



St. Johns Middle School Handbook

2024-2025

www.sjredwings.org

Table of Contents

Introduction	3
District Mission, Vision, and Values	4
Mission	4
Vision	4
Philosophy	4
Core Values	4
We Hold That:	4
Important Information	5
District Website	5
Board Policies	5
Addresses	5
Contact Information	5
Administration	5
District Calendar	6
Daily Schedule	7
Emergency School Closing Procedures	7
Notice of Non-Discrimination	7
Section I: District-Wide Policies and Procedures	10
Attendance	10
Absences due to illness	10
Planned Absences	10
Students are expected to:	10
Books and Supplies	11
Bulletin Boards	11
Bullying	11
Cafeteria Rules	11
Cell Phone Use	12
Cheating, Plagiarism, and Academic Dishonesty	12
Children’s Protective Services Investigations	13
Classroom Behavior	13
Closed Campus	13
Communicable Diseases	13
Damage to School Property	13
Dress and Grooming	13
Driving and Parking Personal Vehicles	14
Emergency Contact Information	14
Fees	15
Food Services	15
Field Trips	15
First Aid, Illness, or Injury at School	15
Head Lice	15
Homeless Children and Youth	16
Immunizations	16
Law Enforcement Interviews	16
Limited English Proficiency	17

Locker Use	17
Lost and Found	17
Media Center	18
Medication	18
Parties	18
Protection of Pupil Rights	18
Public Display of Affection	19
Rights of Custodial and Non-Custodial Parents	19
Search and Seizure	19
Student Education Records	19
Right to Request Explanation or Interpretation	20
Right to Request Amendment of Education Records	20
Directory Information	20
Technology	20
Transportation Services	21
School Vehicle Rules	21
School Vehicle Misconduct Consequences	21
Different Route Requests	22
Video Surveillance and Photographs	22
Withdrawal From School	22
Section II: Academics	23
Academic Awards	23
Grades	24
Homework	24
Placement	24
Students with Disabilities	24
Testing Out	24
Work Permits	25
Section III: Student Clubs, Activities, and Athletics	26
Extracurricular Activities	27
Student-Initiated Non-Curricular Clubs	27
Transportation To/From Extracurricular Activities	27
Section IV: Discipline and Code of Conduct	27
Discipline Generally	27
Forms of School Discipline & Applicable Due Process	28
After-School Detention	28
In-School Suspension	28
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher	28
Removal for 10 or Fewer School Days	29
Removal for More than 10 and Fewer than 60 School Days	29
Removal for 60 or More School Days (align with our current Policy 5206)	29
Student Code of Conduct	30
Section V: Building-Specific Rules and Procedures	40
Appendix A: Title IX Sexual Harassment	46
Appendix B: Anti-Bullying	61
Appendix C: Protection of Pupil Rights	64
Appendix D: Acceptable Use Agreement	66
Appendix E: Athletic Code of Conduct	69

Introduction

Dear SJMS Families,

Welcome to the 2024-2025 school year! We are excited to partner with you to create a school environment in which all students learn and explore their passions as they grow and develop through the middle school years. Our school motto is, "Working as a team to build the future." The academic, social, and emotional success of our students depends on all of us working together as a team.

Middle School Matters. Middle school is a time of rapid growth and development in a young person's life. We are here to support students and families as you navigate these changes. This level in your child's education is much more than a step between elementary and high school. At SJMS, students build on their prior learning in the required subjects (see the *St. Johns Middle School Course Description Guides* for details) to deepen their knowledge and understanding and explore future career paths. Students are offered more choices in the courses they take and increased responsibility to engage and direct their learning.

Get involved! Please encourage your student to get involved in our extra curricular offerings in athletics, performing arts, student leadership groups, and service opportunities. Extra curricular activities increase students' positive connection to school which increases academic performance. Extra curricular activities also provide a platform to make new friends and learn skills such as creativity, teamwork, organization, time management, and good sportsmanship, to name a few. Many students will find an activity in middle school that they will continue into high school and beyond that enrich their lives.

SJMS is providing this handbook to assist you in understanding our policies and procedures, the practices we employ to run our building in a safe, practical, supportive, and respectful manner. If you have any questions about the information provided, please feel free to contact the school or visit our website (www.sjredwings.org) for more information. Strong school to home and home to school communication is the foundation for a successful school year. **Please ensure you are receiving information through your Infinite Campus portal as it will be our main mode of communication to you.**

We look forward to working together with you to support our students' growing independence, academic achievements, and personal discovery throughout the coming year. Feel free to contact us to provide input, ask questions, or get involved.

