

St. Johns High School

Student/Parent Handbook

2025-2026



**501 W. Sickles St.
St. Johns, MI 48879
www.sjredwings.org**

Main Office:	989-227-4100
Fax Line:	989-227-4199
Guidance Office:	989-227-4115
Attendance Hotline:	989-227-4144
Athletics:	989-227-4134

St. Johns Public Schools

Board of Education

**Matthew Boak
Scott Darragh
Christi Mansfield
Alan Nelson
Jessica Parker-Sternburgh
Brian Randolph
Robert Watson**

District Office Administration

**Dr. Anthony Berthiaume, Superintendent
Michael Winkel, Assistant Superintendent of Curriculum and Instruction
Mary Garrigus, Special Education Director**

**(To contact board of education members or district office
administration call the district office at 227-4002)**

SJHS FIGHT SONG

Whenever SJH kids fall in line
There's going to be a rip and roarin' time
And for the team we know and love so well
We're going to yell and yell and yell and yell and yell
We're going to fight so hard to win this game
And in the evening when we celebrate
We're going to gather 'round the winning team
While faces gleam for SJH

ALMA MATER

Hail to thee, our Alma Mater,
Hold thy torch forever high;
Keep it always burning brightly,
Fight on! And never let it die.
Glory, laud and praise be thine,
Lift thy anthem to the sky.
Let the torch forever shine:
Hail to thee, dear St Johns High!

With a warm and tender mem'ry
We will always think of thee
May the ties of friendship found here
Always true and faithful be
Glory, Laud and praise be thine
Lift your anthem to the sky.
Let the torch forever shine;
Hail to thee, dear St Johns High

ACCESSING THE PHONE SYSTEM

All extensions may be called directly by dialing 227 and then the voicemail number.

High School.....	227-4100
Attendance.....	227-4144
Athletics.....	227-4134
High School Fax.....	227-4199
Athletic Office Fax.....	227-4298

HIGH SCHOOL ADMINISTRATION

Mark Dobson- Principal.....	4101
Sara Schroeder- Principal's Secretary.....	4103
Zane Ballard- Assistant Principal.....	4105
Autume McElroy -Attendance.....	4104
Megan Merchant-Athletic Director.....	4132
Kay Shepard-Athletic Secretary.....	4134

COUNSELOR'S OFFICE

Ballard, Tammi (10th-12th grade A-L)	4117
Holmes-Bukantis, Rebecca (10th-12th grade M-Z)...	4118
Toft, Nicole (9th Grade).....	4116
Sheila McCastle (Secretary)	4115
Jessica Gleason (Student Success Coach).....	4107

TEACHERS & STAFF

All extensions may be called directly by dialing 227 then the voicemail number.

ALLEN, JULIE	4164	MILLER, CALEB	4247
ARTS, BETHANY	4173	MOYER, JAROD	4274
ASTLE, BRITTA	4268	PALMER, BARRY	4282
BALLOR, MICHAEL	4281	PARKER, JAKE	4170
BARRY, ERIN	4296	PARKER, JENNIFER	4275
BARRETT, AMY	4168	PHILLIPS, DEREK	4294
BARRETT, BEAN	4291	SACKRIDER, CALI	4233
BECKER, SHERI	4292	SACKRIDER, BOB	4283
BILLINGS, MATT	4221	SCHULTZ, RICK	4244
BREWER, JENNIFER	4234	SIMON, KARI	4286
BROOK, JONATHON	4242	SIMON-PIETERS, KARI	4238
BUGGIA, SAMANTHA	4241	SCHMITT, ANDY	4172
CHARNESKI, JACKIE	4284	STEVONS, HEATHER	4289
CRAMER, CHRIS	4171	STUKEY, DAVE	4169
CRAMER, TRISH	4232	SVOBODA, ALLIE	4270
DAVIS, ROY	4273	TESTING CENTER	4163
ENGAGE CLASSROOM	4163	THOMAS, JACKIE	4176
FELDPAUSCH, NEIL	4226	TRUITT, ALICIA	4235
FULLINGTON, CIARA	4248	VEALE, DERRICK	4245
FOSTER, JOE	4287	WADE, NATE	4166
GUENTHER, JENNIFER	4239	WOLLISON-HYDE, LAURA	4167
HART, AYLSSA	4293		
HESSINGER, JOEY	4290		
HEYTEK, KATHY	4269		
KELLER, MISSY	4174		
LABAR, RICK	4223		
LASCESKI, MARK	4228		

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Our Mission

St. Johns Public Schools will provide an educational experience that prepares all students to become individuals who think critically, live purposefully, lead responsibly, communicate persuasively, and serve others generously.



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IMPORTANT INFORMATION

District Website

sjredwings.org

Board Policies

Board Policies are available at: [link](#)

Addresses

St. Johns High School, 501 W. Sickles, St. Johns, Mi. 48879

Contact Information

Athletics: 989-227-4134

Attendance Line: 989-227-4144

Main Office: 989-227-4100

Fax: 989-227-4199

Student Services: 989-227-4115

Special Education: 989-227-4007

Transportation: 989-227-5332

2025-2026 SJHS Calendar

August 19	Professional Development
August 20	Professional Development Freshman Orientation; All Student Device Pick Up & Pictures 3-6 PM
August 21	Professional Development
August 25	First Day of School
August 29	No School for Students & Staff
September 1	Labor Day - No School for Students & Staff
September 19	Homecoming Game
September 20	Homecoming Dance
October 1	Pupil "Count Day"
October 3	All School Assembly (AM)
October 7 (tentatively 5-8)	Evening Parent/Teacher Conferences
October 8 (tentatively 3-6)	Evening Parent/Teacher Conferences
October 10	No School for Students & Staff
October 13	Professional Development; No School for Students
November 13	High School Exams: Students released at 12:00
November 14	High School Exams: Students released at 12:00
November 26-28	Thanksgiving Recess
Dec.22-January 2	Winter Recess No School for Students & Staff
January 5	School Resumes
January 19	Professional Development; No School for Students
January 21 (tentatively 3-6)	Evening Parent/Teacher Conferences
February 11	Pupil "Count Day"
February 13	No School for Students & Staff
February 16	No School for Students & Staff
March 5	High School Exams: Students released at 12:00
March 6	High School Exams: Students released at 12:00
March 27-April 3	Spring Break - No School
April 7	School Resumes
April 13-24 (tentatively)	State Testing
April 17	Prom at Eagle Eye
April 22 (tentatively 3-6)	Evening Parent/Teacher Conferences
May 21	Seniors Last Day - Unless they need to take Exams 5/22
May 25	Memorial Day - No School for Students & Staff
May 28	Graduation St. Johns Stadium 7:00 PM
June 4	High School Exams - Students released at 12:00
June 5	High School Exams - Students released at 12:00 Last Day of School for All Students Teacher Checkout

2025-2026 DAILY SCHEDULE

Class

Lunch

1st 7:45-8:49

2nd 8:55-9:58

Seminar 10:04-10:44

Lunch Schedule

3rd 10:50-12:19

A = 10:44-11:10

4th 12:25-1:28

B = 11:53-12:19

5th 1:34-2:37

School staff will supervise students on school grounds 20 minutes before the school day begins and 15 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Email, text, and automated phone calls (all set up through Infinite Campus)

SCHOOL CANCELLATIONS/DELAYS Students and parents are reminded to tune into the following radio and television stations for the latest information regarding school cancellations and/or delays due to inclement weather conditions.	<u>Radio Stations</u> 97.5 FM WJIM 1240 AM WJIM 99.1 FM WFMK 94.1 FM The Edge 106.1 FM Q106 94.9 FM WMMQ 99.7 FM WUGN 100 FM WITL 1010 AM WITL	<u>Television Stations</u> Ch. 6 WLNS TV Ch. 10 WILX TV Ch. 47 WSYM TV Ch. 53 WLAJ TV
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NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies [3118](#) and [5202](#). The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

TITLE IX COORDINATOR
Mark McKeown, Human Resources Specialist
501 W Sickels St. Johns, MI 48879
989-227-4004 or 989-227-4018

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

SECTION 504 COORDINATOR
Mary Garrigus, Special Education Director
501 W. Sickles St., St. Johns, MI 48879
989-227-4006 or 989-227-4126
Garrigusm@sjredwings.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Designated Title IX Coordinators
Mark McKeown, Human Resources Specialist
501 W. Sickles St., St. Johns, MI 48879
989-227-4016
mckeownm@sjredwings.org

Mike Winkel, Assistant Superintendent of Curriculum and Instruction
501 W. Sickles St., St. Johns, MI 48879
989-227-4004
winkel@sjredwings.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy [5206](#).

Designated Civil Rights Coordinator/Employment Compliance Officer
Dr. Anthony Berthiaume, Superintendent
501 W. Sickles Street, St. Johns, MI 48879
989-227-4050
berthiaumea@sjredwings.org

SECTION I: HIGH SCHOOL POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the attendance line **989-224-4144**.

Attendance Incentives

SJHS reserves the right to reward students for good attendance. Potential incentives may include: consumables, participation in special events, additional privileges, exam exemptions, other academic incentives, etc. The terms of each trimester's incentives will be communicated to students and families at the beginning of each trimester. Administration reserves the right to tie academic and behavior criteria to the incentive. We understand that students may need to be absent, however, we would like to reward/recognize those that have not missed that instructional time.

