D. No hoods or sunglasses during school hours (unless pre-approved by the principal)
E. Shoulder straps on outer-layered shirts must be a minimum width of two inches.
F. Students will follow all guidelines at school and at all school sponsored activities and events.
G. Clothing must not have letters, pictures, or sayings that are obscene or objectionable. Objectionable is defined as, but not limited to, clothes that advertise alcoholic beverages, tobacco products, drugs, or slogans related to substance abuse, sex or inappropriate language and/or behavior.
H. The following examples of clothing are not allowed. Clothing that:
    a. is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption,
    b. is obscene, sexually explicit, indecent, or lewd is not allowed,
    c. promotes the use of or advertises illegal substances, including but not limited to

d. substances illegal for minors,
e. Incites violence,
f. Contains “fighting words”,
g. Constitutes a true threat of violence,
h. Demonstrates hate group association/affiliation or uses hate speech targeting
i. groups based on their membership in a protected class, or
j. 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.

The school reserves the right to establish more definitive dress policies for athletic teams, band, organizations representing the school, and for specific school activities, such as, but not limited to, graduation, junior/senior banquet, prom, and awards night.

- **Students violating the dress guidelines for the first time will be asked to dress in the correct way immediately.**
- **If necessary, parents will be called to bring proper clothing so that the student may resume his/her regular class schedule.**
- **Repeated violations of dress will be treated as insubordination and with possible suspension and/or other punishment deemed necessary by the principal will be imposed.**

***The above categories have been identified as types of conduct that interfere with good order and the proper functioning of the educational process. The list is not all-inclusive and does not limit the authority of school personnel to deal appropriately with other types of conduct. Additional rules and regulations may be imposed to insure the safety and rights of individuals and the good order of the school system. Adequate notification of such additional rules shall be made by the administration to the faculty and students.We believe that the above guidelines are reasonable and we would appreciate your help in enforcing them.

ANTI-BULLYING

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are 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. Further details of prohibited conduct are listed under board policy 5207 on our website. Every incident of bullying needs to be reported immediately and will be handled in accordance to 5207.

DRUG FREE SCHOOLS

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

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

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection, often referred to as PDA, specifically that are disruptive to the school environment and/or excessive, should be avoided. If a staff member asks students to refrain from inappropriate PDA, the students will be expected to do so. The aforementioned list of offenses for tardies will be used in cases of PDA. All PDA violations will be reported to and kept track in the office.

1. FIRST OFFENSE-Student will be asked the RTP questions.
2. SECOND OFFENSE-Student goes to RTC, writes a plan, and negotiates at the earliest convenience of the teacher.
3. THIRD OFFENSE-Student will be asked the RTP questions.
4. FOURTH OFFENSE-Student goes to RTC, writes a plan, but remains in RTC for the remainder of the class period, student negotiates before the next time that class meets, and obtains missed work, RTC coordinator arranges a parent contact/intervention.
5. FIFTH OFFENSEor more-general and/or gross misconduct.

SEARCH & SEIZURE

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

SEXUAL HARASSMENT

Sexual harassment has no place in the Evart Public Schools and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy (Policy 5202) prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal or from the district website, www.evartps.org. Reports of sexual harassment should be made to any district personnel who should then immediately report to the building principal and/or the Title IX Coordinator.

Contact information of the District's Title IX Coordinators :

Thomas Pashak, District Title IX Coordinator
Evart High School
6221 95th Ave.
Evart, MI 49631
231.734.5551
pashakt@evartps.org

STUDENT DRIVING

The driving of a vehicle to school is really a decision to be made by parents and students. If parents permit their student to drive to school, the following school regulations are to be followed:

1. The vehicle must be parked and left until school closes in the afternoon unless special permission is given by the high school principal. This includes cars, trucks, motor scooters and motorcycles.
2. Sitting or riding in vehicles during lunch hour by students is prohibited.
3. Students are to park only in the areas approved and designated by the principal. Vehicles must be properly parked between the yellow lines.
4. Students will drive at safe and proper speeds.
5. We strongly recommend that all vehicles be locked during the school day. Students who violate these driving rules and/or posted driving regulations will be subject to the following:

   A. **First Violation –** warning **AND/OR** referral to RTC during LUNCH.

   B. **Second Violation –** Parent notification **AND/OR** referral to RTC during LUNCH.

   C. **Third Violation –** loss of driving privileges for the remainder of the school year.

Due to noise disruption, all car alarms must be shut off while on school property. Students who have car alarms that continually are set off will lose their privilege to park on school property. It should also be known that Evart Schools will not be responsible for theft or damage to vehicles parked on school property. If your vehicle or the contents of your vehicle are so valuable that you must have your alarm activated at all times – DON'T DRIVE IT TO SCHOOL.

Students are permitted to park on school premises as a matter of privilege; it is not a right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Driving to the Career Center/MSTC

Those students who attend the Career Center/MSTC in Big Rapids are provided transportation as a condition of their enrollment and are expected to ride the bus to and from the center. Students are not allowed to drive or ride in a personal vehicle for any reason unless the following conditions are met:

- Career center regulations have been reviewed and signed;
- A parent conference is held to discuss the validity of the request;
- A legitimate reason and rationale for driving is presented;
- The proper waiver forms are signed by parents and high school principal.

Any violation in the driving regulations will immediately result in the loss of driving privileges and possible disciplinary action up to and including removal from the career center. Any questions regarding this policy should be directed to the high school principal.

TECHNOLOGY USAGE

Evart Schools make available to students an abundance of technology. Students are expected to use the equipment properly. Technology will be available to students as long as the following are adhered to:

1. All students will follow the regulations that are outlined in the Internet use policy. The User Agreement form must be signed by the student and parent in order to access the Internet.
2. Any student downloading pornographic or other questionable, offensive, or illegal material will lose access to the system and be subject to disciplinary action.
3. Students are to expect no right of privacy to any of their files.
4. Students shall not share passwords or access the system with another student's password.
5. Tampering with computer equipment will be treated as vandalism.
6. Students are to refer to the Computer Network & Internet Usage Guidelines for more information.
7. Parents/guardians of students who enroll in an online course need to know that if the student does not complete the course successfully, the student will be charged for the course ($0-$1,500).

Any violation of the Computer Network and Internet Usage Guidelines could lead to the loss of access to the system and/or penalties ranging from suspension to expulsion from Evart Public Schools.

Electronic Communication Devices

The use or possession of Electronic Communication Devices, also referred to as ECD's, on school grounds is prohibited from 8:00 AM until 3:00 PM at the high school and from 7:45 AM until 2:45 PM at the middle school. Listening accessories such as bluetooth headphones, earbuds, airpods, etc. are also prohibited during this timeframe.

ECDs are to remain in locked lockers during the school day and not used during the school day. Violation of this will result in phone confiscation and parents being notified to pick up the device. Failure of a student to provide the device to staff when requested will result in consequences for insubordination.

