



## *Student Guidebook*

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Clinton Twp, MI 48038-1100  
586.228.3437

[www.ECMacomb.misd.net](http://www.ECMacomb.misd.net)



**Macomb Intermediate School District**

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**Early College of Macomb**

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## **Early College of Macomb - Staff**

Joyce Arbaugh, *ECM Administrator*  
Janine Hendershot, *Instructor*  
Tom Hodge, *Instructor*  
Shannon Kent, *Instructor*

Jessica Nelson, *Instructor*  
Sarah Strohbeck, *Job Shadowing & Internship Coordinator*  
Deb Fortuna, *Administrative Assistant*





## **Introduction**

### **Definition**

The Early College of Macomb is a consortium program, with students in attendance from all 21 school districts in Macomb County, and is a partnership between the Macomb Intermediate School District (MISD) and Macomb Community College.

#### ***Early Entrance***

At the Early College of Macomb, eleventh grade students enter a college program while still in high school. They benefit from a curriculum that enables them to earn their high school diploma and attend a thirteenth year of school after graduation while earning an Associate's Degree with no cost to themselves for tuition, fees and books.

#### ***Early Exit***

Students may complete the program with an Associate's Degree in three years (grades 11, 12 and 13). Early College of Macomb students attend high school classes in their home schools, as well as career-focused classes at Macomb Community College – Center or South campus – in Macomb County. Students engage in an exciting curriculum taught by both high school and college instructors that will move them ahead of a traditional schedule toward degrees or technical certificates that match the students' chosen career pathways.

#### ***Early Success***

Once students complete the program, they are poised for immediate success. They may earn up to 62 college credits required for their Associate's Degree or technical certificate. These credits may also be transferred to a four year college program. Students have the option to begin work immediately in their chosen field or continue with their education a year ahead of their peers toward an undergraduate degree. Components of the Early College of Macomb include:

- An 11<sup>th</sup> through 13<sup>th</sup> grade accelerated structure;
- individualized student schedules that follow the college calendar;
- A small student to teacher ratio;
- All adults who act as counselor/mentors;
- Continual academic advisement and personal support for all three years of the educational experience;
- High expectations and standards;
- Career-focused courses, with real-world job shadowing experiences and internships;
- Completion of high school requirements and up to 62 hours of postsecondary credit, free of charge to student, during a three-year experience;
- A twice-weekly seminar program and daily tutoring available on campus;
- Assessments by demonstration, presentation and portfolio that are project-based;
- The location of an early college on a college/university campus; and
- The continued support of the Macomb Intermediate School District.

## **Vision**

The vision of the Early College of Macomb includes the following components:

- High expectations and standards are established and communicated in an educational plan;
- Educational outcomes of students are recognized as the joint responsibility of the high school, the college and the educational/business partners;
- Real-world job shadowing experiences and internships are provided to build relationships with the community;
- The school and all of its students are located on a college campus at least 50% of the time;
- Student schedules and calendar will follow the college calendar;
- Parents and business partners are an integral part of the educational process;
- Classes are small and heterogeneously grouped, and class time is lengthened;
- Student outcomes are measured using multiple assessments, including performance-based assessments;
- Students and staff use assessment data to measure progress toward meeting standards of college readiness;
- Students publicly demonstrate learning through portfolio or oral presentations;
- All adults act as counselors and mentors;
- Weekly seminars for concurrently-enrolled students are provided to help them navigate and succeed in the college environment;
- The ECM program provides a professional teacher/advisor/counselor, in addition to appropriate access to college/university counseling faculty;
- There are clear, written descriptions of staff roles, responsibilities and expectations;
- Shared decision-making supports the quality of instruction;
- Representatives from both institutions are members of instructional teams, bridging the gap between high school and college curricula;
- Professional development is offered regularly to all staff;
- Meeting time for the professional learning community, consisting of high school, college and partner personnel, is built into the school's schedule;
- New hires are placed in a formal mentoring system; and
- Staff members are involved in state and/or national conferences.

## **Mission**

The mission of the Early College of Macomb is to give students the developmental skills and competencies they must have in order to succeed in their careers by putting in place the instructional and support systems they need to accomplish their educational goals.

