

**Standish-Sterling Central
Jr./Sr. High School**



**Student/Parent Handbook
2023-2024**

Dear Parent/Student:

Please take the time to read and familiarize yourself with the contents of this handbook. This handbook outlines expected behaviors on the part of students. Parents play an important role in helping their children succeed in school. This handbook outlines the basics of the policies and procedures. Further detail of the policies can be found on the district web page.

Most students have little problem complying with school rules. All students will be held accountable for their behavior and will be subject to consequences for violating school rules. Please note that proper student behavior also extends to school activities and extracurricular activities outside of the school day. Students violating school rules may also be subject to criminal prosecution for misconduct.

The Standish-Sterling Board of Education has adopted policies that provide for the orderly operation of the District. These policies take precedence over all items in this handbook. Contact the office if you wish to review any policies of the District.

Respectfully yours,

Keith Fegan, Principal
Bruce Hadd, Assistant Principal
Standish-Sterling High School

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Standish-Sterling Central Jr./Sr. High School Belief Statement
“Learning for All.”

Dear SSC families,

This year SSC has put all of the beginning of year forms into Skyward Family Access to be completed online. In order to complete these forms follow the steps below.

1. Log into your Skyward Family Access account.
 - a. If you do not know your login please email Mrs. Mielke at cmielke@standish-sterling.org for your login information.



2. On the left side of your screen you will see a section labeled Beginning of Year Forms. Click this button and follow the direction filling in the blanks on each page.
3. When you get to the final page you will click submit and the school will be emailed that you have completed.

Thank you for your cooperation with this change. We hope this makes the beginning of the year easier for everyone. Any questions please contact Mr. Hadd at 989-846-3662 or email at bhadd@standish-sterling.org

THESE ONLINE FORMS MUST BE SIGNED AND SUBMITTED.

IF NOT SIGNED AND SUBMITTED YOUR CHILD MUST COME TO SCHOOL BUT WILL NOT BE ALLOWED TO ATTEND CLASS UNTIL THEY ARE SIGNED. ANY WORK ASSIGNED DURING THIS TIME WILL BE THE RESPONSIBILITY OF THE STUDENT TO MAKE UP.

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Standish-Sterling Central High School Song

Onward Central High	Forward Central High
We sing out to your name	The name that we hold dear
Onward Central High	Forward Central High
Our team will bring us fame	Just hear our voices cheer
We'll all pull for you,	Rah, Rah, Rah!!!
With courage and with might	We love the colors bold
So let's march on to victory	The shining Blue and White
And we'll fight, fight, fight	So let's march on to the White and Blue
FIGHT!!	And we'll fight, fight, fight, FIGHT!!!

SSC Guidance and Counseling Department

Mission Statement: The SSC Guidance and Counseling Department is committed to a quality comprehensive guidance and counseling program that is an integral part of the academic and social education provided. The program addresses areas of knowledge of self and others, educational planning, and career exploration and development. Through participation in this program, all students will become lifelong learners, workers and contributors to their community.

Our program adheres to:

- National Standards for school counseling
- Michigan Comprehensive Guidance and Counseling Program

Counselor Background: The professional school counselor is a certified teacher with a master's degree in school counseling including coursework in career development, human growth and behavior, guidance and information services and a supervised internship.

The Guidance Curriculum includes the following activities:

- Study Skills
- Decision-Making
- Conflict Resolution
- Substance-Abuse
- Career/Job, Preparation and Exploration

Individual counseling is available to all students in the following areas: educational counseling, social/personal counseling, career counseling, financial aid information, and post-high school planning.

Educational counseling involves the following: 1) course selection 2) relating courses to career choices 3) study skills 4) developing responsibility and self-discipline in the classroom 5) finding additional academic support such as tutoring 6) testing services and interpretation 7) Bay-Area Career Center applications and placement

Social/personal counseling addresses problems that hinder academic progress. Through personal counseling the student and counselor work together to help the student identify the problem and help find coping mechanisms to resolve or deal with the problem. Referrals to community agencies may take place through the counseling center. This includes substance abuse agencies, Community Mental Health, and other agencies.

Career counseling involves a number of different methods utilized to help students choose an educational plan that will lead to a Career Pathway choice through Xello. Students also have access to career/post-high school educational material and computers in the library and in the Counseling Office. These materials provide information on hundreds of careers, training/education required, opportunities for employment, future outlooks for careers, and much more information.

Financial Aid and scholarship information and forms for post-high school education can be obtained from the counseling department. This is available throughout a student's senior year and new listings are posted in the daily announcements, in the library and counseling office.

Post high school planning begins during the freshmen year. Tests such as the PSAT are available for students. College, trade school, and military booklets and materials are available for student use in the Counseling Office. College visits can also be arranged through the counseling department.

- Confidentiality: Confidentiality requires privacy between the student and the counselor. Privacy is governed by law, ethics and school rules. Exceptions to confidentiality include;
- Potential harm to students or others
- State laws that mandate reporting suspected child abuse
- Court orders that require testimony or student records

When necessary, counselors consult with other school and/or community professionals with a signed release-of-information form.

Counselor Appointments: There are times when counselors are available on a walk-in basis. Students can email their counselor at any time regarding an appointment. Students can also sign up at the Counseling Office for an appointment or receive a pass from a teacher to go to the counseling center. Parents are encouraged to call for an appointment as needed. Teachers or staff members may also make referrals.

NCAA Clearinghouse Certification

Student athletes planning on participating as a college athlete at a Division I or Division II college have certain academic requirements and responsibilities that need to be met in order to compete at the college level. These athletes must be certified by the NCAA Initial-Eligibility Clearinghouse, which ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes.

Student athletes are required to:

- Graduate from high school
- Have a core-course grade point average (based on a maximum of 4.0) of at least 2.3 for division 1 schools and 2.2 for division 2 schools.
- Have a GPA of 2.3 or 2.2 (D2) in a successfully completed core curriculum of at least 16 academic course units for Division I and Division II as follows:

Division I**16 Core-Course Rule**

4 years of English
 3 years of Math (Algebra I or higher)
 2 years of natural/physical science (1 year of lab)
 1 year additional of English, Math, or Science
 2 years of Social Science
 4 years of additional approved courses (English
 math, science, social science, foreign language)

For more information go to www.ncaaclearinghouse.net

Division II**16 Core-Course Rule**

3 years of English
 2 years of Mathematics (Algebra I or higher)
 2 years of natural/physical science (1 year of lab)
 3 year additional of English, Math, or Science
 2 years of Social Science
 4 years of additional approved courses (English
 math, science, social science, foreign language)

Standish-Sterling High School NCAA Approved Core Classes**English**

AP Lit. and Composition
 English 9
 Hon English 9
 English 10
 Hon English 10
 English 11
 Hon English 11
 English 12
 Hon English 12
 Myths and Legends
 Speech

Natural/Physical Science

Anatomy
 AP Biology
 Biology
 MI AG Fisheries & Wildlife
 Chemistry
 Physical Science
 Earth Science
 AP Physics
 Environmental Science
 Physics
 Zoology
 Animal Biology
 Plant Biology
 Natural Resources/MI AG

Social Science

American Civics
 Consumers Economics
 Global Study
 Government
 Intro Social Studies
 Psychology
 Sociology
 US History
 World History

Mathematics

Algebra 1
 Algebra 2
 Business Math
 Geometry
 Personal Math
 Trig/Pre-Calculus
 AP Calculus
 AP Computer Science Principles
 Calculus
 Hon. Algebra 2
 Hon. Geometry

Additional Core Courses

Important Note: Computer science courses cannot be used to fulfill core course requirements for student-athletes first entering a collegiate institution on or after August 1, 2005.

Computer Programming
 Humanities

French 1,2,3,4
 Spanish 1,2,3,4

Testing Program

Students participate in a standardized testing program to determine how their scores and abilities compare to a similar grouping in a national, state or local sample. Not only does this offer information for the individual student, but standardized test scores also help in curriculum planning and determining course offerings. Test results are distributed to students and/or parents and are kept in individual files. Group results are available to teachers, counselors and administrators.

All freshmen take the Explore Test, which serves as an introduction to the ACT and includes a Career Planning Survey and Interest Inventory. The purpose of this test is to help students explore personally relevant career options and reveal their current level of academic achievement as a baseline to monitor academic progress. It integrates with the Sophomore PLAN test and the Junior ACT test provided at no cost as part of the Michigan Merit Exam (MME) in order to establish a four-year program of studies that will help them achieve their career and educational goals.