Leaving a Class Early Without the Instructor's Permission and/or being in Unauthorized Area

This infraction may result in a Thursday/Saturday School Detention, or other disciplinary consequence.

Signing in and Out

Any student who must leave the building during the school day must present a note or have a phone call from a parent/guardian to the attendance office requesting permission to leave. Any student leaving the building during the school day must sign out and sign back in upon return to the attendance office. Any student who becomes ill during school hours must report to the clinic. The clinic will make every effort possible to contact parents/guardians before a student may leave. Any student who does not follow the procedure will be unexcused and disciplined under the unexcused absence procedure.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;

- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations

Any students who miss more than 15 minutes of a class will be considered absent.

Tardiness to School or Class

Tardiness is counted by trimester. If a student is late to a class, that student must have a note from the teacher who has detained them. If the student does not have a note to excuse him/her, he/she will be liable for any discipline that the classroom teacher may dispense.

1. Tardiness may be dealt with:
 - a. Lowering of grades
 - b. Contacting parents and the counselor
2. Severe tardiness, three or more per class trimester – If the teacher has exhausted methods for dealing with tardiness and the problem continues, the following steps may take place:
 - a. On the third tardy, the teacher will complete a discipline referral. The student may receive an after-school detention.
 - b. On the fourth tardy and any subsequent tardies the student may receive Thursday/Saturday School Detention and/or further disciplinary consequences.
3. Students who are over 5 minutes tardy to a class may be assigned an after-school detention as this is a substantial amount of instructional time.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy [5301](#).

Unverified Absences

It is the responsibility of the student and parent to verify their absence by phone or note within 5 days of their return to school. After 5 days, the absence will remain unexcused. If a student believes an attendance mistake has been made, the student must appeal to the assistant principal within 10 school days from the date of the believed mistake. Unverified absences will be considered unexcused.

* It is the responsibility of the student to check his/her attendance weekly on InfiniteCampus.

TRUANCY GUIDELINES (Clinton County)

The truancy guidelines(revised 11/19/19) for Bath, DeWitt, Fowler, Ovid-Elsie, Pewamo-Westphalia, and St. Johns school districts are as follows:

1. After 5 absences, a letter will be sent to the parents encouraging regular attendance.
2. After 10 absences, a letter will be sent to the parents explaining the truancy law and procedure. An Attendance Problem-Solving Meeting may be scheduled with the parents/guardians. A referral to a truancy prevention program will be offered.
3. After 15 absences a letter will be sent to the parents explaining the truancy law and procedure. A referral will be made to the CCRESA Attendance Officer for additional follow-up. Upon review by the Attendance Officer, one or more of the following may occur: the Attendance Officer will monitor the case for ongoing concerns, and/or a warning letter will be sent by the Prosecutor's Office, and/or a warrant or petition will be issued by the Prosecutor's Office.

Each case will be evaluated individually. Consideration will be given to unusual circumstances including:

Extended illness
Death in the family
Prearranged family vacations
Other unusual circumstances

Absences will be accumulated from one school year to the next for purposes of these guidelines. These guidelines will include all absences during a consecutive twelve-month period.

For purposes of these guidelines, absences will be counted from previous school districts for students new to the district.

Books and Supplies

The District will provide free instruction to all students. Certain elective classes may charge a fee for materials necessary to complete the courses (please check with counselor or instructor before signing up). Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy [5503](#).

Bullying

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The physical/verbal harassment of other students or members of the staff or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Students guilty of this offense may be suspended and/or expelled. This includes spreading false, indecent, and malicious rumors, racial slurs, etc.

All types of bullying, including cyberbullying, without regard to the subject matter of motivating animus are prohibited. Please visit our website or click [here](#) for the most current anti-bullying policy (5207) information.

Lunch Rules

The lunch period is a time to eat, relax and enjoy conversation with fellow students.

General Guidelines:

1. All students must go directly to the cafeteria during the lunch break and be there by the second bell. Students may not be in the halls without a pass from a teacher.

2. Keep the area clean. All trays and dishes must be returned to the tray station after use.
3. Anyone throwing food or other objects may be removed from the cafeteria and/or be required to work in the cafeteria, serve a Thursday/Saturday detention, or be suspended.
4. Students are not allowed to be in the parking lot without permission.
5. Food is not to be delivered to school.

Closed Campus

Anyone who leaves the school property without permission may be subject to the following:

1st offense – Thursday/Saturday School Detention.

2nd Offense – Progressive discipline including loss of parking privileges.

Cell Phone Use

Students may use cell phones or other electronic devices during passing time and during lunch, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Students may not use electronic communication devices (ECD) during class times unless designated by the teacher. All teachers will have a designated storage space for cell phones. Cell phones should be stored there during instructional time. Violation of this rule may result in disciplinary action.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device

violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment. The second offense may result in failing the class and can be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hairstyle, make-up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy [5101](#), or the Dress Code; or disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

The following guidelines will apply while on school property or while in attendance at a school-sponsored activity.

Tops must have straps or sleeves. Tops and bottoms should fully cover private areas including buttocks. Shoes must be worn at all times. Students may not wear articles of clothing intended to be undergarments or swimwear as their primary top or bottom item of clothing. Head coverings are permitted, but must be worn so that the student's face is visible to staff. Students must comply with a request from teachers to remove head coverings (other than for religious or medical reasons) in a classroom if that teacher deems it necessary. Non-prescription sunglasses shall not be worn in the school building during school hours. Outerwear may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence; or
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class.

A good guideline to follow is to dress as this is a professional learning environment with good taste and common sense as the best rules.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Driving and Parking Personal Vehicles

Only students with a valid driver's license will be permitted to purchase a parking pass. Sophomores may be issued permits providing space is available. Students wishing to drive to and park in the school lots are required to purchase a parking pass online (<https://sjhsparkingpasses.ludus.com>) for a cost of \$5.00. This pass is good for one school year. Students parking in the school lot are doing so at their own risk. The school will not be responsible for damage, theft, etc.

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.

2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Do not park in the circle drive or behind the school building. A Student must park in his/her assigned space only. Vehicles being serviced in the auto shop are to park in the back parking lot, in the designated spaces.
5. Student vehicles must be registered in the office; this will include vehicle license numbers.
6. Nothing that can be distracting in any manner may be displayed on or inside vehicles. This may include flags, banners, window paint, etc. as determined by school officials.
7. Vehicles parked at school are subject to search and seizure based on reasonable suspicion by administration. Failure to allow a search is cause for suspension from school.
8. Students may not paint their parking spots. Decorating spots with chalk is permissible. Students may be charged a \$50 cleaning fee at the end of the year if their spots are painted.

Violations of regulations may result in detention, suspension, loss of driving privileges, parking boot, towing of cars, and/or fines.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Aleisha Wenzlick, Executive Assistant to the Superintendent
501 W. Sickles Street, St. Johns, MI 48879
989-227-4002
wenzlicka@sjredwings.org

For detailed information about Homeless Children and Youth, see [Policy 5307](#).

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy [5201](#). Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District.

Locker Use

Pursuant to Policy [5102](#), lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the trimester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials. Seniors failing to return materials or provide replacement costs may forfeit the right to walk at graduation.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. No medication or homeopathic remedies will be given without written authorization from both parent and physician. Medication authorization forms are available in the office.
2. The student's parent/guardian must provide the school with written permission and request to administer medication.
3. A written order from the physician must accompany the medication and include the following:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Time to administer (specific time of day or emergency circumstance)

- e. Route of medication
- f. Duration of administration
- g. Reason for medication (diagnosis and anticipated effect)
- h. Undesired side effects

4. A Medication Authorization form must be renewed each school year. Parental or guardian request/permission and physician's instructions are valid for the current school year.

5. Medication shall be transported to and from school by the parent/guardian unless other safe arrangements are necessary and are made in advance with the school.

6. A physician's written order is required for a change in medication dosage or time of administration.

7. Injectable medication may be self-administered. If the student has an emergency medication to be administered by injection and cannot personally inject it, EMS will be called to the scene. School personnel will not be expected to administer subcutaneous or intramuscular injections not supplied in an auto-pen form.

8. Prescription and medication supply renewal shall be the responsibility of the parent/guardian.

For additional information and requirements, see Policy [5703](#).

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy [5703](#). A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Each school in the district shall have at least two stock epinephrine auto-injectors available at the school site. Only a licensed registered professional nurse employed by the district or a school employee who has successfully passed the required training shall be allowed to administer stock epinephrine auto-injectors to students. The school nurse or trained school employee may administer the stock epinephrine auto-injector to any student who has a prescription on file with the district or any individual on school grounds who is believed to be having an anaphylactic reaction.

Procedures for student self-administration/self-possession of inhalers or emergency medication only:

Definition: Self-administration means that the student is able to administer medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

1. The student's parent/guardian must provide written permission and request to the school to allow the student to self-possess and self-administer inhalers or emergency medication.
2. Written instructions which include name of student, name of medication, dosage, time to be administered, route of administration, duration of administration, and the physician/provider instruction that the student may self-possess and or/self-administer must be provided to the school.
3. A Medication Authorization form must be renewed each school year. Parental or guardian request/permission and physician's instruction are valid for the current school year only.
4. All medication shall be kept in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration. This language also pertains to refills.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents / Parent Involvement

For the full policy regarding parent Involvement, please reference Board Policy [5401](#).

