Stephenson High / Middle School

Parent/Student Handbook 2018-2019

OUR MISSION

Stephenson Area Public Schools provides a safe environment to educate, challenge, and inspire all students to be life-long responsible learners.

07/12/18

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WELCOME

This handbook is provided to you and your parents to help answer your questions about school. This is a guide and the administration has the right to adjust per their discretion. School can and should be an enjoyable experience. The rules and policies help to ensure that all students have a chance to enjoy school and learn in a pleasant setting. If you have any questions or problems, talk to a teacher, the counselor, secretary, or principal. Have a great year.

Vision Statement

Stephenson Area Public Schools strives to be the premier educational provider of our area.

- Students, families, and staff will embrace their responsibility for learning and behavior.
- Staff is dedicated to continuous improvement by providing each student with a challenging individualized educational program.
- Students will be inspired to achieve and empowered to succeed as contributing members of society.

Beliefs

E – Excellence
A – Accountability
G – Goal Driven
L – Leadership
E – Encouragement

P - Positive
R - Responsibility
I - Integrity
D - Dedicated
E - Empowered

School Nickname: Eagles
School Colors: Blue and Gold
School Fight Song: "Hail to the Varsity"

High / Middle School Staff

Mrs. Baumler	Special Education
Mr. Brown	English Language Arts
Mrs. Casperson	Computers/Business
Mrs. Cole	Mathematics/Science
Mrs. DeCamp	Biology/Physics/Chemistry/ Math
Mr. Flippin	English Language Arts
Mr. Herres	Mathematics
Mrs. Johnson	Guidance Counselor / History
Ms. Knight	English Language Arts / Spanish
Mr. Londo	Physical Education / Health
Mr. McCulley	Metals
Mr. McDonald	Mathematics/Science
Mrs. Moreau	Technology
Ms. Parker	Social Studies
Mr. Warn	Science
Ms. Wesner	Social Studies
Ms. Whitens	Art

Parent/Guardian/Student Handbook Acknowledgement

In an effort to promote a better understanding of Stephenson High / Middle School rules and expectations, parents and students will be asked to review and sign a form acknowledging they have reviewed the handbook

This handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (stephenson.k12.mi.us) or at Central office, located at:

Stephenson Area Public Schools
Central Office
W526 Division St
Stephenson, MI 49887

The School Board governs the school district, and is elected by the community. Current School Board members are:

Joe LaPointe	President
Jane Moker	Vice - President
Christina Kakuk	Secretary
Paul Putnam	Treasurer
Chris Spaude	Trustee
Kurt Wangerin	Trustee
Barbara Zahorik	Trustee

The School Board has hired the following administrative staff to operate the school:

Ron Kraft	Superintendent
Peggy Grille	K-12 Principal
Rebecca Marciniak	K-12 Assistant Principal
Annette Johnson	Guidance Counselor
Paul Starzynski	Director of Operations / Transportation
Bryan Wickstrom	Athletic Director
Cindy Schacht	Food Service Director

The school is located and may be contacted at:

W526 Division Street
Stephenson, MI 49887
Middle / High School Office (906) 753-2221
Office Secretary: Marcia Cross (ext 100)
Athletic Secretary: Angel Hartman (ext 178)

MIDDLE/HIGH SCHOOL BELL SCHEDULE

1st HOUR	7:55 – 9:00
2nd HOUR	9:04 – 10:00
3rd HOUR	10:04 – 11:00
4th Hour SHS	11:04 – 11:30
LUNCH SMS	11:00 – 11:30
4th HOUR SMS	11:34 – 12:00
LUNCH SHS	11:30 – 12:00
5th Hour	12:04 – 1: 00
6th HOUR	1:04 – 2:00
7th HOUR	2:04 – 3:00

Announcements

Announcements will be read daily at the beginning of first hour. They can be accessed through the SAPS web page. Announcement requests MUST be emailed to the High School office NO LATER THAN 3:00 p.m. the day before the announcement is to be made. All announcements MUST be approved by the class advisor – students may not put items in the announcements. Only EMERGENCY announcements will be made throughout the school day. Announcements, posters and notices to be placed in the hallways must first be approved the principal or designee.

Community Outreach

As a service to the community SAPS has an automated phone service. In the event of school closures, emergencies or other important information this service will generate an automated phone call. This call will go to the contact number listed in PowerSchool. Please make sure that all contact information is up to date with the office.

Periodically parents / guardians will also receive email newsletters and other correspondences. This will be sent to the email listed in PowerSchool. Please make sure that information is up to date with the office.

Schools of Choice

The Michigan legislature under the 1996-97 School Aid Act (SB 851, 1996) permits school districts to accept for enrollment non-resident students residing within the same intermediate school district (ISD). The Stephenson Area Public School District will accept applications from non-resident students based on available space. For additional information contact the Superintendent's Office.

Lockers

Lockers are available for all students. Students should place only their belongings in their own lockers. Money and other valuables should not be kept in lockers at any time. The school is not responsible for lost or stolen property. Lockers are the property of the school and are assigned for students' educational needs and use; they may be searched and/or inspected at the discretion of administration. All lockers are provided with school locks at the cost of $8.00 per lock. Students may **not** use their own personal locks to secure their lockers. Damage to the locker or the cost of cleaning a locker will be assessed to the student assigned to the locker.

Visitors

All visitors, including parents and siblings, are required to enter through the front door (Railroad Street) of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct his or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Equal Opportunity/Nondiscrimination Statement

The Stephenson Area Public 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. If any person believes that the Stephenson Area Public School District has inadequately applied the principles and/or regulations regarding discrimination, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the address found below. If after an informal discussion with an investigation by the Civil Rights Coordinator (CRC) the complainant is dissatisfied with the decision, he/she may reduce the grievance to writing and initiate the formal grievance procedure which includes Step 1-investigation by CRC and response, Step 2-appeal to the Superintendent, Step 3-appeal to the Board of Education, and Step 4-appeal to the Michigan Department of Civil Rights. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Ron Kraft / Superintendent
Stephenson Area Public Schools
W526 Division Street
Stephenson, MI 49887
906-753-2221 ext. 104

The School District's complaint procedure may be obtained from Superintendent Kraft.

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Animals

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Rollerblades, Skateboards, Etc.

Students shall not use or possess rollerblades, roller-skates, skateboards, scooters or other similar devices on school grounds at any time, whether during or after school hours. Loitering on school property will result in detentions and can result in the police being called to arrest violators.

School Volunteers

All school volunteers must complete the "Volunteer Application Form" (available in the superintendent's office) and be approved before assisting at the school. A background check is required. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. Some coaches will utilize volunteers for practices. This is up to the individual coach. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your convenience a call will be sent to the phone number we have on file. It will also be shown on the school website. Please do not call school officials to inquire if school will be in session. The school closing announcement will be carried on the following stations:

WGLQ - FM 97	WLUC – TV 6
WAGN/WHYB - FM 103.7 / 1340	WLUK – TV 11
WDBC/WYKX - FM 104	NBC 26
WMAM/WLST - FM 95 / 1570	WBAY – TV 2
WMIQ/WIMK - FM 93 / 94.3 / 1450	TV 13
WNMU – FM 90	

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions may be cancelled at the discretion of administration.

Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. 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.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

CHAPTER 2 – ATTENDANCE, PROMOTION and GRADUATION

Attendance

We believe that there is a direct correlation between academic achievement and regular, prompt attendance. A student's success in school and future career activities depends on positive attendance habits. Regular and consistent school attendance helps to develop responsibility and self-discipline; it also prepares students for the world of work. The attendance policy is in place to promote and encourage positive attendance habits for each student.

The major responsibility for acceptable attendance lies with the student and her/his parents. Teachers, counselors and administrators have the responsibility to assist the students and work with parents in meeting the goal of acceptable attendance.

Extreme absenteeism can influence a student's grade and earning of credit. Research in student achievement clearly shows the link between regular attendance and successful class performance. It is only logical that for a student to do well in class, he/she must be in attendance and participating positively in the class experiences provided. It is considered excessive for any student to be absent more than twelve (12) times per semester whether excused or unexcused. An absence is defined as missing 10 minutes or more of any class period.

Students are expected to be in school and on time to class every day. Students should be fully aware that the interactions in the classroom constitute a valid and critical part of the coursework. They cannot be duplicated. Students should be attentive and prepared with proper materials to be actively involved in the class.