Sophomores participate in the PLAN test, which is a continuation of the ACT series. The test includes an interest inventory and occupational planning section as well as testing students' abilities in English, math, science, and reading. The results are useful to students because areas of weakness can be strengthened through additional coursework prior to taking the ACT as juniors and seniors.

As required by State law, the MME (Michigan Merit Examination) assesses students in grade 11 and eligible students in grade 12 on Michigan high school standards. It is administered each March (3 days), and consists of three components.

- ACT Plus Writing® college entrance examination
- WorkKeys® job skills assessments in reading, mathematics, and "locating information"
- Michigan-developed assessments in mathematics, science, and social studies

Students can register for the ACT or SAT tests online at www.actstudent.org or www.collegeboard.com. All colleges in the State of Michigan accept the ACT as a college entrance examination. Up to two ACT fee waivers are available to students who qualify for Free/Reduced lunch.

PSAT and AP (Advanced Placement) tests are offered at Standish-Sterling Central High School through the College Board. The PSAT is offered to juniors and sophomores in October, and AP testing is available in Spring. Sign up for AP testing takes place in March of each school year. Contact the high school guidance office for more information about the College Board testing programs. Fee Waivers are available to students who qualify for Free/Reduced lunch for both PSAT and AP testing.

Standish-Sterling Central High School students are encouraged to research CLEP (College Level Examination Program) opportunities prior to college. Depending on your college's CLEP policy, a satisfactory score on a CLEP exam can earn you from 3 to 12 college credits. Students are to contact the colleges and universities directly for more information. For more information go to <http://clep.collegeboard.org/>, or contact the high school guidance office.

The Armed Services Vocational Aptitude Battery (ASVAB) can be arranged for juniors and seniors. With fourteen subtests, the ASVAB measures a student's potential to learn and be trained in such areas as electronics, clerical skills, mechanics, and other areas. It is also used to determine eligibility for ROTC scholarships and military academy acceptance.

This test can also be helpful to anyone making career plans, including college-bound students and those planning to enter the work force right after high school. There is no fee for taking this test. The school as well as the student receives the test results.

Dual Enrollment

In 1996 the Michigan State Legislature passed Public Act 160 the Postsecondary Enrollment Options Act or “Dual Enrollment bill.” The bill modifies and expands on provisions of the State School Aid Act providing for the participation of eligible high school students in dual enrollment or postsecondary enrollment options. The bill also requires that the board of a school district or public school academy ensure that each student in eighth grade or higher be given information about college level equivalent or Advanced Placement courses. The classes that students are eligible for must not be offered by the high school or academy and must lead towards accreditation, certification and/or trade licensing. Students qualify for Dual Enrollment by meeting minimum test score requirements on the PLAN, ACT or PSAT tests. For more information, contact the high school guidance department.

Lunch Program

The lunch program offers students several meals and ala carte choices daily. Students may purchase a school lunch which includes one main entrée, side dish (usually pasta, vegetable or fruit) and milk. The cost of this type of meal will be \$2.75 (reduced students will pay 40 cents). Sandwich Central will be \$2.75 for subs and \$2.75 for salads (reduced students will pay 40 cents). Applications for free and reduced meals under the Federal Program Guidelines are available at the office. A new free and reduced meal form must be filled out each year.

Students will use their student I.D. # as the account number for the computerized debit system, which allows students to purchase meals through their meal accounts. Students may also pay with cash daily at the registers. The computerized system allows parents/students to deposit larger and fewer payments to meal accounts to minimize cash handling by students. Deposits for meals to student accounts are taken each morning between 7:50 a.m. and 8:00 a.m. in the cafeteria.

Meal Charge Policy

The Standish-Sterling Community School District has a meal charge policy 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 to be paid back at a later date subject to the terms of this policy.

Food Services is a special revenue fund which means it does 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 policy for meal charges. Following the administrative guidelines from MDE and NSLP, Standish-Sterling Community Schools will adhere to the following meal charge policy:

1. A staff or student may charge up to three (3) meals maximum (one charge per meal).
2. Schools may offer alternate meals to students who have used their three charges. There are two (2) approaches to offering alternate meals:

A. Schools may offer an alternate meal that is not eligible for reimbursement, for example, a cheese sandwich and milk. In a case where a student has 3 charged meals, the student will need to be

able to purchase meals and if not, at lunch a child will be provided with a cheese sandwich (2 slices of bread and 1 slice of cheese) and milk. In the situation of a student who is lactose intolerant, then a peanut butter and jelly sandwich as an alternative will be provided, if medically appropriate.

B. Schools may offer an alternate meal that is eligible for reimbursement, where the meal meets the meal pattern requirements, for example, a cheese sandwich, apple, carrot sticks, and milk.

3. If a student has a charge balance, the school must provide a meal when the student is using money to pay for the current day's meal or future meals.

4. It is permissible for schools to serve only one (1) particular set of food items to children whose parents owe the school money, as long as the food items comprise a reimbursable meal.

5. A staff or student who has charged a meal may not charge or purchase "ala carte" item(s), including extra main entrees or make purchases in the snack room.

6. 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.

7. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.

8. The food service director will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.

9. If cafeteria services staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

10. All accounts must be settled at the end of a school year. Letters will be sent home approximately four to five days before the last day of school to students who have any negative balances. Negative balances will result in report cards being held until the balance is paid in full. Negative balances not paid in full thirty (30) days prior to the start of the following school year will force the District to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District.

11. 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.

Breakfast Program

Standish-Sterling Central Jr./Sr. High School is part of the Free Universal Breakfast Program. Every student has an opportunity to have a free breakfast. Breakfast and ala carte items are served each morning from 7:45 a.m. until 8:00 a.m. Students late to school or those not allowing enough time to eat will not be served a breakfast. Breakfast will be eaten in the commons and students late to class can receive a tardy. Students arriving to school late because of a bus issue will be given an opportunity to get breakfast depending upon time of arrival.

School Insurance

Standish-Sterling is not in the insurance business. Students must have health insurance coverage before they can participate in sports and other school programs. Parents that do not have medical insurance for their children should contact any local insurance agent to see what options are available for specialized student coverage so they can participate in these school activities. The State of Michigan also provides the MICHild health insurance program at a modest cost for working families that qualify. Call the Michigan Department of Community Health at 1-888-988-6300 for more information or an application.

Class Rings

The sophomore class orders rings in the spring of the school year. A deposit is required at the time of the order. Rings are delivered in about eight to ten weeks.

School Pictures

Pictures are taken in the fall of the school year. Students have many different "packages" to choose from. Retakes are scheduled approximately four to six weeks later.

Backpacks

Students are not permitted to carry their backpacks from class to class. Students are assigned a locker to house their school and personal items. Student showing up to class with backpacks will be asked to take them to their lockers.

Lockers

Students are permitted to use school lockers. Students should not assume that lockers are private property. School officials reserve the right to open and inspect lockers at any time. Lockers are assigned to individuals. Each student is assigned their own locker. All lockers have adequate space to store books, coats, etc. Students are not allowed to use lockers which they have not been assigned and should not share their combination with anyone. The school is not responsible for lost or stolen articles. This includes all personal items, textbooks, class materials, etc. Lockers remain the property of the school and are issued to students for their convenience. Students are expected to assume full responsibility for the security of their lockers. Any damage to lockers will be billed to the student.

Work Permits

Work permits are issued through the Standish-Sterling Central Jr./Sr. High School office for 14-17 year olds with jobs. The application for a work permit may be picked up and filled out by the student, the employer, and returned to the office by the student. The office then completes the form and the student is responsible to pick it up at the end of the day and give it to their employer. A copy of the permit is placed in the student's file.

Emergency Evacuation

In the event it is necessary to get students and staff out of the building in a hurry, the fire alarm will be sounded. There is no such thing as a drill. If the alarm sounds, assume there is an emergency. Directions on emergency evacuation are posted in each room. Please become familiar with these directions. Do not run, engage in horseplay, or make a lot of noise. As soon as you are out of the building, move at least 100 feet away from the building to allow others room to leave the building and make room for emergency equipment and workers. Stay with your group. Do not re-enter the building until the doors are opened from inside the building.

Tornado Safety

In case of a tornado, school officials will determine whether students should be sent home. Parents should discuss early dismissal procedures with their children so they will know where to go if they are sent home early. If a tornado warning is issued for this area and is reported near us, students will go into the hallways. There they will sit facing the lockers with their heads down.

Immunizations

Michigan law requires that each student upon entry into kindergarten, 6th grade or into a new school district involving grades 1-12 possess a certificate of immunization at the time of registration or not later than the first day of school. Public Act 89 of 2000 mandates that an immunization assessment be completed for each sixth grade student. The above laws (which amend the Revised School Code, the Public Health Code, and the State School Aid Act) were implemented to ensure that children are adequately immunized against vaccine preventable diseases prior to achieving adolescence.

