

# Meadowview Student/Parent Handbook 2024-2025



**M**agnificent

**O**utstanding

**O**ne Team

**S**afe

**E**mpowered

# **Student/Parent Handbook**

2024-2025 School Year

## **Meadowview School Administration**

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## **Eaton RESA Administration**

Kelly Hager, Assistant Superintendent of Special Education  
(517) 541-8743  
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Dr. Sean Williams, Eaton RESA Superintendent (517) 541-8720

## **Eaton RESA Board of Education**

Jack Temsey, President

Denise DuFort, Vice President

Debbie Roberts, Secretary

Alex Gonzalez, Treasurer

Mark Rushford, Trustee

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## Meadowview School Main Campus

1790 E. Packard Hwy., Charlotte, MI 48813

Phone: (517) 541-8750 | Fax: (517) 940-4114

### Meadowview-SCI Packard Program

Student School Hours:

8:30 a.m. to 2:48 p.m. Full Day

8:30 a.m. to 11:20 a.m. Half Day

### Meadowview-EI Packard Program

Student School Hours:

8:15 a.m. to 2:55 p.m. Full Day

8:15 - 11:15 a.m. Half Day

## Meadowview School Off-Site Programs

### Creative Pulp Store

119 S. Washington St., Charlotte, MI 48813

Phone: (517) 983-5161

Student School Hours:

8:10 a.m. to 2:50 p.m. Full Day

8:10 a.m. to 11:20 a.m. Half Day

### Eaton Rapids High School

800 State St., Eaton Rapids, MI 48827

Phone: (517) 663-2231 | Fax: (517) 663-5727

Student School Hours:

7:32 a.m. to 2:32 p.m. Full Day

7:32 a.m. to 10:45 p.m. Half Day

### Union Street - Eaton Rapids

501 Union St., Eaton Rapids, MI 48827

Phone: (517) 663-8169

Student School Hours:

7:42 a.m. to 2:42 p.m. Full Day

7:42 a.m. to 10:55 a.m. Half Day

### Potterville Elementary & Middle Schools

511 E. Main St., Potterville, MI 48876

Elementary Office Phone: (517) 645-2525 | Middle School Office: (517) 645-7609

Student School Hours:

8:00 a.m. to 2:43 p.m. Full Day

8:00 a.m. to 11:00 a.m. Half Day

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## Welcome to Meadowview School

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

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

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

### Meadowview School Mission Statement

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

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

### Notice of Non-Discrimination

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

John Van Hoesen  
Eaton RESA, Director of Safety & Employee Relations  
517-541-8722  
[jvanhoesen@eatonresa.org](mailto:jvanhoesen@eatonresa.org)

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# Parent Information

## Family Educational Rights and Privacy Act (FERPA)

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

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

These rights include:

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

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

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

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



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## McKinney Vento Information

Homeless Assistance Act The McKinney-Vento Act Education for Homeless Children and Youth (EHCY) program is to ensure that all homeless children and youth have equal access to the same free, appropriate public education available to other children; and to help them graduate ready for careers, college, and community.

You may qualify for certain rights and protections if you are in transitional housing such as:

- A child or youth without a fixed, regular, and adequate residence
- Living with a friend, relative or someone else because they lost their home or can't afford a home
- Staying in a hotel or motel
- Living in an emergency or transitional shelter or a domestic violence shelter
- Staying in substandard housing
- Living in a car, park, public place, abandoned building, bus or train station
- Living in a campground or an inadequate trailer home
- Abandoned in a hospital; or living in a runaway or homeless youth shelter

Rights of Students in Transitional Housing Situation:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in a local school; or continue attending the school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.

If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your child's needs. Services Available for Qualifying Students
- Automatic approval for the free lunch program
- Upon request, automatic approval for participation in the backpack buddies weekend food program
- Automatic eligibility for Title 1 services. Services include supplemental education programs and academic support during the school day
- School clothing, school supplies, and toiletries provided upon request
- Fees for school-sponsored activities waived
- Free Sports physical through Promedica Health Clinic

## Student Records

In accordance with Federal regulations, Meadowview School has established the following guidelines concerning student records:

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

Each student's records will be kept in a confidential file located at the student's school office, at Meadowview's main campus: 1790 S. Packard Hwy. Charlotte, MI 48813. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those designated by Federal Law or Agency regulations.

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

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

A copy of the policy and the accompanying guidelines are available at Meadowview's main campus: 1790 S. Packard Hwy. Charlotte, MI 48813. There will also be a person available to answer any questions concerning the policy or guidelines.

