THREE RIVERS PARTNERSHIP

2026-2027 STUDENT HANDBOOK

Three Rivers Community Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities.

Board Vision
Three Rivers Community Schools vision is to become the district of choice in St. Joseph County.

Board Mission
The Mission of the Three Rivers Community Schools is to educate, motivate, and inspire all students to reach their full potential, to become successful adults, and to pursue their dreams.

Three Rivers Community Schools Board of Education

Erin Nowak - President
Linda Baker - Vice President
Melissa Patch - Secretary
Julia Awe - Treasurer
Amanda Allen - Trustee
Ross Daniels - Trustee
Elizabeth Ogreen - Trustee

Three Rivers Community Schools District Office Staff
(269) 279-1100

Nikki Nash	Superintendent
Lorie Camino	Executive Assistant to the Superintendent
Melissa Frye	Director, Special Education
Katherine Garfield	Human Resources Coordinator
Brian Leonard	Facilities Director
John Londondo	Technology Director
Wendy Kennedy	District Data Specialist
Mandi Zaborowski	Director of Finance & Business
Justin Holbrook	Director of Safety & Security

Three Rivers Partnership Administration Staff
(269) 275-9581

Kerrie Bass	Program Coordinator
Trisha Tennant	Secretary

Welcome,

It is my honor and a pleasure to welcome you to the 2026-2027 school year! I am extremely proud to serve as the Director of the Three Rivers Partnership! I'm excited about the opportunity to introduce our program to you and looking forward to a happy and productive school year.

This new school year brings the promise of a renewed dedication, focus, and energy to the mission of teaching and learning. The dedicated staff in the Three Rivers Partnership has been working tirelessly to finalize classes and schedules, fine-tune our instructional models, and expectations, all with the goal of fostering academic success.

Our primary goal is to ensure that the mission of Three Rivers Community Schools: is to educate, motivate and inspire all students to reach their full potential to become successful adults, and to pursue their dreams is honored and upheld. Our Partnership offers elective opportunities for home-schooled, private-schooled, and students enrolled full-time in Three Rivers Community Schools.

I look forward to the start of the new school year and continuing our collaboration of providing your children with an effective and engaging educational experience. As always, we will look to our families to be positive partners in this year's journey.

My door is open and our team welcomes your input. If you have any questions or concerns or if you would like to learn more about our program, you can contact me at kbass@trschools.org.

Sincerely,

Kerrie Bass
Three Rivers Partnership Coordinator

Three Rivers Partnership
Elective Options
to Inspire All Students

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The Mission of Three Rivers Community Schools is to
educate, motivate, and inspire all students to reach their full potential
to become successful adults and to pursue their dreams.

Educate: to teach, train, or advise someone.
Motivate: to provide a reason for doing something.
Inspire: to excite, encourage, or breathe life into.
Dream: to create a vision in the imagination.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Katherine Garfield
HR Coordinator
269-279-1100
851 Sixth Avenue
Three Rivers, MI 49093
kgarfield@trschools.org

Lorie Camino
Executive Assistant
269-279-1100
269-279-5584
851 Sixth Avenue
Three Rivers, MI 49093
lcamino@trschools.org

David Soderquist
Principal, Hoppin Elementary
269-279-1142
415 N. Main Street
Three Rivers, MI 49093
dsoderquist@trschools.org

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PROGRAM ELIGIBILITY AND GUIDELINES

All electives offered by TRP are available to all students in the Three Rivers Community Schools, home school students whose residence is in Michigan, and private school students whose residence is in Michigan.

All elective courses are nonessential, virtual classes that are designed to supplement your core curriculum and do not meet state guidelines for core, essential courses. Full-time students with TRCS can take as many electives as their schedule will allow. Part-time students may take up to four nonessential electives per semester, plus Discovery. The number of courses is subject to change to meet state legislation guidelines. These courses can include locally created virtual courses, commercially created virtual courses, dual-enrollment classes with approved colleges, and/or CTE (Career and Technical Education) courses with the St. Joseph County ISD. All courses are overseen by a Three Rivers, grade appropriate endorsed, certified Teacher of Record.

Each locally created course (unless otherwise noted in the course description commercial courseware) will provide virtual assignments that include exploring different course topics through reading, videos, and/or research, and some application and/or assessment piece to demonstrate competency in the subject and evidence of learning. Courses labeled “Full Year” must be started in the fall semester.

Most of these virtual courses also offer optional, extended learning opportunities through approved community experts. Many of our community experts also offer synchronous e-learning so that students can take advantage of live instruction at their own location. This provides all learners the advantage of real-time learning through interactive mediums. Contact the partnership director for a comprehensive list of community partners and for more information regarding synchronous learning options.