Use of cellular and all other Electronic Communication Devices (or ECD's) are prohibited in locker rooms and restrooms at all times.

Wired headphones are permitted with teacher permission for instructional & learning purposes.

Electronic entertainment devices (EED's), which are entirely prohibited, are subject to this same policy and these consequences.

The school is not responsible for theft, loss or damage to personal electronic devices brought onto school property or into school vehicles.

Students are not permitted to post to social media sites during the school day.

Students may not post confidential or inappropriate photos or information from school activities that are meant to harass, intimidate or embarrass others.

Students enrolled in dual enrollment courses may be required to utilize their cell phones. In those situations, expectations and guidelines will be posted in the learning environment.

An exception will be made for ECD's if there is a medical need that has been documented by a medical professional.

First Offense: Staff will ask for the device and submit it to the main office. The offense will be documented. The student may pick up their device at the end of the school day. Expectations will be reviewed with the student.

Second Offense: Staff will ask for the device and submit it to the main office. The offense will be documented. The principal or school designee will contact parent(s) to communicate the offense and explain that if additional offenses occur, the phone will only be released to the parent. The student may pick up their device at the end of the school day. Expectations will be reviewed with the student

Additional Offenses (3+): In addition to the interventions for the second offense, the student may also be assigned escalating consequences by the building principal. These additional consequences that may include lunch detentions, loss of privileges, In-School Suspension, or Restorative Justice that was agreed upon with parents.

TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the principal. Violations of this rule could result in additional disciplinary action being taken up to and including expulsion.

WEAPON FREE SCHOOLS

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property. For purposes of this policy, a dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, BB gun, a paintball gun or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal’s office.

Section 4: Attendance

ATTENDANCE POLICY

In keeping with our efforts to do the utmost for all students, we ask for the cooperation and assistance from parents/guardians in the matter of student attendance. Regular attendance and promptness are expected in all classes and are the essentials of good performance of any job. Regular attendance is vitally important in order that each student receives the maximum benefit from daily sequential instruction. We encourage all parents/guardians to assist us in our goals, one of which is to give our students every opportunity to benefit from regular attendance at school.

New for this school year is the addition of an attendance call in line. If your child will be absent for ANY REASON, please call the school at 231-734-5551, option 1 and leave a message.

EXCUSED ABSENCES: Each semester, parents or guardians may excuse UP TO FIVE absences, for any reason, by either calling the schools’ attendance line and leaving a message or a signed note brought to school with the student the next day. After five absences, students will only be excused by providing official written verification for illness, medical appointments, court appearances, and college visits. All school related activities (sports, field trips, rehearsals, etc.) will also be excused.

UNEXCUSED ABSENCES: If a student is absent and no phone call or note from a parent or guardian is provided to the school, the student will always be marked unexcused. After the allowed five parent excused absences, the following reasons will also be marked as unexcused: more than 10 minutes late due to oversleeping or transportation issues, undocumented illnesses, "personal" reasons (to run errands for parents, baby-sitting, haircuts, senior pictures, work on cars, etc.).

SIGNING OUT – If a student has to leave school during regular school hours, he/she must present a note to the secretary signed by a parent or guardian. These notes will be kept on file to verify absences. Failure to sign out may result in disciplinary action. This includes leaving school grounds for an appointment at lunch. Students with appointments, emergencies, etc, should obtain a dismissal slip prior to the time they are scheduled to leave. Students will be released to a parent, guardian or persons listed on the student's Emergency Procedure Card only.

TARDINESS – It is important to arrive to class on time. The intention is to promote an environment in the school that enhances learning by full student participation. We encourage students to maximize their individual potential to become responsible, productive and contributing members of our community and society. Late arrival to class poses a distraction to the educational environment and negatively affects class participation and performance.

Each class begins at or after the designated starting time of a class. Each teacher will ensure that his/her students have had the chance to understand the beginning of class procedure for that class. Students will be considered absent (not tardy) if they miss more than fifteen minutes of a class period.

Students arriving late to school are to report to the Main Office to sign in and obtain an admit slip to class. Oversleeping, babysitting, missing the bus, car trouble, etc. are not acceptable excuses for being tardy. For every THREE tardies a student accumulates, it will equal ONE unexcused absence.

1. FIRST OFFENSE-Student will be asked the RTP questions.
2. SECOND OFFENSE-Student goes to RTC, writes a plan, and negotiates at the earliest convenience of the teacher.
3. THIRD OFFENSE-Student will be asked the RTP questions.
4. FOURTH OFFENSE-Student goes to RTC, writes a plan, but remains in RTC for the remainder of the class period, student negotiates before the next time that class meets, and obtains missed work, RTC coordinator arranges a parent contact/intervention.
5. FIFTH OFFENSE or more-general and/or gross misconduct.

The tardy consequences start over at the beginning of each semester.

ADDITIONAL GUIDELINES – An absence count will start only upon a student's first registered day in class. A student who is absent from class fifteen (15) minutes or more will be considered absent.

Class absences as a result of approved school activities will not count within the attendance policy. Unless otherwise indicated, students who miss class due to request from administrators and school counselors fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available. There will also be a concerted effort on the part of the Athletic Department to avoid taking students from school early for athletic competition unless absolutely necessary.

EXCESSIVE ABSENCES

Excessive absences, excused or unexcused, often contribute to poor student performance and or failure.

ATTENDANCE WATCH: In an effort to keep parents and guardians apprised of any potential problems with their child's attendance at school, letters will be sent home on the **5th, 8th and 10th** absence in any

class. This letter will be accompanied by a current attendance history report. An intervention meeting will be held with the principal, parents, students and the appropriate staff. Strategies will be developed to ensure that the student's attendance improves.

THE TRUANCY OFFICER will be notified on the 5th unexcused absence for any student below the age of compulsory education in the state of Michigan; the student will be put on ATTENDANCE WATCH. If this student should hit 10 unexcused absences, he/she could end up on probation.

TRUANCY – If excessive unexcused absences OR tardies continue for any student – it is defined as "truancy". Truancies are also defined as an absence from school due to working for someone other than parents or personal reasons. Truancy is considered a very serious act of misconduct and will be treated severely by the administration and/or teachers. Failure to sign in could lead to unexcused absences, RTC or possible suspension from school. Students who are continually absent could be petitioned to Probate Court for a violation of the Compulsory Attendance Law.

TRUANCY-EXCLUSION FROM ACTIVITIES
Upon their 10th unexcused absence in a semester students will be excluded from participation in or attendance at all extracurricular activities.

Section 5: Health and Safety

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.

FIRE/TORNADO/LOCKDOWN DRILLS

Fire drills are necessary for the safety of all who are in the school building. Practice the drills with caution and seriousness.