## **Goals**

The goals of the Early College of Macomb are to:

- Give students an opportunity to earn college credits while still in high school, and to facilitate the attainment of an Associate's degree by the end of the 13<sup>th</sup> year;
- Attend classes on a college or university campus, with support;
- Learn in a college environment that fosters maturity and academic growth;
- Gain vital skills for college success, such as critical thinking, strong communication and collaboration skills, and extensive research and writing skills;
- Enhance college and career options;
- Improve the students' academic performance and self-concept;
- Encourage students to view learning as a lifelong process, not limited to the classroom setting; and
- Meet the diverse needs, interests and abilities of these students.

## **Assurances**

Early College of Macomb graduates will be:

- Self-directed learners;
- Effective communicators;
- Reflective, creative and complex thinkers;
- Cooperative group members and team players;
- Effective time managers;
- Organized individuals;
- Students who possess a strong work ethic;
- Creative problem-solvers;
- Students who have high expectations of themselves and their performance;
- Early achievers of college success;
- Pathway- and career-focused, and have a plan in place to attain the necessary qualifications and skills;
- Equipped with the education and experience needed to lead a successful life as a young adult; and
- Productive and contributing members of the world society.

## **Habits of Mind**

A topic of concentration, both in the Seminar class with the Early College of Macomb and in various courses at Macomb Community College, is Habits of Mind, which means knowing how to behave intelligently when you don't know the answer. The focus is on performance under challenging conditions that demand strategic reasoning, insightfulness, perseverance, creativity, and craftsmanship. Employing Habits of Mind requires drawing forth certain patterns of intellectual behavior that produce powerful results. They are a composite of many skills, attitudes and proclivities (<http://www.artcostacentre.com>).

The 16 Habits of Mind include:

- Persisting;
- Thinking and communicating with clarity and precision;
- Managing impulsivity;
- Gathering data through all senses;
- Listening with understanding and empathy;
- Creating, imagining, innovating;
- Thinking flexibly;
- Responding with wonderment and awe;
- Thinking about thinking (metacognition);
- Taking responsible risks;
- Striving for accuracy;
- Finding humor;
- Questioning and posing problems;
- Thinking interdependently;
- Applying past knowledge to new situations; and
- Remaining open to continuous learning.

(Habits of Mind, as identified by Costa and Kallick, Art Costa Centre for Thinking)

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## **ECM Student Guidebook Acknowledgement**

Upon admittance into the ECM program, students and parents/guardians are responsible for reading and discussing all information found in the ECM Student Guidebook. Students and parents/guardians must sign and submit the "Handbook Acknowledgement Form" in Open Apply.

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## **General Information for the Early College of Macomb Program**

This handbook is a *summary* of the rules and expectations of the Early College of Macomb (ECM) Program, and is *not* a comprehensive statement of ECM procedures. More information and updates are available at [www.ECMacomb.misd.net](http://www.ECMacomb.misd.net).

Current ECM Staff are:

Joyce Arbaugh, *ECM Administrator*

Janine Hendershot, *Instructor*

Tom Hodge, *Instructor*

Shannon Kent, *Instructor*

Jessica Nelson, *Instructor*

Sarah Strohbeck, *Job Shadowing & Internship Coordinator*

Deb Fortuna, *Administrative Assistant*

The ECM office is located at:

Macomb Intermediate School District

44001 Garfield Road

Clinton Township, MI 48038-1100

Phone: 586-228-3546

[www.ECMacomb.misd.net](http://www.ECMacomb.misd.net)

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## **Equal Opportunity/Nondiscrimination Statement**

The Macomb Intermediate School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's nondiscrimination policies:

Rosetta Mullen, Assistant Superintendent of Human Resources/Legal Affairs

Macomb Intermediate School District

44001 Garfield Road

Clinton Township, MI 48038-1100

Phone: 586-228-3309

The School District's complaint procedure may be obtained from Rosetta Mullen, Assistant Superintendent of Human Resources/Legal Affairs.