Go Redwings!

Sincerely,

Mrs. Andrea Hallead, Principal

Mr. James Matice, Assistant Principal/Athletic Director

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.

District Mission, Vision, and Values

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.

Vision

To become schools that embrace change through pursuit, evaluation and celebration of new knowledge and skills. To provide every student with the choice to undertake advanced learning without remediation.

Philosophy

Education is a lifelong pursuit for every individual and the shared responsibility of the home, school and community.

Core Values

Integrity, Trust, Respect, Accountability, High Expectation and Service

We Hold That:

- Every individual has worth and dignity.
- Every individual is unique.
- Equal opportunity for learning must be available to all students.
- Intellectual curiosity, academic skills, teamwork, and perseverance are essential for all learners to succeed.
- The rapidly changing world demands educators to cultivate a diverse approach to learning so students are prepared to face new challenges.

Important Information

District Website

www.sjredwings.org

Board Policies

Board Policies are available at: <https://bit.ly/StJohnsBoardPolicy>

Addresses

District Office - St. Johns Public Schools
501 W. Sickles St.
St. Johns, MI 48879

St. Johns Middle School
900 W. Townsend Road
St. Johns, MI 48879

Contact Information

Front Office: (989) 227-4300

Fax: (989) 227-4399

Transportation: (989) 227-5330

Administration

Superintendent: Dr. Anthony Berthiaume

Curriculum Director: Mike Winkel

Special Education Director: Mary Garrigus

Transportation Director: Rob Gleeson

High School Principal: Dr. Mark Dobson

High School Assistant Principal: Zane Ballard

High School Athletic Director: Megan Merchant

Middle School Principal: Andrea Hallead

Middle School Assistant Principal/Athletic Director: Jim Matice

Eureka Elementary Principal: Andy Fillwock

Gateway Elementary Principal: Ross Richard

Oakview Elementary Principal: Jim Alspaugh

Riley Elementary Principal: Andrew Tisdale

District Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August
20-22 Staff Professional Development
26 First Day of School - All students but preschool
30 No school for students/staff

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September
2 Labor Day - no school for students/staff
9 First Day for Preschool

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October
11 Release Day - no school for students/staff

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November
1 Staff Professional Development no school for students
21-22 MS/HS Exam Days & Early Release for Elem students
28-29 Thanksgiving Recess - no school for students/staff

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December
23-27 Holiday Break - no school for students/staff
30-31 Holiday Break - no school for students/staff

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January
1-3 Holiday Break - no school for students/staff
20 Staff Professional Development no school for students
31 Release Day - no school for students/staff

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February
14 No school for students/staff
17 No school for students/staff

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March
6-7 MS/HS Exam Days & Early Release for Elem students
28 Spring Break - no school for students/staff
31 Spring Break - no school for students/staff

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April
1-4 Spring Break - no school for students/staff
18 Release Day - no school for students/staff

May 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May
26 Memorial Day - no school for students/staff

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June
9-10 MS/HS Exam Days & Early Release for Elem students

Daily Schedule

	6TH GRADE	7TH GRADE	8TH GRADE
1st hour	7:50-8:45 (55 minutes)	7:50-8:45 (55 minutes)	7:50-8:45 (55 minutes)
2nd hour	8:50-9:45 (55 minutes)	8:50-9:45 (55 minutes)	8:50-9:45 (55 minutes)
3rd hour	9:50-10:45 (55 minutes)	9:50-10:45 (55 minutes)	9:50-10:45 (55 minutes)
4th block	Careers, Personal Development 10:50-11:13 (23 minutes)	10:50-11:45 (55 minutes)	10:50-11:45 (55 minutes) 11:45-11:50 Passing Break
	A Lunch 11:13-11:43 (30 minutes)		
	11:48-12:43 (55 minutes)	B Lunch 11:45-12:15 (30 minutes)	Careers, Personal Development 11:50-12:13 (23 minutes)
		Careers, Personal Development 12:20-12:43 (23 minutes)	C Lunch 12:13-12:43 (30 minutes)
5th hour	12:48-1:43 (55 minutes)	12:48-1:43 (55 minutes)	12:48-1:43 (55 minutes)
6th hour	1:48-2:43 (55 minutes)	1:48-2:43 (55 minutes)	1:48-2:43 (55 minutes)

School staff will supervise students on school grounds 35 minutes before the school day begins and 7 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 for inclement weather day, power outage, or other extenuating circumstances, or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner: Infinite Campus Message; district website; district Facebook page; TV channels 6, 10, and Fox 47, NBC 25; radio station 92.5.