1. There will be no warning signal. As soon as the bell sounds, all students should begin the necessary procedures depending on the type of drill.
2. No talking.
3. Move quickly without running.
4. Go where directed.

Lockdown drills will be conducted on a periodic basis. When in "lockdown" only law enforcement and emergency personnel will be permitted to enter or exit the building.

Tornado drills will be conducted at least twice per year. Students are to follow classroom instructions and remain silent while the drill is taking place.

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.

HEAD LICE

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parents/guardian and provide educational materials on head lice prevention and treatment. The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality. If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

HOMELESS CHILDREN AND YOUTH

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless. A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Kaitlin Micek, District Homeless Liasion
6221 95th Ave.
Evart, MI 49631
231.734.5551
micekk@evartps.org

IMMUNIZATIONS

Each student shall have the immunizations required by law or have an authorized waiver. This is for the safety of all students and in accordance with State Law. Any questions about immunizations should be directed to the building principal. Students may be denied admittance or removed from school until the required immunizations are obtained or a waiver is presented.

In order for your child to be sufficiently immunized, the following shots are required for all new students and recommended for all other students:

4 doses of DTP (one must be after the fourth birthday)
3 doses of Polio (one must be after the fourth birthday)
2 doses of MMR (both must be after the first birthday)
3 doses of Hepatitis-B
2 doses of Varicella or past history of chickenpox (starting 2002)
1 dose Meningococcal (MCV4 or MPSV4) vaccine required for all children entering 6th grade.
1 dose Tdap for children 11-18 years of age if 5 years since the last dose of tetanus/diphtheria containing vaccine.

For students around age fourteen or fifteen, a tetanus booster is also required. (This may be listed as "td" on your immunization card.)

Please check your child's immunization card. If you feel they need shots, you can call the Health Department at 832-5532 for an appointment. The shots may also be done at the doctor's office. Once the shots are done, please bring an updated copy of the immunization record to the school so we can update our records.

LAW ENFORCEMENT INTERVIEWS

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

LIMITED ENGLISH PROFICIENCY

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

MEDICAL EMERGENCIES

An emergency medical card is given to each child as they enroll. Each year this card is sent home at the beginning of school. Please return it completely filled out. In the event of an emergency at school we will contact you as soon as possible.

Please keep the office current at all times with emergency phone numbers where someone can assist us, when you are not available. Some examples may be friends, daycare, grandparents, neighbors, and place of employment. It is also important to notify us with any changes in these numbers throughout the year.

MEDICATION GIVEN TO STUDENTS

The administration of medication by school personnel shall be authorized and performed in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building principal or his/her designated representative. The authorization to administer medication shall be issued only in compliance with the following conditions:

A. Student self-possession and/or self/administration of medication for grades K-8 is prohibited unless the student's health is endangered by this prohibition. Refer to policy 5703 (asthma inhaler possession) for more information.
B. The Request for Administration of Medication form must be signed by the student's parent/guardian and filed with the building principal.
C. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
    1. Student's name, address, telephone number;
    2. Physician's name, address, telephone number, and signature;
    3. Pharmacy name, address, telephone number;
    4. Name of medication, beginning date of administration;
    5. Prescribed dosage, frequency and duration;
    6. Parents will be responsible for informing the District if the child has experienced side effects from the medication the child is to receive;
    7. Termination date for administering the medication;
    8. Special handling and storage instructions.

D. Medication for students in grades K-8 must be brought to school by an adult and in a container appropriately labeled by the pharmacy. Students in grades 9-12 may bring prescribed medication to the office. Refill of the medication is the sole responsibility of the student's parent/guardian. The designated school personnel will:
    1. Inform appropriate school personnel of the medication;
    2. Keep a log of the administration of the medication, which will include: date, time, dosage, and person administering the medication along with the initials of an adult witness (this witness can be a school employee/or adult);
    3. Keep the medication in a locked cabinet;
    4. Return the unused medication only to the student, parent or guardian (a student may retain his/her inhaler);
    5. Any medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

The student's parent or guardian assumes the responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in medication, including the discontinuation or modification of the medication and any of the side effects experienced.

The student's parent/guardian has the sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

In no instance are District personnel to administer an initial dose of a new medication to any student. Forgotten doses of home medication will not be made up at school.

Student self-possession and/or self/administration of medication for grades K-8 is prohibited unless the student's health is endangered by this prohibition.

No staff member will be permitted to dispense non-prescribed medication (OTC) to any student without a doctor's order.

Students in grades 9-12 who are able to self-administer medication(s) will be permitted to do so subject to the guidelines listed below:

The student's parent or guardian shall provide written authorization for the student to self-possess and/or self-administer their own over-the-counter pain medication in the school setting (if a student is age 18 or older or is an emancipated minor, the student may provide this written authorization instead of the parent/guardian). **This form must be filed in the office**.

The medication shall be maintained exclusively and at all times under the student's control while in the school setting and the student will carry no more medication than necessary for that day.

Students who receive authorization to self-administer their medication shall not convey, transfer or otherwise distribute the medication to other students; students who violate the conduct standard shall be subject to disciplinary penalties as specified in the student code of conduct.

Building administrators and appropriate school personnel shall be informed on a need-to-know basis when a student is authorized to self-administer medication.

The building administrator may discontinue the student self-administration privilege upon advance notification of the parent/guardian. If a student is under an Individualized Educational Program (IEP) or a Section 504 Plan, the action must be taken in accordance with the Individual with Disabilities Education Act (IDEA) or Section 504 Rehabilitation Act requirements.

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 (pursuant to Policy 5309).

VIDEO SURVEILLANCE

Pursuant to Policy 5805, unless authorized, 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. 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 areas, a student has no expectation of privacy. The District may use video recording for any lawful purpose, including student discipline, assisting law enforcement or investigations.

WITHDRAWAL FROM SCHOOL

According to House Bill 4132, a student at 16 or 17 years of age can drop out of school with parent consent. Students who are withdrawing from the District must submit written notice to the building principal prior to being dropped from the student information system.

Section 6: Student Life

ADVERTISING OUTSIDE ACTIVITIES

The announcement, distribution, or posting of non-school materials must have the prior approval of the principal. A minimum of 24 hours is required to ensure that the principal has sufficient time to review the announcement or posting. Materials determined to meet any description below will be denied:

1. causing a material and substantial interference to the educational environment;
2. obscene to minors or containing indecent or vulgar language;
3. defamatory or libelous;
4. invading the privacy of another person;
5. offensive to a person's race, religion, ethnicity, or gender;
6. encouraging illegal activity or violation of school rules.

AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, the Evart Board of Education is nonetheless committed to the equal treatment in application of its policies and procedures to all students. Eighteen-year-old students should consult with their parents before considering invoking Age of Majority rights; this is because once an Age of Majority Rights is signed by ALL parties, the school will NO LONGER be able to communicate with the parents about the student.