For further information, please contact:

Office for Civil Rights

U.S. Department of Education

600 Superior Avenue East, Suite 750

Cleveland, OH 44114-2602

Phone: 216-522-4970

FAX: 216-522-2573; TDD: 877-521-2172

Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

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## **Macomb Community College Emergency Procedure Manual**

<https://www.macomb.edu/resources/college-police/attachments/Emergency-Procedures-Manual.pdf>

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### **Emergency School Closings**

In case of bad weather and other local emergencies, the usual procedure for the ECM will be to follow the direction of Macomb Community College (MCC). Please listen to any local radio or television station to be advised of school closings. For your student's safety, make certain he/she knows ahead of time what to do in the event of a school closing or other emergency. We urge students to register their contact information with the Macomb Emergency Messaging Alerts system. To learn more and access the link to sign up for notifications, visit [www.macomb.edu/emergency](http://www.macomb.edu/emergency).

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### **Video Monitoring System**

A video monitoring system may be used in public areas of MCC. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

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### **Accommodating Persons with Disabilities**

Persons with disabilities will be provided an opportunity to participate in all ECM-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the ECM administrator or ECM advisor. Notification of the need for accommodations should occur as far in advance as possible of the school-sponsored function, program, or meeting. For information on MCC accommodations for students with disabilities, contact MCC Counseling Special Services.

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### **Student Absences from Seminar Class**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the ECM administrator. All other absences are considered unexcused.

In the event of any absence, the student's parent/guardian is required to contact their ECM instructor before noon to explain the reason for the absence. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. The ECM program may require documentation explaining the reason for the student's absence.

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## **Student Absences from College Courses**

Absences from college courses are governed by the rules and policies of the individual professors and MCC. Students should follow the guidelines established by each course instructor regarding how absences should be handled/reported. In addition, students or parents/guardians are expected to report absences from college classes to the ECM by phone 586-226-4746 on the day of the absence.

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## **Release Time for Religious Instruction/Observance**

A student will be released from the ECM Seminar class, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the ECM instructor at least five calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement. Release time from college courses will be governed by the rules and policies of the individual professors and MCC. Students should follow the guidelines established by each course instructor regarding how release time should be handled/reported.

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## **Make-Up Work**

If a student's absence from the ECM Seminar class is excused, he/she will be permitted to make up any missed work, including homework and tests within a reasonable amount of time. The student is responsible for obtaining assignments from his/her Seminar instructors. Students who are unexcused from Seminar class will not be allowed to make up missed work. All other make-up work is governed by the rules and policies of the course professors and MCC. Students should follow the guidelines established by each course instructor regarding make-up work.

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## **Grading**

School report cards are issued to students by their local high school. Grades for college courses are issued by MCC and are submitted to the local high school by MCC for inclusion on the high school transcript as determined by the home district and/or the Michigan Postsecondary Enrollment Options Act, Act 160 of 1996. For questions regarding grades, the student should contact the instructor. The ECM will provide each student's school with grades for courses completed in the ECM program.

Students who fail one or more classes, including Seminar, have poor attendance or do not complete the annual work experience requirement are subject to Academic Probation or removal from the ECM depending on the severity and explanation for the lapse in meeting one's responsibilities.

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## **Withdrawing From (Dropping) MCC Courses**

There is a very specific window of time related to withdrawing from (dropping) any MCC Course.

- Students taking a **12 week or 16 week course** are only allowed to withdraw from (drop) an MCC course within the first day of class to 7 business days of the start date of the course.
- Students taking an **8 week course** will only be allowed to withdraw on the first day of class.
- After the allowable withdraw (drop) date, ECM students are NOT permitted to withdraw from (drop) ANY course.
- Tuition is being paid for through the State of Michigan, and requires students to remain enrolled in each course.
- If students are struggling with a specific course, they need to collaborate with their ECM Seminar instructor for guidance and next steps in securing support.

For more information, go to:

<https://www.macomb.edu/about-macomb/college-policies/business/tuition-course-fee-refund-policy.html>

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## **Seminar College Course Credit Information**

Students must successfully complete Seminar 100, Seminar 200, and Seminar 300 in order to receive any college credit. College Credits earned for the Seminar Courses **are not calculated into the amount of credits earned until AFTER an ECM student has completed the 13<sup>th</sup> year.**

- Reminder to 13<sup>th</sup> year students. All 13<sup>th</sup> year students **MUST** take at least 12 credits at MCC **above and beyond Seminar** in order to be considered as a full time student at MCC and remain in good standing with ECM.
- The Seminar Course credit does NOT count as one of the 12 MCC credits required each semester of the 13<sup>th</sup> year.
- In year 13, students must carry between 12 and 16 credits per semester in order to be considered a full-time ECM student.
  - Seminar DOES NOT count in the 12 – 16 credit value. It is counted as a high school equivalent course until all 6 semesters of Seminar are completed.
  - Any withdrawal or drop that results in a credit count of 11 or below results in students being less than a full-time equivalent.
- In year 13, failure to take at least 12 MCC credits could result in removal from the ECM program and could put earning an Associate's Degree in jeopardy.