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:

Mark McKeown, Human Resources Specialist
501 W. Sickles Street, St. Johns, MI 48879
989-227-4018
mckeownm@sjredwings.org

Mike Winkel, Curriculum Director
501 W. Sickles Street, St. Johns, MI 48879
989-227-4004
winkelm@sjredwings.org

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

Mary Garrigus, Special Education Director
501 W. Sickles Street, St. Johns, MI 48879
989-227-4006
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:

Dr. Anthony Berthiaume, Superintendent
501 W. Sickles Street, St. Johns, MI 48879
989-227-4050
berthiaumea@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.

Section I: District-Wide 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 Hotline at (989) 227-4344** by 8:30 a.m. each day of the absence. If a phone call has not been made to the Attendance Hotline, a note must be sent by the parent when the student returns the following day. If an absence is not cleared within 72 hours of the student's return to school by a note or phone call the absence will be considered unexcused.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office. The student must sign out in the main office.

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

- 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.

Students who are not in class prior to the start of the class period are considered tardy. Students who arrive to class more than 10 minutes late are considered absent.

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.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. 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

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cafeteria Rules

We have closed campus, which means that students are not allowed to leave the Middle School grounds during the instructional day. Students must eat their lunches in the Auditoria. In special cases, a note from a parent to the principal may allow the student to check out from the Front Office during the student's lunch time, but the student must return in time for their next class. Students are expected to:

- Follow all school rules and behavior expectations.
- Scan their student IDs or enter their PINs to purchase lunch or a la carte items. Students may not use another student's PIN or ID card number for any reason to purchase lunch items.
- Go to their locker and the restroom on the way to lunch.
- Leave the Auditoria only with permission.
- Keep aisles and doorways clear.
- Take care of their own trays and any messes or spills on tables or the floor.
- Wait in line appropriately and respectfully.
- Bring beverages in break-proof containers, such as plastic or metal. No glass bottles are permitted in school.
- Students are reminded that all food products (candy, chips, cookies, etc.) are to be consumed in designated eating areas only (Auditoria and teacher-supervised classrooms). Beverages, with the exception of water, are not allowed in classrooms. Abuse of this privilege can result in immediate confiscation and disposal of those food and drink products. Also, student sale of candy, food, or drink products at any time while school is in session is prohibited.

Students unable or unwilling to conduct themselves properly in the Auditoria during lunch and having been warned and/or disciplined by the lunchroom supervisor with unsatisfactory progress, will be referred to the Assistant Principal. At the discretion of the Assistant Principal, a student may be assigned an alternate location to eat lunch for repeated misbehavior.

Cell Phone Use

At SJMS, students may use cell phones before school, after school, or in the auditoria during their assigned lunch period. Cell phones, smart watches, gaming devices, earbuds, and other electronic devices that can connect to a cell phone are to be turned off during the school day and must remain in the student's locker. When using electronics at school, students must 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.

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 or class and will 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 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, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, SJPS Board of Education Policy 5101, or the Dress Code; or substantially 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 discreetly 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

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. Outerwear such as hats or hoods (other than for religious or medical reasons) and non-prescription sunglasses shall not be worn in the school building during school hours. Clothing 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

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.

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 update their emergency contact information in Infinite Campus.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non curricular 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 non curricular 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.

Food Services

Breakfast and lunch are served daily. More information can be found at:
<https://www.sjredwings.org/our-district/foodservices>

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.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

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.

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

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 extra-curricular 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.

Students must use the locker assigned to them to store their backpacks, bags, coats, and other personal items during the school day. We do not have shared lockers. Students moving to another locker without permission from the Principal are subject to progressive disciplinary consequences.