With the following exceptions, the rules and regulations set forth in this handbook will apply to all students regardless of their attainment of the age of majority.

Students 18 years old and older may have the same privileges as their parents/guardians as it relates to rights regarding their student records.

Students 18 years old and older may represent themselves during a disciplinary conference.

Students may report to the high school office to pick up an acknowledgement of Age of Majority form once they have turned 18. The acknowledgment form is provided as a courtesy to students and parents and outlines the responsibilities of each party. Age of majority students need to be aware that if their parents continue to claim them as IRS dependents, their parents are entitled to view pertinent educational records. Parents and students with questions or concerns regarding Age of Majority should see the high school principal.

ANNOUNCEMENTS

Announcements that pertain to the student body will be made on a daily basis. Students who wish to have an announcement read or displayed must receive approval from their sponsor and permission from the building Principal or his/her designee. Talk to Kelli in the office for more details.

ASSEMBLIES, FIELD TRIPS AND ATHLETIC CONTESTS

Students are expected to follow all school rules when attending any of these events. A student may lose the right to attend these activities if their behavior at school has been unsatisfactory or if behaviors at a past assembly, field trip, and/or athletic contest have been inappropriate. Students who do not meet minimum standards of behavior may be excluded.

BEVERAGES OTHER THAN WATER

Beverages may be consumed in the cafeteria or designated areas only. Beverages cannot be consumed in classrooms without prior consent of the adult in charge of that area. For the health and safety of our students, energy drinks like Monster, Redbull, Celsius, etc. are **not permitted** *(The American Academy of Pediatrics has stated that energy drinks are not appropriate for children and adolescents, due to the high levels of caffeine these drinks contain. Energy drinks contain high levels of caffeine, sugar, and other stimulants that can have detrimental effects on adolescents)*. Students caught violating this policy will have the beverage confiscated. Continued violations may lead to suspension.

BULLETIN BOARDS

The counseling office, high school office, school organizations, band, and athletics may use the bulletin boards throughout the building. Students or outside organizations must obtain prior permission before posting materials on the bulletin boards.

CAFETERIA/LUNCHES

Evart Public Schools provides opportunities for students to eat breakfast, lunch and snacks while students are at school.

- Food must be eaten in the cafeteria.
- STUDENTS are responsible to clean the table where they sit and to put all trash in containers.
- Evart Public Schools currently uses MEAL MAGIC for our lunch program.

Again, please know that the forms that need to be filled out for our LUNCH PROGRAM are confidential. The School Food Service prohibits discrimination based on religion, race, color, national origin, sex, age, weight, height, marital status, disability or arrest record. Daily menus are subject to change without notice.

CAREER CENTER

Consideration for admittance into the career center will depend upon academic standing and attendance history. Students with a poor attendance history may not be able to attend the career center. If a CC student accumulates more than ten absences at the career center, he/she MAY be in jeopardy of being excluded from the program; this decision may come from the career center or Evart High School.

Bus transportation is provided for career center students. Students must ride the bus to and from the career center. Please refer to the STUDENT DRIVING section in this handbook for all the regulations regarding students driving to the Career Center.

Students who miss the career center bus must leave Evart High School premises until their EHS classes resume (on a regular day, they must return to school directly before their 5th hour class begins). Career center students are not allowed to stay back from the CC; this causes a safety concern as the CC student is not on an official attendance roster.

In the event of inclement weather when the career center is closed but Evart Public Schools are open, all Career Center students MUST, BY LAW, be allowed to attend school; these students are assigned to the library for the duration of the career center classes and will join their normally scheduled classes when they begin.

CLOSED CAMPUS

Evart Middle School and Evart High School are “closed campus” facilities. *Students are not allowed to leave the school grounds once they arrive* ***on school property***. Permission to leave must be approved by the Main Office. Students who leave the school grounds without permission will be subject to disciplinary action.

COUNSELING SERVICES

The following services are available through the counseling department:

1. Individual counseling services that are confidential.
2. Guidance and development of educational and career goals.
3. Information services for careers, job training, and community support agencies.
4. Orientation and transition services to facilitate new and incoming students.
5. Parental information services.

EXTRA-CURRICULAR ATTENDANCE RULES

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

1. Any student leaving the building while the game and/or dance is in progress must leave school grounds and will not be readmitted. Example: A student leaving the game will not be readmitted to the game or allowed to attend the dance if the dance is following the game.
2. Any student not attending the game but attending a dance after a game must not be on school grounds until the dance starts.
3. Students not in attendance at school during the day will not be allowed to attend the game and/or dance unless permission is given prior to absence by the principal.
4. Spectators are asked to be in the gym seated in the bleachers except during halftime and between games. Anyone in the halls after the game starts and after halftime will be asked to be seated.
5. No pop is allowed in the gym.
6. All spectators, players and coaches are expected to display sportsmanship at all times.
7. The mezzanine will only be used by spectators when the lower level is full. The mezzanine may be used by the band and videographers.

FOREIGN EXCHANGE STUDENTS

Foreign Exchange Students will receive an honorary diploma and a transcript of courses completed while attending Evart High School.

HOMEBOUND/HOSPITALIZED SERVICE

The Evart Public Schools provides Homebound and Hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. A copy of those requirements is available in the high school office. Please contact the building principal for more information if you feel your child will need these services.

LOCKERS

Pursuant to Policy 5102, a locker is provided for every student. The lockers remain the property of the Evart Public Schools and are loaned each year for student use. Student lockers are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice and without search warrants. Locker checks will be conducted in the presence of the student if at all possible.

Keep your locker locked at all times and use only the locker that is assigned to you. Evart Public Schools will not be held responsible for any items lost or stolen from student lockers. Lockers cannot be opened by any student unless the student assigned a locker gives out the locker combination.

Lockers will be opened by school personnel when there is reason to believe that a locker contains stolen items or materials and substances that may be harmful to the high school student body.

Student lockers should be kept orderly and arranged so that textbooks may be stored without being damaged. Students may be asked by the administration to clean out disorderly lockers. The locker must be cleaned out prior to the end of the school year.

Students who elect to decorate the interior of their locker should keep this in good taste and may not allow the decorations or shelves to interfere with moving parts of their lockers or neighboring lockers.

Only school combination locks may be used. They will be issued with your locker. No key locks or student owned combination locks are to be used. If they are on the locker they will be removed from the locker. The school is not responsible for damage to student owned locks if they are removed. If a student loses their issued lock, they will be charged $6.50 for a new one.

LOST AND FOUND ITEMS

The lost and found area is a table located just inside the doors used for morning entry (south doors, cafeteria). Students who have lost items are encouraged to retrieve them as soon as possible. Unclaimed items will be given to charity. Students are to only take items out of the lost and found that belong to them.