Parents are expected to notify the school of an absence in a timely fashion. This includes any extenuating circumstances regarding illness, personal and family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. A trip slip is required prior to planned vacation of two (2) or more days if the student wishes to receive credit for missed work. Parents should discuss the importance of good attendance with their student to avoid loss of credit due to violations of the attendance policy.

Teachers are expected to maintain accurate daily attendance records and report them properly to the office. A teacher has a professional responsibility to begin class on time and provide a consistent classroom environment that is a challenging and rewarding educational experience.

Counselors are expected to help students recognize possible consequences of poor attendance and to counsel students in making good decisions. Counselors should communicate with teachers and parents and work closely with administrators to help detect problems early.

Administrators are expected to coordinate the efforts of students, parents and staff when a student's absences are adversely affecting school success. Administrators should enforce whatever steps and procedures are necessary to improve the student's attendance and follow the guidelines and policies as described in the student handbook.

Definition of Absences: There are four general categories of absences: excused, school related, unexcused, and suspensions.

Excused:

1. These include illness, health appointments, funerals or other issues deemed important enough to miss school. Students who have appointments during lunch may be required to provide appropriate documentation explaining the reason for the student's absence.

2. Prearranged absences are those absences that cause a student to miss three (3) days or more in a row. Parents are **discouraged** from excusing their teenager from school for trips. A student who wishes to take a planned vacation of three (3) or more days will be excused if:

   A request is made at least five (5) school days before the trip. A trip slip is signed by the parents and building principal. This form is returned to the attendance office before leaving on the trip.

   Student shall promptly turn in missed school work upon their return to receive credit for work missed.

3. Observance of religious instruction and/or holidays. The student's parent/guardian must give written notice to the building principal at least three (3) calendar days before the student's anticipated absence(s).

The school may require documentation explaining the reason for the student's absence. If a student's absence is excused, he/she will be able to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Absences that are school related:

These are field trips, athletic contests, or any other activities that are required for class work, club participation, or team participation for which a student must miss regularly scheduled classes. Students must have written parental permission for field trips. Students are also responsible for obtaining assignments or making arrangements for make-up work with their teachers prior to leaving on a trip. When students attend extracurricular events or field trips, they are expected to be in school on time the next morning with work completed as agreed upon with the teacher.

Absences that are unexcused:

1. Leaving school during the school day without permission or without properly checking out in the main office.

2. Skipping class, leaving for more than ten (10) minutes of any period or without the permission of the teacher.

3. All other absences not listed specifically as excused absences.

Administration has the authority to deem the absence excused or unexcused. The fact that a parent simply calls in to report an absence does **NOT** automatically excuse the absence.

Suspensions

Suspensions are counted as excused absences. Suspensions are an absence for disciplinary reasons. Work may be made up during the period of suspension at full credit, but must be turned in immediately upon the student's return to class.

Tardies

Students are allowed a four (4) minute passing period between classes. Tardiness to class impedes students' and teachers' ability to effectively begin a lesson and disrupts others' learning. In each class, the third unexcused tardy per marking period and each successive three tardies will be subject to disciplinary action. Tardiness to school in the morning will be handled in the same fashion as tardies to all other class hours. Tardiness of ten minutes or more may be dealt with as an unexcused absence for the period. Excessive tardiness (6 or more and each successive) will be treated as insubordination and result in disciplinary measures.

Absence Procedures

Notify the attendance office

When a student is absent from school, the parent shall call the attendance office (906.753.2222, extension 100) as soon as possible (preferably by 9:00 am on the day of the absence) but no later than the next school day after an absence occurs. If no contact is made within five school days of the absence, the absence will be considered unexcused. It is the students and parents' responsibility to check the accuracy of PowerSchool attendance on a regular basis.

Checking In and Out of School

All students leaving must sign out in the office, receive permission beforehand and double-check with the attendance secretary to ensure that a parent has called to excuse the absence. Failure to sign out properly will result in an unexcused absence. The same procedure holds true for students who are returning from a previous appointment. All students are required to check in with the main office to secure a pass to class and to credit the absence as excused or unexcused. The school, acting in loco parentis, requires all students regardless of age unless living on their own, to obtain parental/guardian permission before signing out of school. Emancipated minors must receive administrative approval before signing out of school.

Michigan Law Attendance Requirements

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Students who are over compulsory attendance age, and who are absent without a valid excuse for ten or more consecutive days, will be dropped from enrollment. Students who have been dropped

and have not attained the age of eighteen (18), or whose class has not graduated may return to school within (5) school days of the beginning of a semester.

A student upon reaching eighteen (18) years of age has reached adult status according to Michigan law. Obtaining adult status **does not exempt** the student from school policies and rules. If a student reaching the age of 18 wishes the age of majority status, it is his/her responsibility to pick up the appropriate form in the office, sign it, and return it to the office. Proof of age of majority must be made by the driver's license or birth certificate. See page 72 "Age of Majority".

****All School Rules Apply To All Students Regardless of Age.**

Michigan law includes the following exceptions to the mandatory school attendance requirement:

(1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.

(2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.

(3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.

(4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.

(5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.

(6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Attendance Incentive Policy

Regular attendance in class directly affects learning and teaching. In order to encourage regular attendance, the following incentives for good attendance will be instituted.

- Any student who has three (3) or less total absences in a class and has no unexcused absences and has no suspension days (in or out of school), and has not been tardy more than twice per semester and has attained passing grades both marking periods:
    - ✓ He/she will be permitted to be exempted from the semester final exam in the class.
    - ✓ However, all students must take a minimum of three (3) exams per semester
    - ✓ Tardy means the student is not in the classroom when the tardy bell rings and class begins

*Note: It is to be understood that this is an incentive program which includes privileges and rewards, not rights. No exceptions are to be made for not meeting the required criteria. It is the students and parents' responsibility to check the accuracy of PowerSchool attendance on a regular basis. Attendance records cannot be changed to meet the incentive requirements.

Truancy

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than $5.00 nor more than $50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Grading and Promotion

Grade	GPA	%	Grade	GPA	%
A	4.000	93 – 100	C+	2.333	77 – 79
A-	3.667	90 – 92	C	2.000	73 – 76
B+	3.333	87 – 89	C-	1.667	70 – 72
B	3.000	83 – 86	D+	1.333	67 – 69
B-	2.667	82 - 80	D	1.000	63 – 66
			D-	0.667	60 – 62
			F	0.000	0 - 59

Grades can be viewed on PowerSchool or the parents can request a report card be sent home after each quarter. Contact the office to obtain PowerSchool login information for both the student and the parents. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other assessments.

Honor Roll

Honor rolls will be published for each marking period. The honor roll is divided into three levels: High Honors (all A's, 4.0), Honors (3.5 plus), and Honorable Mention (3.0-3.5). Any grade below C eliminates the student from any honor roll. Grade point averages are computed on the above listed values.

Citizenship

All students will be given a citizenship grade each marking period. Grades will be based on a score of 1 through 5 with 1 being excellent and 5 being very poor. The grade will be based upon five criteria - responsibility, sense of achievement (work habits), desire to excel (motivation), self-respect (attitude), and courtesy (behavior).

The intent is to help all students recognize that their behavior/conduct is a reflection on them as individuals and on the school and community. These attitudes and behaviors are not only important to success in school; they are also important life skills.

Citizenship grades will be checked at the end of each quarter and at the end of the semester for all students. Students who have an average citizenship grade between 1-3 are eligible for all school functions and activities. Students who have an average above 3.0, or who have a 5 in any one particular class, will not be eligible for any special school functions (assemblies, etc.) or extracurricular activities, including athletics. When citizenship grades are checked, a student who has an average above a 3.0 or a 5 in any class, will be placed on the sanction list and remain ineligible for school activities until the next progress report check. If the student no longer has an average above 3.0 or does not have any 5's at progress report time, he/she will be taken off the sanctions list. However, if a student still does not meet the requirements, they will remain ineligible the following week (Monday-Sunday) until the student becomes eligible. Those students will be given a weekly progress report, which is to be completed by their teachers and submitted to the principal's office for approval of participation.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

The requirements and grading procedures for each course will be explained by the teacher at the beginning of the course. Tests, exams, homework, and other assignments are determined by the teacher.