Students must keep their lockers neat, clean and operational. Report problems to the office immediately. Jamming of locker doors is generally a result of improperly maintained lockers. Any purposeful mistreatment or damage to lockers or locks will result in fines and school suspensions. Students placing an object (i.e. pencil or pen) in the lock mechanism on the inside of the door are subject to disciplinary consequences.

Do not share your locker combination with anyone. Keeping your combination secret is your only guarantee of a secure locker. Do not preset for easy opening; spin dial one complete turn after each closing. Locker combinations and locker assignments will not be changed during the school year. *Students may be suspended for tampering with other students' locks or opening unassigned lockers.* Displaying inappropriate pictures, posters, and/or photographs on the inside area of your locker will result in disciplinary consequences and possible suspension. No food or drink is to be stored in lockers overnight.

Lost and Found

SJMS has two Lost and Found Areas: (1) in the front/back office areas and (2) in the hallway outside the main office. Students should label all personal items with their full names so they can be returned if lost. Anything believed to have been stolen should be reported to the Assistant Principal's office. Lost and found items are donated at the end of each trimester.

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. If materials are lost and not returned by the end of the school year, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

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:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

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.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have 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. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

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

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:

- student names, addresses, and telephone numbers;
- photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- date and place of birth;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

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.

A Directory Information opt out option is available via Infinite Campus on the yearly census verification form. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information opt out, school officials may not release the student's directory information for any of the uses selected on the form.

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 Acceptable Use Agreement attached as Appendix E 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

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Follow **all** bus driver's directions
2. Sit on back pockets facing the front
3. Classroom behavior is expected
4. Talk quietly; be respectful of others
5. Beverages, food, candy, and chewing gum are not allowed on the bus
6. Do not throw items on or out of the bus
7. Aisles must be clear at all times
8. All items must be in backpack/bag, and be held on your lap, including band instruments
9. Large or fragile items are not appropriate for bus transportation
10. Athletic and playground balls need to be in a bag or container
11. Do not write on or damage seats
12. Any behavior that distracts the driver will be cause for discipline
13. SJPS policy for tobacco, alcohol, weapons, and illegal substance/materials is enforceable on the school buses
14. Electronic devices are a privilege - not a right. Inappropriate use may result in loss of that privilege:
 - a) Telephone calls shall not be allowed after boarding the bus
 - b) No video recording, sound recording, or picture taking will be allowed
 - c) Sounds must be muted or turned off
 - d) Drivers shall remove a device that is not being used appropriately

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the transportation director for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Different Route Requests

Parents must notify the school office in writing with parent signature if their student is to ride a bus not assigned to them. If another student is having a student ride their bus, written parent notice is also required. Bus passes will be issued prior to the first hour of the school day with written parent permission from both parties. Students will not be able to make calls home during the school day for permission to ride the bus home to their friend's home.

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 Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

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 Infinite Campus, follow the instructions at: <https://bit.ly/SJParentPortal>

Academic Awards

PRINCIPALS' AWARD: Presented at the end of each year to two full-time eighth grade students, nominated by their teachers and chosen by their principals for exemplary achievement, for overcoming a challenging obstacle, or having made a significant contribution to the quality of life in our school.

FOUNDATION FOR EXCELLENCE AWARD: Presented at the end of each year to all full-time 6th, 7th, and 8th-grade students who earned a cumulative grade point average (GPA) of 4.0 since their enrollment at St. Johns Middle School. GPA is calculated each year through the end of the 2nd trimester for the purposes of this award. Students must have completed at least one full trimester to be eligible for this award.

ACADEMIC EXCELLENCE AWARD: Presented at the end of each year to all full-time 6th, 7th, and 8th-grade students who earned a 3.85 cumulative grade point average (GPA) since their enrollment at St. Johns Middle School. GPA is calculated each year through the end of the 2nd trimester for the purposes of this award. Students must have completed at least one full trimester to be eligible for this award.

ATHLETIC/ACTIVITIES EXCELLENCE AWARD: Presented at the end of each year to full-time SJMS 8th grade athletes/activities participants each school year. To earn the medallion and certificate, the 8th-grade student must:

1. Maintain a cumulative 3.0 GPA for the first two trimester periods of the 8th-grade year.
2. Have been a member of an SJMS athletic or in theatre for two seasons in 8th grade.
3. Not have been suspended (in-school or out-of-school) for behavioral misconduct during the current school year.
4. Complete all seasons in good standing.