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## **Dual Enrollment Equivalencies for High School Credit**

High school credit for ECM students is granted according to the dual enrollment policies of the home district. The following requirements apply to MCC College courses for ECM students:

- Must be enrolled in the ECM and be a student in good standing at MCC.
- Approval to receive high school credit for the successful completion of postsecondary institution coursework will be based upon the following factors:
  - Credit earned under this policy section shall be based on the policy of the home district.
  - Computation of high school credit for postsecondary institution coursework will be based on home district policy
  - Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript. The grade earned by the student shall be or not be included for any purpose in the computation of the student's grade point average or class rank as determined by the home district.
- MCC reports grades for college courses to the home district.
- ECM reports grades for the Seminar class to the home district.

Tuition for the course(s) will be paid by the MISD-ECM for eligible students in accordance with the enrollment policies of the ECM.

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## **Michigan High School Athletics and Intercollegiate Athletics Rules**

Eligible students can participate in athletics with his or her resident district following the requirements provided by the district and the Michigan High School Athletic Association (MHSAA). Please call the MHSAA for specific guidelines 517-332-5046. Participation in intercollegiate athletics at any time during the ECM program (including Year 13), however, is prohibited by Section 5 of the Postsecondary Enrollment Options Act (MCL 388.515) <http://legislature.mi.gov/doc.aspx?mcl-388-515>

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## **Graduation Requirements for the Early College of Macomb**

To graduate from the ECM with a high school diploma, and an Associate Degree, each student must successfully complete all:

- Home district graduation requirements;
- State of Michigan credit requirements of the Michigan Merit Curriculum; and
- MCC Associate Degree requirements in a major area of study.

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## **Fees, Charges, and Fines; Waiver of Student Fees**

The ECM may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for ECM-sponsored trips and activities, may be included. Fees will not be charged for any mandatory ECM or MCC activity or required curriculum activity. Extracurricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When ECM property, equipment, or supplies are damaged, lost, or taken by a student, a fine may be assessed. It will be reasonable, seeking only to compensate ECM for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges. A student whose parent/guardian is unable to afford these fines may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. The ECM administrator will receive waiver requests and notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the ECM administrator.

Students will be offered the loan of a laptop computer for which there will be a technology fee/required deposit of \$150.00, refundable upon the return of the computer if it has been kept whole. Said deposit will be used to supplement repair costs related to the faulty care by the student. When such funds are accessed, the student will be required to reimburse the deposit to the full amount.

A student will be required to pay all costs associated with a course under any of the following conditions:

- Repeating a college course
- Substituting a college course for one already taken which would have met a college requirement if the student had met the college criteria for completion
- Dropping a college course after the full refund period at the college
- Enrolling in a college course without written approval of an ECM administrator

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## **Transportation and Parking**

ECM students are responsible for their own transportation to and from ECM classes and college courses and related activities. They are subject to all traffic and parking rules and policies of MCC as well as all applicable laws.

The ECM and MCC are not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students should be aware their vehicles are not protected while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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## **Guidance**

The ECM provides a guidance program for students. As students of MCC, students also have access to all of the counseling and guidance programs of the College. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of advisors to develop class schedules that meet their career objectives. ECM students have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the ECM Seminar class or offered other times in order to provide students and parents/guardians with information.

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## **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by MCC. Students are required to comply with the directives of school officials during emergency drills. There may be other drills at the direction of the ECM or MCC administration. Drills may not be preceded by a warning to the students.

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## **Communicable Diseases**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the ECM office if they suspect their child has a communicable disease. If taking MCC classes that include an on campus component, , students must also report a communicable disease to MCC here - <https://app.perfectforms.com/PresentationServer/Form.aspx/Play/v6OGggUn?f=v6OGggUn>
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

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## **Emergency Medical Authorization**

The student's parent/guardian should complete the ECM's "Emergency Medical Treatment Authorization Form" in Open Apply to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. The form to be signed by the parent/guardian authorizing MCC EMT treatment is also in Open Apply.