Immunization prior to adolescence is important, as some of these become an even greater threat to health upon reaching adolescence.

Prior to a child entering or attending school, parents or guardians are required to produce documentation confirming their child has received all required immunizations, or in the alternative, their child received at least one dose of each of the required immunizations and is awaiting receipt of subsequent doses to be administered at appropriate intervals.

There are also three circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists precluding the child from receiving the vaccine.
A medical waiver is required to be completed and signed by the child's physician and shall state the contraindication(s), the vaccine(s) involved, and the time period during which the child is precluded from receiving the vaccine(s).
2. The parent or guardian holds religious or philosophical beliefs which preclude receipt of a vaccination(s). A waiver must be signed by the parent or guardian with all information completely supplied. An updated waiver must be presented each year the child's immunization status is reported.
3. The child has received at least one dose of each immunizing agent and the next dose or doses are not yet due. A child who fails to meet immunization requirements shall not be admitted to school. Please contact the school office or local health department for further information regarding immunization requirements.

By law a child who fails to meet immunization requirements shall not be admitted to school.

Use of Motorized Vehicles on School Property

1. All motorized vehicles driven by students must be parked on school grounds and in the appropriate lot.
2. Vehicles shall not be driven at speeds in excess of 10 mph or in a reckless manner.
3. There is to be no loitering in the parking lot or visitation of same without permission.
4. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents. It is considered a privilege to park on school grounds. Suspension of driving privileges may occur when violations of these regulations occur.
5. Students must comply with all parking agreements.
6. All students driving to school must fill out parking form and purchase a \$20 Standish-Sterling School parking permit. If parking permit is purchased prior to October 1, 2023 the cost will be \$10.

Visitors

Because of possible disruptions to the normal educational process, all visitors are to report to the main office. Student-visitors are not allowed. All guests and visitors wanting to tour the building will need to see an administrator.

Activities

Standish-Sterling Central Jr./Sr. High School attempts to offer academic courses to meet the needs of every student. SSC also offers a variety of nonacademic activities to enrich students' lives in high school. Involvement in these activities can make a student's life at SSC more enjoyable. We encourage students to become involved in one or more of the activities described on the following pages.

Student Council

The Student Council is comprised of elected representatives from the Standish-Sterling Central Jr./Sr. High School student body. Its overall goals are to develop student leadership, to promote school spirit and pride, and to represent student opinions for better cooperation and communication between students, teachers and the administration. The Council also aids in handling, scheduling and coordinating fund raising activities and aids in handling student concerns and complaints for the general welfare of the student body.

Membership in the Council consists of the executive officers elected by the general student body and two representatives, treasurer, secretary, vice-president, and president for each class. The election of the Executive officers is held in April and the class officers are elected in May.

National FFA Organization

FFA is the national organization of, by, and for students enrolled in vocational agriculture. The FFA has served to strengthen instruction for students in agriscience by providing training in agriculture and citizenship. The FFA is inter-curricular and originated as a part of the high school vocational agriculture curriculum. FFA activities help members learn, through active participation, how to conduct and take part in public meetings; to speak in public; to buy and sell cooperatively; to solve their own problems; to finance themselves and to assume civic responsibility. Members strive for improved agriculture, better local communities, a more satisfying home life and responsible citizenship.

Intramural Program

Intramural programs may be offered to 9-12 grade students. Scheduling for the program is done with the Community Education Director when gym time is available during the school year.

National Honor Society

The Standish-Sterling Central National Honor Society is established to create enthusiasm for scholarship, to render service, to promote leadership and to develop character in the students of our school. Members are invited to apply after the first semester of their sophomore year. They are selected by the Faculty Council on the basis of a minimum grade point average of 3.45, including approved courses, faculty evaluations, and the individual's activities and involvement.

Selection to the National Honor Society is not automatic. Students need to meet standards set by the National Honor Society and Standish-Sterling Central Staff. Potential candidates are reviewed after second term, with a spring induction ceremony for 10th, 11th, and 12th grade students who are selected. The chapter is involved in service projects, such as, tutoring, fund raising for charitable causes, NHS leadership conference, and various educational field trips.

Athletics

Standish-Sterling Central Jr./Sr. High School is a Class B school under the Michigan High School Athletic Association classification system. Standish-Sterling Central is a member of the TVC Central.

SSC offers a variety of interscholastic sports including:

FALL SPORTS:

Girls Volleyball	7 th Grade	8 th Grade	9 th Grade	Junior Varsity	Varsity
Cross Country*					Varsity
Football*	7 th Grade	8 th Grade	9 th Grade	Junior Varsity	Varsity
Boys Soccer					Varsity
Girls Swimming					Varsity

WINTER SPORTS:

Girls Basketball	7 th Grade	8 th Grade	9 th Grade	Junior Varsity	Varsity
Boys Basketball	7 th Grade	8 th Grade	9 th Grade	Junior Varsity	Varsity
Wrestling*				Junior Varsity	Varsity
Boys Swimming					Varsity

SPRING SPORTS:

Track	Boys	Girls			
Girls Softball	7 th Grade	8 th Grade	9 th Grade	Junior Varsity	Varsity
Boys Baseball			9 th Grade	Junior Varsity	Varsity
Girls Soccer					Varsity
Golf*					Varsity

Esports - Fall and Spring open to 7th-12th both boys and girls

Cheerleading all year*

Dance Team Fall and Winter

***Open to both girls and boys**

To be eligible to participate, all students must meet the requirements of the M.H.S.A.A., have a physical card on file, have proof of accident and hospitalization insurance, purchase catastrophic insurance through the school, and be passing in at least four classes from the previous marking period and

semester. **Furthermore, any student wanting to participate in extracurricular activities must maintain a 2.0 GPA each mid-term report, which is approximately every three weeks.**

Standish-Sterling Athletic/Extracurricular/Co-curricular Program Guidelines

Once a student participates in a school sponsored Middle School or High School athletic/co curricular activity he/she will be considered covered under this policy from that day forward and throughout his/her school career. All rules and regulations governing participation in co curricular activities will be in effect from that time forward. This student will be considered to be covered under this policy at all times including vacation breaks, summer recess times, and off-season times whether or not school is in session. All penalties will be cumulative during the student-participant's school career.

These guidelines apply equally to any student in any co-curricular activity in the school district.

1. Possession or consumption of alcoholic beverages, tobacco, or drugs, will not be permitted. Students violating this rule will be suspended from participation in any extracurricular activity for a minimum period of at least three weeks or for the penalty period prescribed by the Principal for the specific activity, whichever is longer. The Principal will develop suspension periods for specific activities in consultation with the activity sponsor and/or the Athletic Director. In addition, the student must participate in an approved assessment program until completion, as determined by the administration, to re-establish eligibility to participate in any co-curricular program. These penalties will carry over from one season/activity to another, but under no circumstances will the carryover period exceed one calendar year from the date of the original infraction. A second offense will result in the loss of eligibility for one calendar year from the date of the violation and/or additional disciplinary action. A third violation will result in permanent removal from athletic and extracurricular activities for the rest of the time in high school and/or additional disciplinary action.
2. The student may be subject to additional disciplinary action. Some offenses may be deemed to be sufficiently serious to warrant immediate removal from all co-curricular activities and may result in additional disciplinary action up to and including expulsion from school.
3. At the discretion of the coach/sponsor, the student may be permitted to attend practices during the period of suspension. The student will be permitted to attend the practices for the purpose of conditioning only and will not be permitted to participate in practice activities.
4. Students are responsible for all equipment issued to them and must return it at the conclusion of the season/activity. No award will be issued, nor may the student participate in another sport/activity until all equipment has been returned or paid for.
5. All practice sessions must be attended unless excused by the coach/sponsor beforehand, or a statement of illness is presented by a parent or doctor. Students who miss practice sessions will lose eligibility for one contest/event.
6. The student must be in all classes on practice days or the day of the contest, unless pre-excused by the school. Students who miss class are ineligible for practice, competition, and/or participation on that day.
7. Eligibility: Eligibility is established by a combination of credits earned in the prior semester and Grade Point Average in the preceding marking period. The student must pass and earn credit in at least four (4) classes in the preceding semester. In addition, the District requires that the student maintain a combined Grade Point Average of at least 2.0 for all classes taken in the semester/3 week progress report preceding the sport or activity in season.
8. Ineligible students are still eligible to practice, however, are not allowed to travel with the team, dress in team uniform or sit on the team's bench or sideline or participate in any other manner

until the student has regained eligibility. Furthermore, any student ineligible two consecutive times will be removed from the team for the remainder of the season.