Progress is continuously available for parents to monitor through PowerSchool. Parent-Teacher conferences will be held periodically to communicate with parents. Students and parents are encouraged to confer with teachers regarding work and progress as concerns and needs arise. If there is a concern regarding an assignment or grade, the student or parent should arrange to discuss the concern with the teacher. If the matter is not satisfactorily resolved, an appointment may be made to confer with the principal.

Individual course marking systems will vary and may take various factors into consideration. The general marking system used is:

A-Superior (90-100)	F-Failure (0-59)
B-Above Average (80-89)	I-Incomplete
C-Average (70-79)	CR-Credit
D-Below Average (60-69)	NCR-No Credit

Final grades are based on the percentage earned each quarter and semester exam. The final grade will be computed as follows: 40% for each quarter and 20% for the semester exam.

Dual Enrollment

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1 Application and admission to the postsecondary institution are the responsibility of the student.

2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal. Approval will be based upon the following factors:

   a) qualifying standardized scores (e.g. Compass, Accuplacer, ALEKS, PSAT, SAT)
   b) student must be on track for graduation
   c) minimum cumulative high school grade point average of 2.5

4. Computation of high school credit for post-secondary institution coursework will be based on the following formula: 3 to 4 college semester hours equals one unit of high school credit.

5. 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 included for any purpose in the computation of the student's grade point average or class rank. Students may opt out of receiving high school credit for a college course. Those college grades will not affect the student’s grade point average or class rank.

6. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal or designee within 30 days from the end of the semester.

7. Tuition and fees for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act.

8. Students that fail or withdraw from dual enrollment courses will be responsible for reimbursing the school district for all related costs including tuition. A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

9. Students are responsible for following the post-secondary institution’s calendar.

Credit for Alternative Courses and Programs

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with the principal.

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Virtual and Distance Learning

Virtual learning is completed through a computer-based internet-connected learning environment and may be offered at a supervised school facility during the day as a scheduled class period, through distance learning, or through self-scheduled learning where students have some control over the time, location, and pace of their education.

A student enrolled in virtual or distance-learning course may receive credit for work completed, provided that the course meets ALL of the following requirements:

1. Is capable of generating a credit or grade
2. Is not a course in which the student has previously gained credit
3. Is taught by a teacher who holds a valid Michigan teaching certificate [and who] is responsible for determining appropriate instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
4. Building principal must approve the course in advance of enrollment.

Students may be limited as to the number of distance learning courses they can complete. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Career Tech Ed Programs (CTE)

CTE programs, such as Health Occupations, Auto Mechanics, Machine Trades, Hospitality and Food Service, Teacher Cadet, Business and Welding, will be offered to Juniors and Seniors whenever possible. Classes may be held at off-campus locations. Parents are encouraged to call the high school office for more information.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in grades 9-12 in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal. Students are limited to two independent study courses.

Foreign Language

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the board. The amount of credit will be based on foreign language proficiency achieved.

Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact Peggy Grille (ext. 123)) at the middle / high school office.

High School Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit

Standard, which includes:

English Language Arts (ELA) – 4 credits

- Proficeincy in State Content Standards for ELA (4 credits)

Mathmatics – 4 credits

- Proficiency in State Content Standards of Mathematics (3 credits); and
- Proficiency in district approved 4th Mathmatics credit options (1 credit).
- Student must have a Math experience in their final year of high school.

Online Learning Experience

- Course, Learning, or Integrated Learning

Physical Education and Health – 1 credit

- Proficiency in State Content Standards for Physical Education and Health (1 credit); or
- Proficiency with State Content Standards for Health (1/2 credit) and district approved extra-curricular activities involving physical activities (1/2 credit).

Science – 3 credits

- Proficiency in State Content Standards for Science (3 credits); or
- Proficiency in State Content Standards for Science (2 credits) and completion of a Department approved formal CTE program (1 credit).

Social Studies – 3 credits

- Proficiency in State Content Standards for Social Studies (3 credits)

Visual, Performing, And Applied Arts – 1 credit

- Proficiency in State Content for Visual, Performing, and Applied Arts (1 credit)

World Language – 2 credits

- Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or
- Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a Department approved formal Career and Technical Education program or an additional visual, performing, and applied art credit (1 credit).
-

3. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

(a) The personal curriculum shall be developed by a group that includes at least the student, at least one of the student's parents/legal guardian, a teacher, principal and the student's

high school counselor or another designee qualified to act in a counseling role and selected by the principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.

(b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

(c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

(d) The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.

(e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

(f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.

(g) The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school.

. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment.

(h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:

    (i) The student has successfully completed 2 credits of the social science credits, including the civics course.

    (ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

(l) Additional modifications are allowed for transfer students who have completed 2 years of high school.

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications should be submitted to the principal prior to November 1, of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (*i.e.*, announcements, cap and gown, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal before December 1 of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Enrolling and Withdrawing From School

In order to attend Stephenson High School, you must live within the boundaries of the School District. Information regarding these boundaries is available in the Office of the Superintendent. At the time of enrollment, you must provide proof of residency, proof of your birth date, and your immunization records. If you plan to withdraw from school, either to transfer to another school or to drop out, you should discuss your plans with guidance or the principal. You must have parental permission, and a withdrawal form must be completed if you wish to withdraw or transfer. A records request from your new school is acceptable for transfer students.

Chapter 3 – Student Fees & Meal Costs

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular activities and project-oriented classes such as Welding, Woods, and Art. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for district-sponsored trips and activities may be included. Extra-curricular 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 school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

A student whose parent/guardian is unable to afford these fees 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. For fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will 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 building principal.

School Breakfast and Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day for the middle school from 11:00 a.m. to 11:30 a.m. and for the high school from 11:30 p.m. to 12:00 p.m. These times may be adjusted on days with an early dismissal.

A student may purchase breakfast and / or lunch. Free or reduced price meals are available for qualifying students. For an application, contact the principal's office.

Students may deposit breakfast and lunch money at the high school office before school. Students in grades 9-12 may leave school property during their assigned lunch. Students in grades 6-7-8 will have closed campus (may **not** leave campus during their assigned lunch periods). Abuses of lunch privileges will result in loss of privileges and/or disciplinary action. Inappropriate cafeteria or downtown lunch behavior may result in loss of privileges, disciplinary action, and/or closed campus. ***Students are not allowed to drive during their lunch period***.

Meal Charge Procedure

The purpose of these guidelines is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of these guidelines are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible.
- To establish guidelines that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

The Stephenson Area Public School District has a meal charge procedure that applies at all schools for students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may forget meal money to charge the cost of meals up to $10.00 negative to be paid back as soon as possible.

Food services is a special revenue fund which means it should not receive general fund support from the district, and thus must generate funds through meal sales, snack sales and federal and state reimbursement in order to pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of Food Service to support itself and its employees.

Michigan Department of Education(MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policies for meal charges. Following the administrative guidelines from MDE and NSLP Stephenson Schools will adhere to the following meal charge policy:

- A staff or student may charge up to $10.00 Negative.
- At $10.00 Negative an alternate meal will be given to students who have reached this amount.
- This alternate meal will consist of a peanut butter jelly sandwich, milk and apple and will be charged to the account of the student as a reimbursable meal. If a child is allergic (with a doctor's note) to peanut butter, a cheese sandwich will be substituted.
- A student cannot purchase extra servings, or any ala carte items with any negative balances.
- This guideline applies to students of reduced status and full pay status at the Middle School and High School level only.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.
- The Food Service department will coordinate communications with the parent/guardian to resolve the matter of unpaid charges. Weekly phone calls are made to larger negative

balances, so please make sure your phone number is up to date with the school. Emails are also sent weekly by our system that we use for our lunch program. Please make sure your email is up to date with the school. A student may be called down to the office to remind them that lunch money is needed.

- All accounts must be settled at the end of a school year. Negative balances not paid in full before the start of the next school year will force the District to turn this negative fund into collection agencies or small claims court. We don't want to resort to this so please keep your account up to date. Seniors will need to have balances paid before their paper to graduate can be signed by the food service department. Balances owed will follow the School Policy on Student Fees, Fines, and Charges and Demand for Payment.
- The District cannot go on indefinitely feeding students for free. Unlimited charged meals would not be fair to the vast majority of students/parents who are paying for their lunches. Unpaid lunches would ultimately affect lunch prices. Deposits can be made on line at SendMoneyToSchool.com or in the office at your school. Please put money in an envelope labeled with the child's first and last name.