EXEMPLARY ATTENDANCE: Students are recognized for having been absent no more than six class hours at the end of the year Awards Assembly. All absences, with the exception of school related events, are included in absence totals for the purpose of this recognition. Students must have attended SJMS for the full school year to be eligible for this award.

HONOR ROLL: The honor roll will be posted at the completion of each trimester in our newsletter and on social media. Students must earn a B+ (3.5) average for the preceding trimester (not cumulative) to be on the honor roll.

HONOR CARD: Students earn an Honor Card after each trimester in which they (1) earn a qualifying grade point average or GPA of 3.50 or higher *or* improve their GPA by 0.5 points from the previous trimester AND (2) earn NO suspensions. Students with an Honor Card receive special rewards throughout the school year.

NOTE: The Honor Card program is made possible through donations to our building fundraising efforts from families and community members.

Grades

Grade reports will be issued at least once each trimester through Infinite Campus. Parents may check student grades at any time during the school year through Infinite Campus. Grades are calculated using the following grading scale:

A	93% and ↑	B+	87% - 89%	C+	77% - 79%	D+	67% - 69%	F	59% and ↓
A-	90% - 92%	B	83% - 86%	C	73% - 76%	D	63% - 66%		
		B-	80% - 82%	C-	70% - 72%	D-	60% - 62%		

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work 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.

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 is eligible for special education or accommodations due to a disability or suspected disability should contact

Mary Garrigus, Special Education Director
501 W. Sickles Street, St. Johns, MI 48879
989-227-4006
garrigusm@sjredwings.org

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.

Work Permits

Information about work permits is available at the Front 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. Students must be enrolled full time (6 class periods) at SJMS to participate in extracurricular activities offered by SJMS.

For the 2024-2025 school year, the SJMS offers the following student clubs, activities, and athletics:

STUDENT COUNCIL: Students are nominated to run for Student Council through an application process. Members will be chosen from those nominated by an election of the student body. Membership will consist of six students from each grade. Student Council members sent to the Assistant Principal's office for misbehavior and subsequent discipline may be either temporarily suspended from participation or permanently dismissed from the council by the middle school Principal.

SCHOOL FUN NIGHTS: Fun Nights are generally held from 6:00 p.m.-8:00 p.m. one Friday per month. Students are accountable to all rules outlined in the Student/Parent Handbook. Fun Nights are open to full-time enrolled SJMS students only. Once admitted, students may not leave the activities area before dismissal time unless they are met at the door by a parent and are released by a staff member. All students leaving the building prior to the conclusion of Fun Night will not be allowed re-admittance. Violation of this rule will result in the loss of Fun Night privileges indefinitely.

Note: Middle school students are not permitted to attend High School dances including the Prom and Homecoming dances.

ATHLETICS:

<u>FALL SEASON</u>	<u>WINTER SEASON</u>	<u>SPRING SEASON</u>
<u>Boys:</u> 7th & 8th-grade Football	<u>Boys:</u> 7 th & 8th-grade Basketball 6 th , 7 th & 8th-grade Wrestling	<u>Co-Ed:</u> 6 th , 7th & 8th-grade Track & Field
<u>Girls:</u> 7th & 8th-grade Volleyball	<u>Girls:</u> 7 th & 8th-grade Basketball 6th, 7th, & 8th grade Wrestling	6 th , 7 th & 8 th grade Spring Musical
<u>Co-Ed:</u> 6 th , 7 th & 8 th grade Cross Country		

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.

Extracurricular Activities

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 (see Appendix F) and any applicable team rules.

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 Generally

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.

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.

Before-School Detention

Students misbehaving at school prior to the first hour, whether it be in the hallways or elsewhere on school grounds, may lose their before-school privileges and be assigned detention in the Assistant Principal's office or the Auditoria until the first bell rings at 7:45 a.m. Students assigned before school detention will report directly to the assigned area (office or Auditoria) as soon as they arrive and may be required to sign in each morning of the detention period.

Lunch Detention

Teachers and administrators may require students to stay in the library during lunch when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. Students will take their lunch to the library and eat quietly.

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.

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.

Removal for 60 or More School Days

Before the Superintendent 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 discipline 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.

Superintendent will not suspend or expel the student unless, following the hearing, the Superintendent 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 Superintendent will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. A parent/guardian 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.