## **Curriculum Content Including Health and Safety**

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

## **Change of Address and/or Contact Information**

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

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

## **Food Service**

The school participates in the School Breakfast Program and National School Lunch Program. Breakfast and lunch are available daily to all students (storefront classes?), though students

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may choose to bring their own lunch to school. (*Unsure of this yet:* Breakfast and lunch are provided free of charge for the 2024-2025 school year.)

Education benefit forms or applications for the free and reduced-priced meal program are distributed to all students at the beginning of each school year or at the time of enrollment. Completion of these forms is still highly encouraged. Based on the information you provide on your Education Benefits Form, your child may qualify for other programs that provide support to eligible families.

Meadowview on-site programs receive school breakfast and lunch from Charlotte Public Schools. Meadowview off-site programs in Eaton Rapids receive food from Eaton Rapids Public Schools. Meadowview off-site programs in Potterville receive food from Potterville Public Schools.

If your student has any special dietary needs or restrictions due to a disability or medical issue such as a food allergy or intolerance, or requires an altered texture or consistency of food or liquids, tube feeding, etc., then a Special Diet Statement form needs to be completed and signed by the student's physician, physician assistant, or nurse practitioner at the beginning of each school year prior to the student starting school and updated throughout the year as needed.

Nut-free classrooms will have visible signs posted and the allergy needs will be addressed in the student's individualized health plan.

### **STATEMENT OF COMPLIANCE WITH FEDERAL LAW**

The Michigan Department of Education complies with all Federal laws and regulations prohibiting discrimination, and with all requirements of the U.S. Department of Education and U.S. Department of Agriculture.

The Michigan Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Scouting America and other designated youth groups.

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

## Age of Majority

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

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

### Students reaching "Age of Majority":

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

## Enrollment in Meadowview Programs

All Meadowview students are placed in our programs by IEP teams, which must include a representative from the local school district. For returning students annual enrollment forms must be reviewed and verified by parents through FinalForms before the first day of school. For new students placed in Meadowview mid-year parents will receive access to complete enrollment forms via FinalForms following the IEP team placement decision.

**Final Forms**

All enrollment documents and change of address for Meadowview students are completed via Final Forms (<https://eatonresa-mi.finalforms.com/>). Parents will receive a notice of any required actions via the email address they provided. If you require assistance with completing documents in FinalForms or would like to schedule an appointment to complete forms in-person, please contact the Administrative Assistant in the Meadowview office at 517-541-8750.

**Withdrawal from School**

Any parent/guardian who wishes to withdraw their child from the school district should contact the Director of Meadowview Programs directly.

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## Attendance

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

### Reporting Absences

- Student absences need to be reported to the Meadowview Main Campus Office (517-541-8750) within 24 hours (before or after) of the scheduled absence.
- Students may be released before the end of a school day only upon presentation of a written or personal request from the child's parent or guardian for emergency reasons. Requests for early dismissal should be submitted to the Meadowview Main Campus Office (517-541-8750) as early in the school day as possible.
- Students may be released only to a parent/guardian, whose name is on file in the school office or to a properly-identified person authorized to act on his/her behalf.

### General Attendance Guidelines

1. Students with ten (10) or more unexcused absences per semester may lose credit for that class and **may be considered for withdrawal from the program.**
2. Exceptions to the ten day absence rule may be granted by the Director of Meadowview Programs in the case of documented extenuating circumstances such as: prolonged illness, hospitalization, death in the family, family crisis, etc.
3. Students who show a repeated pattern of non-illness related absences cannot be treated in the same manner as those who have been absent for unavoidable reasons. Some of the criteria indicating a poor attitude towards attendance are:
  - a. Frequent absences without the school being notified by parents or guardians
  - b. Frequent tardiness resulting in unexcused absences
  - c. Frequently missing, or eloping, for portions of a school day
  - d. Repeated outside appointments during school hours
4. Any work that is missed during an excused or unexcused absence, is expected to be made up by the student in a timely manner, as mutually agreed upon with the classroom teacher.
5. Any missed services, due to student absences, are subject to availability of the service provider's schedule. Frequent student absences, may indicate the need for an IEP Team meeting to address a potential change in services and/or programming needs.