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy [5309](#) for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a

student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy [5309](#).

Directory Information

The District designates the following information as directory information:

1. Student names, addresses, and telephone numbers;
2. Photographs, including photographs and videos depicting a student's participation in school-related activities;
3. Date and place of birth;
4. Major and minor fields of study and courses taken;
5. Grade level;
6. Enrollment status (e.g., full-time or part-time);
7. Participation in officially recognized activities and sports including weight and height of members of athletic teams;
8. Dates of attendance;
9. Degrees, honors, and awards received;
10. The most recent previous educational agency or institution attended by the student;
11. Yearbook pictures; and
12. Other similar personally identifiable information

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

If you as a parent do not want this type of personally identifiable information made part of publicity, newsletters, yearbooks, newspaper publications or any other public materials. Please send a letter of notification designating the specific categories of directory information you do not want released with respect to your child.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Electronic Use and Handbook Agreement found in the Student Device and Electronic Use Handbook Agreement before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation Services

Refer to the [Transportation Handbook](#)

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policy [5805](#), applicable law, or a District employee.

Section II: Academics

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Infinite Campus

To register for the Infinite Campus Parent Portal click on the Parent tab on the district website. There you will find an Infinite Campus tab under Links for Parents. Click the tab and follow the directions. Click here for a direct [link](#).

Academic Awards

Awards are given for outstanding achievements, scholarship, leadership, service and citizenship. Other awards are also given at the Spring Awards Assembly for outstanding scholarship, leadership, service, and citizenship.

Academic Awards: Senior Scholar Award

All students will have the opportunity to earn Senior Scholar status upon graduation. This award will be determined by combining the student's highest ACT/SAT score with the overall grade

point average (calculated after the 2nd trimester of the senior year). Any student earning a score of 1,650 points or more will be considered a Senior Scholar and will be presented with a medallion at the Senior Awards program. The formula to be used for SAT Scores will be $GPA \times 250 + SAT \text{ Score} \times .625$. For the ACT Score the formula is $GPA \times 250 + ACT \text{ Score} \times 27.778$. In either case, a maximum score of 2,000 points may be earned.

Advanced Placement (AP) Courses

Advanced Placement Courses are available for students in a variety of content areas. Students may not add or drop AP classes once enrolled. AP courses should be indicated in the student's course request when planning for the upcoming school year. Some courses require advanced preparation such as summer reading and other projects. For the purposes of Grade Point Average calculation, Advanced Placement (AP) courses that are taught by SJHS Faculty at SJHS High School will be weighted using a 4.5 point scale. Grade values are as follows:

Grade	Current SJ Policy	Weighting Policy for AP
A	4	4.5
A-	3.7	4.2
B+	3.3	3.8
B	3	3.5
B-	2.7	3.2
C+	2.3	2.8
C	2	2.5
C-	1.7	2.2
D+	1.3	1.3
D	1	1
D-	0.67	0.67

Alternative Education Program

Strive Academy is the St. Johns Public School alternative education program. Admission to this program is based on the recommendations of high school administration. Consideration will be given to upper-class students first and admittance may be restricted due to available space.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. No student will be eligible to walk at graduation if the requirements have not been met prior to the ceremony.

Refer to the St. Johns High School Curriculum Guide [link](#) for the District's academic and graduation requirements.

Grades

Report cards will be available via Infinite Campus at the end of each trimester.

Incompletes

Teachers may assign this grade with administration's approval in the event that a student, due to unusual circumstances, is not able to complete all the assignments at the scheduled end of the marking period. All incomplete work must be completed within two (2) weeks of the end of the current term. If work is not completed, the student's grade will automatically be changed from an "I" to an "F". Incomplete grades will not be given at the end of the school year without administrator's approval.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about classwork should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

Refer to the St. Johns High School Curriculum Guide for information regarding personal curriculum.

To request a personal curriculum, please contact the high school principal.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy [5409](#).

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student may be eligible for special education or accommodations due to a disability or suspected disability should contact the building principal.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy [5409](#) and make arrangements with their assigned counselor.

Universal Supports

A universal accommodation is a support or adjustment provided to all students to help them succeed, regardless of their individual needs or abilities. It's designed to remove barriers and make learning more accessible for everyone, so each student has an equal opportunity to participate and excel. Please note, AP and Honors classes are exempt. We offer the following universal accommodations:

- 1. Late Large Assignments and Projects with Prearrangement:** The extension must be pre-approved by the instructor, clearly communicated by the student, and time appropriately used for students to turn in large assignments and projects late.
- 2. Extended Time on Assessments When Requested in Advance:** With instructor approval and arrangement in advance, students can use extended time on

assessments. To facilitate this accommodation, assessments may be broken into and administered by portions.

3. Check-ins for Understanding: Regularly check in to ensure students understand what they are supposed to do and the content covered.

4. Chunked Instruction: Lecture-style or video-based instruction will be chunked with opportunities for students to “chew” on the information, ask questions, or pause for processing.

5. Larger Assignments Are Broken Down: Projects or assignments that will extend over 3-4 days will be accompanied by materials that break down the tasks involved in completing the project.

6. Assistive Technology: If reading or writing is challenging, provide tools that can help. Devices have text-to-speech technology, for example.

7. Slides/ Instructional Materials Posted to Google Classroom: Materials that are used in the classroom lesson are posted in google classroom.

8. Breaks as Needed: Teachers will work with students who feel overwhelmed or need a moment to reset to plan a quick break. Use of breaks will not become abusive or disruptive to learning.

9. Seating to Maximize Learning: Teachers will help find the best seat for students in the classroom. This could mean sitting closer to the board, away from distractions, or wherever works best, so long as the arrangement provides an academic, behavioral, physical, or social reason that is appropriate to the setting.

10. Help Preparing for Tests: Teachers will give students tools to help them study, like study guides, class notes, rubrics, and/or consultation with the instructor that explain what success looks like.

11. Prearranged Alternative Assessment Area: Alternative area to take assessments and/or complete assignments if students are in need of a quiet or small group setting.

Work Permits

Information about work permits is available in the high school main office.

Section III: Student Clubs, Activities, and Athletics

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

Activities Participation

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student-athletes are also subject to the Athletic Code of Conduct in the Activities Handbook (see Appendix F) and any applicable team rules.

For the 2023-2024 school year, the District offers the following student clubs, activities, and athletics:

Activities and Fine Arts (subject to change)

BPA	French Club	Science Olympiad
Chess Club	GSA	Southern Sudan HCO
Compassion Club	Jazz Band NHS	Spanish Club
D&D	Pals	Student Council
Drama/Theatre/Musical	Quiz Bowl	YouthAction Committee
Equestrian	Renaissance Club	

School Sponsored Sports

Baseball	Golf	Softball
Basketball	Gymnastics Co-op	Swimming/Diving
Competitive Cheer	Ice Hockey Co-op	Tennis
Cross Country	Lacrosse Co-op	Track and Field
Dance	Sideline Cheer (Fall)	Volleyball
Football	Soccer	Wrestling

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

For more information, see Policy [5507](#).

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy [5510](#).

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

Section IV: Discipline and Code of Conduct

Discipline (general)

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Additional consideration will be given to students who habitually violate policies, exhibit persistent disobedience, and/or are otherwise insubordinate. Students with such behaviors may be subject to further disciplinary action up to and including referral to the Superintendent.

Forms of School Discipline & Applicable Due Process

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Thursday/Saturday School

The building administrator may require a student to attend Thursday/Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Social Probation

Social probation restricts students from attending all after-school and extracurricular events that he or she is not directly involved.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco/nicotine, including vaping devices or supplies. For the start of the 2024-25 school year, devices will be installed throughout the building to monitor vaping.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Taking Pictures/Videos/Streaming/Recording without permission: Students may not use their cell phones/electronic devices to take any picture(s), videos, streaming of other students, teachers or classrooms without prior permission from building administration.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

Extracurriculars

Students who are removed from an extracurricular activity for behavioral or disciplinary reasons, may be barred from attending all extra curricular activities for the remainder of the school year. Middle school students are not allowed to attend high school dances.

Physicals

Before participating in athletic practices or events, students must have a physical examination. Physicals are available at designated times and places. See the appropriate coach or the Athletic Director for specific information. A physical examination given on or after April 15 is good for the following school year. Physical examinations will be given through the school at a reduced price. Contact the Athletic office for dates.

Equipment

When a student completes a particular sport; all equipment must be returned BEFORE THE STUDENT IS ELIGIBLE TO COMPETE IN ANOTHER SCHOOL-SPONSORED ACTIVITY.

Deliveries (including flowers, gifts, and balloons)

St Johns High School will not be responsible for or allow the distribution of these types of items during the school day.

Graduation Ceremonies

Commencement exercises will include only those students who have successfully completed all requirements as certified by the high school principal (board policy [5410](#)). A student may be denied participation in the ceremony of graduation when personal conduct so warrants. Final class ranking will be determined at the conclusion of the twelfth trimester.

Hall Passes

Students are not permitted in the halls during class time unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Failure to properly identify yourself will result in progressive discipline.