Chapter 4 – Transportation & Parking

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

Bus Transportation

The district provides bus transportation to and from school for all students. A list of bus stops will be published at the beginning of the school year before student registration. Parent/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or transporation supervisor.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows during inclement weather (rain, cold, etc)
11. Keep the bus neat and clean.

12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop 5 minutes before pick-up time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.
Video cameras and audio devices may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact:

Paul Starzynski 906.753.2222 extension 113

Parking

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on or within 1000 feet of school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles MAY NOT be parked behind the school. Vehicles located in these locations may be ticketed and/or towed by the police. We have been notified by the City of Stephenson that parking on the south side of Division Street and in front of the Methodist Church will be limited to two hours. The inset parking area on the north side of Division Street and the fenced in area behind the school is reserved for staff/administrative and visitor parking. Students should not park here or the visitor parking area on the west side of Railroad Street. Student parking is available along the east side of Railroad Street from the pole northward. Students are not to park in any areas designated as visitor or reserved parking.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Law enforcement officials may be notified and involved in vehicle violations. Once students enter the building, students are not to return to any vehicles during the regular school hours of 7:55 a.m – 3:00 p.m.

This expectation is in conjunction with the Parking expectations as outlined in this section of the student handbook.

Students who forget an item in their vehicle that is pertinent for their education need to request permission from the office, and an administrator may need to escort said student to their vehicle to retain the desired item.

Going to vehicles or hanging out in vehicles or parking area during lunch time is strictly prohibited.

Failure to comply shall result in disciplinary action including but not limited to loss of driving and parking privileges.

Chapter 5 – Health & Safety

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed with a written waiver from the health department in the following circumstances:

A. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.
C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Guidance and Counseling

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. High school juniors and seniors have the opportunity to receive college, vocational, 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 school campus in order to provide students and parents/guardians with information.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. At least three (3) of the fire drills shall occur before December 1. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. Emergency procedures will be posted in each classroom. Students should not reenter the building until the all-clear signal is given. To leave school grounds during a drill is considered skipping.

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 school office if they suspect their child has a communicable disease.
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.

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by school personnel and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Concussions and Head Injuries

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

Emergency Medical Authorization

The student's parent/guardian will be notified if their student needs medical attention while at school. 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. It is very important that the parent / guardian notifies the school of any demographic changes.

Chapter 6 – Discipline and Conduct

Discipline

Students shall not arrive at school before 7:30 a.m. and classes begin at 7:55 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

Discipline is exercised by the school to assure that all students have the opportunity to learn in a safe and orderly environment. Also, learning to follow rules and procedures and interact with others in an appropriate manner is a part of the educational process. (See Board Policy 5600).
To help achieve these goals, the following disciplinary guidelines will be followed when a student violates the rules of the Stephenson Area Public Schools. Each repeated violation of rules will result in more severe disciplinary action. Depending upon the violation, disciplinary action may be a warning, detention time, suspension, loss of lunch hour privileges, removal from extracurricular activities and assemblies, or recommendation to the Board of Education for expulsion. Suspensions may be in-school or out-of-school depending on availability of in-school space and circumstances. The purpose of suspensions is to assure that other students have the opportunity to learn and to impress on the suspended student the serious nature of his/her behavior.

All school rules shall apply not only during the regular school day but also at all sponsored activities, including those at other venues, and whenever students are on school property. Discipline beyond the classroom level will normally be handled by the principal. After reviewing the incident and the student's explanation of his/her behavior, disciplinary action will be determined. Parents will be notified of disciplinary action that has been taken. A parent conference may be required for readmission to the classes when the problems are severe or persistent.

In cases involving 12th grade students who engage in persistent disobedience or gross misdemeanor, the administration may take away privileges specific to graduating seniors. Such privileges may include but are not limited to, senior tea, commencement, graduation, and/or awards ceremonies.

The following is a general guide to the action that will be taken. Offenses that are not listed and other factors will be at the discretion of the administrator handling the situation. More severe action may be taken where the offense is very serious or the health and welfare of others is endangered. Willful abuse of school property, such as desks, lockers, doors, and bleachers, will result in disciplinary action. In cases of theft or vandalism the student will be required to make restitution. Where state or federal laws have been violated, the law enforcement authorities may become involved. Detentions that are not served as assigned may result in suspension.

Student Conduct

We believe every person has the right to learn and work in a non-threatening environment. We expect a positive attitude and respectful behavior from everyone. Respectful behavior will be encouraged by:

1. Treating others as we want to be treated.
2. Accepting others' responses and ideas in class with an open mind and polite attention.
3. Practicing common courtesy and friendliness at all times.
4. Being cooperative, attentive and responsive to directions in class and in the halls. A sincere effort will be made by administrators and faculty members to resolve problems through effective utilization of school district and community resources in cooperation with the student and his/her parent(s) or guardian. On those occasions where the severity and/or frequency of the offense warrants, a student will be subject to progressive disciplinary action which may include parent conferences, detention, withholding of privileges, Saturday School, notification of law enforcement, and out of school suspension or expulsion.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling **tobacco materials**, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling **alcoholic beverages**. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. They will not be permitted on school property.
3. Using, possessing, distributing, purchasing, or selling:
   A. Any **illegal drug, controlled substance, or cannabis** (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds/property or buses.
   B. Any **anabolic steroid or performance-enhancing substance** not administered under a physician's care and supervision.
   C. Any **prescription drug** when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
   D. 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.
   E. "**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.

F. **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. They will not be allowed to be on school property.

4. Using, possessing, controlling, or transferring a **dangerous weapon** (firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.
5. Using or possessing an **electronic paging device**.
6. Using a **cellular telephone, smartphone, 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, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period or between classes; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a **laser pointer** unless under a staff member's direct supervision and in the context of instruction.
8. **Disobeying rules of student conduct or directives** from staff members or school officials.
9. Engaging in **academic dishonesty**, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, copying another student's homework, and wrongfully obtaining test copies or scores.
10. **Bullying, harassment, hazing or any kind of aggressive behavior** that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a

school computer network, or other similar electronic school equipment, or other comparable conduct.

11. Engaging in any **sexual activity**, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in **teen dating violence**.
13. Causing or attempting to **cause damage to, stealing, or attempting to steal**, school property or another person's personal property.
14. **Entering school property** or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists**, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency;** or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being **absent** without a recognized excuse.
17. Being involved with any **public school fraternity, sorority, or secret society**.
18. Being involved in a **gang or engaging in gang-like activities**, including displaying gang symbols or paraphernalia.
19. **Violating any criminal law**, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
20. **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.
21. **Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel** if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. **Operating an unarmed aircraft system (AUS) or drone** for any purpose on school grounds or at any school event unless granted permission by the building principal.

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.

When and Where Conduct Rules Apply

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:

1. On, or within 1000 feet of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. 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.

Student Discipline

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

The following list of disciplinary measures is a range of options that will not always be applicable in every case.

Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure may be assigned to the student.)
8. Community service pre-approved by the building principal.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds and property.
12. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds and property.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The following steps are guidelines and may be modified at the discretion of the administration. Disciplinary action will begin at the appropriate step and advance with each violation as deemed appropriate by school ad

Step 1: Warning and/or up to one hour detention

Step 2: Detention of up to two hours
Step 3: One (1) day suspension, Saturday School, or In School Suspension at principal discretion.
Step 4: Three (3) day suspension or a combination of Saturday School and In School Suspension
Step 5: Five (5) day suspension.
Step 6: Ten (10) to thirty (30) day suspension. Pending expulsion review.
Step 7: Expulsion hearing with the school board
Disciplinary action will begin at the appropriate step and advance with each violation

STEP 1 VIOLATIONS

1. Tardiness – every 3rd tardy in any class. 6th tardy may be insubordination.
2. Use of obscene or vulgar language (cursing and swearing included), gestures, pictures.
3. Disruptive or inappropriate classroom or hall behavior. (Such as running, yelling, pushing, hitting, tripping, horseplay, non-productive classroom behavior).
4. Vehicle violations - see vehicle policy.
5. Dress code violations.
6. PDA – Students are to limit the show of affection to hand holding only, nothing more will be acceptable.
7. Habitual failure to bring a charged Chromebook to class.
8. Cell phone violation

STEP 2 VIOLATIONS

1. Skipping - not being in assigned class or area where released to by hall pass.
2. Loitering on school property.
3. Possession of pornographic materials.