9. Student-participants represent the school district. Gross misbehavior or conduct unbecoming a Standish-Sterling student will not be condoned. Each case will be handled by the coach/sponsor, in cooperation with the Principal, but could include a maximum penalty of permanent removal from all co-curricular activities. Student may be subject to additional disciplinary action.
10. ALL STUDENTS ARE TO RIDE TO AND FROM ALL SCHEDULED GAMES/ACTIVITIES ON SCHOOL BUSES. Any other arrangements must have the approval of the coach/sponsor or Athletic Director. Participants cannot be released to anyone but parents.
11. The Athletic Director and/or Principal should be informed immediately of a participant's involvement in possible violation of a school policy. Disciplinary action will be handled by the Athletic Director in cooperation with the Principal or by the Principal himself, depending on the nature of the co-curricular activity. If the student, coach, sponsor, or Athletic Director feels that special circumstances exist, a Review Board will consider the case and rule accordingly. The review board will consist of the Principal, Athletic Director, and two coaches/sponsors selected by the Principal, who are not directly involved in the case. The decision of the Principal is final.

Spectator Expectations

We believe in good sportsmanship. Please adhere to the guidelines below when attending SSC sporting events both home and away.

1. Unless authorized by school officials, spectators are not allowed on the playing surface at any time (before, during or after the game).
2. Student sections must sit or stand in the bleachers.
3. Standing on the floor at indoor events is not permitted.
4. "Rushing" the field or court is not allowed at any time.
5. Cheer positively for your team and not against the opponent or officials.
6. Cheers and taunts directed at individual athletes on opposing teams will not be tolerated.
7. Profane language is strictly prohibited.
8. Signs are to be positive and respectful.
9. No whiteboards.
10. At all indoor events, artificial noise makers are not allowed.
 - a. Artificial noise makers, (including but not limited to horns, cowbells, buzzers, shakers, clickers, thunder sticks, rattles, and instruments not part of the band.)
11. No boom boxes.

Any student violating these expectations will no longer be allowed to attend after school events.

Dance Rules

1. High school dances are for 9th through 12th grade students. Middle School students will not be permitted to attend.
2. Guests must be pre-approved and have a Dance Request Form on file at the office.
3. The sponsoring class or group accepts all responsibility for damages to school property.
4. The sponsoring class or group must clean the dance facilities. If this is not done, they must pay a fine of 10% of their profits or be assessed by the student council.
5. No student is allowed to exit and re-enter the building during the dance.
6. Tickets for after game dances will be sold during the first half-hour only. No students will be allowed into the dance after this time.
7. Dances are held no later than 11:00 p.m. on weekdays and 12:00 a.m. on weekends.
8. Students of school age not attending school will not be permitted to attend.

Prom and Winter Formal Dances—Students need to arrive within 1 hour of dance start time.

Treatment of Students

The Standish-Sterling Community School District is committed to a policy of non-discrimination in relation to race, sex, religion, age, handicap, and national origin. In compliance with state and federal regulations, students will not be excluded from participation in any academic, extracurricular, or other education program or activity solely on the basis of identification with one of these groups.

Students are expected to establish and maintain appropriate relationships with their fellow students and staff members. Illegal sexual harassment will not be tolerated. For specific information refer to the related Board policies and procedures. If a student feels they have been subject to inappropriate treatment they should report the matter to the building administrator, counselor, or other adult staff member.

All matters related to this issue must be initially referred to the high school principal. If the matter is not resolved by the high school principal, individuals may present the matter, in writing, for review by the Superintendent of Schools.

Graduation Requirements 2024

Students who have not attended at least three full years and who have not earned at least (16) credits will not be considered members of the senior class. These students will be notified at the start of their fourth year of high school. These students will not be considered members of the graduating class and will not take part in graduating senior activities. If a student has not earned at least (19) credits at the end of their fall term of attendance in the senior year, they will not be considered a member of the graduating senior class. This means he/she may not take part in graduating senior activities, including commencement. Any student who fits into either of the above cases should check with a high school counselor as soon as possible to arrange ways of meeting the requirements for graduation. This applies to Career Center students as well. All students must have 6 classes. Pay \$40 for class dues (\$10 per year).

	Possible Credits	Required Credits
Class of 2024	24	22
Class of 2025	24	22
Class of 2026	24	22
Class of 2027	24	22

Classification of Students			
Credits Needed			
<u>Class of</u>	<u>12th</u>	<u>11th</u>	<u>10th</u>
2024	16	10	4
2025	16	10	4
2026	16	10	4
2027	16	10	4

Bay-Arenac Career Center

The Bay-Arenac Career Center offers a variety of vocational courses that are open to students who have junior or senior status. Applications are made through the counseling office and can be made upon entering high school. Because there is a high demand for the Career Center, priority is granted on a first come first-served basis, with a few necessary exceptions for special needs students.

To be eligible to enter the Career Center, students must (1) have an application on file; (2) have received two credits in mathematics, two credits in science as well as English 9, English 10, U.S. History, one-half credit elective in social studies, basic physical education and health; and (3) have a minimum of 10 credits to enter as a junior, and a minimum of 16 credits to enter as a senior.

Students may earn (3) credits per year during the regular school year at the Career Center.

A student who drops the Career Center before the end of the first semester will receive no credit for those hours enrolled in either building. Exception may be made if extenuating circumstances exist that make it impossible for the student to continue at the Career Center. A student who drops or is removed from the Career Center during a semester is also dropped from SSC for the remainder of the semester. This could cause a student to not graduate. A student who is suspended from the Career Center is also suspended from SSC. A student who is suspended from SSC is also suspended from the Career Center. Students demonstrating poor attendance for the first semester at Career Center will not be allowed to attend second semester.

A bus will be provided for Career Center students. Students can take the bus or travel by vehicle. Any student wishing to drive to the Career Center will have to fill out the Parent Permission Form located in the High School office. All students driving will be required to allow the school to make a copy of their valid driving license. Students can't drive to the Career Center until these steps are completed.

Honor Roll

A list of students who have earned a grade point average that meets the requirements for the "A" or "B" honor roll will be posted at the end of each marking period. To be listed on the "A" honor roll a student must have all grades of "A" or "A-". To be listed on the "B" honor roll a student must have a grade point average of 3.0 or higher with no grade lower than a "C-".

Grade Point Average

G.P.A. is calculated by dividing the number of honor points by the number of letter grades. Honor points are numerical values given to letter grades at SSC.

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C - = 1.7	D- = 0.7
B+ = 3.3	C+ = 2.3	D+ = 1.3	E = 0.0

AP classes will have the following weighted grade scale.

A=5.0	B=4.0	C=3.0	D=1.0
A-=4.7	B-=3.7	C-=2.7	D-=0.7
B+=4.3	C+=3.3	D+=1.3	E=0.0

The grade point average that appears on permanent records is figured at the end of the first semester of the year you graduate. Class rank is determined by your grade point average at the same time.

Honor Students

Graduating Seniors who have earned a grade point average of 3.45 or higher for the first seven semesters of high school will be designated as "Honor Students". Honor Students must be full time students for four consecutive semesters at SSC, including their Junior and Senior year. Full time students are students that are (1) FTE for SSC. They will receive gold tassels and honor cords to wear with their caps and gowns. To be considered an honor student, a student must have letter grades for the last seven semesters prior to graduation. Exceptions may be granted by the Board of Education.

Valedictorian and Salutatorian

To be valedictorian or salutatorian at SSC a student must be full time students for four consecutive semesters at SSC, including their Junior and Senior year. Full time students are students that are (1) FTE for SSC. Weighted grades are used at SSC and will be used in calculating the GPA. The GPA is based on letter grades from the 7 preceding semesters. The graduating senior with the highest grade point average (GPA) will be the class valedictorian(s) at graduation time. The student with the second highest grade point average (GPA) will be named class salutatorian(s). The GPA used in determining the class valedictorian and salutatorian will be a cumulative GPA carried out to the thousandths place, i.e. 3.988 as printed on the school official transcript. No rounding will be used to determine valedictorian, salutatorian or class rank. Exceptions may be granted by the Board of Education.