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## **General Conduct**

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Reasonable, respectful behavior is expected at all times.
- Students shall not run, talk loudly, or yell in the hallways, nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Water guns, play guns, and/or real guns are not permitted at school.
- Seminar instructors and professors may establish conduct rules specific to their classrooms.
- Rules of conduct established by MCC also apply.

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## **School Dress Code/Student Appearance**

Although the dress code for a college campus is quite relaxed, appropriate dress for ECM students is more typical of the high school environment. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at ECM-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the ECM administrator will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of themselves, other students, staff, or others, may be subject to discipline.
- Compliance with the home school dress code is generally acceptable.

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## **Student Discipline**

### **Prohibited Student Conduct**

Students may be disciplined for misconduct, including, but not limited to, the following:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.
- Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
  - "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- Using, possessing, controlling, or transferring a dangerous weapon (defined by Michigan law as a “firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles”) or any item which may be used to cause or threaten harm to others, or a “look alike” weapon.
- Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others.
- Using or possessing a laser pointer, unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from ECM/MCC staff members or ECM/MCC officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Bullying, hazing, or any kind of aggressive behavior, or encouraging other students to engage in such behavior.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.”

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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## **Disciplinary Measures**

Disciplinary measures may include:

- Disciplinary conference.
- Withholding of privileges.
- Seizure of contraband.
- Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
- Removal from the ECM and expulsion from the home school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity.
- Notifying parents/guardians.
- Notifying the home school.
- A recommendation to the home school for the disciplinary measure to be applied there as well.
- Temporary removal from the classroom.
- In-school detention for a period.
- After-school study or Saturday study provided the student's parent/guardian has been notified.

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## **Weapon-Free Schools**

In order to provide a safe learning environment for all children, our schools must be weapon-free.

- A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.
- B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, and pepper spray. School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

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## **Gang and Gang Activity**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay for protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of home district, ECM or MCC policies; or (5) incite other students to act with physical violence upon any other person.

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## **Bullying, Intimidation and Harassment**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will endeavor to protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying for any reason whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination administrator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, upon investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary action as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **Nondiscrimination Administrator:**

Joyce Arbaugh, ECM Administrator  
Phone: 586-228-3437  
Email: [jarbaugh@misd.net](mailto:jarbaugh@misd.net)

### **Complaint Manager:**

Janine Hendershot, ECM Advisor  
Phone: 586-822-4465  
Email: [jhendershot@misd.net](mailto:jhendershot@misd.net)

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## **Lunch and Cafeteria Rules**

### **Lunch Rules**

Students may leave campus or proceed to the cafeteria for lunch. ECM rules continue to apply to students who leave campus during their lunch. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
- Students shall obey all cafeteria rules during lunch.
- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.

- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to their next class, if applicable, on time.

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## **Cafeteria Rules**

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food or drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machines, and must wait in line to use the machines. Students may not save spaces in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria personnel and show proper respect toward them.

Students shall report spills and broken containers to cafeteria staff immediately. Misbehavior will result in disciplinary action in accordance with ECM's disciplinary procedures.

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## **Field Trips**

Field trips may be a required activity for students. Students must abide by all school policies while in transit to, from, and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who attend a field trip must provide written notice of awareness from a parent/guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate notice from parent/guardian
- Failure to complete appropriate preparation
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the ECM

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## **Sexual Harassment**

Sexual harassment has no place in a school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which 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 prohibiting sexual harassment and related grievance procedures may be obtained from the ECM administrator. Reports of sexual harassment should be made to the ECM administrator or to an ECM advisor who will initiate appropriate action.

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## **Physical Assault**

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student who physically assaults a school district employee, volunteer, or contractor shall be removed from the ECM and may be permanently expelled from the home school, subject to reinstatement after 180 school days.

A student who physically assaults another student on school property, at any school-sponsored activity, or any school-related event shall be suspended or removed from the ECM and may be permanently expelled from the home school for up to 180 days. This includes such behaviors while in transit to and from locations of ECM activities or events.