Health Clinic

The Health Clinic is available for illness and first aid in the main office. Students must have a pass and may not enter the clinic between classes except in emergencies. Students should report to class and get a pass from their teacher. Students reporting to the clinic for illness may be sent home for the remainder of the day. A parent must be

contacted for permission and to arrange transportation. Friends will not be allowed to transport a student. It is important that the student information system is up to date so that parents can be located when an illness or accidents occur.

Id's

Students will be issued a picture ID at the beginning of the school year. It is suggested that students carry their ID at all times. Students may be required to show their ID at all school Activities.

Majority, Age of

Students who are 18 years of age may notify the office that they wish to be responsible for themselves. A student who is 18 must follow the same rules and regulations, as well as those outlined on the policy form, as all students at the high school. The high school is a closed campus, and leaving will be for emergencies only.

Students on the "18 year-old policy" can and will be required prior to their leaving school or upon their return to school to provide verification regarding their absence. Without verification, absences incurred will be unexcused.

Make-Up Work

Students who are absent will be required to make up work missed in each class. This work should be made-up immediately. In case of prolonged absence, extra time may be granted. A day's absence does not excuse students from their responsibilities for the day they return. It is the student's responsibility to obtain all make-up work from their teachers immediately upon return to school. Homework can be obtained by contacting the teacher through email/website or Google Classroom.

Security

To help ensure the safety of students and staff, exterior doors must remain locked and closed during the school day. Any student tampering or propping open an exterior door is subject to discipline at the discretion of administration.

Publications

The principal or his designee must approve all publications. Anyone who distributes unauthorized materials may face disciplinary actions up to and including expulsion from school.

School Hours

The school building will be open to students during the hours of 7:15 a.m. to 3:00 p.m. unless under the direct supervision of a teacher or coach.

Telephone Messages

Because of the number of students enrolled here at the high school, the office staff will take emergency messages from parents or guardians only. Because of the severe interruptions to the teacher and students, only emergency messages will be delivered to the classroom.

Textbooks

Students are responsible for their textbooks and Chromebooks at all times. If a book or Chromebook is lost, stolen, or damaged the student is responsible for replacing it.

Video Surveillance

The premises of SJHS are under constant video surveillance. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Visitors

Only students of St Johns High School and school employees are to be in the classrooms or building, except when special permission is granted (i.e. student council/student exchange day.)

Information Center Policy

The Information Center is open before and after school each day for students to check out materials, to work on classroom assignments independently or in small groups, to use computers, or any other Information Center business.

Information Center hours are posted at <http://sjredwings.info.hs>. On AM half days and days preceding vacation and/or long weekends the Information Center closes when students are released. On PM half days the Information Center closes at the normal posted time.

Students using the Information Center must sign in at the circulation desk. Passes are required during class time unless accompanied by a teacher. When returning to class, sign out, retrieve pass and have it signed by Information Center Staff. Passes are not needed before or after school or between classes. Students using the Information Center before school or between classes are responsible for reporting to class on time, no late passes will be issued.

Checkout Policy and Procedures

Student ID is required to check out or renew any material.

A "due date" receipt will be issued when materials are checked out. Students are responsible for returning materials on time, whether courtesy notices are issued or not. If a "Due Date" slip is lost, ask for another one at the Circulation Desk or login to the online catalog to confirm status. With few exceptions, items will be checked out for a two week period. There is a "grace" period of 5 school days. Any overdue materials due to the Information Center will result in a loss of library privileges. Students are responsible for lost or damaged materials; a bill will be mailed home indicating the amount due.

Seminar Use

The Information Center can be used during Seminar for individuals wanting to work independently and quietly. Passes will be issued by the Information Center Staff, before school only. Any student with overdue materials will not be issued a seminar pass to the Information Center.

St. Johns High School Activities Handbook

2025-26



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Coaching Standards & Expectations

The heads of extra-curricular programs in the St. Johns school district recognize the need to maintain a standard of excellence for our students. As such, we support the adoption of these standards to be used by the Athletic Director as the basis for the evaluation of coaches and programs.

A coach has a role as leader and mentor to student athletes, and is an official representative of the school at interscholastic athletic activities. In such important capacities, these standard behaviors should be practiced (including those clubs and athletic programs not sponsored by MHSAA):

- Develop an understanding of the role of interscholastic athletics and communicate it to players, parents, and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players and parents.
- Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
- Develop fair, unprejudiced relationships with all squad members.
- Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out of season activities.
- Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- Give the highest degree of attention to athletes' physical well being.
- Teach players strict adherence to game rules and contest regulations.
- Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
- Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unfounded allegations of questionable practices by opponents.
- Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
- Present a clean professional image in terms of personal appearance, and provide a positive role model in terms of personal habits, language, and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.

Parental Standards & Expectations

When the coaching staff, the athletes, and the parents are working together for the good of the team, a season is successful. Please help us provide the best possible environment for our athletes to have a quality experience. Everyone must play his/her role. The coaches need to coach, the players need to work hard and sacrifice for the good of the team, and parents need to support their children with attendance and encouragement. As models to our student athletes, the following behaviors should be practiced by parents:

- Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game.
- Place the emotional and physical well being of the participants ahead of any personal desires to win.
- Provide support for coaches and officials working with the participants to provide a positive, enjoyable experience for all.
- Promote tobacco, alcohol, drug, and violence free sports environment for the participants and agree to assist by refraining from their use at all events.
- Refrain from comments and actions that are intended to intimidate, bait, anger, or embarrass others.
- Maintain a position as a spectator and refrain from “coaching from the stands”.
- Support the participants in the appropriately designated areas for spectators.
- Remember that the game is for the students and not for adults.
- Make youth sports fun for the participants.
- Expect that your child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- Keep all comments from the stands positive, including those directed towards individuals other than your own child.
- Promise to help your child enjoy the extra-curricular experience within your personal constraints by being a respectful fan, providing transportation or whatever you are capable of doing.

Extracurricular Roles and Responsibilities

Actions by coaches, student athletes, administrators, parents and the board of education are subject to the same standards and expectations as stated in board policy and the contractual agreement between the board and the teacher's association. The same expectations of teachers, as stated in these documents, is expected of coaches.

Extracurricular Participants will:

- Come prepared to work at every practice where he/she is physically able.
- Accept the team rules as established by the coach and the athletic department.
- Attempt to communicate all questions and concerns with the coach in a timely fashion.
- Display a respectful attitude towards his/her teammates, coaches, officials, spectators, and opponents at all times.

Coaches will:

- Abide by MHSAA coaching standards as stated in the MHSAA Handbook.
- Come prepared to practice daily.
- Make a strong effort to run a safe practice and competition area.
- Communicate important information (such as team expectations and important dates) to parents and administration.

Administrators will:

- Communicate to parents the "conflict resolution process."
- Enforce the chain of command as outlined in the "conflict resolution process."
- Review with coaches the expectations as stated in the team's guidelines.
- The Athletic Director will conduct a meeting in the off season with the coaches to discuss standards and procedures.

Parents will:

- Be supportive of not only their children, but of all competitors.
- Support team guidelines and goals.
- Abide by the code of conduct for parents as found in the S.J.P.S. Athletic Handbook.
- Communicate concerns directly to the coach while respecting the 24 hour "cooling off period."

The Board of Education will:

- Recognize athletes and programs for academic and athletic success.
- Serve as an arbitrator in disputes that have exhausted the full grievance process.
- Enforce the chain of command as outlined in the "conflict resolution process."
- Remain neutral by refusing all requests to become involved in a dispute before the superintendent has been notified and all steps in the "conflict resolution process" have been exhausted.

Extracurricular Conflict Resolution Process

All complaints **MUST** be heard at the lowest possible level **BEFORE** intervention by a higher authority can occur.

- A 24 hour “cooling off” period must be granted before any complaints are initiated.
- Complaints must be made within 10 days of the incident. For the sake of all parties, the entire process must be concluded within 30 days of the incident.

Step 1 **Start with the Source**

The player will speak directly to the coach. A cooling off period will be granted for all parties before resolution is sought. This meeting should be done in private, away from practice sites and game arenas, and should be conducted face to face. Students who do not feel comfortable speaking solely to the coach may request a parent to be present, however the meeting should be conducted by the athlete.

Step 2 **Move to program head**

This step is necessary only if the issue is in regards a subordinate or assistant (i.e. an assistant, JV coach, etc.). If going to the source does not resolve the problem, then the head of the program should be notified and he/she should attempt to facilitate a solution. If the “source” is the head of the program, move to step three.

Step 3 **Contact Athletic Director**

If an agreeable solution is not reached, then the athletic director will conduct a meeting between the parties in an attempt to find resolution.

Step 4 **Contact Principal**

If an agreeable solution is still not reached, then the principal will conduct a meeting between the parties in an attempt to find resolution.

Step 5 **Notify the Superintendent**

At this point in the process, individuals who still believe their disputes have not been resolved adequately can submit a written narrative of their complaint to the School Superintendent. A copy of this will be given to all concerned parties, who will be afforded the option of a written rebuttal. After the superintendent has reviewed the documents he can conduct a meeting in a final attempt to resolve the dispute.

Step 6 **Request non-partisan School Board mediation**

This final step is appropriate only in extreme circumstances and shall follow the same process laid down for the superintendent.