Count Day

Each student is required to complete a Count Day assignment in each online course they are scheduled for. If a student is not able to complete a Count Day assignment on Count Day (first Wednesday in October and second Wednesday in February) for every course on their schedule, they will need to complete an assignment within 10 days of the respective Count Day.

Attendance

To fully benefit from the TR Partnership program, it is essential that students maintain regular attendance. Attendance in online courses looks different than at a traditional school. Regular attendance (completing modules by their due date, and participating in classroom activities) is paramount to success in online learning. Attendance is measured by regularly logging into each class and maintaining progress with the content by completing at least one module per week.
Log in begins the first day of school. Each assignment has a due date and a close date that is scheduled for two weeks after the due date. Once the assignment is closed, it cannot be completed. Participating in the weekly two-way discussions with the teacher of record in each course provides an additional opportunity to engage in regular attendance and stay motivated.

Mentors

Every course will be assigned a mentor teacher, that is also the teacher of record, for the course.

Grading

A final grade of credit/no credit will be assigned for elective courses. Credit for courses is awarded to students mastering 60% of the material. As part of the process and to demonstrate competency, in some courses, students will also be expected to share their learning, work, and/or accomplishments in uploaded videos and/or photographs and logs and evaluate their learning process with self-reflection. Students failing courses (less than 60%) will have their schedules the following school year reduced by the number of courses failed.

Student/Parent Orientation

All returning students, new students, and parents/guardians are required to complete a virtual orientation and agree to the terms in a Memo of Understanding before registering for classes.

POSTSECONDARY OPTIONS

Advanced Placement Courses

Because the Michigan Department of Education considers all Advanced Placement (AP) courses to be “nonessential," home-schooled and privately-schooled students are eligible for AP courses in any subject area. AP courses and exams give high school level students the opportunity to experience college-level work and earn college credit.

AP courses through TR Partnership adhere to the content objectives defined by the College Board, and are designed to prepare students for the rigorous demands of the AP exams. While exams are optional, students are strongly encouraged to take the AP exam offered at the end of each course. Most colleges recognize acceptable AP exam scores and may award either college credit or a higher placement in a subject area. Grades for these courses are letter grades rather than just awarding credit. Students will need to contact the specific college for its AP policy. For more information go to AP At a Glance or contact the partnership director.

Dual Enrollment

Also known as the Postsecondary Options Act, gives high school students in public schools or state-approved non-public schools the opportunity to enroll in college courses while attending high school. When all criteria identified by the state are met, the student’s college tuition, applicable fees, and textbook costs may be paid by the school district. There are specific guidelines for this program. Each Dual Enrollment student/parent must read and agree to the terms and conditions of this program. Please contact partnership administration for specific details.

CODE OF CONDUCT

A major component of the educational program at Three Rivers Community Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Student conduct is governed by the rules and provisions established in the Student Code of Conduct.

Expected Behaviors

Each student shall be expected to:

- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- present a hazard to the health or safety of the student or to others in the school;
- interfere with school work, create disorder, or disrupt the educational program;
- cause excessive wear or damage to school property;
- prevent the student from achieving educational objectives because of blocked vision or restricted movement.

Students who are representing Three Rivers Community Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student’s parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Public Displays of Affection

The only acceptable display of affection is hand holding.

Indecency/Obscenity

Offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff; also vulgar acts in verbal or written form, pictures, gestures, caricatures, or suggestive/inappropriate clothing, including on cell phones, computers, or electronic devices, during any school activity shall be deemed inappropriate. Profanity, or inappropriate language or hate speech, will not be tolerated.

Harassment

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as 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, 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.

Harassment through any means, including electronically transmitted methods (e.g Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, or Assistant Principal, or may report it directly to the Title IX Coordinator by calling 269-279-1100. Complaints will be investigated in accordance with AG 5517.

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.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated 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, they should report it and allow the administration to determine the appropriate course of action.

Harassment

A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters and discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes they have been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and the student's parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion

for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti- Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior.

Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Use of Drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs are prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is

prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Weapons

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item;
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.).

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Program Coordinator's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. May include:

- written assignments
- change of seating or location;
- lunch/recess detention
- after-school detention;
- structured day

Detentions

A student may be detained after school after giving the student and the student's parents one (1) day's notice. The student or the student's parents are responsible for transportation.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. A suspension more than 10 days and expulsion can be appealed. The parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision

may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

Disciplinary Consequences

The administration reserves the right to deal with each offense on an individual basis, and before imposing placement on the step system, the administration shall consider, without limitation, the actual misconduct, the extent of the student's individual involvement, and the student's record, both academic and behavioral. This review may result in disciplinary action being more or less severe than outlined.