### Truancy

Meadowview School will consider a student truant if:

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

- The student has thirty (30) days or more excused/unexcused absences in a school year

Truancy may result in:

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

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## Student Wellbeing

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

### Injury and Illness

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

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

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

### Student Illness Policy

Students exhibiting any potentially contagious symptoms may be at risk to themselves or others and should not be at school. **Students need to be symptom and fever free for 48 hours before returning to school.**

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

### Control of Casual Contact Communicable Diseases and Pests

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

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

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



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## Lice Policy

**Parents ultimately have the responsibility for their student's well-being. This includes:**

- Becoming educated about head lice identification, prevention and treatment; ● Performing regular checks on all members of their home;
- Treating a child with head lice as soon as possible and committing to following through until there are no longer signs of an infestation;
- Teaching children how to minimize the chance of getting head lice by avoiding head-to-head contact, not sharing hats, combs, brushes, and hair accessories, and by containing long hair.

### **Eaton RESA's Role**

- Develop and adhere to Eaton RESA's policies and procedures;
- Maintain the confidentiality of any student with a suspected lice infestation;
- In the event of an increase in head lice cases, Eaton RESA will disseminate a current educational materials on lice identification, prevention and treatment;
- Utilize a school nurse or designee to train other school staff to evaluate cases of head lice;
- Designate trained staff members to screen students with suspected infestations.

### **MDHHS and Barry Eaton Health Department's Role**

- Provide technical support and knowledge to schools;
- Disseminate the most current information in head lice recommendations and control measures. Procedures

### **Identification and Notification**

If a student is suspected of having a lice infestation, they will be referred to the school nurse or designated staff screener for a confidential lice screening. If the student is found to have an active infestation (live adult lice and/or nits 1/4" from the scalp), they do not have to leave school early or find alternate transportation home. Designated staff will inform the student about prevention activities for the remainder of their school day. Designated school staff will notify the parent via phone and provide them with the Confirmation of Treatment form. School staff may also provide the family with educational materials regarding identification, prevention, and treatment of lice. If a student is found to have an active infestation, Eaton RESA will notify the parents in the classroom of an active case via a letter while maintaining confidentiality.

### **Treatment, Exclusion and Return to School**

If Lice and/or Nits ARE Found :

- Parents will be called when lice/nits are initially found
- Student will stay at school and remain able to ride regular transportation home
- Parent will be asked to conduct lice removal at home prior to the next school day
- Parent will be asked to sign, date and submit the Confirmation of Treatment Form to the designated staff member

- Student will return to school the following day – designated staff will conduct lice/nit rescreening

#### If Lice are Found Upon Rescreening

- Designated staff will call parent and inform of lice/nits remaining present
- Designated staff will review further removal with the parent and advise the NOT to use additional chemical treatments for 7 days
- As lice/nits are still found, parent will be asked to conduct lice removal prior to the next school day
- Designated staff will work with the parent through this process until signs of all active infestation are no longer present at screening

Upon return to school, the parent must complete and provide a Confirmation of Treatment Form.

#### **Continuing Infestations and Referral to Additional Services**

In situations of continuing infestations, designated staff may provide additional resources and/or referral to the local health department, healthcare providers or other agencies. In severe and rare cases, the Department of Health and Human Services may be called as this may be considered and reported as neglectful. Questions about identifying lice or nits should be referred to a health care professional familiar with head lice, such as a school nurse or local health department. In Michigan local resources include:

- Barry Eaton District Health Department: 517-541-2630
- Michigan State University Extension Office: 517-543-8119

\*\*Nits or lice in the eyelashes or eyebrows indicate a possible infestation with other species of lice. Please refer to your healthcare provider or local health department, as a different form of treatment will be required.

#### **Control of Non Casual-Contact Communicable Diseases**

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

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

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or

staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality

## **Emergency Medical Authorization**

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

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

## **Immunizations**

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

## **Medication Policy**

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

School procedures for prescription medications are as follows:

1. The Medication Request and Authorization for prescription medication must be signed by the student's physician and filed with the respective building Director of Meadowview Programs before the student will be allowed to begin taking any medication during school hours.
2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or school nurse.
4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medication at the end of the school year. Any unused

medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.

7. Medication will be stored in a locked cabinet or container in a designated location. Students may carry asthmatic inhalers if:
  - a. The student has written approval from a physician or other health care provider; and
  - b. The school nurse has received a copy of the written approval on the Medication Request and Authorization Form
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

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## General Information

### Animal and Pet Policy

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

### Care of Students with Chronic Health Conditions

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

### Dress and Grooming

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

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

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

The school complies with all fire safety laws and will conduct fire drills in accordance with State

law. Specific instructions will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud horn and flashing lights.

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

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

## **Homebound/Hospitalized Instruction**

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

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

[MDE guidance](#)

[Eaton RESA medical verification form](#)

## **Individuals with Disabilities**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Director of Meadowview Programs at 517-541-8750 to inquire about evaluation procedures and programs.