COMMUNICATION BETWEEN COACH AND PARENTS

The purpose of the interscholastic athletic program at St. Johns High School is to provide an arena in which students can learn and grow in meaningful ways that are not always possible in a classroom setting. Our ultimate success in achieving a positive athletic experience will be measured by our ability to establish lines of communication. Through good communication, people feel valued and understood, even if complete agreement is not always reached. We are all concerned about the *education* of our students. Part of the process of growing up is learning to handle your own difficult situations. If a conflict or misunderstanding between an athlete and a coach occurs, learning to resolve it is an important educational experience for the athlete. Parents should react slowly. Children tend to exaggerate at times, leave out part of the story, or present a skewed version of an incident. Taking responsibility for your part in a conflict is a learned skill. It requires maturity and honest self-reflection. Athletes vent frustration at the dinner table expecting mom and dad to take their side of the issue. Parents, however, realize that they were not present at practice to see how their child behaved, related to the coach, or to evaluate his or her skill and effort. Parents should always seek more information before drawing conclusions. The most productive long-term help a parent can give a child in awkward situations with a coach is to teach and model the skills of conflict resolution. Help your child resolve his or her own differences. When a student successfully deals with difficult interpersonal conflicts, he or she learns and grows. Parents are encouraged to help their athlete learn the valuable lessons that athletics can teach, even the “tough lessons” that may be difficult for everyone involved. Of course, a parent always retains the right to intervene on behalf of a child.

Communication all parents can expect from their child’s coach or the Athletic Director

Team Itinerary: Parents need to know the location and times of all try-outs, practices, games, bus trips, meetings, banquets, team camps, conditioning sessions, et cetera, as well as directions to away contests.

Team Rules: Parents appreciate knowing not only the philosophy of the coach but also any team policies, including consequences that the coach established to supplement the code of conduct, rules and regulations.

Criteria for Team Selection: Coaches should develop and distribute written criteria for team selection, including objective criteria such as those measured against the stopwatch or skills completed, as well as subjective evaluations, such as attitude, effort, coach ability, grades or potential.

Criteria for Earning an Award: Coaches should determine and distribute written criteria to parents and athletes as soon as the squad has been selected if the criteria is something more than simply completing the season as a member of the team.

Injury: Parents can expect to be immediately informed by the coach when an injury occurs that requires medical attention. Parents may call the athletic trainer for additional information on care.

Problem Behavior: Coaches should call parents whenever an athlete exhibits atypical behavior that persists longer than 48 hours.

Discipline: the coach will inform parents within 24 hours of all discipline that results in the loss of contest participation or removal from the team. This contact will be done before the parent is to attend the contest whenever possible.

Communication Coaches Appreciate from Parents

Schedule Conflicts: If you cannot reach the coach directly, it is then appropriate to notify the main office to get a message to the coach. Please check with the coach before trying out regarding previously scheduled absences.

Emotional Stressors: Coaches appreciate knowing about any unusual event in the life of an athlete that is causing the young person additional stress.

Volunteers: Coaches need help with so many aspects of managing the program (fundraisers, work projects, team dinners, awards banquet, et cetera) that they are always glad to hear from parents who have ideas and are willing to work for the team.

Forthrightness: Every coach wants to try to resolve a conflict before it is taken to the athletic director, principal or other higher authority or before it is discussed “in the stands.”

Appropriate Concerns for Parents to Discuss with Coaches:

1. The treatment of your child
2. Ways to help your child improve
3. Concerns about your child’s physical health and welfare, academic progress, or violation of the code of conduct. **(Matters regarding other athletes are to be left to their respective parents)

Areas of Control that Belong to the Coach, Alone:

1. Tryout procedures, team placement, team size and selection criteria.
2. Position(s) played, lineups and playing time.
3. Offensive and defensive strategies play calling and style of play.
4. Practice plans, drills and scrimmages.
5. Coaching staff (upon approval of the Athletic Director).

How to Discuss an Appropriate Concern with the Coach

Communication is the most vital aspect of heading off potential problems. Any concern a student or parent has must always be addressed by following the “Extracurricular Conflict Resolution Process.” The first step of this is to contact the source. Whenever possible the student should initiate, but whether the parent or the student begins the process there are some suggestions on how to handle this conversation.

Student contacting the Source: The student should talk directly with the coach, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. Email, voice mail, and letters are good methods for communicating information, but they are not as effective for communicating feelings, and concerns. By their nature they tend to distance coaches and athletes.

Parent Contacting the Source: Contact the coach to talk directly, in private, face-to-face, away from the practice site or game area. Making an appointment, sitting down and listening to both sides is far more productive in reaching a mutually satisfying resolution. Our coaches are expected and encouraged to meet with individual parents to discuss concerns that affect that parent's child. Our coaches are not expected to meet with groups of parents to discuss issues of concern. Please do NOT attempt to confront a coach before or after practice or a contest. These can be emotional times for both the parent and the coach. Our coaches are **NOT** expected to endure yelling, verbal or physical abuse from parents. Make an appointment. Help teach your child the skills of mature conflict resolution.

Conducting a Meeting:

- Introduce yourself and vice versa. There is to be no yelling, verbal or physical abuse by either side.
- When each person is speaking there is to be no interruption. Let each person complete his or her version of the situation before the other person speaks. When stating your concern be prepared with the facts in so far as you understand, or can ascertain them. **Be clear about what you hope will happen as a result of your meeting.**
- As you talk with the coach, or other authority, repeat back what you hear him or her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen. Take notes.
- Assist in generating options to resolve the conflict. Make sure there is fairness to the proposed solutions.
- Before the session ends, have a plan that is clearly understood by all parties. A written document restating the final outcome, what happens if the situation reoccurs, and signatures indicating understanding is appropriate. This written plan will check for mutual understanding. Make a plan to touch base following the initial meeting. Remember that each party has a stake in making the plan work. We always assume that all parties have the best interest of the student-athlete in mind when concerns are discussed. Therefore, we make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a complaint. Parents, rightly so, tend to have single focus and advocate for their own child. Coaches, on the other hand, tend to have multi-focus and must safeguard the needs of every player as well as the team as a whole. Parents and coaches, in order to communicate effectively, must respect the legitimate perspective of the other.

FOREWORD

A sound student activities program is not accidental, it is conscientiously planned and directed by individuals who recognize the importance to the educational environment. The purpose of this student activities handbook is to explain the philosophies, objectives, regulations, and procedures of the St. Johns High School student activities program. In establishing these guidelines, the following factors are considered:

- *Safeguarding the health of participants in the activities program;*
- *Providing opportunities for student participation;*
- *Establishing standards that cultivate healthy interpersonal relationships among participants.*
- *Maintaining the highest quality of student activity;*
- *Promoting a healthy school/community relationship*
- *Promoting congenial relationships with other schools.*

PHILOSOPHY

In accordance with the goals of education, the St. Johns Public Schools athletic philosophy is to help young people develop mentally, physically, emotionally and intellectually to their fullest potential. The athletic program contributes to this goal by providing intermediate and high school students with opportunities to participate as team members in sports competition with other schools. The development of physical skills, sportsmanship, teamwork, self-discipline, loyalty, tolerance and perseverance are desired individual outcomes.

ACTIVITIES SANCTIONED BY ST JOHNS PUBLIC SCHOOLS

The following activities are sanctioned by the St. Johns Public Schools Board of Education and are subject to all considerations presented in this handbook:

Fall

Cross Country (Boys & Girls)

Football (Boys)

Golf (Girls)

Sideline Cheerleading (Girls)

Soccer (Boys)

Swimming & Diving (Girls)

Tennis (Boys)

Volleyball (Girls)

Spring

Baseball (Boys)

Golf (Boys)

Lacrosse (Co-Op w/ Ovid-Elsie (Boys & Girls)

Soccer (Girls)

Softball (Girls)

Tennis (Girls)

Track and Field (Boys & Girls)

Winter

Basketball (Boys)

Basketball (Girls)

Competitive Cheerleading (Girls)

Gymnastics (Co-Op w/ Haslett (Girls)

Swimming & Diving (Boys)

Wrestling (Boys)

Dance

Clubs & Activities

Business Professionals of America, Chess Club,

Compassion Club, Drama, Equestrian, French Club

Jazz Band, Musical, National Honor Society,

Quiz Bowl, Renaissance Club, Science Olympiad,

Southern Sudan Health Care Organization,

Spanish Club, Student Council,

Students Against Destructive Decisions,

Youth Action Committee.

OBJECTIVE OF THE ACTIVITIES PROGRAM

A meaningful activities program should have defined objectives that apply to all levels. These objectives should be consistent with the philosophical and educational objectives designed to promote personal development and community spirit. The St. Johns High School Activities Program is dedicated to the following objectives:

- Provide students with quality teaching/coaching personnel;
- Provide students with facilities that will enhance their skills;
- Provide opportunity for students to participate;
- Build a positive image of school activities of which the community, parents and students can be proud and supportive of.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES

Students are frequently involved in multiple school activities. The student should notify the coach and the director of the other activity as soon as a conflict in the calendar occurs which requires the student to be in two places at the same time. The student is not in jeopardy during the resolution of the conflict. The coach and director will notify the Student Activities Director if assistance is needed to resolve the conflict.

The commitment of students in extracurricular activities should increase at higher levels of competition. At times, personal interests may need to be sacrificed for the good of the individual and his team members.