STEP 3 VIOLATIONS

1. Stealing items with a value less than $5.00.
2. Vandalism of school or personal property under $5.00.
3. Insubordination - refusing to respond to the reasonable request of any school authority, such as teachers, substitute teachers, aides, cooks, janitors, secretaries, etc. Insubordination also includes the unwillingness to yield to authority as demonstrated by talking back or other negative responses.
4. Violation of fire and safety codes.

5. Possession or use of caps, poppers, lighters, matches, etc.
6. Failure to report to detention without prior excuse.
7. Threatening another student.
8. Physical altercation.

STEP 4 VIOLATIONS - Police notification may be required.

1. Stealing items with a value of more than $5.00.
2. Vandalism of school or personal property over $5.00.
3. Possession or use of firecrackers, smoke bombs, etc.
4. Fighting

STEP 5 VIOLATIONS - Police notification is required.

1. Tobacco/alcohol/e-cigarette - possession and/or use of tobacco/e-cigarette/alcohol products on school property.
2. Stephenson Area Public Schools reserves the right to administer to a "PBT" to students at or during school, school functions and school-sponsored events when deemed necessary.

STEP 6 VIOLATIONS - Police notification is required.

1. Burning or attempting to burn property or structures.
2. Bomb threats. Expulsion investigation and review will follow.
3. Purposely setting off a false fire alarm.
4. Possession of weapons - state law requires that certain weapons be reported to the police. See page 16 school safety law.
5. No student should possess facsimile firearms or other weapons such as water guns and play guns.
6. "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.
7. False 911 calls.
8. Sale or distribution of drugs, alcohol, etc. pending expulsion investigation and review.
9. Possession or use of drugs (including prescription), drug paraphernalia or any product or chemical that changes behavior, or being on school property while under the influence of such substances. Counseling is recommended.

STEP 7 VIOLATIONS - Police notification required.

1. Violations of Michigan Law PA 328. See: **School Safety Law**.
2. Persistent disobedience or gross misdemeanor.
3. Assault. (An attack on another person that results in physical injury.)

Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board shall consider the following factors:

a) the student's age
b) the student's disciplinary history
c) whether the student has a disability
d) the seriousness of the violation or behavior
e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
f) whether restorative practices will be used to address the violation or behavior
g) whether a lesser intervention would properly address the violation or behavior

The Board will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Snap Suspensions

A teacher is authorized to immediately cause the removal and suspension of a student from class, subject, or activity for up to one school day when the student's behavior interferes with the teacher's ability to effectively teach or manage the class, subject, or activity.

- A student removed from class shall not return to the class, subject, or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.
- At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject, or activity may be permitted to attend other classes, subjects, or activities if the student conduct does not qualify for multiple-day suspension or expulsion in accordance with the Student Code of Conduct.

- All teacher-imposed suspensions shall be applied in a manner consistent with applicable student discipline procedures, as well as federal and state laws for students determined to be eligible for special education programs / services or reasonable accommodations of their disabilities.

Snap Suspension Procedures:

1. The teacher shall immediately report the suspension and the reason for the suspension to the principal or designee for appropriate action.
2. The school shall notify the student's parents/guardians.
3. The teacher shall arrange a conference with the student's parents/guardian as soon as possible to discuss the suspension.

Restorative Practices

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that:

a) are initiated by the victim;
b) are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Alternative Services

An expelled or suspended student may be enrolled in an alternative education program *or* evening high school upon the Superintendent's recommendation and Board approval. Students who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an alternative education program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to these students.

Expulsions/Suspensions - Required By Statute

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a firearm or weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of weapons that were brought into the weapon-free school zone.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

C. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.

E. The Superintendent shall, within ten (10) school days after receiving the request, submit the request, together with any other information s/he deems pertinent to the requested

reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.

F. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:

a. the extent to which reinstatement would create a risk of harm to students or school personnel;
b. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
c. the age and maturity of the student;
d. the student's school record before the expulsion incident;
e. the student's attitude concerning the expulsion incident;
f. the student's behavior since the expulsion and the prospects for remediation;
g. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
h. abides by a behavior contract which may involve the student, his/her parents, and an outside agency;
    i. participates in an anger management program or other counseling activities;
    ii. cooperate in processing and discussing periodic progress reviews;
    iii. meet other conditions deemed appropriate by the committee;
    iv. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.
The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision,

1.) follow the same procedure it has established in paragraph A-F above for the reinstatement of a District student.
2.) rely upon the recommendation of the Superintendent.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for

reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement only under the provisions stipulated above.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school 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, bandannas, 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.
- All shirts / blouses must have a shoulder width of material on both sides that are a minimum of three fingers wide. Shirts must be long enough to cover the midriff area at all times. Shirts with sides cut out will not be permitted. Low-cut shirts, blouses and dresses that expose cleavage are not considered appropriate attire.
- Backs must be covered from the neck to the waist.
- Shorts, skirts, tutus, and dresses must reach at least mid-thigh. Mid-thigh is the middle distance between the hip bone and the knee cap.
    - ✓ No pants that contain holes exposing skin in them are allowed above mid-thigh.
- Leggings, jeggings, yoga pants, etc. can be worn as long as the top/dress/shirt reaches at least to mid-thigh in front and back. Mid-thigh is the middle distance between the hip bone and the knee cap.
- Administration will designate gender appropriate staff members to assist in determining whether shorts, skirts, or dresses are appropriate.
- With the exception of Spirit Week, pajamas, robes, and blankets are NOT to be worn to school.
- Jacket and coats may be worn in the morning prior to the first bell and in the afternoon at dismissal time.
- Appropriate footwear, not slippers, must be worn at all times.
- If there is any doubt about dress and appearance, the building principal or designee will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject discipline.
- Students should limit the use of perfumes, colognes, body sprays, hair spray, and other aerosol fragrances to the locker rooms and bathrooms. Students should not be using such items in the hallways or classrooms.

Audio – Visual Devices

Students may possess cell phones, tablets and iPods provided they are not used, heard or visible during class time unless instructed by the classroom teacher. Students may recreationally use cell phones and other electronic devices between class time and during lunch only.

- All electronic devices must be put away and silenced prior to entering class.
- A teacher shall ask the student for their cell phone or other device in violation of this policy.
- A student will be disciplined according to the discipline procedures explained in this handbook and will follow the steps accordingly with discipline increasing with each repeated violation. Refusal to turn a device over when asked to do so in violation of this policy will be considered insubordination resulting in an in or out of school suspension. Discipline will increase with each repeated act of insubordination.
- Each time a device is confiscated it should be turned over to the principal and the teacher will in turn contact the parent. The device will remain in the office vault and returned to the student at the end of school day.

Note: Electronic devices may be used in the classroom only if given permission from the teacher. It is up to each student to know the classroom rules as they apply to each of their teachers. A student should ask permission before using an electronic device in class. The student, not the school**,** is responsible for theft, loss or damage. Use of cell phones and audio-visual devices in the locker room or bathroom is prohibited at all times and may result in an expulsion.

Bullying, Intimidation and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. The district bullying policy is available online at www.stephenson.k12.mi.us under the high school page. Printed copies can be made available upon request from the building principal or secretary.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.
5.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Report all bullying to:

Peggy Grille, Principal
W526 Division Street
Stephenson, MI 49887
906.753.2222 ext. 123

Email: pgrille@stephenson.k12.mi.us

Rebecca Marciniak, Asst. Principal
W526 Division Street
Stephenson, MI 49887
906.753.2222 ext. 416

Email: bmarciniak@stephenson.k12.mi.us

Anyone who reports bullying can be assured of confidentiality. Log entries that are requested will have names removed to further assure confidentiality. Names will not be released of those that report bullying unless required by law.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents 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. All incidences of bullying will be recorded in the student information system (PowerSchool) indicating the parties involved, resulting consequences, including discipline and referrals for annual reporting.

Lunch and Cafeteria Rules

- Students shall not save seats for other students.
- 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 machine, and must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students are responsible to clean up table area when finished and throw away all trash in trash cans and return trays to the designated place in the cafeteria.
- Maintain adequate balances in their accounts.

Students shall follow all cafeteria rules during lunch and misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Open Campus Rules

Grade 9-12 students may leave campus or proceed to the cafeteria during lunch. School rules continue to apply to students who leave campus during the lunch period. 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 not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
- Violations of school rules that occur during lunch may result in discipline.