## **Lost and Found**

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

## **School Closings and Delays**

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

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

## **Student Sales**

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

## **School Safety**

Providing a safe environment for students to learn and staff to work is at the top of the list for educators and community partners across Eaton County. Leaders from the Eaton RESA, local school districts, law enforcement and other agencies are working collaboratively to help steer schools in the right direction when addressing threats.

Student-protected information (such as mental health, criminal history, political beliefs, etc.) is generally protected information.

## **Threat Assessment**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with best practices for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate supported, preventive and/or corrective measures to maintain a safe school environment.

The threat assessment process is a multi-disciplinary analysis of the facts and evidence of behavior in a given situation. The threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual is on the pathway to potential violence that may cause physical harm to self or others.

In the case of a potential threat to school or student safety a threat assessment team may gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence. If an inquiry indicates that there is a risk of violence in a specific situation, the team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

All employees, volunteers, and other school community members, including students and parents, shall immediately report to any Eaton RESA administrator, any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

## **Transportation**

Due to Meadowview programs being provided outside of students' regular attendance area, special transportation is provided to Meadowview School Programs through Dean Transportation. If you have questions about your child's bussing or need to cancel transportation for the day, please contact Dean Transportation at 517.541.2772.

## **Use of Cell Phones and School Phones**

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

## **Visitors**

Visitors, particularly parents, are welcome at Meadowview School. Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the Director of Meadowview Programs after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educational process and learning environment and should not occur on an excessive basis.

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

If a parent/guardian wants to meet with a staff member, they should call the office to schedule an appointment prior to coming to the school in order to schedule a mutually convenient time.



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## Computer Use

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

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

### **Terms of Agreement:**

- ★ *Equipment is the sole property of Eaton Regional Educational Service Agency.*
- ★ *I will prevent loss or abuse of equipment and return items(s) in working order and good condition.*
- ★ *I will immediately notify authorized school staff of any known damage.*
- ★ *I will use equipment/devices/software/apps for intended educational purposes only.*
- ★ *I will not modify the device in any manner. This includes repair, maintenance, installing and/or deleting software/apps.*
- ★ *This agreement is in addition to my local school district's Internet Authorized User Policy Agreement.*
- ★ *I will obey all Copyright Laws.*
- ★ *The Eaton Regional Educational Service Agency may install device management software that can track the physical location of the device. This software will only be used to assist in tracking the device if it is lost or stolen.*

The Eaton RESA Schools device program allows your student to take a device home for purposes of completing school related activities. By taking home a device, families agree to assume the risk of loss and damage to the device and related accessories.

**Parents/Guardians may be responsible for repair or replacement of the device in the event of loss or damage.**

The student is responsible at all times for the care and appropriate use of the assigned device. If the student violates the District Technology Acceptable Use Policy, Agreements, Regulations or the Rules and Guidelines as explained in the device Handbook for Students and Parents/Guardians, his/her privilege to take the device home may be restricted or removed and he/she may be subject to disciplinary action.

The school district makes every attempt to filter inappropriate material on the Internet while at school; when the device is away from school and connected to the Internet the filters may not be in place. Therefore, it is the responsibility of the parent/guardian to monitor Internet use away from school.

At the end of the school year or upon leaving the school or district, parents/guardians and students agree to return the device and all accessories to the school in the same condition it was issued to the student, less reasonable wear. **Failure to return devices by the student's last day of school may include additional fees and possible legal action.** By accepting this device, the signer acknowledges and promises to adhere to the conditions of this agreement.

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## **EATON REGIONAL EDUCATION SERVICE AGENCY**

### **Student Technology Acceptable Use and Safety Agreement**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, 'District Information & Technology Resources') to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and

research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Directors of Meadowview Programs are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication for which they have been trained. Director of Meadowview Programs are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail

account when signing-up/registering for access to various online educational services/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

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# Student Conduct

## Code of Conduct Overview

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

## Application and Scope of the Code of Conduct

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

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

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

Staff: Any staff reporting a student for a major disciplinary action must do so immediately after the offense has taken place. This report can be in person, by telephone, or in writing and should be made to the Director of Meadowview Programs. The suspension must be attributable to student conduct outlined in the Student Code of Conduct. Minor disciplinary offenses should be documented and reported to the assigned Director of Meadowview Programs.