During the season, anytime a participant fails to attend practice/event, the student's return to the line-up will be determined by the amount of time necessary to recover lost skills and conditioning. Disciplinary measures by the coach may be enforced when an absence is not connected with the immediate family and the coach of the activity missed did not receive prior notification.

GOALS OF AN ACTIVITIES PARTICIPATION

The goal of extracurricular participation in St. Johns Public Schools should be an educational experience developing individual skills and formulating team concepts that can be used for a lifetime.

- Teamwork: Develop self-discipline, respect authority, work hard and place team objectives above personal desires.
- Success: Perform at one's best regardless of the final outcome.
- Good Sportsmanship: Learn to accept winning and losing gracefully. Treat others with respect. Maintain emotional control, honesty, cooperation and dependability.
- Develop Good Health Habits: Develop good nutritional habits, get proper exercise and follow guidelines setup by coaches and athletic trainers.

CODE OF CONDUCT

A student who elects to participate in the activities program is voluntarily making a choice of self-discipline and self-denial. Being a member of these groups is a privilege and must be treated as such. An individual's conduct should reflect positively upon himself/herself, his/her family, school and community.

- In the arena of competition, behavior should reflect good sportsmanship.
- In the classroom, good citizenship, the highest individual academic effort and social responsibility should exemplify the conduct of a good athlete.
- The student is responsible for equipment and facilities used in the performing of the activity.
- Dropping out of an extracurricular activity is a serious matter. As a courtesy, the student and parents should discuss this decision with the Coach, Counselor or Activities Director before making a final decision.
- High school students should use good judgment in emulating only those college and professional performers who display positive qualities of sportsmanship.
- A student should respect and adhere to the expectations of the individual coach/supervisor as outlined in the activities written guidelines.
- Athletes may transfer from one sport to another during a season when agreed upon by the player, both coaches and parents (obtain transfer form in the Student Activities Office). If both coaches and players do not agree, appeals will be made to the Activities Director.

All rules of this section as well as other sections of the Student Activities Handbook are in effect from the beginning with their first day of participation in an extracurricular activity and continuing through to the date of graduation or the last date of participation, whichever is later and regardless of age. All infractions will be penalized and be applicable at any time during the calendar year and will carry over from year to year.

The students are at all times representatives of the activities program of the School District and must not engage in conduct which is disreputable or unbecoming a student of the School District. Conduct which would constitute a violation of any law or ordinance and which involves an act of dishonesty or criminal intent will be subject to the penalties and disciplinary measures of the Athletic Code.

Violations of the Code of Conduct are punishable by the disciplinary measures and penalties as follows:

- Suspension – restricted from participation in the scheduled events and/or games of the activity for a specified duration. The student must attend practices.
- Removal – removal from participation in any and all activities including practices for a specified period or permanently.

The Activities Director and the Assistant Principal for Discipline shall determine the degree of the penalty or disciplinary measure imposed on a case-by-case basis according to the seriousness and severity of the violation. The student's assigned High School Counselor will be consulted when appropriate.

The above training rules are the minimal standards, which are to be adhered to by students. But, any coach may implement her/his own training rules and regulations which go above and beyond the minimum standards previously stated with approval of the Activities Director.

RULES PERTAINING TO THE USE OF TOBACCO, DRUGS, STEROIDS, AND ALCOHOL

Students may not possess and/or use any tobacco products including electronic cigarettes, vaping devices, paraphernalia or supplies, drugs, including drug paraphernalia, steroids and/or alcoholic beverages.

Consequences for violating rules pertaining to the use and/or possession of alcoholic beverages, illegal drugs, including drug paraphernalia, steroids or tobacco substances, including electronic cigarettes, vaping devices, paraphernalia or supplies:

1. **First Offense:** Suspension from all extracurricular activities for 40% (2/5) of the contests or competitions in the current season and/or the next season of competition. **Alternative Penalty:** The student/parent may choose a 20% loss of the contests or competitions plus 20 hours of community service to be completed *before* the student may resume competition.

2. **Second Offense:** Suspension from all extracurricular activities for 60% (3/5) of the contests or competitions in the current season and/or the next season of competition. **Alternative Penalty:**

The student/parent may choose a 40% loss of the contests or competitions plus 40 hours of community service to be completed *before* the student may resume competition.

3. **Third Offense:** Suspension from all extracurricular activities for one calendar year. If one calendar year passes without any participation in extracurricular activities, the suspension for an activity code violation is negated.

4. **Fourth Offense:** Suspension from participation in all arranged competition at St. Johns High School for remainder of the student's high school career.

- A scrimmage with another school may not count as a scheduled interscholastic competition.
- A student suspended from interscholastic competitions must continue to demonstrate the qualities of sportsmanship outlined in this Handbook.
- If a suspension cannot be completed in the present season, the suspension will be carried over to the student's next activity. The amount of dates to be suspended will be determined by the Activities Director.
- Offense for steroid use: Any student suspected of steroid use will be required to submit a drug test. Failure to take or pass this test will cause removal from the team for the balance of the season. Any further participation in high school activities must be approved by the Athletic Council.

- Suspensions for Activity Code Violations assessed by other school districts will be carried over to St. Johns High School for transferring students.
- Actions displayed on the internet are considered a source of evidence in determining a violation of the Activity Code of Conduct.
- Parents of students involved in any drug, alcohol or tobacco related offenses, including the use of electronic cigarettes, vaping devices, paraphernalia or supplies, that may result in a suspension will be notified prior to the suspension of the student athlete. Any Student or parent has the right to call for a hearing with the Athletic Director on any of the above steps. Proof of notification or attempts to notify the parents will be documented in writing. Within three (3) school days following the assessment of a penalty, a student or student's parent/guardian may file an appeal in writing with the student's principal.

REINSTATEMENT

- Suspended students will be required to participate in practice activities while serving a suspension.
- A student violating any substance rule will be required to attend a substance abuse program approved by the school and arranged and funded at the student/parent's expense.
- Once a student has violated the activity code of conduct, he/she may not join an athletic team if 20% of the season has elapsed including practice time.

STUDENTS CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

Recognizing that participation in extracurricular activities is a privilege, the District requires that the conduct of student participants be exemplary at all times. Participants are representatives of the District and their school and must conduct themselves appropriately at all times both while in school and out of school. Student participants who violate this policy are subject to being removed from the activity at the discretion of the coach, sponsor, Building Principal or Athletic Director, in addition to any other applicable punishment.

The Activities Director shall require that all coaches and sponsors of extracurricular activities have Rules or a Conduct Code for their participants consistent with this policy and the rules adopted by the MHSAA. These rules should contain a notice to participants that failure to abide by them could result in removal from the activity. The Rules of Conduct Code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the School Board. (See alternative paragraph below)

All coaches and sponsors of extra-curricular activities shall annually review the Rules of Conduct with participants and provide participants with a copy.

ATHLETIC COUNCIL

The Athletic Council is comprised of the Activities Director, Principal, and the Varsity Head Coaches:

The Athletic Council shall, at the request of the head coach, have the power (subject to the Student/Parent Handbook) to bar from participating in athletics any individual whose actions are detrimental to the reputation of the school. This option shall be based upon the individual's scholarship, sportsmanship, citizenship, and co-cooperativeness. Any individual thus barred must make a personal appearance before the Athletic Council before the student may again participate in athletics.

SPORTSMANSHIP

Activities in our schools have earned an outstanding reputation in the area of school and community sportsmanship. Our students, fans and participants have always conducted themselves in a commendable manner. Everyone is very proud of this reputation and works hard at upholding it. Please review the following suggestions for future consideration:

- A student spectator represents his/her school the same as the athlete;
- The good name of the school is more valuable than any game won by unfair play;
- Accept decisions of officials without dispute;
- Recognize and show appreciation of fine play and good sportsmanship on the part of the opponent;
- Advocate that any spectator or athlete who continually demonstrates poor sportsmanship may be excused from the athletic program.

ADULT FAN BEHAVIOR GUIDELINES

If a fan is acting in an unsportsmanlike manner, he/she will be approached and be advised of the inappropriate behavior by a staff member or the game management, with a follow up letter sent by the Activities Director.

A second offense will result in a suspension of two home contests and any other athletic event during the suspension time period. A third offense will result in a suspension from all athletic contests for the remainder of the school year. This process may be accelerated if the administration deems it necessary.

GENERAL POLICY FOR FORENSICS ACTIVITIES

1. No student shall be permitted to participate in a function sponsored by the Michigan Interscholastic Forensic Association, if said student is not accompanied by a certified member of the faculty or staff of the school district which that student is representing.
2. A student may participate in activities administered by the Michigan Interscholastic Forensic Association during the first eight (8)/six (6) semesters in high school, grades nine/ten through twelve inclusive.

MINIMUM PARTICIPATION REQUIREMENTS

The following section is guided by standards from the Michigan High School Athletic Association (MHSAA), but when applicable will guide participation in all SJHS Activities:

A. ENROLLMENT:

Students must be enrolled not later than the fourth Friday after Labor Day for the first trimester or second trimester, or not later than the fourth Friday of February for the second or third trimesters to be eligible for interscholastic athletics.

B. AGE:

A student must be under nineteen (19) years of age at the time of the contest unless the student's birthday occurs on or after September 1 of a current school year. Should the student's birthday occur on or after September 1, the student is eligible for the balance of that school year.