MICHIGAN MERIT CURRICULUM

Michigan Merit Curriculum High School Graduation Requirements <i>Effective Beginning with Students</i> <i>Entering 8th Grade in 2006 (Class 2011)</i>	
MATHEMATICS - 4 Credits	
Algebra I	Geometry
Algebra II	One math course in final year of high school
ENGLISH LANGUAGE ARTS - 4 Credits	
English Language Arts 9	English Language Arts 11
English Language Arts 10	English Language Arts 12
SCIENCE - 3 Credits	
Biology	One additional science credit
Physics or Chemistry	
SOCIAL STUDIES - 3 Credits	
.5 credit in Civics	.5 credit in Economics
U.S. History and Geography	World History and Geography
PHYSICAL EDUCATION & HEALTH - 1 Credit	
VISUAL, PERFORMING AND APPLIED ARTS - 1 Credit	
ONLINE LEARNING EXPERIENCE	
Course, Learning or Integrated Learning Experience	
WORLD LANGUAGE - 2 Credits	
In grades 9-12; OR an equivalent learning experience in grades K-12	

The Michigan Merit Curriculum requires students to obtain a minimum of 16 credits for graduation, which could be met using alternative instructional delivery methods such as alternative course work,

humanities course sequence, career and technology courses, industrial technology or vocational education courses, or through a combination of these programs.

The Combination Credit requirement is met by taking 4 credits in career related courses, agriscience, art, Music, industrial arts, and Career Center. The philosophy of the Combination Credit is to require students to take courses that will prepare them for post-secondary experiences and success in life. In order to meet these requirements students are allowed to use Advance Placement courses towards meeting this 4 credit requirement.

In addition, students entering 7th grade in 2022 (class of 2028) will need to complete .5 credits of a personal finance course prior to graduation. This will not increase the number of required credits to graduate as students can substitute the .5 credit for a 4th year math, visual, performing and applied arts or world language .5 credit.

The new law also requires students to have an online course or learning experience. For a student to meet this requirement, the student must meet either of the following, as determined by the school district or public school academy: 1) Has successfully completed at least 1 course or learning experience that is presented online, as defined by the Michigan Department of Education (MDE); and 2) The student's school district or public school academy has integrated an online experience throughout the high school curriculum by ensuring that each teacher of each course that provides the required credits of the Michigan merit curriculum has integrated an online experience into the course.

In addition, students will need to complete two credits of a language other than English in grades 9-12; OR an equivalent learning experience in grades K-12 prior to graduation. High School Content Expectations and Course/Credit Content Expectations and Guidelines are available on the Michigan Department of Education's high school web page at www.michigan.gov/highschool.

In addition to the MMC students also need to have four credits of combination electives and complete 40 hours of Service Learning. Pay class dues of \$40 (\$10 a year for four years).

The principal has the authority to modify a particular course requirement for an individual student through a formal meeting of the principal, counselor, teacher, student and parents (such as an IEPC).

All students must be in attendance as full time students for eight semesters, in grades 9-12, and be taking a minimum of six classes each semester.

Any student, who has the possibility of meeting graduation requirements during the school year at the end of the first semester of his/her senior year, will be considered a member of the graduating class. This means he/she may take part in graduating senior activities, including commencement.

Independent Study Guidelines

Independent Study is an academic program that is designed to meet a specific educational requirement for an individual student. The student completes coursework in a non-traditional way under the supervision of a supervisory teacher. Independent Study may be taken if the course is offered during the current school year. Seniors and juniors are eligible to apply for the Independent Study Program.

Faculty members act as advisor. Independent Study may be taken for one semester for one-half credit, or for a full year for 1 credit.

Students must carry a minimum of five subjects in addition to an Independent Study. Subjects taken along with Independent Study will be scheduled on an individual basis.

Students in Independent Study will receive a grade.

Students who do not handle Independent Study responsibility properly will be dropped from the program. Students are required to report any changes in their program to the counselor immediately.

The application procedure must be completed and approved no later than two weeks prior to the beginning of the semester. To apply for Independent Study a student must:

1. Select subject or topic area.
2. Select and obtain permission of a staff member to act as advisor.
3. With the aid of the advisor, write up what you wish to study, how you plan to do this, and what you expect to accomplish.
4. Obtain administrator's written approval of your plan.
5. Have parents sign application.
6. Submit for approval by the administrator.

Semester Exams

Final exams are given at the end of each term.

Each term is based on an 18-week cumulative grade, which is 80% of the final grade. Exams count as 20% of the final grade. 7 & 8 grade is 90%-10% split.

Students are to stay in the classroom for the entire exam period.

If a student is absent from an exam, the absence is unexcused unless the school is contacted and a legitimate excuse is given before the scheduled time of the exam.

All semester incompletes must be made up within two weeks of the ending date of the semester unless approved by the Administration.

Attendance/Behavior Incentive

Students can earn a 10% bonus on the final exam for each class they have 5 or less absences. Any suspension or in-house excludes the student from earning the 10% final exam bonus.

Senior Incentive 2nd Semester Exams

Free pass from Second Semester Exams---This incentive is for seniors that have a 83% or better in that class, 5 or less absences and no suspensions.

Standish-Sterling Central Jr./Sr. High School Guidelines

The following guidelines apply to students. Violations of the following directives may result in appropriate disciplinary action.

1. Lockers are the responsibility of the student assigned to that locker. Students are not to rig their locker so that the locker can be opened without using the combinations.
2. Hand-holding is the extent that is considered appropriate display of affection.
3. Students will remove their hats upon entering the school building and the hats will remain off until the student leaves the building.
4. No pop or other beverages, with the exception of water, will be consumed or stored in the locker areas. No glass bottles of any type are allowed in the building. Pop is to be consumed only in the commons area. Water will be the only allowed beverage in class (teacher permission).
5. No processed or pre-packaged food/drink can be brought to school, i.e. from McDonald's or A & W during school hours.

6. No student will be in the halls without a written hall pass stating where the student is going and signed by a staff member.
7. Career Center students are not to go into the locker area until 3:00 p.m.
8. All students are to remain in the commons during their lunch.
9. All food is to be consumed in the commons.
10. No food items can be sold during lunch except what is provided by the Hot Lunch Program.
11. No student shall be in the gym area unless he/she is supervised by a staff member.
12. Because the school provides transportation, students who drive to school and have car trouble causing them to be late for school will receive an unexcused absence for the time missed.
13. In case a student becomes ill, he/she must do two things. First, get a pass from his/her teacher, and secondly, report directly to the office. The secretary in the office will call home and get someone to pick up the student. Repeated absences from one class may be counted as truancy.
14. Once a student enters an evening activity, he/she may not leave and re-enter.
15. A student repeatedly coming late into a class may be considered as truant.
16. This school has a closed campus. All students are expected to enter the building immediately upon their arrival at school. No students are allowed to loiter in the parking lot or bus areas.
17. All visitors must register at the office. A visitor pass will be issued at that time.
18. All prescription drugs and medication are to be left at the office.
19. When students leave with an early dismissal they will receive a green pass from the office.
20. Students are to dress appropriately and comply with the dress code as defined by board policy.
21. Permission must be obtained from the office if students need to go to the parking lot.
22. All students participating in extracurricular activities will, at minimum, follow the same policies and procedures as outlined in the athletic policies. In the event that an individual organization or activity has a stricter standard of conduct, the procedures of the specific organization or activity will supersede those defined in the athletic policy.

STUDENT DISCIPLINE ON SCHOOL BUS

It is hoped that these guidelines will help to provide safe transportation to and from school for the students. Students should be at the bus stop at least five minutes prior to the scheduled time. It is a privilege, not a right, to ride school buses in the Standish-Sterling School District.

BUS DISCIPLINE GUIDELINES

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal and/or assistant principal is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

TRANSPORTING OF SCHOOL RELATED/NONRELATED ITEMS

Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student. Baseball and softball

bats, or any other unacceptable recreational equipment will not be allowed on regular route buses. Damage to personal items is not covered by the district's insurance coverage.

BEHAVIOR GUIDELINES AND CONSEQUENCES (6TH – 12TH GRADES)

A. CLASS I OFFENSES

1. Spitting
2. Horseplay
3. Excessive Noise
4. False identification
5. Eating or drinking on bus
6. Riding unassigned bus without permission or using unassigned bus stop
7. Leaving seat/standing while bus is in motion
8. Liquid type containers in any form, except those intended for lunch box use
9. Riding or attempting to ride any bus after receiving a suspension
10. Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable material
11. Other offenses as reported by the driver or principal

B. CLASS II OFFENSES

1. Hanging out of a window
2. Throwing/shooting of any object
3. Physical aggression against any person (subject to citation)
4. Use of tobacco or any controlled substance (subject to citation/testing)
5. Vandalism to bus (restitution will be made)
6. Lighting of matches, firecrackers or any flammable object or substance
7. Holding onto/or attempting to hold onto any portion of the exterior of the bus
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
9. Other offenses as reported by the driver or principal
10. Public displays of affection are not permissible
11. Laser lights of any type will not be allowed
12. Any offense committed on any bus outside of regular transportation to and from school (activity, field trips, etc.) will carry a minimum penalty of a Class II, First Offense.