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

## Search and Seizure

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

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

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

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

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

## **Communication of Disciplinary Action**

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

## **Violations of the Code of Conduct**

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

### **Minor Offenses**

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

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

Disciplinary consequences for minor offenses may include disciplinary removal up to and including out-of-school suspension and/or expulsion based on the above factors. Examples of

minor offenses include, but are not limited to: disrupting class, dress code violations, exhibiting inappropriate and/or disrespectful behavior, obscene language, minor safety violations, use of cell phone and/or other electronic devices during class, refusal of staff directives, cheating, and sleeping in class.

### **Major Offenses**

Offenses significant in nature that require immediate referral to the Director of Meadowview Programs.

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

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

Major offenses include, but are not limited to:

- **Inappropriate Computer Use:**

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

- **Harassment Including Bullying:**

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

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

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

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

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

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

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

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

Physical assault is defined as intentionally causing or attempting to inflict bodily harm, or



violence to another student. Verbal Assault is an oral or written statement that is perceived as dangerous or harmful.

- **Presenting False Documents:**

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

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

- **Theft:**

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

- **Unsafe Behavior:**

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

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

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

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

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

- **Weapons:**

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

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

## Due Process

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

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

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

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## Example Disciplinary Actions

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

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

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

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

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

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

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

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

## **Eaton Regional Education Service Agency Appeal Policy**

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

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

The Board defines levels of authority as outlined below. Any matter and request to appeal must be discussed with each level in the order presented before the appeal can be referred to the Board for action.

Level 1: Eaton RESA Meadowview School Director of Meadowview Programs

Level 2 Eaton RESA Assistant Superintendent for Special Education

Level 3 Eaton Regional Education Service Agency Superintendent

## **Suspension and Expulsion from School**

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

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

The student will have the right to make up all work missed during a suspension in accordance with building procedures. Immediately upon return to the building from a suspension, the

student will be responsible for making arrangements with each teacher to complete assignments missed during the suspension.

The Revised School Code provides each school district with the authority to establish a local discipline policy. Each local school board or its designee has the authority to suspend or expel students guilty of “gross misdemeanor or persistent disobedience,” after considering the 7 factors, including lessor interventions.

These 7 factors are: • Student age • Disciplinary history • Disability • Seriousness of behavior • Safety risk • Use of Restorative Practices • Level of intervention

### **The Code of Conduct and Student Assistance**

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

### **The Code of Conduct and Confidentiality of Disciplinary Records**

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

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## State and/or Federal Regulations for Parent/Student Notifications

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

### Drug-Free Schools

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

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

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

### Tobacco Use

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

### District Owned Property

#### **Instructional Materials:**

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

#### **Lockers and Other Storage Areas:**

Several programs provide lockers/storage for student use; however, the Meadowview School

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reserves the right to inspect those facilities without notice and does not accept responsibility for any items lost, stolen, or damaged in those facilities.

## **Harassment of Students**

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

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

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

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

### **Harassment**

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

### **Bullying**

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

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

### **Sexual Harassment**

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

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

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

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

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

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

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

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

### **Discrimination and Harassment - Student and Staff**

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

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

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District Title IX Coordinators:

John K. VanHoesen, Human Resources Coordinator, 517-541-8712,  
[jvanhoesen@eatonresa.org](mailto:jvanhoesen@eatonresa.org)

Kelly Hager, Assistant Superintendent for Special Education, 517-541-8723,  
[khager@eatonresa.org](mailto:khager@eatonresa.org)

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

### **Section 504/ADA Prohibition Against Discrimination Based on Disability**

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

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

Kelly Hager, Assistant Superintendent for Special Education  
1790 E. Packard Highway, Charlotte, MI 48813  
517-541-8723  
[khager@eatonresa.org](mailto:khager@eatonresa.org)

Vlad Lebedintsev, Assistant Superintendent for Career and Technical Education  
5708 Cornerstone Drive, Lansing, MI 48917  
517-483-1341  
[vlebedinstsev@eatonresa.org](mailto:vlebedinstsev@eatonresa.org)

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



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## Annual Notification of Pesticide Maintenance

Eaton Regional Education Service Agency (RESA) has adopted an Integrated Pest Management program. Inherent with this are the district's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the scheduled application by the following two methods:

- Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
- Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting Eaton RESA's Facility Coordinator, LaValle Lamphere at [llamphere@eatonresa.org](mailto:llamphere@eatonresa.org).

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States Mail postmarked at least three days before the application, if they so request. If you would like to be notified by mail, please email LaValle Lamphere at [llamphere@eatonresa.org](mailto:llamphere@eatonresa.org). Please give your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.