When a range of disciplinary steps is established for an infraction, the factors that lead to more severe disciplinary outcome are as follows:

- The actual harm of injury caused
- The risk of harm or injury caused
- The intent of the student
- The number and seriousness of prior infractions committed by the student
- The seriousness of the penalty required in the circumstances to discourage future violations by the student or others

This review may result in disciplinary action that includes any of the following:

- Warning: May include redirection, office time out, restorative practices
- Administrative Conference: An administrative conference with the student that will include reviewing the disciplinary policy and procedure. administrative conference may include the student, parent, teacher, and other pertinent staff
- Opportunity loss: May include loss of recess, Lunch Detention, After-School Detention, and other school events, loss of academic outcome (grade or credit), technology restriction and/or loss
- Structured Days or Restorative Interventions (1-3 days)
- Out of School Suspension (0.5-4 Days)
- Out of School Suspension (5-9 Days)
- Out of School Suspension (10 Days)

- Long-Term Out of School Suspension (Up to 59 Days) Superintendent's Action Required
- Expulsion (60-180 days) from School Board of Education Action Required

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is suspended, they may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if the Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be removed from school beyond the 10th day of suspension. A formal hearing is scheduled with the Board of Education during which the student may be represented by their parents, legal counsel, and/or by a person of the student's choice.

Three Rivers Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the student's assigned school.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

TECHNOLOGY SERVICE ACCEPTABLE USE POLICY AGREEMENT
Student Technology Acceptable Use And Safety

All Grades/Programs

The purpose of this Acceptable Use Agreement is to give access to and define acceptable use of the technology resources search made available to users through Three Rivers Community Schools (herein referred to as the "District") and the St. Joseph County Schools Information Services (SJCSIS) Network (herein referred to as the "Network").

The District and the Network do not guarantee that technology resources will be error free or that access will be uninterrupted. By signing this agreement you release the District and the Network of all claims and liabilities for use of the technology resources.

On the occasion that a student has been given written permission to use their own mobile device or laptop/Chromebook or any other personal technology device both on campus, or for school use while off campus, the District will not be held liable for any negative outcomes of using the device including but not limited to breakage or viruses.

Any person using District and Network technology resources who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the District's and Network's Information Systems, properties or facilities, as well as those owned by third-parties shall be subject to disciplinary action. Such action may include, but is not limited to: Warning, Revoked Privileges, Financial Restitution, Suspension/Termination, and/or Legal Action.

District and Network Safety Policies

- Never give out your last name, address, phone number, the school you attend, or personal identifying characteristics.
- Never agree to meet in person with anyone you have met online.
- Never assume that you are speaking to a person your own age.
- Never assume the personal information that you may receive from the Internet is correct.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access.

District and Network Acceptable Uses

- The computer Network at the District has been set up to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work and the exchange of project related ideas, opinions and questions through email, network drives, District-owned Google Workspace for Education,message boards, and District-owned web page access.
- Students will have access to the Internet in the classroom, media center, in the

computer labs and areas where public wifi is available.

- Student's use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Agreement/Student Handbook.
- Material created and/or stored on the system is not guaranteed to be private. District and Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material used on personal web pages,material created or accessed in Google Workspace for Education, and other work that is created on the network or within the Google Workspace for Education including chromebook use, both on campus or off campus, may be viewed by a third party.
- District and Network users are expected to adhere to the Safety Guidelines found in this document and in the District's Code of Conduct and/or Student Handbook.

District and Network Unacceptable Uses

- The Network may not be used to download, install, distribute, copy or store any application without prior permission from District and/or Network administrators. The Network may not be used for commercial purposes or to access illegal or malicious applications. Users may not buy or sell products or services through the system without prior permission from District and/or Network administrators.
- The Network may not be used for any activity or to transmit any materials that violate federal or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar, derogatory or obscene language. Users may not communicate through District-owned or personal devices to engage in bullying, perform personal attacks, harass another person, or post private information about another person. Such actions may be grounds for discipline under this Acceptable Use Agreement and the District's Code of Conduct and/or Student Handbook.
- Network users may not access web sites, newsgroups, chat areas, or any other content containing material that is obscene or that promotes illegal activity. If a user does accidentally access this type of information, he or she should immediately notify a teacher or parent.
- Use of a computer or mobile device for anything other than a teacher directed or approved activity is prohibited.
- User accounts shall only be used by the person authorized to use that account and users assume all responsibility for actions delivered through their account.
- Users may not make alterations to hardware/software systems or settings.
- Users may use their own laptop computer or mobile device at school, but may not connect to the Network in any way without express written permission from the District and/or Network administrators. The District is not responsible for loss or theft of such equipment. The use of mobile devices is further regulated by the student handbook.