MEDIA CENTER INFORMATION

CIRCULATION: Books have a two-week checkout time. There are no overdue fines. People with overdue materials from this year or a previous year, may not check out more until they are returned or paid for. Seniors must pay for overdue materials before graduation. Overdue lists are printed at the end of each marking period and two weeks before the library closes at the end of the school year.

The library is a classroom and the librarian is a teacher. Students are expected to be quiet, orderly, and to refrain from disturbing others. Be sure to ask for help in locating materials or using equipment, if needed. The librarian is here to assist you.

PHONE CALLS

School phones may be used with permission. Students will be encouraged to make phone calls during passing time and lunch unless it is a medical emergency.

STUDENT ACTIVITIES

CLASS ACCOUNTS & ADVISORS SPECIFIC PROCEDURES INFORMATION

1. All financial affairs of a student-sponsored activity are the direct responsibility of the sponsor.
2. It is suggested that no money shall be collected from students without giving a receipt for that money and that the student will be present when his/her money is counted. It is suggested that money be in a signed, sealed envelope and the student will be notified of any discrepancy as soon as possible. It is suggested that all money turned in be in the form of a check or money order.
3. All money will be turned into the principal's office as soon as possible. Your responsibility ends when the money is turned in to the office and a receipt is given.
4. All fundraising materials should be checked out and checked in. A written statement of such transactions shall be kept. The student will be responsible for turning in the money or materials. Theft or damage to the materials are the responsibility of the individual student and does not excuse him/her from payment for the fundraising materials.
5. It is suggested that no large sums of money or fund raising materials be left in lockers or in a student's possession for any length of time because of the possibility of theft or loss.
6. Fundraising companies and sales personnel will work directly through the high school office before contact is made with the students or sponsors. Administrative approval is required before ordering fundraising materials.
7. Student activity records must be turned into the office and balanced at the end of each school year. Paychecks will be held until this is done by activity sponsor. All money must be accounted for in either individual accounts or in the class general fund.
8. Persons who fail to return money or property will be subject to prosecution.

STUDENT SALES

Students are not permitted to sell any item or service in school without the approval of the high school principal. Violation of this may lead to disciplinary action.

SUGGESTED STEPS IF YOU ARE HAVING PROBLEMS IN SCHOOL

1st Step: Faculty and students discuss the problem and attempt to resolve it.
2nd Step: Faculty and parent discuss the problem and attempt to resolve it.
3rd Step: Parent and administrator discuss the problem and attempt to resolve it.
4th Step: Parent and superintendent discuss the problem and attempt to resolve it.
5th Step: Parent writes a letter to the School Board or superintendent and asks to be put on the agenda.

Moving through these steps without first having completed the prior step will most likely result in the faculty member reminding the student/parent of this protocol and then asking the student/parent to refer back to the person that is next in line of this procedure.

TEXTBOOKS

Each student will be issued a textbook for each class, if required. The teacher issuing books will note the condition of the books. If a student disagrees with the condition of a particular book, he/she should contact the administration. Students will be held responsible for returning the book in satisfactory condition. A pro-rated charge will be assessed for lost or damaged books. Allowance will be made for normal usage.

TRAVELING TO OUT-OF-TOWN ACTIVITIES

Students traveling to out-of-town activities as a member of an athletic team, or any other school-sponsored organization must use the transportation provided by the school to and from the activity unless prior arrangements have been made with the administration in writing.

VISITORS

All visitors during school hours are required to report to the office and must wear a visitor's pass. Pre-school children are not to be brought to school unless their parents accompany them.

WORK PERMITS AND AGE CERTIFICATES

Students may obtain applications for work permits from the high school office or the Superintendent's Office. This form must be taken to the employer to be filled out and returned to the Superintendent's Office. Upon completion by the employer and the student, the Superintendent's Office will issue a work permit by signing the paperwork.

Section 7: Athletics

EVART PUBLIC SCHOOLS
INTERSCHOLASTIC ATHLETIC AND ELIGIBILITY CODE

I. View of Athletics

A. Interscholastic athletics are a part of the public school program that promotes the total development of our youth. The goal of the athletic program at Evart Public Schools is to build character in youth by teaching the meaning of commitment, loyalty, and sacrifice by developing healthy attitudes about winning and losing, and by fostering positive interpersonal relationships among competitors. Participation as a desirable learning experience should contribute to each individual's health and happiness, sense of self-esteem and spirit of cooperation. Emphasis will be placed on the foundation that athletics can best serve as a primary teaching tool for the youth of today by preparing them to become leaders of tomorrow. It is important to realize that participation in all extracurricular activities is a privilege.

B. **Athletic Code Conditions**

1) A student should realize that the Athletic Code is applicable throughout the 12 month year, not just the school year, beginning with their 1st day as a 6th grade student and continuing through the last contest of their senior year.
2) The Athletic Code is not limited to the time period in which a student athlete participates in that sport.
3) The Athletic Code is not limited to student behavior at school sponsored activities or on school property.
4) A student who violates the Athletic Code, at any time, will be subject to disciplinary action.
5) Depending on the offense, the administration reserves the right to assign a more severe penalty than is outlined in this code.
6) Each athlete will be required to turn in a completed and signed Parent's or Guardian's Permission and Waiver of Liability and Authorization for Emergency Medical Care form before they can practice or play.

II. **Attendance and Academic Requirements**

A. A student must be in attendance the entire day of an event to participate in that event.

B. A student must be in attendance the entire day to practice that day.

C. ***In regards to events, a student may prearrange for appointments for the day of an event*** with the approval of the school Principal or Athletic Director. Extenuating circumstances will be considered at the discretion of the Principal or Athletic Director.

D. Seniors, if not on a senior trip, will be required to attend practices and participate in all scheduled events.

III. **Academic Eligibility**

1) In order to be eligible for interscholastic competition, the student-athlete must maintain a passing grade in all classes (**this includes dual enrolled, college,**

online courses, career center and math-science center classes). Students are encouraged to strive to exceed this minimum standard.