Restorative Justice

If the Superintendent (or designee) determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

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


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

Student Code of Conduct

THE T.E.A.M. PHILOSOPHY: St. Johns Middle School employs a “Positive Behavior Interventions and Supports” system, or PBIS that includes “defining, teaching, and supporting appropriate student behaviors to create positive school environments” (<http://www.pbis.org/school>). **In short, working together, we can make SJMS an even better place to learn and work.** Team SJMS developed and adopted the T.E.A.M. acronym to remind us of four things Redwings do all day, every day:

Take responsibility. Ensure safety. Act with kindness. Model positive behavior.

BEHAVIOR MATRIX: Students are taught appropriate behaviors for each setting of the school. These expectations are organized below in the Behavior Matrix. They are also on display throughout our school. Expect to see the TEAM Philosophy in action all over campus and anywhere SJMS Redwings are found.

	T	Take Responsibility	E	Ensure Safety	A	Act with Kindness	M	Model Positive Behavior
Assembly	<ul style="list-style-type: none"> ● Be quiet. 		<ul style="list-style-type: none"> ● Stay to the right when exiting and entering. 		<ul style="list-style-type: none"> ● Face and look at the presenter. 		<ul style="list-style-type: none"> ● Participate. ● Apply your learning. 	

	<ul style="list-style-type: none"> ● Listen and follow directions. ● Have an open mind. 	<ul style="list-style-type: none"> ● Remain seated unless directed otherwise. ● Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> ● Be positive. ● Support your neighbors. 	
Auditeria	<ul style="list-style-type: none"> ● Bring your lunch or have lunch money. ● Listen and follow directions. ● Pick up your area. 	<ul style="list-style-type: none"> ● Walk. ● Sit at tables; keep aisles clear. ● No projectiles. 	<ul style="list-style-type: none"> ● Stay in your place in line. ● Use a conversational voice. 	<ul style="list-style-type: none"> ● Help others whose hands are full. ● Make healthy food and drink choices. ● Demonstrate table manners.
Bus	<ul style="list-style-type: none"> ● Get to your bus on time. ● Listen to and follow the directions of adults. ● Use appropriate volume and language. 	<ul style="list-style-type: none"> ● Stay seated and face forward. ● Keep hands, feet, and objects to yourself and inside the bus. ● No projectiles. 	<ul style="list-style-type: none"> ● Be courteous and respectful to the bus driver and peers. ● Be supportive to younger passengers. ● Be inclusive. 	<ul style="list-style-type: none"> ● Leave the environment better than you found it. ● Stand up for your peers. ● Immediately report inappropriate behaviors.
Classroom	<ul style="list-style-type: none"> ● Be in class and ready to learn on time. ● Participate. ● Listen and follow directions. 	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself. ● Avoid horseplay. ● Respect school and personal property. 	<ul style="list-style-type: none"> ● Support your peers. ● Keep comments positive. ● Respect others' personal space. 	<ul style="list-style-type: none"> ● Learn from bell to bell. ● Take educational risks. ● Be a problem solver.
Computer Lab	<ul style="list-style-type: none"> ● Use equipment responsibly. ● Bring necessary materials for class. ● Listen and follow the teacher's directions. 	<ul style="list-style-type: none"> ● Access teacher-approved sites only. ● Keep your usernames and passwords secure. ● Keep hands, feet, and objects to yourself. 	<ul style="list-style-type: none"> ● Support your neighbor. 	<ul style="list-style-type: none"> ● Leave the environment better than you found it. ● Immediately report inappropriate behaviors.
Gyms	<ul style="list-style-type: none"> ● Listen and follow directions. ● Know the expectations for each activity. 	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself. ● Avoid horseplay. ● Respect school and personal property. 	<ul style="list-style-type: none"> ● Support your peers. ● Demonstrate good sportsmanship. 	<ul style="list-style-type: none"> ● Show pride in your school. ● Welcome and assist guests. ● Put equipment away.
Hallway	<ul style="list-style-type: none"> ● Use your time wisely. ● Put devices away. ● Get your necessary materials between classes. 	<ul style="list-style-type: none"> ● Walk on the right, and leave an aisle. ● Avoid horseplay. ● Keep your locker and combination secure. 	<ul style="list-style-type: none"> ● Respect others' personal space. ● Use a conversational voice. ● Help peers in need. 	<ul style="list-style-type: none"> ● Immediately report inappropriate behaviors. ● Pick up any trash you pass and put it in a trash receptacle.
Locker Room	<ul style="list-style-type: none"> ● Use your time wisely. ● Have appropriate clothing and shoes. ● Pick up your area. 	<ul style="list-style-type: none"> ● NO CELL PHONE USE! ● Keep your locker and combination secure. ● Avoid horseplay and physical contact. 	<ul style="list-style-type: none"> ● Keep comments positive. ● Respect others' personal space and privacy. 	<ul style="list-style-type: none"> ● Leave the environment better than you found it. ● Immediately report inappropriate behaviors. ● Encourage and praise ALL classmates.
Info Center	<ul style="list-style-type: none"> ● Be productive. ● Bring necessary materials, including your ID card. 	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to yourself. ● Avoid horseplay. 	<ul style="list-style-type: none"> ● Support your peers. ● Use an inside voice. ● Use manners and a polite tone of voice. 	<ul style="list-style-type: none"> ● Leave the environment better than you found it. ● Immediately report inappropriate behaviors.