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## **Hazing**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

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## **Internet Acceptable Use Policy**

All use of the MISD/MCC electronic network must be consistent with the ECM's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

**The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

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## **MISD/MCC Policies**

### **Link to Macomb's Acceptable Use of Information Technology Resources:**

<https://www.macomb.edu/about-macomb/college-policies/administrative/acceptable.html>

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## **Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.
- Macomb's Social Media Policy - <https://www.macomb.edu/about-macomb/college-policies/administrative/social-media-policy.html>

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## **No Warranties**

The MISD/MCC makes no warranties of any kind, whether expressed or implied, for the service it is providing. The MISD/MCC is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The MISD/MCC specifically denies any responsibility for the accuracy or quality of information obtained through their services.

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## **Indemnification**

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

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## **Security**

Network security is a high priority. If the user can identify a security problem on the internet, the user must notify the system administrator or ECM administrator. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the internet.

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## **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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## **Copyright Web Publishing Rules**

Copyright law prohibits the republishing of text or graphics found on the web without express written permission.

- For each republication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
  - Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
  - The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the student and the parent/guardian.

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## **Electronic Mail Expectations**

1. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
2. Electronic messages transmitted via the MISD/MCC's internet gateway carry with them an identification of the user's internet "domain." This domain name is a registered domain name and identifies the author as being with the MISD/MCC. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients through the MISD/MCC's network/internet.
3. Any message received from an unknown sender via the internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet- based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
4. Students are required to use their MCC email account during their time they are students. The policy can be found here: <https://www.macomb.edu/about-macomb/college-policies/administrative/student-email-account.html>

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## **Non-school Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the ECM or MCC.

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## **Search and Seizure**

In order to maintain order, safety, and security in the schools, school officials are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School officials" include MCC and MISD employees authorized to conduct such inspections.

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## **School Property and Equipment, Personal Effects of Students**

School officials may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or for their personal effects left there.

The ECM administrator may request the assistance of law enforcement authorities to conduct inspections and searches for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

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## **Students**

School officials may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school officials, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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## **Equal Access for Non-School Sponsored Student Clubs**

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity. The ECM administrator shall grant the group's request first determining that:

1. The activity has been initiated by ECM students;
2. Attendance at the meeting is voluntary;
3. No agent or employee of the MISD/MCC will promote, lead, or participate in the meeting;
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities on the MCC campus; and
5. ECM persons do not direct, conduct, control, or regularly attend the activity.

An ECM employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

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## **Education of Students with Disabilities**

It is the intent of the MISD/ECM to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) are identified, evaluated, and provided with appropriate educational services. The MISD/ECM provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the ECM.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the ECM or MISD office. For information on MCC accommodations for students with disabilities, contact MCC Counseling Special Services. <https://www.macomb.edu/future-students/student-resources/counseling-academic-advising/special-services/index.html>

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## **Discipline of Students with Disabilities**

The ECM will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be removed from the ECM, nor expelled from the home school, if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or removed from the ECM and expelled from the home school pursuant to ECM and home school disciplinary procedures.

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## **Student Privacy Protections**

### **Surveys by Third Parties**

Before an ECM official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student; (2) regardless of whether the student answering the questions can be identified; and (3) regardless of the subject matter of the questions. Parents/Guardians who object to disclosure of information concerning their child to a third party may do so in writing to the ECM administrator.

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## **Surveys Requesting Personal Information**

ECM officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom student has close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income, other than that required by law, to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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## **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

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## **Student Education Records**

Student education records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" (FERPA) gives parents/guardians and eligible students (age 18 and older) the following rights with respect to their student education records:

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the Early College of Macomb. This right extends to the parent/guardian of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Early College of Macomb to limit the disclosure of information contained in the student's education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. The ECM and the MCC, as partners in the operation of the ECM, share information regarding your student to improve your student's academic success and to improve the success of the ECM.
  
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the ECM to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, DC 20202-4605
  
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Macomb Intermediate School District Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Rosetta Mullen  
Assistant Superintendent for Human Resources/Legal Affairs  
Macomb Intermediate School District  
44001 Garfield Road  
Clinton Township, MI 48038  
586-228-3309
  
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent/guardian of a student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Early College of Macomb has designated the following personally identifiable information contained in a student's education record as "directory" type information:

**Student's Name Degrees, Honors, and Awards Received  
Photograph, Major Field of Study**

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as "directory" type information. Upon such objection, this information will not be released without prior consent of the parent/guardian or eligible student.