- As students are walking to their chosen destination, they shall obey signs and signals, shall carefully cross streets and intersections, and shall stay off railroad tracks.
- No driving or being a passenger in a vehicle is allowed.
- 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 the school building on-time.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation 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 wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Physical and Verbal Assault

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

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.

Weapons, Arson, and Criminal Sexual Conduct

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board that:

a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
b) the weapon was not knowingly possessed;
c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is <u>a rebuttable presumption</u> that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

Chapter 7 – Internet, Technology & Publications

Internet Acceptable Use

Before any student is given permission to use the school district's electronic network, computers, hardware/software, and other technological equipment, each student and parent must read and sign the "Internet Acceptable Use Sign Off" form sent home at the beginning of each school year. Failure to sign and return this form will result in the student's inability to use the school districts internet and related equipment.

All use of the school district's electronic network must be consistent with the school'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.**

Unacceptable Use - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
b. Unauthorized downloading of software;
c. Downloading copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;
e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
h. Using another user's account or password;
i. Posting material authored or created by another without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

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:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that electronic mail (e-mail) 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.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.
g. Users are responsible for obtaining permission from the network administrator before bringing in their own software and using it on school district equipment.

No Warranties - The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district 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 school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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.

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 building principal. 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 network.

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.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

a. For each re-publication (on a Web site 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.
b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
c. 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 Web site displaying the material may not be considered a source of permission.
d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
c. Electronic messages transmitted via the school district'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 school district. 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.
d. 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.
e. Use of the District's email system constitutes consent to these regulations.

Disciplinary Action - Users violating any of these rights and responsibilities will immediately be banned from using school district hardware and telecommunications software until a meeting is held with the network administrator and, if necessary, school administration. Depending upon the seriousness of the violation, the user may be banned from the use of technology and receive additional disciplinary action from the school district and/or criminal prosecution.

a. The use of the Internet and other technologies is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The network administrator will deem what is inappropriate and his/her decision is final. The administration, faculty, and staff of Stephenson Area Public Schools may request the network administrator to deny, revoke, or suspend specific user accounts.

Reading Materials andPocket Pagers

Pocket pagers or "Beepers" are banned from school under Michigan PA 215 of 1987. Reading materials brought to school must be appropriate to the classroom setting. Pornographic materials are prohibited. Pornography is defined as pictures, writing, or other material that is sexually explicit or equates sex with power and violence.

Non-School-Sponsored Publications and 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 school district.

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Chapter 8 – Search & Seizure

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities 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 in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities 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.

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 authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Chapter 9 – Athletics & Extracurricular Activities

Athletic Rules and Code of Conduct

The Athletic Code applies to all students who want to participate in competitive sports, extracurricular organizations, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders (such as physicals).

Participation in all extracurricular activities is a privilege. Those who participate in them have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in extracurricular activities may be lost in accordance with the terms of this Athletic Code. Specific incidents of behavior or academic problems not covered in the Athletic Code are subject to review and disciplinary action of the administration. The purpose of the Athletic Code is not to restrict freedom, but, instead, to encourage the students to practice and develop greater appreciation of the values associated with responsible behavior, healthful living and good citizenship.

Enforcement and Consistency

It is the avowed purpose of the area staff to treat every alleged offense and offender as an individual and unique case, to act not in haste and to safeguard the rights and interests of every individual as well as the overall interests of the Athletic Code, squad, school and community.

Coverage

A. Students will be governed by the Athletic Code in grades 6, 7 and 8 from their first day of their first semester of involvement to completion of their sixth semester of junior high school.
B. All students entering Stephenson High School athletics will begin their school involvement by signing a new athletic policy. This will mean that the student will begin his/her involvement in high school athletics with a clean slate. If for some reason a member of the coaching staff or administrative staff questions a junior high school student's past actions, there will be a meeting of that person(s) with the athletic director and principal. If needed, an Athletic Council meeting may be called to settle any problems.
C. High school students, athletes, managers and cheerleaders are governed by the Athletic Code in grades 9-12 from their first day in their first semester of involvement to their last day in their eighth semester of enrollment. This time period includes times off from school such as holiday breaks and summer vacation.
D. The rules, regulations and penalties as set forth in this document are meant to serve as a tool to be used to help student athletes. All coaches employed by Stephenson Area Public Schools are required to abide by these established rules.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

Academic Eligibility

a. Previous Semester Record: In order to maintain academic eligibility for the current semester, a student in grades 6-12 must have passed 6 out of 7 or no more than 1 failure (<60%) in their classes during their last semester of enrollment. Students who have failed this requirement during their last semester of enrollment, will be ineligible to compete for a minimum of 60 scheduled school days. After the 60 days, the ineligible student will be given a weekly progress report, which is to be completed by their teachers and submitted to the athletic director. If the student is passing 6 of 7 classes, the student will then become eligible pending the approval of the athletic director. If the student is not passing 6 of 7 classes, at the time grades are checked, the student will remain ineligible each week until they are passing 6 of 7 classes.

b. Current Semester Record: Academic eligibility checks will be completed at the time progress reports are issued and at the end of each quarter. In order to maintain academic eligibility, students in grades 6-12 must be passing 6 of 7 classes. Students who have failed two or more classes at the time grades are checked will be ineligible to compete the following week (Monday-Sunday), in cases involving progress report checks. In cases involving end of quarter checks, a student who is failing any class will remain ineligible until the next progress report check. If the student is passing all classes at progress report time, he/she will become eligible. However, if a student is still failing any classes, they will remain ineligible the following week (Monday-Sunday) until the student is passing all classes. Those students will remain ineligible each week until they are passing 6 of 7 classes and will be given a weekly progress report, which is to be completed by their teachers and submitted to the athletic director for approval of participation.

c. The principal will make weekly progress checks of all students' grades. Even though students are eligible to participate with one "F", athletes and club members with any Fs will create an academic achievement plan for improving grades. Parents, coaches, and teachers will work together to assist students in making progress and reaching their goals. Failure to comply with said plans could result in loss of playing time or club activities.

d. Athletes will be permitted to practice during the period of scholastic ineligibility but not dress in the school uniform of their respective activity. A student who is ineligible, may not miss class time for those games/activities that require an early release from class.

Athletic Eligibility

Fall Sports

Initial Eligibility

- Initial eligibility is based on previous semester grades
- Students will be allowed to compete in games if they have 1 or less failure
- Students that fail 2 semester courses will be ineligible for the first 50% of the regular season games and not allowed to compete in preseason games
- Students that fail more than 2 semester courses will be ineligible for 60 scheduled *school* days per MHSAA Guidelines.

Grade Checks

- Grade checks will start the 3rd Friday after school begins.
- If a student is failing 2 or more classes, he/she will be ineligible to compete the following week
- The next Friday, his/her grades will be checked again. If his/her grade is 60% or above the athlete will be eligible the following week. If not, the athlete will be ineligible for another week.
- Weekly grade checks will be made to monitor all students with any Fs and to implement personal students' achievement plans.

Winter/Spring

Initial Eligibility

- Initial eligibility is based on the previous semester grades. (Winter sports=Quarter 1 and Spring sports=semester 1 of current year)
- Students will be allowed to compete in games if they have 1 or less failure
- Students that are failing 2 semester courses will be ineligible for the first 50% of regular season games. Students that fail more than 2 semester courses will be ineligible for 60 scheduled school days per MHSAA Guidelines.

Grade Checks

- Grade checks will start the 3rd Friday after the official start of practice and at the end of the current semester.

- If a student is failing 2 or more classes, he/she will be ineligible to compete the following week.

- The next Friday, his/her grades will be checked again. If his semester grade is 60% or above the athlete will be eligible the following week. If not, the athlete will be ineligible for another week.

- Weekly grade checks will be made to monitor all students with any Fs and to implement personal students' achievement plans.

- Semester 1 failures in more than 1 course will result in an immediate 50% of regular season games ineligibility period.

Requirements for Participation In Sports

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Students must not be allowed to practice until an acceptable signed statement of physical examination and consent has been provided.

1. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and

2. The physical examination report is on file with the athletic director and is effective for the entire year. The card must contain the signatures of the athlete and parent/guardian in the areas provided and the person conducting the examination.

3. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

4. Attendance is required at a right to know meeting.

Behavioral Conduct

Behavioral misconduct by student-athletes will not be tolerated. The training code will be based on a points system. Students who violate the training code will receive points on their athletic record. Any of the below listed violations may carry a maximum penalty of suspension from all athletic competition at any time for the remainder of the season. Any misconduct not listed below that the student/athlete engages in may be disciplined at the discretion of the coach and/or school principal. Behavioral misconduct and penalties shall include but shall not be limited to:

1 Point Violations

a. 1 point per suspension occurrence, except those listed separately in 3 and 5 Point Violations listed below.
b. 1 point violations may or may not carry over from year to year. This decision will be at the Athletic Director's discretion and / or building principal.

3 Point Violations

a. Insubordination toward your coach (failing to follow a reasonable request made by the coach or assistant(s)).
b. Unsportsmanlike conduct (i.e., profanity, temper tantrums, etc.).
c. Defacing or destroying school property.
d. Police contact resulting in arrest or the student/athlete being entered into the legal system.
e. Inappropriate behavior throughout the school day.

5 Point Violations

a. Involved in the use, possession, buying, selling, or giving away of alcohol, tobacco, e-cigarettes, or other drugs.
b. Being present at establishments or gatherings where alcoholic beverages or controlled substances are present and not under the supervision of someone over the age of 21 who is preventing students from gaining access to the beverages or controlled substances. Students who do not leave immediately will be subject to discipline.
c. Possessing, receiving, or in any way connected with illegally obtained properties, stealing, or any act of dishonestly acquiring the property of another. These offenses shall be applicable when they take place in or on school property or when the event is sponsored by Stephenson Area Public Schools or another school.
d. Being convicted of a felony. More severe penalties up to and including permanent suspension from athletics may be imposed depending upon the severity of the felony.
e. Use, possession, buying, selling or giving away of dietary supplements such as ephedrine, androstenedione or creatine.
f. Police contact resulting in arrest or the student/athlete being entered into the legal system.

C. Point Accumulation Reference

0 Points -- Athlete is in good standing.

2 Points -- Warning is issued to the student.
3 Points -- 10% game suspension (1 game minimum).
5 Points --25% game suspension (2 game minimum). In addition, enrollment in and completion of mandatory substance abuse/alcohol/anger management counseling (as appropriate) at the expense of the parent or guardian may be required if the individual wishes to continue to participate in athletics.
8 Points -- 1 calendar year suspension. The student loses all remaining calendar year eligibility. After completion of a one-year suspension, he/she **must** apply to the Athletic Council for readmission to the athletic program. He/she must have accumulated no 3 or 5 point violations during the time of suspension. In addition, enrollment in and completion of mandatory substance abuse/alcohol/anger management counseling (as appropriate) at the expense of the parent or guardian may be required. A reinstated player may then return to active participation with zero points on the first official date of practice for the sport from which he/she was suspended. **Note:** Expelled students if reinstated back to school, will be suspended from sports for 1 calendar year until the first official date of practice of the sport in season, at the time of the violation.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, e-cigarette, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Appeals Procedure

Step 1: An informal discussion will be conducted between all the parties involved as arranged by the athletic director.

Step 2: Upon written appeal to the principal by the athlete, a meeting of the Athletic Council will convene. The appeal must be made within five (5) school days of receiving the penalty, and the Athletic Council will meet within five (5) school days after receiving the appeal. A decision will be given immediately unless extenuating circumstances exist.

Step 3: The Athletic Council will hear and make the final decision. The Athletic Council shall only review the process used to assess a penalty and shall not alter the penalty to less than the minimum or more than the maximum, as spelled out in the policy. A majority vote will be final.

A. During the appeal, the coach of the sport involved and the middle/high school principal will decide whether or not the athlete participates in the sport.

Athletic Council

A. The Athletic Council will consist of the principal, athletic director, and varsity coaches. When the council is called to consider a suspension, the coach of that athlete will not be a member of the council for that incident. Appointments are in no way permanent.

B. The principal shall chair the proceedings and shall record the proceedings of the Athletic Council.

Coaches' Obligations

A. Any coach who suspends an athlete from competition **must** submit in writing to the athletic director. The principal and athletic director will review the form and make the final determination on the suspension.

B. Upon a coach's request to meet concerning disciplinary action regarding an athlete, the athletic director will conduct such a meeting. If the athletic director/coach feels the matter should be reviewed by the Athletic Council, the athletic director will call for such a meeting within three days.

Administrative Responsibilities

A. The principal is the administrator responsible for invoking all penalties under the Athletic Code.

B. The principal and athletic director will consult with the coaches on reported violations of the Athletic Code. Coaches will be informed of actions under the Athletic Code that involve members of their program.

C. The principal will be responsible for notifying the athlete's parent(s)/guardian(s) of the applied penalty.

Reporting of Violations

A. Alleged violations shall be reported in writing (signed and dated) to the athletic director or principal. An acceptable source in reporting violations is defined as an adult (age 18 or older) who is **not** currently an enrolled student at Stephenson Area Schools or other K-12 school districts. The person must have proof that he/she was a first-hand witness to the alleged violation. He/she must be willing to meet with the Athletic Council, the accused, and the accused's parent(s)/guardian(s).
B. Hearsay or Information not reported in the above manner will not constitute grounds for application of penalties. If, however, after reasonable efforts to investigate have been made by school officials, the accused athlete admits to the violation or their parent(s)/guardian(s) are convinced of the athlete's guilt action will be taken. Likewise, materials obtained from police agencies or other governmental sources will constitute a basis for action to be taken.

Awards

A. If the athlete serves his/her penalty and completes the season in good standing, he/she will receive the award earned. No award is given if the athlete is serving a suspension that is being carried over to the next sport season.
B. If the athlete violates the Athletic Code after the season has ended but prior to distribution of award(s), the athlete will not receive any awards. This applies to major violations (as spelled out in the Athletic Code) only.
C. Expulsion from a sport for any reason, or at any time, prohibits the athlete receiving the award.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Absence from School on Day of Activity

An athlete must be in school by the beginning of 4th period on the day of an activity to be eligible for any activity on that day unless the absence has been pre-approved in writing by the principal. Two exceptions may be made by the athletic director: (1) for a medical absence pre-arranged, or (2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the athletic director and/or administration.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by an administrator upon advance written request of an athlete's parent or guardian. The athlete will be allowed to leave with only the parent, guardian, grandparent, adult sibling not in a K-12 school, aunt, or uncle and provided the responsible party appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent, guardian, grandparent, adult sibling not in a K-12 school, aunt or uncle. Oral requests shall not be honored and oral permissions shall not be valid.

Special exceptions to this will be on a case by case basis at the discretion of the superintendent. The Superintendent's decision is final and not appealable by the board.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Uniforms

All athletes must return all uniforms at the end of the season. Students who lose or damage uniforms will be charged for replacing the uniform.

Dual Sports

Students will be allowed to participate in two sports during a season with approval from their parents, coaches, and athletic director. Athletes will be required to designate their primary sport. The athlete is expected to participate in all scheduled meets/games with priority given to the primary sport. However, athletes will not be allowed to miss the same class more than two times during the week for sporting events.

Attendance at School Events and Activities

All school rules and policies apply at all times to students on school property, at school events, and at other activities whether on school property or at another location. Students are not to be in the building after buses depart unless they are remaining for an activity that is under the direct supervision of a staff member. Violations will be considered loitering and will result in disciplinary action.

Attendance at school-sponsored dances and other activities is a privilege.

Only students who attend the school may attend school-sponsored dances and activities. If a high school student desires to bring a guest to a dance, they must obtain and have signed a guest pass application form prior to bringing the guest to our school function. This form needs to be signed by the principal of the guest student's school. This form will advise that principal that their student wished to attend one of our activities and that with their signature they are indicating their student is a student in good standing. Only one guest may be brought by any student and the guest must be in the 9th grade up to one year removed from high school and no older than 19. The conduct of the guest is the responsibility of the student host. If a guest creates a problem, both the guest and the host will be removed and possibly barred from future events. Separate dances will be held for junior high students. Junior high students may not bring guest to their dances or be guests at senior high dances.

At school events such as dances, lock-ins etc., the following policy will be enforced: Students may not leave once they arrive. If they leave, they may not return.

Students shall dress in a manner deemed acceptable by administration. Students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, e-cigarettes, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

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 principal shall grant the group's request by first determining that:

A. the activity has been initiated by students

B. attendance at the meeting is voluntary

C. no agent or employee of the District will promote, lead, or participate in the meeting

D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school

E. non-school persons do not direct, conduct, control, or regularly attend the activity.

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

Student Organizations

Students are encouraged to participate in a variety of activities and events to broaden their educational experience. A description of available organizations offered to students is listed below.