C. CONSEQUENCES

1. CLASS I

- a. First Offense – Warning or 1-5 days suspension
- b. Second Offense – 5-10 days suspension
- c. Third Offense
 - 10-day minimum suspension
 - Possible loss of bus service
 - Parent/guardian/principal meeting
- d. Fourth Offense – Loss of bus service

Note: May also include suspension from school.

2. CLASS II

- a. First Offense – 5-days suspension
- b. Second Offense – 10-days suspension
- c. Third Offense –
 - 10-day minimum suspension
 - Possible loss of bus service

- Parent/guardian/principal meeting

d. Fourth Offense – loss of bus service

NOTE: The bus is an extension of the school day. The bus driver has the authority to assign seats. The sexual racial/religious/bullying/ harassment policy and the weapons policy of the district will be strictly enforced on the school bus as well as at school. May also include suspension from school.

REMINDER TO PARENTS: Riding a school bus to school is a privilege, not a law. If your child is suspended from riding the bus, it is your responsibility to see that the pupil is in school.

Discipline

Please read the following guidelines. Parents and students are expected to be aware of these guidelines and students will be responsible for abiding by them. If you have any comments or questions, please call the school office.

The Standish-Sterling Community School District believes that:

1. Every student should have the opportunity to gain an education that will provide the student with the capability to participate in the privileges and benefits and fulfill the responsibilities of the economic and governmental system of this country.
2. An atmosphere of learning must prevail and that no individual should be permitted to disrupt it to the disadvantage of other students.
3. Students should demonstrate socially acceptable behavior. Compliance with school rules and all laws shall be required. When necessary, students will be denied the privilege of attending regular school classes for violations of school rules. All rules apply at school, on school premises, on busses and at school sponsored activities.

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following: Severity will change levels.

1. Using, possessing, distributing, purchasing, or selling tobacco materials (e-cigarettes and/or its components including replicable cartilages).
 - a. Student can reduce the 1st offence 5 day in house to 3 days in house if they complete a 4-hour course through the Sterling Area Health Department.

1st Offense – 5 days In House Suspension	2nd Offense – 10 day suspension	3rd Offense – 25 day suspension up to school expulsion
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2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
 - a. Student can reduce the 1st offence 15-day suspension to 10 days with the completion of a 4-hour \$25dollar (paid by the student) alcohol and drug awareness course provided by the school.

1 st Offense-15 day suspension	2 nd Offense-60 day suspension
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3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - 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.

Student can reduce 1st offence 45-day suspension to 30 days out of school if student completes a 4-hour drug awareness/marijuana course for \$25 (paid by the student) provided by school.

1st Offense –possessing/purchasing 45 day suspension up to expulsion from the school district-1 st Offense distributing/selling Expulsion
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- 4. No more than one student is allowed to be in a bathroom stall at a time.

1st Offense – 5 days In House Suspension	2nd Offense – 5 day suspension	3rd Offense – 10 day suspension
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- 5. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.

Mandatory expulsion from school

6. Wireless Communication Devices Policy Violation

1 st taken and return at end of day	2 nd given back to parent only	3 rd confiscated for 14 days	4 th suspended loss of privileges
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- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

1 st return to parent only	2 nd 1 day inhouse return to parent only	3 rd 3 day suspension return to parent
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- 8. Disobeying rules of student conduct or directives from staff members or school officials.

1 st inhouse by severity	2 nd suspended by severity
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- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

Reported to office-no credit for assignment and possible inhouse or suspension depending on situation

- 10. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior. Severity will also play a role in suspension time.

1 st 3 day suspension	2 nd 5 day suspension	3 rd 10 day suspension up to expulsion
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11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

1 st 5 day suspension up to expulsion	2 nd 10 day suspension up to expulsion	3 rd expulsion
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12. Skipping school, skipping a class, leaving a class early without permission, leaving the school grounds without permission.

1 st 1 day inhouse	2 nd 2 days inhouse	3 rd 1 day suspension-4 th 3 days-5 th 5 days
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13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

1 st -warning	2 nd -inhouse	3 rd -suspension
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14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing. Severity will set level.

1 st -3day suspension	2 nd -5 day suspension	3 rd -expulsion
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15. 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. Severity will set level.

Student to Student 1 st -10 day suspension	Student to Student 2 nd -Expulsion
Student to Staff 1 st -25 day suspension	Student to Staff 2 nd -Expulsion

16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Severity will set level in accordance to policy.

1 st -3 day suspension	2 nd -5 day suspension	3 rd -10 day suspension
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17. Failure to Comply with Attendance Procedures

A student must notify the Attendance Office when entering school after first hour begins. A student must notify the Attendance Office to check out when leaving school before the end of the day. Students leaving school due to illness must notify the Attendance Office or they will be disciplined. Students cannot complete the check-out process without office personnel getting permission from a parent or parent's designee before they leave. Students must use the office telephone to check with parents.

1 st -Warning/inhouse	2 nd -inhouse	3 rd -1 day,4 th -3 day,5 th -5 day suspensions
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18. Profanity/Obscenity

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, offensive obscene gestures toward any other student. Severity will set level.

Student to Student 1 st -inhouse	Student to Student 2 nd -1 day suspension	Student to Student 3 rd -3 day suspension
Student to Staff 1 st -3 day suspension	Student to Staff 2 nd -5 day suspension	Student to Staff 3 rd -10 day suspension

19. Dress Code Violation

1 st warning/change/assigned IH room	2 nd inhouse	3 rd 1 day suspension,4 th -3 days,5 th -5 days
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20. Fighting, Provoking, Obstruction

Hostile physical contact which threatens bodily injury/endangering the life of another student. Severity and role will set discipline amount.

1 st -5 day suspension	2 nd -10 day suspension	3 rd -expulsion
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21. Students promoting, encouraging or videoing a fight can receive equal punishment to participants. (spectating is considered promoting or encouraging). Students actions will set severity.

1 st 3 days in house	2 nd 5 day suspension	10 day suspension
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22. If a student violates the terms of their punishment they will receive additional punishment.

1 st offense 10 day suspension up to expulsion depending on circumstances.

Any Appeals of suspensions 10 days and under in length should be made to the principal. Principals decision is final.

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

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

1. On, or within sight 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.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity

8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period.

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

A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, and pepper spray.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

Sexual Harassment

Sexual harassment is an unlawful action and a form of misconduct that undermines the integrity of the learning relationship. All students must be allowed to work in an environment free from unsolicited unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, which is personally offensive, which weakens morale, and therefore interferes with the learning effectiveness of its victims and their peers. This policy applies to school board members, employees and pupils.

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

- Sex-oriented verbal or non-verbal “kidding” or abusive gestures
- Subtle pressure for sexual activity
- Physical contact such as patting, pinching or frequent brushing against another’s body
- Demands for sexual favors, accompanied by implied or overt threats or promises of preferential treatment or threats.

Sexual harassment as described above is considered a prohibited practice in the Standish-Sterling High School. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may file a complaint with the complaint officer (building Principal) who has been assigned by the district. The complaint officer (Building Principal) will maintain a file of complaints, investigations and replies. The district prohibits retaliation against individuals who file or make such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon an individual’s status. However, the district will take appropriate actions as prescribed by law or policy if it finds that a false complaint has been deliberately filed. In fulfilling its obligation to maintain a positive and productive environment and to protect students from offensive sexual behavior, the district will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy and/or by more direct disciplinary action if necessary, including detentions or suspensions. The district shall designate a complaint officer (Building Principal) in each building to hear complaints of sexual

harassment and shall issue procedures for registering and hearing such complaints. Such procedures shall include the right to appeal. This policy shall also apply to staff relationships with students. Students subjected to sexual harassment shall have access to the administrative procedures for registering and hearing such complaints.

Intimidation

Bullying/Harassment/Intimidation

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student, damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission or education of any student.

Bullying, harassment or intimidation includes, but is not limited to, such gestures written or electronically transmitted, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

Search and Seizure

To maintain order and discipline in school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker and/or vehicle on school property and may seize contraband materials discovered in a search. Student lockers, desks, physical education lockers, athletic lockers are school property and remain at all times under the control of the school district. Periodic general inspections of lockers and vehicles on school property may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

Any person driving any vehicle on school property is deemed to consent to complete search of the vehicle for any reason. Such searches may be conducted by school officials or by Law Enforcement Officials at the schools request.