You have ten (10) days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as "directory" type information. Your objections should be addressed to the ECM administrator.

7. Macomb's FERPA Policy can be found here - <https://www.macomb.edu/about-macomb/college-policies/administrative/confidentiality.html>

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## **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 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
3. Verify their own absences (Note: All attendance standards continue to apply); and
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in their home high school office and provide a copy to the ECM administrator. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

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## **Requests from Military or Institutions of Higher Learning**

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. A parent/guardian who does not want their child's name to be released (or a student over the age of 18 who does not want his/her name released) should contact the ECM administrator.

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## **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their student's ECM instructors and paraprofessionals, including:

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
  - The teacher's college major
- Whether the instructor has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications

If you would like to receive any of this information, please contact the school office. Information regarding the professors of MCC courses is available per MCC policy and legal requirements for postsecondary instructors.

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## Sex Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian:

- Is notified in advance of the content of the course;
- Is given a prior opportunity to review the materials to be used in the course; and
- Is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

**Note:** The ECM will make reasonable effort to provide such advance notice for courses offered by MCC in which a student intends to enroll. It is, however, a parent/guardian responsibility to confirm that the courses into which his or her student intends to enroll are appropriate for their child. The ECM will also assist the parent/guardian in obtaining the information needed to make such confirmation.

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## Pesticide Application Notice

The ECM maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. ECM will provide this registry to MCC. To be added to the list, please contact the ECM administrator.

Notification will be given before application of the pesticide. Prior notice is not required if there is no imminent threat to health or property.

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## Early College of Macomb Forms Must Be Completed Using the Open Apply Website

- Once forms are available online, you will receive an email from Early College of Macomb that reads:
- You will have new checklist items that need to be completed.
- A link to Open Apply will be included in the email.
- *If you do not receive an email, go directly to [ecmacomb.openapply.com](http://ecmacomb.openapply.com)*

### Only parents can access the forms.

- If you do not remember your password, login with your email, and click on "forgot my password."
- Follow the prompts.
- Titles of forms (Checklist Items) that must be completed by the parent/guardian:
  - Acceptance Form
  - Acknowledgement of Receipt Form
  - Emergency Medical Technician Release & Declaration of Emergency Plan
  - Emergency Medical Treatment Authorization
  - Family Education Rights Directory
  - Family Educational Rights and Privacy Act (FERPA)
  - Internet Acceptable Use Acknowledgement
  - Laptop Request Form
  - Parent/Guardian Emergency Information
  - Student Guidebook Form

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## **Macomb Community College: Additional Information Regarding Policies and Procedures**

### **Macomb Community College Student Code of Conduct (link):**

<https://www.macomb.edu/about-macomb/college-policies/administrative/student-code-of-conduct.html>  
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### **Macomb Community College Complaint Procedure (link):**

<https://www.macomb.edu/about-macomb/college-policies/institutional/complaint-procedure.html>  
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### **Macomb Community College GRADING POLICY**

#### **Grading, Reports, and Symbols (link):**

<https://www.macomb.edu/about-macomb/college-policies/instructional/grading-reports-symbols.html>  
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### **Macomb Community College Rules and Regulations (link):**

<https://www.macomb.edu/about-macomb/college-policies/institutional/college-rules.html>  
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### **Macomb Community College STUDENT DISCIPLINE Policy (link):**

<https://www.macomb.edu/resources/attachments/Student-Code-of-Conduct.pdf>  
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### **TITLE IX POLICY (link):**

<https://www.macomb.edu/resources/college-policies/attachments/Title-IX-Policy.pdf>  
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### **Macomb Community College POLICY ON EXPRESSIVE ACTIVITY (link):**

<https://www.macomb.edu/about-macomb/college-policies/institutional/expressive-activity.html>  
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### **Macomb Community College Class Formats (link):**

MCC classes are currently delivered in four different formats: Online, Remote, Hybrid, On Campus  
When choosing your classes, please check the "Locations" category to find out how a specific section will be delivered. <https://www.macomb.edu/future-students/class-formats.html>  
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### **Macomb Community College Class Considerations (link):**

<https://www.macomb.edu/future-students/class-considerations.html>  
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