2) Each student-athlete must be evaluated weekly (**where available**) by Friday afternoon.
3) Eligibility is determined by a cumulative grade in each class at the end of each week, and not an evaluation of a student's performance during any single week alone.
4) Student-athletes receiving a failing grade on Friday will be ineligible for the next week beginning on Monday and ending on Sunday (for example, a student marked ineligible on Friday, January 1 could not compete from Monday, January 4 through Sunday, January 10). If that student is then marked eligible on Friday, January 8, they could start competing again on Monday, January 11). **A student will receive an academic warning for a D+ or below. At this point the student will be required to attend tutorial (or specific content teacher) after school for non prescribed time until grade is above D+. For certain electives, in which the tutorial teacher is unable to support the student and specific teacher is unavailable, the student will have to develop a plan with that teacher on how to improve the grade. This plan will be shared with the coach. If a students grade falls to failing (F), they will be directly to ineligible for the week as described above.**

   Any athlete that becomes ineligible may be allowed to practice and travel with the team but will not be allowed to dress or participate in the event.
5) Pursuant to MHSAA clarification beginning with the 2010-2011 school year, a student-athlete must meet the below listed requirements, regarding passing classes, to be eligible to participate in athletics. The requirement is that the athlete must pass at least 66% of his/her previous semester/trimester classes to be eligible. Specifically, and depending on the number of classes in the semester/trimester, the MHSAA requirement to be eligible is as follows (the athlete must pass):

3 of 4 classes
4 of 5 classes
4 of 6 classes
5 of 7 classes
6 of 8 classes

Any student-athlete who does not meet this criteria will be ineligible for 60 school days. ***NOTE*** **A student may become eligible when the school accepts the credit made up through night school, summer school, online or other means that follow the school policy. Any student ineligible may continue practicing with the team, but will not be allowed to participate until eligible.**

IV. **Definitions**

A. Performance: A performance, as mentioned in rules violation, shall be considered as follows:

1) Junior Varsity and Varsity Volleyball and Wrestling	1 date
2) Middle School and High School Track (boys and girls)	1 meet
3) Cross Country	1 meet

4) All other activities 1 game or competition

5) All fractional games will be rounded **down** to the next full game for the penalty (for example: 2.25 games round **down** to **2** games).

B. Acceptable Evidence: ***<u>The following are considered as acceptable evidence for triggering further investigation or possible disciplinary action:</u>***

1) Reports of code violations in writing **and proven and / or witnessed by an adult** with 1st hand knowledge. This includes school officials and non school reporters.
2) Any law enforcement report or other legal court document is considered official.
3) ***<u>Incriminating photo's or other evidence whether obtained 1st hand or via social media.</u>***

C. Eligibility Period: Consists of one full week, Monday through Sunday.

D. Athlete: Any student participating in any of the following:

1) Junior Varsity and Varsity Football
2) Junior Varsity and Varsity Boys and Girls Basketball
3) 6th, 7th and 8th Grade Boys and Girls Basketball
4) Junior Varsity and Varsity Volleyball
5) Varsity Track – Boys and Girls
6) Varsity Cross Country
7) 6th, 7th and 8th Grade Cross Country
8) Junior Varsity and Varsity Softball
9) 6th, 7th and 8th Grade Boys and Girls Track
10) 6th, 7th and 8th Grade **Competitive Cheer**
11) Junior Varsity and Varsity Cheer **(both Sideline and Competitive)**
12) Junior Varsity and Varsity Baseball
13) 6th, 7th and 8th Grade Volleyball.
14) 7th and 8th Football
15) Junior Varsity or Varsity Wrestling

V. Rules Governing The Conduct of Athletes

A. A student shall not possess, conceal, distribute, sell or be under the influence of:

1) Tobacco or tobacco products (as outlined in handbook) in any form.
2) Alcohol or alcoholic beverages in any form.
3) Illegal drugs, including but not limited to, those substances defined as "controlled substances" pursuant to federal and/or state statute.
4) Steroids, human growth hormones or other performance enhancing drugs.
5) Substances purported to be illegal, abusive or performance enhancing, i.e. "look-alike" drugs.
6) Possession of drug paraphernalia.

B. A student shall not be involved in stealing, be in possession of stolen items, or assist in the theft or vandalism of property, including any athletic uniforms, practice uniforms, and/or equipment.

C. No student shall be involved in the concealment or withholding of information which hinders an investigation.

D. When an athlete violates sections A, B, or C above, they must serve an athletic suspension according to the following guidelines:
Athletic suspensions are separated into two sections, those being ***Same Season Suspensions*** and ***Varying Season Suspensions***. ***Same Season Suspensions*** are those that occur when an athlete is suspended more than once during the same sports season (e.g. multiple suspensions occurring during the 2002 Football season, or the 2002-2003 Boys Basketball season, etc). ***Varying Season Suspensions*** are those that occur when an athlete is suspended once during a sports season or multiple times during various seasons (e.g. once during the 2002 Football season, and then not again until the 2002-2003 Boys Basketball season or the 2003 Football season, etc).

Same Season Suspensions:

First Offense – Results in suspension of the athlete from participating in 25% of that season's performances.

Second Offense – Results in the athlete being removed from the team, as well as a 50**%** suspension from the next sport the athlete participates in.

Varying Season Suspensions:

First Offense – Results in suspension of the athlete from participating in 25% of that season's performances.

Second Offense – Results in suspension of the athlete from participating in 50% of that season's performances.

Third Offense – Any time a 3rd offense occurs involving an athlete, whether during the same season or during various seasons, that athlete is suspended from participating in athletics for a minimum of 1 year. Additionally, just prior to the end of the 1 year suspension, the athlete, the parents/guardians and the Athletic Council shall meet to determine if the suspension should be terminated after the 1 year, or if the suspension should be continued, and how long it should be continued.

Common Suspension Stipulations – The following conditions are in effect for all suspensions imposed on an athlete:

1) Suspensions include state sponsored events, and athletes may not participate in state sponsored events while on suspension. Once the suspension is complete, the athlete may compete in state sponsored events.
2) If a sports season ends prior to the athlete completing his/her suspension, the suspension will carry over to the next sport he/she participates in to the point in that season where the suspension percentage is reached within the two seasons.
3) Suspended athletes are expected to practice and travel with the team, but they may not dress in uniform or play.
4) If an athlete is not actively competing or the school year ends, the suspension will carry over to the next season that the athlete participates in, even if it were a subsequent school year.
5) A suspension is not considered complete unless the athlete completes the season in which the suspension is being served. And if the athlete does not complete the season, the suspension time served to that point is not counted, and the athlete must complete the entire suspension in his/her next season of participation.
6) **Athletes with a suspension can have that suspension reduced by 50% by enrolling in and completing an approved rehabilitation type class relating**

to the violation, not at district expense. Example : A student is caught smoking and must sit out 25% of the basketball season which is equivalent to 5 games. A student would still have to sit out 2 games and complete a smoking cessation class to become eligible again.

E. Students who display misconduct, including but not limited to, poor sportsmanship or improper behavior such as fighting, defiance of a coach's decision, abusive behavior with teammates, swearing or profanity, refusal to follow coaching directions, etc., will be disciplined. The penalty will be determined by the Principal, Athletic Director, and Coach involved. The penalty may be handled in practice, a game suspension, with a maximum penalty of dismissal from the team.

F. Students who are suspended from the regular academic program may not participate in the athletic program during the period of suspension. Once the student-athlete has been suspended, he/she is to be barred from games and practices for the duration of the suspension **Athlete becomes athletically eligible the morning of the next scheduled school day and after a meeting has been held with principal or designee reinstating student in school.** *NOTE:* Rules governing athletes will also apply to athletic team managers and trainers.