C. MAXIMUM COMPETITION:

A student, once enrolled in grade 9, shall be allowed to compete in only four first, four second and four third trimesters.

D. SEMESTERS/TRIMESTERS OF ENROLLMENT:

A student shall not compete in athletics or activities who has been enrolled in grades nine through twelve, inclusive, for more than eight semesters, or 12 trimesters. The seventh and eighth semesters or the 10th, 11th and 12th trimesters must be consecutive. Students are allowed four first semesters and four second semesters or four first, four second and four third trimesters of enrollment. Enrollment in a school after the fourth Friday counts as a semester/trimester. Participation in one or more interscholastic athletic contests also constitutes a semester/trimester of enrollment.

E. UNDERGRADUATE STANDING:

The student must not be a high school graduate.

F. PREVIOUS SEMESTER/TRIMESTER RECORD:

The student must have passed 66% of the credit load for work taken during the last regular trimester of enrollment, and have passed at least four (4) out of five (5) trimester courses. A student who fails to pass - 66% of the credit load - (4) out of five (5) - trimester courses at the end of any trimester period shall be ineligible for the next 60 school days unless the deficiencies are made up. Eligibility may be reinstated during the next trimester when the school accepts the credit.

G. CURRENT SEMESTER/TRIMESTER RECORD:

The student must be passing at least 66% of the credit hours of work during the current trimester, passing a minimum of four (4) out of five (5) courses.

H. SPORT SPECIFIC TRANSFER RULE:

Under the Sport Specific Transfer rule, students who change schools and do not meet one of the 15 stated exceptions and their interpretations, such as a full and complete residential change as defined, would not be eligible for the upcoming season in a sport he/she participated in during the previous season in that sport. Participation means actually entering into an interscholastic scrimmage or contest. Students who transfer during a season in which they are participating are ineligible for the rest of that season and they remain ineligible at all levels of that sport through the next complete season in that sport. A transfer student would have immediate eligibility in a sport not played in the previous school year. An otherwise eligible transfer student who changes schools later in a season, after set dates, is not eligible for MHSAA Tournaments in that sport but may play in the regular season. (Oct. 1 for FALL sports, Feb. 1 for WINTER sports, May 1 for SPRING sports).

I. AWARDS:

A student may not accept an award for athletic participation that exceeds a value of \$40.00. An award may not include cash, merchandise certificates or negotiable certificates for any value.

J. AMATEUR PRACTICES:

The student must not accept money or any other type of valuable consideration (merchandise, etc.) for participating in any type of athletics, sports or games. Nor should the student accept this same type of consideration for officiating an interscholastic athletic contest. A student is not to sign a contract with a professional team.

K. LIMITED TEAM MEMBERSHIP:

1. After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his/her school in the same sport in the same season. Students in individual sports may participate in a maximum of two (2) non-school meets or contests during the school season while not representing their school.
2. Students who have represented any MHSAA school in competition in any MHSAA sport shall not compete at any time in any MHSAA tournament sport in all-star contests or national high school championships, regardless of the method of selection. Participation in an all-star contest shall cause that students to become ineligible for a maximum period of one year of school enrollment in that sport.
3. A student who has completed his or her 12th grade season in a sport may participate without loss of eligibility for other sports in one high school all-star event in that sport if held after the MHSAA Final in that sport.
4. Parents should always check with the Student Activities Director before allowing a student-athlete to participate in any non-school athletic activity. This is important to the

student's future athletic eligibility. A violation of the limited Team Membership rule results in ineligibility for three competitions.

L. REINSTATEMENT OF ELIGIBILITY:

A change in status for an athlete who has been ineligible occurs on the first full day of the new semester/trimester on which regularly scheduled classes are held, and not on the last day of the previous semester/trimester.

M. COMPETITION DISQUALIFICATION:

Note: This is the wording of the Michigan High School Athletic Association – Reg. V, Sec. 3:

The following policies for disqualifications shall apply in all sports:

1. When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for the remainder of that day of competition and for at least the next contest/day of competition for that team.
2. When a coach is disqualified during a contest/day of competition for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching for the remainder of that day of competition and from coaching at or attending at least the next contest/day of competition for that team.
3. Failure of the school for any reason to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or for the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular season contest/day of competition.
4. Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors.
5. If the playing rules for a sport specify an additional penalty or more rapid progression, or use of such a progression for other violations, the playing rules apply. (1990)
6. Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

I. POTENTIAL DANGERS IN ATHLETIC PARTICIPATION

A. Informed Consent: By its nature, participation in interscholastic athletics includes risk of injury which may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. Also due to the nature of athletics, the possibility of the exchange of body fluids is present in sports. Regardless of how remote the possibility of transmission of diseases such as HIV/HBV is, all athletes should be aware of the inherent risks associated with athletic competition.

B. Risk taking: Participation in athletics is a voluntary extracurricular activity in which the student participates at the risk of injury. Athletic activities can be hazardous and participation in such activities is a calculated risk on the part of the student and parents.

II. INSURANCE

Parents or guardians of athletes are required to obtain adequate insurance coverage for their children in the event of injury. All students participating in athletic events must carry some type of health and accident insurance.

A. The St. Johns Public School Board of Education does not assume liability for injuries suffered by students while participating in athletic activities. The responsibility for the expenses incurred in athletics for doctors, ambulance, or medical expenses for injury must be assumed by the parent or guardian.

A. The athlete's family or the athlete's family's employer's insurance must provide coverage in the case of any injury suffered while participating in athletics in the St. Johns Public School system.

III. SPORTS PHYSICALS

A completed MHSAA Physical Evaluation Form must be submitted to the Activities Office to be deemed eligible for trying out for a team. The form must be signed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical evaluation. A physical examination for the current school year must be administered on or after April 15 of the previous school year.

IV. INJURY POLICY

Injury Reporting: Students absent from practice due to extended illness or any athlete who sustains an injury while participating for S.J.H.S. or on his/her own time needs to report the injury to the head trainer.

Release to practice/compete following an injury: Any athletic who has sustained an injury must be released to return to competition or practice by the head trainer, team physician and/or his/her M.D. or D.O. Release by the M.D. or D.O. must be delivered in writing to the head trainer. If the head trainer feels the athlete may be at risk of further

injury, return may be withheld pending trainers consulting with team physician and/or athlete's physician.

Head Trainers Role: The head trainer is responsible for injury prevention, care, treatment and rehabilitation under the direction of the team physician.

Athlete's Responsibility: It is the responsibility of the athlete to follow the instructions of his/her physician, as well as the head trainer's recommendations and directions with regard to an injury; it is his/her own responsibility to follow up with treatment as directed by the team trainer.

Team Physician Role: The team physician will supervise and direct the team trainer. Also, the team physician will have the ultimate decision making authority with regard to the status of injured athletes.

V. DUAL PARTICIPATION POLICY

There exist circumstances in which it may be in the best interest of both a particular team and an individual athlete to allow participation on more than one athletic team during a particular season. This would allow individual athletes an opportunity to excel in activities that will help both them and others grow and develop physically, socially, and emotionally while, at the same time, helping the overall growth, development and success of the entire team.

A parent/guardian of a student who wishes to participate in two sports should request a meeting with the student, the coaches of both sports, and the Activities Director to discuss these wishes and review the following guidelines:

- a. A written contract will be established wherein all the above named parties may agree upon training and performance requirements concerning the games and practices.
- b. The athlete must choose his/her primary sport and would be expected to attend all practices and contests of the primary sport.
- c. The athlete will only be able to participate in the secondary sport when there is not a conflict with primary sport activities. Potential conflicts will be resolved by the parties involved and included in the contract.
- d. The athlete would be expected to abide by all team rules for both sports, unless mutually agreed upon.
- e. If the athlete fails to comply with any of the agreed upon criteria, the athlete will no longer be eligible to participate in the secondary sport.

GENERAL POLICIES

PREVIOUS SEMESTER/TRIMESTER RECORD

No student shall compete in any contest during any trimester, who has not passed at least 66% of the credit load (passing at least 4 out of 5 courses) for the last trimester during which he or she shall have been enrolled in grade nine to twelve, inclusive for a period of three weeks or more, or during which the athlete shall have taken part in any interscholastic athletic contest. A student who fails to pass 66% of the credit load - (4) out of five (5) - trimester courses at the end of any trimester period shall be ineligible for the next 60 school days unless the deficiencies are made up. Eligibility may be reinstated during the next trimester when the school accepts the credit.

A student entering the 9th grade for the first time may compete without reference to his/her record in the 8th grade. In determining the number of hours of credit received during a semester under this rule, the usual credit allowed by the school shall be given. However, reviews and extracurricular work, and work for which credit previously has been received, shall not be counted. Deficiencies, including incomplete conditions, and failures from a previous semester may be made up during a subsequent semester, summer session, night school, or by tutoring. Eligibility may be reinstated during the next semester when the school accepts the credit.

CURRENT SEMESTER/TRIMESTER RECORD

- A. No student shall compete in an athletic contest who does not have a passing grade from the beginning of the trimester to the date at which eligibility is checked seven days prior to the contest, in studies totaling 66% of the credit load. The student must be enrolled in at least four classes.
- B. In determining the number of hours of credit work per week under this rule, reviews and extracurricular work, and work for which credit previously has been received, shall not be counted.
- C. Any student participating in high school athletics must be passing 66% of the credit load (passing at least 4 out of five classes) to be eligible to participate in a scheduled interscholastic event or scrimmage.