Note: A student who is academically ineligible under the standards set forth in the athletic code, (failing more than one class), will not be allowed to miss class time for events/activities which are sponsored by the organization/s in which the student participates, see Chapter 9.

Annual Staff

The Annual Staff is responsible for the completion of the high school yearbook, the record of each year's activities at school. Students in grades 9-12 are expected to devote their time and energy in the planning stages, which include creation of a theme and ideas for development, use of the marketing process (annual and ad sales), and completion of the final stages of this desktop publication. Students develop their journalism, photography and publication design skills by participating in this endeavor.

Art Club

The Art Club is an organization that focuses on the visual arts through the creation of banners and posters and through involvement in school and community projects. Field trips are made as local exhibitions and events arise. Members are students in grades 9-12 who are interested in Art.

Business Professionals of America (BPA)

Business Professionals of America promotes learning through a variety of activities and is an integral part of the total business/computer instructional program at S.H.S. Chapter members are students in grades 9-12 with an interest in business education. Business Professionals of America

encourages individual and group initiative and competition at the regional, state, and national levels, thus helping to develop future leaders for business and office occupations.

Drama Club
The Stephenson High School Drama Club is open to all students in grades 6-12 who are interested in play production and performance. Join to gain experience in acting, set design, costumes, lighting, sound, and all aspects of taking a play from auditions to opening night. Most of all join to have fun!

Healthy Youth Coalition
HYC is a grade 9-12 organization that promotes healthy lifestyles throughout our communities. HYC members participate in a variety of activities throughout the year such as reality haunted house and action troupe.

High School Quiz Bowl and Hi-Q
Members of High School Bowl and Hi-Q are chosen from a pool of students who are interested in competing. The advisor looks for students who are strong in specific content areas. High School Bowl is a competition that takes place at WNMU in Marquette. Questions asked of team members range from sporting events to cell composition and everything in between. The taped program is televised at a later date. The questions used in Hi-Q competitions are from specific areas, but there is still a wide range that is possible for the questions. Hi-Q teams compete three times in January and February with playoffs for the highest scoring teams in March. Junior high students may have the opportunity to participate in Junior High Quiz Bowl.

LEOs Club
The LEOs club is run by members of the Lions Club. The club does various community service activities throughout the year.

National Honor Society (N.H.S.)
The National Honor Society promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, character, and service. Through N.H.S. chapter service activities, members maintain and further develop the qualities that won them selection. Membership in the National Honor Society is both an honor and a commitment. Membership is granted only to those students selected by the faculty council of each school. Initial eligibility is based on a cumulative 3.5 grade average. Students who are academically eligible must complete a Student Activity Information Form. Candidates will then be reviewed by the faculty council. A final vote by the faculty council will determine selection.

Robotics Club
The robotics club builds and competes with a robot each year.

School Newspaper
The school newspaper known as the “Eagle Eye” offers students an outlet in which to display their writing and visual creativity and to express themselves on various issues at Stephenson High

School, in the community, and beyond. The newspaper is printed and/or posted online and students in grades 11-12 may participate.

Science Olympiad

Science Olympiad is an organization for students in grades 9-12. These students help sponsor a science fair for the students in grades K-6. They also compete in various scientific endeavors.

Student Council

The Student Council represents all students and coordinates all student activities, such as homecoming and community service projects. Any problems you may have during the course of the year may be directed at Student Council for consideration.

Chapter 10 – Special Education

Education of Students with Disabilities

It is the intent of the school district 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 school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

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 an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office or the Menominee County Intermediate School website.

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Chapter 11 – Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

Before a school 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 who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School 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 students have 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 upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

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.

Student Records

School student records are confidential and information from them will not be released other than as provided by law. The K-12 principal is the Records Control Officer for the Stephenson Jr./Sr. High School and is responsible for the processing and maintenance of all student records. This office is located at Stephenson High School or can be reached by calling 753-2222.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **Right to inspect**: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent 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 disclosure**: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your 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.

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 school district to comply with FERPA. Your complaint should be directed to:

   Family Policy and Compliance Office
   U.S. Department of Education
   600 Independence Ave, SW
   Washington, DC 20202-4605

5. **Right to obtain policy**: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Ron Kraft
Stephenson Area Public Schools
W526 Division Street
Stephenson, MI 49887

6. **Right to object to release of directory information**: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Stephenson Area Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information:"

   name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; date of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed. (See Board Policy 8330)

   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 information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7. You have two weeks 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 information. You objections should be addressed to:

Peggy Grille, K-12 Principal
Stephenson Area Public Schools
W526 Division Street
Stephenson, MI 49887

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. Obtaining adult status **does not exempt** the student from school policies and rules. 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) sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply. Parents still can be contacted in order to notify them of a student's absence

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.

The staff and administration of Stephenson High School recognize that when a student reaches the age of majority, he/she is afforded all the rights and privileges of adulthood. **This does not mean** that provision has to be made for two sets of rules (one for students under 18 and one for those who have reached the age of majority). In fact, the Michigan Legislature, recognizing the possibility of conflict between 18 year old students and school rules, has explicitly spelled out the rights of schools by enacting a law which states:

> *It can be stated, unequivocally, that rules may be made by the state, local boards of education, teachers, and principals, and that these may be enforced reasonably against all who are in the school setting, below or above the age of 18 (eighteen).*

****All School Rules Apply To All Students Regardless of Age.**

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Proof of age of majority must be made by the driver's license or birth certificate. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

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. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Chapter 12 – Parental Right Notifications

Standardized Testing

Students and parents/guardians should be aware that students in grades sixth through twelve will take standardized tests starting in April for approximately six weeks. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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 course and 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.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the high school office at 906.753.2222 extension 100.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Food bank and meal programs:

St. Vincent de Paul, 906.863.3405 extension 14

Mid-County Ministerium Food Bank, 906.753.4932

Local service organizations

Salvation Army, 715.735.7448

Precious Blood Catholic Church, 906.753.2562

Family shelters:

Abundant Life Church Missions, 906.424.4429

Rainbow House, 800.956.6656

Parental Involvement

Throughout the school year, opportunities are available for parental involvement. The principal will email parents about opportunities, and parents are also encouraged to call the office to inquire about opportunities.

In order for parents/guardians to be fully involved in the educational process the school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any

programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the high school principal at 906-753-2222.

Pesticide Application Notice

The school district 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. To be added to the list, please contact:
Paul Starzynski, Maintenance Supervisor
W526 Division Street
Stephenson, MI 49887
906.753.2222 extension 113
Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Testing out

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1.) The student will be granted high school credit by attaining a grade of not less than a 77% in the final examination in the course.

   a) A final examination is a comprehensive examination which addresses all components of the course curriculum

   b) A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination." for purposes of obtaining credit through the testing process.

   c) No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.

   d) A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.

2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.

   a) The course teacher and building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.

   b) A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.

3.) Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.

4) Credit earned under this policy section shall apply equally to all students and may be counted towards graduation

5) Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.

6) Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence

7) Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Academic Dishonesty

Cheating occurs when a student obtains, or assists others in obtaining credit for work that is not his/her own. Some examples of cheating, not limited to the following

- copying from another student's test, homework, quizzes project, assignment or take home test.
- submitting another student's work as one's own
- Providing other student with information regarding a test or quiz
- Stealing copies of test or answer keys
- Plagiarizing without appropriate documentation
- Changing answers on tests, assignments or projects after grading
- Using a calculator in a manner not specified by the teacher
- Changing grades in a grade book or computer program

Consequences for Cheating/Academic Dishonesty

Cheating on homework

1st offense	0% on homework and immediate parent notification by the teacher
2nd offense	Failure for the quarter (less than or equal to 59%) and immediate parent notification by the teacher
3rd offense	Failure for the semester (student must remain in the class for the remainder of the semester and not create a disturbance)

Cheating on tests, quizzes, and projects

1st offense	0% on the test, quiz, or project and immediate parent notification by the teacher
2nd offense	Failure for the semester (student must remain in the class for the remainder of the semester and not create a disturbance) and immediate parent notification by the teacher

Cheating on the final examination

1st offense	Failure (0%) on the final exam and immediate parent notification by the teacher

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers 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 teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.