VI. **Transportation**

1) All athletes must travel to and from away contests with the team on school provided transportation where school transportation is provided.
2) A parent/guardian is allowed to transport their son/daughter home from an away contest, provided that parent/guardian personally gives a note to the coach, *at the away site,* signifying they will be taking the athlete home ***(coaches should note that if the parent gives a note to the coach at the away site permitting their son/daughter to ride home with someone other than themselves, this is permissible).***
3) If a parent/guardian wishes for someone other than themselves to transport their son/daughter home from an away contest, that parent/guardian must receive permission from the Athletic Director, ***prior to the school transportation leaving Evart.*** The parent/guardian must also see to it that the coach receives a note of this wish.
4) Under extenuating circumstances, a parent/guardian may transport their son/daughter to an away contest in the event a scheduled appointment prevents the athlete from riding the school transportation**,** provided the parent/guardian receives permission from the Athletic Director prior to the school transportation leaving Evart. The ***parent/guardian*** must then notify the coach upon arrival, in person, that their son/daughter is at the away site.
5) *Violation Penalty:* Students will be barred from the next athletic contest. Repeated violations may lead to a maximum penalty of suspension from the athletic team for the remainder of the season.

VII. **Participation**

1) Fall, Winter, and Spring sport athletes are allowed to dual sport. They must complete and follow dual sport guidelines/protocol and have it approved by the Athletic Director.

2) An athlete who quits one sport may join another in the same athletic season if both coaches recommend the change to the Athletic Director and the Athletic Director agrees.
3) An athlete may not switch sports in the same season if 25% of either sport has been completed, unless extenuating circumstances exist, and then only with permission of both coaches and the Athletic Director.

VIII. **Equipment and Uniforms**

1) It is the responsibility of the athlete to properly care for all equipment and uniforms issued by the Athletic Department. If any issued items are lost, stolen, damaged or destroyed, the athlete will be charged for its replacement cost(s). The athlete will not be able to practice for the next season until complete reimbursement has been made.
2) Any person(s) not connected with athletics found in possession of athletic department equipment and uniforms will be considered in possession of stolen property and appropriate action will be taken.
3) No athlete shall wear any game equipment or uniform for practice or elsewhere, except when authorized by the coach and Athletic Director.
4) Athletes may not begin practice for the next athletic season until they have turned in all school issued equipment and uniforms from the previous athletic season in which they participated.

IX. **Required Parent/Guardian and Athlete Acknowledgement**

Before the start of each season, the Athletic Director will be required to assure that a signed acknowledgement of the Athletic Code is on file. The acknowledgement signifies that the parent/guardian and athlete understand that the athlete must abide by these rules. An athlete may not participate in contests until this acknowledgement has been given to the Athletic Director. In addition, the coach will be required to obtain a signed acknowledgement of his/her rules, expectations, etc. before the athlete may participate in any contests. The coach will turn this into the Athletic Director.

X. **Awards**

1) All awards will be given to athletes at an awards ceremony following the sports season.
2) All athletes who successfully complete a season will be eligible for the appropriate awards, and will be allowed to attend the awards ceremony.
3) Varsity coaches are allowed to present up to 4 awards, the titles of which are their choice (no more than 4 awards may be presented). Selection is to be at the discretion of the coach(s) involved in that sport.
4) Senior Awards are to be given to all seniors who have received letters during their junior and senior years in any predefined sport.
5) *Freshmen* are awarded numerals of the year the athlete is to graduate. An athlete will receive only one such award.
6) *Sophomores* will receive a Wildcat. An athlete will receive only one such award

7) Only one varsity letter may be awarded to an athlete throughout their athletic career. Once an athlete has received a letter, pins will be awarded to qualifying athletes in place of the letter.
8) If a student earns a letter before their junior year, they will earn the numbers and / or wildcat head they have yet to earn.
9) Certificates will be awarded to all who have participated and finished a respective sport.
10) Scholar Athlete Awards will be awarded to Sophomores, Juniors and Seniors who meet the following criteria: A cumulative grade point average of 3.3 or better and sophomores having successfully competed on 3 teams, juniors on 5 teams and seniors on 7 teams. The awards to be received are a certificate each time an athlete qualifies, and a Scholar-Athlete t-shirt, which an athlete may receive only once per year.

XI. **Due Process Procedure**

A. The coach of a team may temporarily suspend an athlete for a violation of the Athletic Code of which he/she has personal knowledge. The coach shall then promptly report such suspension and the charges upon which it is based, in writing, to the Athletic Director who shall conduct an investigation as outlined below.

In the event of an allegation of a violation of the Athletic Code being made by someone other than the coach, the charges shall be made to the Athletic Director in writing and signed. The Athletic Director then may, after consultation with the coach, order a temporary suspension of the athlete pending investigation of the charges, if he/she believes there is reasonable grounds to pursue the investigation.

B. The Athletic Director shall promptly conduct such an investigation as is necessary, to confirm or refute the charges. The investigation may include consultation with the student under investigation, the parents/guardians, the charging party, any witnesses, and/or members of the athletic department staff involved.

C. If a violation is found to exist, the Athletic Director shall consult with the coach to determine the appropriate penalty within the limits defined in this Athletic Code.

D. The student and/or parents/guardians will be given written notice by the Athletic Director of the violation, the evidence in support of the finding, and the penalty involved.

E. The student and/or parents/guardians may request a review as follows:

1) Upon notification of penalty or suspension of the student-athlete and parents/guardians by phone and/or letter, they will be given 48 hours (not including weekends or holidays) to notify the Athletic Director in writing of their decision to appeal the ruling involving the student-athlete. The student and/or parents/guardians shall be afforded an opportunity to present their position on the violation itself, and to present any evidence in extenuation or mitigation of the penalty. Upon conclusion of the hearing, the Athletic Director may then affirm, modify, or vacate the violation and/or the penalty in whole or in part within 48 hours (not including weekends and holidays).

During the time of the appeal, the student athlete will not be permitted to participate in any contests.

2) Upon rendering the decision by the Athletic Director, an appeal may be made to the Athletic Council (which consists of the Athletic Director, school principal, all head coaches and the athlete's coach) within 48 hours (not including weekends and holidays) in writing to the Principal. Upon notification of appeal in writing to the Principal, a hearing will be held involving the Athletic Council, and the athlete and parents/guardians. The Athletic Council shall conduct a hearing within 48 hours (not including weekends and holidays) of appeal notification, if at all possible. The student and/or parents/guardians shall be afforded an opportunity to present their position on the violation itself and to present any evidence in extenuation or mitigation of the penalty. The coach of the sport involved will also be afforded an opportunity to present his/her position. Upon conclusion of the hearing, the Athletic Council shall recommend that the violation and/or penalty be affirmed, modified, or vacated in whole or in part. The Principal shall enforce the recommendation. At the conclusion of the hearing, the suspension, penalty, etc. will be in effect. If an evening meeting is held, the penalty may be enforced the following day. A majority vote of the Athletic Council shall determine the action that is taken.