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

Procedures for Disciplinary Action

Prior to any disciplinary action, the student will be notified of the charges, and will have an opportunity to meet with the disciplining official to present his/her side. The student will be informed that his/her behavior is inappropriate and must stop. At the conclusion of the meeting, discipline will be dispensed and a disciplinary notice will be sent home.

In cases where a suspension from school is invoked, the parents will be notified as soon as reasonably possible and informed of the violation and the action taken.

Suspension: Suspension means that a student is not permitted to attend classes, remain on school grounds, or participate in or attend any extracurricular activities. The principal or assistant principal may suspend a student for a period not to exceed ten (10) days. When a student receives his/her third suspendable offense he/she will be suspended and referred to the Board of Education for further disciplinary action. A fourth suspendable offense will result in disciplinary action by the Board of Education. The superintendent will be notified of all cases of student suspension.

In-house Suspension: In-house suspension means that a student is not permitted to attend classes. In-house suspension will be held in the media center when school is in session. Students are to gather

their daily assignments from their teachers before school and report to library by 8:05 am. Students who arrive late to In House Suspension can receive lunchtime tardy, an absent, or a suspension from school. In House time not served will be made up. Students will be asked to turn over any devices.

Extended Suspension: In certain cases, the superintendent may extend a suspension until it is appropriate for the student to return to school. The superintendent may extend a suspension for a period not to exceed 180 school days and a hearing may be determined.

Expulsion: Expulsion separates a student permanently from the school, and requires formal action by the Board of Education.

Probationary Behavior Agreement: The student is placed on probation and his/her behavior is constantly monitored during the probation period. Violation of this agreement may lead to further disciplinary action up to and including expulsion from school.

Appealing a Disciplinary Decision

To appeal a disciplinary decision, the student, parent, or guardian may request a meeting within a reasonable amount of time with:

- A. The principal
- B. The superintendent (will be final decision on any suspension 59 days or less)
- C. Either the Board of Education Appeals Committee or the Board of Education

Once the Board of Education has issued a decision, the decision is final.

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 entitles 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 middle school office.

Discipline of Students with Disabilities: The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities

to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any students with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

Dress Code

Rationale

The manner in which students dress often influences the manner in which they behave and also influences the opinions that others form about them. The school, in carrying out its responsibility for creating the proper learning environment, will encourage good taste and grooming appropriate for the learning activity and age of each student. Students should dress and groom themselves in a manner that does not detract from the educational process. It is a legitimate purpose of a school to teach students the value of dressing appropriately. From this perspective, student dress becomes a shared responsibility between the home and the school. The building administrators are authorized to deal with matters related to appropriate student dress.

General Procedures

1. Students are expected to adhere to standards of dress and cleanliness that are compatible with the requirement of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting will establish the reference criteria. Teachers and other adult staff members are required to assist in the enforcement of the Student Dress Code.
2. Apparel worn by students should be neat and clean. The appearance, mode of dress, or cleanliness of any student will not be permitted to disrupt the educational process or constitute a threat to health or safety. The following non-inclusive list of general guidelines will apply:
 - a. Clothing that is inappropriate or offensive is not permitted. Clothing that advertises alcohol, tobacco, drugs, profanity, contains sexual innuendo, is exceptionally revealing, or is otherwise sexual in nature, or makes other inappropriate references will not be permitted.
 - b. Footwear must be worn at all times. Slippers are not considered footwear.
 - c. Coats, jackets, and other forms of outerwear should be kept in lockers.
 - d. Hats and hoods are not to be worn during school hours.
 - e. Non-prescription sunglasses, pajamas, mini-skirts, or other above mid-thigh length skirts are not permitted.
 - f. Swimsuits, half-shirts or any garment, that does not cover the cleavage, or midriff, are prohibited. An undershirt must be worn under any mesh or see-through garment. Undergarments must be covered at all times.
3. Vocational and Technical students shall be required to conform with a standard of dress that offers no hazard to their safety and that conforms with the standards of dress and appearance expected by employers in the fields for which they are training. This means that the standards of dress will vary for students in different programs and that special clothing may be required for shop and laboratory classes.
4. Wearing shorts of mid-thigh length or longer will be permitted. Spandex, torn or holey shorts, tight or short shorts or similar items of apparel are prohibited.
5. This Dress Code will also apply to students attending extracurricular and co-curricular activities. The dress and behavior of our students is a reflection on their homes, their schools, and the entire community.
6. It is virtually impossible to define all situations that may occur. It will often be necessary for the building administrators to rule on the appropriateness of a student's dress or hygiene. These

administrators have the responsibility of seeing that this policy is enforced. The decision of the building administrator is final.

Attendance Policy

Rationale

Regular attendance at school is vitally important to each student because it directly affects academic progress. Studies of student achievement in school show a high correlation between good attendance and academic success. Regular attendance at school is also important because the habits and attitudes that students develop during school will carry over into their future career. The combined effort of students, parents, and the school will hopefully develop attendance habits and attitudes that will facilitate school performance. Students are required to attend school on a regular basis. Learning takes place in each class every day. These learning experiences cannot be duplicated when a student is absent. This attendance policy is designed to help students develop those qualities listed above and to maintain academic standards for earning credit. This attendance policy puts the burden of responsibility for attendance on the student and parents. Students must satisfy the two basic requirements of attending and participating in class to earn credit. This policy has been adopted in an effort to improve attendance and with the intent that improved attendance will result in improved student classroom success and more efficient use of instructional time. This Attendance Policy applies to both block and traditional class schedules. The maximum absence limit is related to the amount of time a class meets in a semester. The High School Principal will designate whether a class is considered a block or traditional class. Any questions on interpreting this policy should be directed to the Building Principal.

DEFINITIONS

Maximum Absence Limit — A student exceeds the maximum absence limit when the student misses more than five (5) classes in a scheduled class.

Dropped Student Due to Attendance---17-18 year/or older students that receives a twelfth (12) absence in any period that counts against their attendance limit can be dropped from the Standish-Sterling School District for that semester.

Prearranged Absence — A parent/guardian who knows in advance that their child will be absent must arrange for the absence by contacting the Principal's Office and providing information that substantiates the need for the absence. The Principal will determine whether the absence is for a valid reason and whether the absence is permitted. The decision of the Principal is final.

No-Credit Status — Students who have more than five (5) absences in a scheduled class will forfeit credit and a failing grade will be recorded in that class. Students can regain credit in one of two ways: 1) If a student on No-Credit Status earns at least an 83% on their final exam, the student may regain credit status. The final exam grade AND semester grade will determine the final grade for the student. 2) Students can also reduce their absences to five (5) by doing attendance makeup.

Early Dismissals — There may be occasions when the student requests permission to leave the building before the end of the school day. Classes missed will count as an absence from that class. Leaving class without approval will be considered truancy and will be unexcused. Students must check with office before leaving the building.

Appeal Process - Students placed on No-Credit Status may appeal in writing to the Assistant Principal. All decisions made on appeals are final.

Excused/unexcused absences - There are times when a student is unable to attend school for reasons that are not within their control. Absences for reasons not expressly identified as "excused" absences are considered to be "unexcused". The decision of the building administrator with respect to

excused/unexcused absences is final. Both excused and unexcused absences will be charged to THE MAXIMUM absence limit.

GENERAL ATTENDANCE PROCEDURES

The following general provisions apply to student attendance. Several of these provisions are explained in greater detail in subsequent sections of this policy.

A. Only five (5) absences in a scheduled class per term are allowed. The following types of absences will count against the student's absence total: Ill, parent excused & unexcused. Doctor excused, court appointments, and funerals will not count against with documentation.

B. All absences will apply to the maximum absence limit. Field trips and other school sponsored events; a reasonable number of verified college visitations, and testing for Military Service will not be counted against the maximum absence limit provided that these absences have the prior approval of the Building Principal. Absences that are not preapproved will count against the limit under this policy. In accordance with current law, school suspensions will not be counted as absences.

PARENT NOTIFICATION OF ABSENCES

Parents will be notified by an automated phone call message after every unexcused absence. Students' absences are also recorded on every 3 week progress report.

REPORTING ABSENCES

The parent or guardian must report the reason for each absence to the Principal. The parent/guardian must inform the Principal on the day of the absence. If a telephone is unavailable, a parent must make arrangements to send a personal note on the day the student returns to school. The parent must provide the name and grade of the student, the reason for the absence, and the anticipated duration of the absence. The Principal may investigate information provided and use this information when determining the acceptability of the absence. All absences will be considered unexcused if verification of absence is not provided by the time that the student returns to school. All medical absences will count against the student's absence limit unless doctor documentation is provided. These must also be turned into the office upon return to school.