ELIGIBILITY EVALUATION PROCESS

Students participating in interscholastic athletics will be evaluated every third week on Tuesday. Students who are not passing at least four classes will be deemed ineligible for competition the following week (Monday-Sunday). Ineligible students will then be evaluated weekly until they are meeting the minimum standard (passing at least four classes). Students who are deemed eligible at the third week evaluation will not be evaluated again until the next evaluation three weeks later.

ATTENDANCE REQUIREMENTS

Students involved in athletics and activities must be in school **ALL DAY** to be eligible for practice and/or competition. Doctor appointments, funerals, college visits, and school events will be excused. All other absences would need prior administrative approval.

Occasionally, student athletes may miss instructional time for the purposes of participating in a team event. Students are responsible for anything missed during instructional time and should make arrangements with instructors in advance of the absence. Students who are ineligible will not be permitted to miss instructional time.

TRANSPORTATION

Students are required to travel to and from athletic events when the transportation provided by the St. Johns Public School District. This requirement may be waived with approval from the coach and parent.

FOOT COVERINGS

State Health Department regulations require feet to be covered at all times in public buildings. The only exception should be in locker rooms and on pool decks. "Spikes" and cleats of any kind are prohibited in the hallways or locker rooms. Athletes are to put on and take off this type of shoe outside of the building.

PARKING

A. All participants are to park in the main student parking lot. No one is to park in the District Administration's parking area until after 5:00 p.m., Monday through Friday.

B. No one is to park along the sidewalk by the parking lot.

EQUIPMENT

A. Each football player must purchase a protective mouthpiece.

B. Any individual who has failed to return, in good condition, any equipment issued shall be ineligible for an award and from participation in any other sport until such equipment is satisfactorily returned or the Athletic Department is reimbursed.

C. The theft of school equipment is larceny and Michigan law regards larceny as a felony.

SNOW DAY PROCEDURES

A. If school is called off during the school day:

No team practices, activities or events unless approved by the school administration. If approval is granted, activities MAY NOT be mandatory.

B. If school is called off before the start of the day:

No team practices, activities or events unless approved by the school administration. If approval is granted, activities MAY NOT be mandatory.

NCAA ELIGIBILITY CENTER

Students interested in competing in division one or two collegiate athletics must register with the NCAA Eligibility Center. Students should contact either the Activities Office or the Counseling Office, or view the NCAA website at <https://web3.ncaa.org/ecwr3/>.

AWARD POLICIES

A. All awards must conform to the regulations of the State High School Athletic Association. A season is not completed until after the conclusion of the Awards Banquet.

CRITERIA FOR ATHLETIC TEAM AWARDS ARE AVAILABLE FROM COACHES AND THE ATHLETIC OFFICE.

B. Award Hardware Policy:

1. Freshman Team – certificate
2. Junior Varsity Team – certificate and numerals
3. Varsity Team
 - A. First year – letter with sport identification
 - B. Second year – a bar to be placed under the sport identification
 - C. Third year – a bar to be placed under sport identification
 - D. Captain – a star will be awarded and is to be placed over the sport identification
 - E. If a Freshman is awarded a letter, he/she will receive the numerals along with the letter
 - F. All applicants must have conformed to the regulations for attendance at practices and contests to the satisfaction of the coach for that sport.
 - G. All applicants should have displayed at all times, to opponents, officials and fellow teammates, the type of sportsmanship which his/her school demands.

H. All applicants must have conformed to all rules for training as established by the Athletic Department for equipment checked out to them.

I. All applicants must have conformed to all rules for training as established by the Athletic Council, Athletic Director and the coach of the designated sport.

C. Trophies and Plaques:

1. Trophies or plaques may be given out by coaches provided they have the approval of the administration.

a. Most Valuable Player Plaques:

Coaches will annually inform the Student Activities Director of the name of the individual to be placed on the appropriate plaque.

b. Two plaques will be used for the 'Outstanding Athlete of the Year' and will be placed in the center of the athletic plaques.

- The "Outstanding Boy and Girl Athlete of the Year, and will be selected by all varsity head coaches.
- The award is based on athletic success, athletic participation and citizenship.

c. 12 Season Award:

The Athletic Department will issue a 12 Seasons Award to any student athlete that is an involved member of a team for all 3 seasons of all 4 years of high school. (Managers and dual sport during a season are excluded from this)

D. The coach reserves the right to award a letter to seniors who have completed a minimum of two years of a varsity sport.

E. Letter Requirements for all Sports

As head coaches and sport regulations change, the letter requirements that follow may change. The changes will be outlined in each coach's written sport guidelines and reviewed with the Director of Activities.

All Participants Must:

Boys Baseball

- Complete the season in good standing.
- Be a member of the varsity team for at least half of a season.

Boys and Girls Basketball

- A player or manager who starts and finishes a complete season in good standing will be able to earn a letter with approval of the head coach.

Boys and Girls Cross Country

- An individual earns a varsity letter in cross country if they have met any of the following conditions:
 - A letter will be earned by any runner who is one of the team's top seven, by designation or time, for more than half of the scheduled meets in the season.
 - A letter will be earned by any runner who has completed three seasons of cross country in good standing.
 - A letter will be earned by any runner who has previously earned a letter in cross country and finishes the season in good standing.
 - Likewise, any boy runner who runs at least 4 races below 19:59 on a certified course or a girl who runs at least 4 races below 21:59 on a certified course will receive their varsity letter.

Football

- Complete the season in good standing.
- Attend practice sessions as required by team rules.
- Adhere to all training and team rules.

Boys and Girls Tennis

- Complete the season in good standing and compete in a minimum of two varsity matches during the season.

Boys and Girls Soccer

- All players must have participated in a minimum of one half of the season's total contests.
- All players must complete the season in good standing, both athletically and academically.

Boys and Girls Swimming & Diving

- Swimmers – 36 points must be earned throughout the course of the season, or a top 16 finish in an individual event at the CAAC League Meet.
- Divers – 18 points must be earned throughout the course of the season, or a top 16 finish in an individual event at the CAAC League Meet.

Boys and Girls Golf

- Be a member of the varsity squad and have earned a total of 12 points for the season. Points are earned as follows: match medalist = 3 pts.; team medalist = 2 pts.; team counter = 1 pt.
- Be a member of the golf team for four years if the requirement for letter "a" is not fulfilled.

Boys and Girls Track

- Must receive as many varsity points as there are dual meets. Method of winning varsity points:
- Placing in varsity competition.
- Points may be earned by a performance that is equal to or better than a goal of excellence.

Girls Softball

- Underclassmen must have played at least one year at the junior varsity level or have made the varsity team as a freshman.
- Anyone making the varsity team, other than freshmen, and have not fulfilled the requirement above, will not earn a varsity letter until their second season of varsity level participation. The only exception to this rule would be a first time senior or senior who has transferred in from another school district.
- Players who have fulfilled requirement letter "a" above and, and in the coach's opinion, have made a positive contribution in either playing or supporting the team in games and practice will earn their varsity letter.

Girls Volleyball

- Must have participated in half of the games of all season matches. Credit for a game shall be given for any part of a game played.
- An exception to the bullet above would be a senior who has participated in any number of the games of the season's matches and has completed a second varsity season in good standing.
- Any other exception will be decided by the coach and the Director of Student Activities.

Girls Gymnastics

- Complete the entire season.
- Additional criteria as outlined in the coach's pre-season information.

Wrestling

- Earn a total of 30 points on the following scale:
 - one point for a varsity competition (this counts for a loss or getting a void)
 - if a wrestler wins the competition he/she earns the team points toward the letter.
 - wrestling in the regional or state meet.
 - complete the season in good standing.
 - be a positive contributing member of the team for four years.

Cheerleading

- A cheerleader or manager who starts and finishes a complete season in good standing will be able to earn a letter, with the approval of the head coach. The cheerleader or manager must also abide by all rules set forth by the St. Johns High School Athletic Department and the cheerleading coaches.

Dance

- A dance team member must complete the season in good standing.

Manager

- Any applicant for a manager award must have spent two years as a head manager of an athletic activity or one year as an assistant manager, followed by a head manager position for one year in the same sport. If the coach feels a manager has done an exceptional job, the coach may petition the Director of Student Activities to award a letter for the first year of participation.

Special Award

- Upon the recommendation of a coach a special award can be issued to any individual by the Athletic Board.

Student Athletic Training

- Attend, on time, all scheduled sessions unless excused with prior approval by the athletic trainer.
- Meet requirements of 150 training room hours and 20 covered games scheduled by the athletic trainer.
- Perform as a positive, contributing member of the team throughout the season.
- Freshmen and sophomores will receive their varsity awards at the end of their second season in athletic training.
- Must perform at 2.0 or above in regular class work.
- Exceptions to these rules are at the discretion of the head athletic trainer.

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

Participation shall at all times abide by the safety rules of their activity or sport. Unsportsmanlike behavior will not be tolerated.

Participants' conduct, in and out of school, shall not reflect negatively on their school or create a disruptive influence on the discipline, good order, moral, or educational environment in the school.

Participants who violate this Conduct Code are subject to being removed from the activity at the discretion of the Coach, Building Principal or Athletic Director, in addition to any other applicable punishment.