F. The student and/or parents/guardians shall have the right of appeal of the Athletic Council's decision to the Superintendent of Schools and the Board of Education.

G. The M.H.S.A.A. Handbook is available for review from the middle and high school office or the Athletic Director, if anyone desires.

TEN BASIC BELIEFS FOR INTERSCHOLASTIC ATHLETICS IN MICHIGAN AS ENDORSED BY THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION

1) Interscholastic athletics were begun outside the school day and curriculum and remain there as voluntary, extracurricular programs in which qualifying students earn the privilege of participation.
2) Interscholastic athletics are not courses offered by schools but are tools used by schools to reach and motivate students and to rally support within the community for schools' academic and activity programs.
3) In order to justify school sponsorship, interscholastic athletics must be compatible with the academic mission of schools, giving priority deference to the academic schedule and requiring proper decorum at athletic events.
4) Interscholastic athletics are secondary to the academic program of schools and are partners with schools' non-athletic activities in providing students opportunities to develop loyalty and school spirit, to practice teamwork, hard work, discipline, sacrifice, leadership and sportsmanship and to gain lifetime appreciation for the arts, sports and healthy lifestyle.
5) There is equal potential to achieve these objectives in every sport and on the subvarsity as well as varsity level.
6) A proper philosophy of interscholastic athletics emphasizes participation by many, not for few, and academic scholarship in school, not athletic scholarships to college.

7) To promote competitive equity and a program that is educational in both its means and its ends, the policies and procedures of interscholastic athletics must be determined by school representatives, not by courts, legislators or commercial interests.
8) Schools, through their elected boards or education and their appointed administrators, are solely responsible, legally and practically, for governing and conducting interscholastic athletics at the local and league levels.
9) Any statewide organization which schools join to assist their administration of interscholastic athletics must be independent of outside interests and guided exclusively by the direct input of its member schools.
10) Interstate competition in interscholastic athletics is unnecessary in most situations; regional and national events are harmful to the purposes of interscholastic athletics in Michigan

DUAL SPORT ATHLETES

Evart High and Middle School_students will be allowed to participate in more than one sport during a particular season. If a student decides to partake in more than one sport in a given season, a coach shall in no way discourage the athlete from this decision. Coaches of the involved sports should work together with practice and event times to make this situation as smooth as possible. Realizing that there is a potential for conflicts with overlap in practices and events of participating in two sports at the same time, the following guidelines will be adhered to:

1) The student athlete will declare a primary and secondary sport for the season.

2) A contest/ event will always take precedence over a practice in the other sport.

3) A league contest will always take precedence over a non-league contest.

4) If league contests take place on the same day, primary sport contests will take precedence over secondary sport contests.

5) A MHSAA or MITCA contest will always take precedence over another contest. If MHSAA or MITCA events are scheduled on the same day, the primary sport context will take precedence over the secondary sport contest.

6) If non-league contests are scheduled on the same day, the primary sport will take precedence over the secondary sport contest.

7) In the event that an athlete would have a contest in both sports on the same day, only the athlete's parent or guardian will be allowed to transport the athlete to the second contest.

8) Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in their other sport.

9) On a day that an athlete does not have a competition in either sport, the athlete should make an effort to practice both sports. If practice times do not allow this, the athlete should practice their primary sport.

10) All eligibility requirements listed in the athletic code will remain the same.

11) Before being allowed to participate in two sports during a season, the athlete, their parent/guardian, athletic director, and two coaches involved must meet and sign the dual sport policy form.

2025-2026

EPS Academic Calendar

EVART
PUBLIC SCHOOLS
Home of the Wildcats!

July 25

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

August 25

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

September 25

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 25

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 25

Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

December 25

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 26

Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 26

Su	M	Tu	W	Th	F	Sa
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March 26

Su	M	Tu	W	Th	F	Sa
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29	30	31				

April 26

Su	M	Tu	W	Th	F	Sa
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May 26

Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						

June 26

Su	M	Tu	W	Th	F	Sa
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28	29	30				

July 26

Su	M	Tu	W	Th	F	Sa
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August 26

Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Notes

- August 18-19 - Professional Development- No Students
- August 20- First Day for Students
- August 20, 21,22 1/2 day for Kindergarten Only
- August 29- No School
- September 1 - Labor Day- No School
- October 20 - Professional Development- No Students
- October 23- Parent/Teacher Conferences
- November 26-28- Thanksgiving Break
- December 22- January 2- Christmas /New Year Break
- January 19- Professional Development- No Students
- February 9- No School
- February 13 Professional Development- No Students
- February 16- No School
- March 27-April 3- Spring Break
- May 4- Professional Development- No Students
- May 25- Memorial Day- No School
- May 28- Last Day for Students
- May 29- Last Day for Teachers

- 1/2 day for Kindergarten Only
- First Day of School for all students. 1/2 day for Kindergarten only.
- No School
- Professional Development -no school, no students
- Last Day for Students
- Last Day For Teachers
- Parent/Teacher Conferences

PARENT/STUDENT ACKNOWLEDGEMENT OF EMS/EHS STUDENT HANDBOOK

This student handbook serves as an annual notice; it is a required document to be given to the parents/guardians of the students who attend Evart Middle School and Evart High School in order to comply with state mandates for information on various topics, including but not limited to FERPA, locker searches, PPRA, nondiscrimination, and PC.

PLEASE RETURN ONE PER STUDENT-NOT ONE PER FAMILY

Non-return of the acknowledgment page does not release students and/or parents/guardians from the responsibilities of following the policies and procedures contained within the handbook.

Please make sure that you have paid close attention to the sections listed below and **please initial** on the line to indicate you have read and understood them:

General Information: _____ Parent _____ Student
- Page 7: Daily Schedules
- Page 13: School Contacts

Academic Guidelines: _____ Parent _____ Student
- Page 14: Grading/Report Cards/Grad. Requirements
- Page 18: Graduation Requirements

Discipline: _____ Parent _____ Student
- Page 24: Anti-Bullying
- Page 25:Gross Misconduct
- Page 26: General Misconduct
- Page 27: Cell Phones
- Page 27: Cheating/Plagiarism
- Page 28: Dress Code

Attendance: _____ Parent _____ Student
- Page 32: Absences
- Page 33: Signing Out & tardiness
- Page 34: Truancy-Exclusion from Activities

Student Life: _____ Parent _____ Student
- Page 41: Closed Campus
- Page 44: Suggested Tips for Solving Issues

We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the school district as part of a district initiative to obtain parental support, guidance and collaboration. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Printed Name: _____ Signature_____

Student Printed Name: _____ Date Received: _____

This entire document is available online at www.evartps.org under "Forms & Documents" for each school. A printed copy is available for review in both the EMS and EHS offices.