A student who is eighteen (18) years of age or older may apply for authorization to verify his or her absences. The permission slip must be approved by the parent(s) and the Principal.

MAKEUP WORK

Teachers will explain classroom guidelines to be followed for making up work in each class. Students are responsible for knowing the guidelines and contacting their teachers to initiate makeup work. It is the responsibility of the student for requesting and completing all makeup assignments. Students who miss a test due to a one or two-day absence must be prepared to take the test on the day they return. When an absence is anticipated, students are to see teachers in advance regarding any work that will be missed. Teachers will have makeup work available upon the return of the student to class. Makeup work should be completed and returned promptly upon return to school.

Students with continued poor attendance and/or poor academic performances may be referred to the appropriate school administrator, school guidance counselor, county truant officer or to the appropriate agency.

Wireless Communication Devices

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra-curricular activities), and/or

at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and stored out of sight.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Distracting behavior that creates an unsafe environment will not be tolerated.

WCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students are prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Students are also prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building administration may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student’s parent/guardian during the normal office hours after the student complies with any other disciplinary consequences that are imposed. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

TRUANCY, SKIPPING AND TARDINESS

Truancy/Skipping School is defined as being absent from school or class without parental or school permission or awareness. Mandatory school age students under the age of (18) will be subject to the following provisions:

Notification of parents.

Receive unexcused absences in all classes affected by the truancy.

Possible detention or suspension as prescribed by the building administrator.

Possible referral to appropriate agency (county truant officer, school counselor, etc.)

Non-mandatory students (18 years of age and older) will be subject to provisions 1-3

listed above.

Truant students by law are those students with 10 or more unexcused absences in a school year.

Tardiness

Students are expected to report to all scheduled classes on time. A tardy is defined as not being in the assigned class when the bell is finished ringing. A student who receives a tardy will be required to serve a "lunch detention" at the students next available lunch. Students are to report immediately to the lunch detention room. Any student who does not attend their assigned lunch detention will be suspended from school the next day and the student will be required to serve the lunch detention upon his/her return to school. Students arriving to class more than 6 minutes late without a valid pass will receive an unexcused absence.

High School Start Time and Class Schedule

START TIME 8:05

1st Lunch		2nd Lunch	
1st Hour	8:05-9:05	1st Hour	8:05-9:05
Pass	9:05-9:10	Pass	9:05-9:10
2nd Hour	9:10-10:10	2nd Hour	9:10-10:10
Pass	10:10-10:15	Pass	10:10-10:15
3rd Hour	10:15-11:15	3rd Hour	10:15-11:15
Lunch	11:15-11:45	Pass	11:15-11:20
Pass	11:45-11:50	4th Hour	11:20-12:20
4th Hour	11:50-12:50	Lunch	12:20-12:50
Pass	12:50-12:55	Pass	12:50-12:55
5th Hour	12:55-1:55	5th Hour	12:55-1:55
Pass	1:55-2:00	Pass	1:55-2:00
6th Hour	2:00-3:00	6th Hour	2:00-3:00

Career Center Lunch 11:00

Bus Leaves 11:15

**Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Standish-Sterling Community School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Standish-Sterling Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Standish-Sterling Community Schools to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- The school website;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Standish-Sterling Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 each year. Standish-Sterling Community Schools has designated the following information as directory information:

- | | |
|-------------------------------------|--|
| -Student's name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone Number if not "unlisted" | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph/Video | -Degrees, honors, and awards received |
| -Date and place of birth | -The most recent educational agency or |
| -Major field of study | institution attended |
| -Dates of attendance | |

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

**Standish-Sterling Community Schools
Annual Notification of Rights under FERPA
for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days after the day the Standish-Sterling Community School District ("School") receives a request for access.

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

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

Parents or eligible students who wish to ask Standish-Sterling Community Schools to amend a record should write the superintendent [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Standish-Sterling Community Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to:
 - (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or
 - (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. §1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. §1232g(b)(1)(K))

**Standish-Sterling Community Schools
Notification of Rights Under the
Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

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

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

Standish-Sterling Community Schools has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Standish-Sterling Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Standish-Sterling Community Schools will also directly notify, such as through U.S. Mail, email, or sending a notice home with the student, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Standish-Sterling Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

21F ONLINE COURSE MANDATE

The State of Michigan has mandated an online course component effective January 2014. Standish-Sterling Central Jr./Sr. High School will include information in the handbook regarding 21f and this online requirement.

The following information provides a summary of 21f.

- Section 21f defines an online course as a “...course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which pupils are separated from their teachers by time or location or both, and in which a teacher who holds a valid Michigan teaching certificate 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.”
- Students in grades 6-12 may take up to 2 classes per semester where the district is responsible for payment. No course that is more than 1/12 of district’s foundation grant.
- A district has 5 reasons to deny a student request: 1) the student has previously gained the credits provided from the completion of the online course; 2) the online course is not capable of generating academic credit; 3) the online course is inconsistent with the remaining graduation requirements or career interests of the student; 4) the student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject; 5) the online course is of insufficient quality or rigor. If a district denies a student enrollment because the online course is of insufficient quality or rigor, the district shall make a reasonable effort to assist the student to find an alternative online course in the same or similar subject that is of acceptable rigor quality.
- Standish-Sterling Central Jr./Sr. High School will be able to create classes to offer to students currently in Standish-Sterling School District or any Michigan student.
- Students are able to choose classes from the MVU Statewide Catalog.
- 1st semester requests need to be done by May 1, 2021.
- 2nd semester requests need to be done by December 1, 2021.
- Deadline for 2022-2023 school year will be May 1, 2022.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A **concussion** is a type of **traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are OK to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's OK. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Repeat or second concussions can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** - Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

1-to-1 Chromebook Agreement

Standish-Sterling High school students will be assigned a Chromebook including a charger to use in class and at home. This will be their device throughout their high school career. Upon the student's *graduation* from SSC High School they will have the option to purchase the Chromebook for \$25.

It will be the parent/guardian's responsibility to pay for damages up to \$200.00 for the Chromebook. The Chromebook will not be returned to the student until the bill for repairs is paid in full. Students who have three incidents within one year will lose their privilege to take their Chromebook home and the district reserves the right to revoke the usage of the Chromebook. (students will be provided with hard copies of their work in the event that their privileges are revoked.)

The determination of negligence will be made by school and district administrators. In case of vandalism by a person other than the student to whom the computer was issued, an investigation by the school administration and/or police will determine who is responsible for repair or replacement. In the event of negligence or intentional damage, the district may restrict transport of the Chromebook.

If you move or leave the district to go to another school, you must return the Chromebook on your last day in the district. The Chromebook and charging cord should be taken to the office and the computer will be powered on to check for damage. If you leave the district and do not return the computer, the district will make every reasonable attempt to recover the computer, up to and including prosecution.

Acceptable Use Policy

I understand that I may sometimes be permitted to use the District's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.
- If I accidentally access a website that I know I shouldn't I at, I will tell my teacher or other school employee right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.
- I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.

- I will keep my password secret from all other students.
- I understand that the school can see everything that I do on the computers, electronic devices, and Internet.
- I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic devices, and Internet privileges.

Standish-Sterling Central High School Locker Use Policy

You will be assigned a locker when you enroll at Standish-Sterling Central High School. The following rules will apply strictly to the use of the locker. The locker is school property that you are using. The school has the right to open the locker for random inspections or when we may have cause to do so. It is our intention to have random locker inspections to make sure that the rules are being followed. Any damaged lockers will be repaired or replaced at the expense of the student assigned to the locker.

- Only one student to a locker. Lockers shall not be shared with any other student. Unless given permission by administration. You are totally responsible for the locker. If you give the combination to someone else and damage results or you leave the locker unlocked and damage results you are still responsible.
- Lockers must be locked at all times. Lock mechanisms may not be rigged.
- Items stored in the locker must be placed in a manner that allows the doors to close without being forced.
- No writing will be allowed on the outside of the inside of the locker. A magnetic note pad or whiteboard may be placed inside the door to write on if you choose. A magnetic mirror is also acceptable. Students are not allowed to tape, write or anything of that nature to their lockers.
- No gum on the lockers anywhere at any time.
- Paper may not be taped to the outside of lockers.
- Do not kick the locker door shut. Damage that results will be billed to you.
- No pop or other bottled or canned drinks will be allowed in the lockers.
- The locker should be kept neat and clean at all times.
- Students are not allowed to use lockers which they have not been assigned and should not share their combinations with anyone.
- Students are expected to assume full responsibility for the security of their lockers.
- Students can post items in their locker with the use of magnets only.