	<ul style="list-style-type: none"> ● Wait your turn. 	<ul style="list-style-type: none"> ● Respect school and personal property. 		
Office	<ul style="list-style-type: none"> ● Visit the appropriate office. ● Listen and follow directions. ● Ask permission to use school or cell phone. Leave a message if no answer. 	<ul style="list-style-type: none"> ● Know your phone number. ● Only use hall between offices with permission. ● Check for passersby before opening hallway doors. 	<ul style="list-style-type: none"> ● Enter quietly and wait to be addressed. ● Use an inside voice. ● Use manners and a polite tone of voice. 	<ul style="list-style-type: none"> ● Address staff members by name.
Online	<ul style="list-style-type: none"> ● Follow teacher directions. ● Before you post, THINK: "Is it Thoughtful, Honest, Intelligent, Necessary, and Kind?" ● Use appropriate grammar. 	<ul style="list-style-type: none"> ● At school, use SJPS Wi-Fi. ● Access teacher-approved sites only. ● Keep your usernames and passwords secure. 	<ul style="list-style-type: none"> ● Support your peers. ● Keep comments positive. ● Be empathetic. 	<ul style="list-style-type: none"> ● Immediately report inappropriate behaviors.
Outside (School Grounds)	<ul style="list-style-type: none"> ● Listen to and follow the directions of adults. ● Use appropriate volume and language. ● All school rules apply. 	<ul style="list-style-type: none"> ● Use the sidewalks and crosswalks. ● Keep hands, feet, and objects to yourself. ● Respect school and personal property. 	<ul style="list-style-type: none"> ● Be courteous and respectful. ● Help peers in need. 	<ul style="list-style-type: none"> ● Show pride in your school. ● Welcome and assist guests. ● Immediately report inappropriate behaviors.
Restroom	<ul style="list-style-type: none"> ● Use the restroom during your passing time or during lunch when possible. ● Keep the floors clear of the trash. ● Respect school and personal property. 	<ul style="list-style-type: none"> ● NO CELL PHONE USE! ● Avoid horseplay. ● Wash your hands with soap and water. 	<ul style="list-style-type: none"> ● Respect others' personal space and privacy. ● Knock before entering the stall. 	<ul style="list-style-type: none"> ● Leave the environment better than you found it. ● Immediately report inappropriate behaviors.

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)
<p>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</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies. For the start of the 2024-25 school year, devices will be installed throughout the building to monitor vaping.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>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.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>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.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral

<p>Explosives: fireworks and chemical-reactions objects such as smoke bombs, pipe bombs, small firecrackers, and poppers</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>False Alarms and False Reports: A false emergency alarm or report</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification ● Suspension or Expulsion

<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>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.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Disrespectful Actions: verbal, written, or gestures towards school employees</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Expulsion
<p>Extortion: Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Forgery, Lying: Falsely using in writing the name of another person (such as falsifying correspondence purported to be from parents) or making fake telephone calls to deceive school administration regarding any school issue. Intentionally giving false or misleading information.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Expulsion

<p>Inappropriate Physical Contact: Physical contact, whether it be on purpose or as a result of “horseplay” that results in students making physical contact with another student. This includes spitting.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Expulsion
<p>Laser Pointers: Due to the potential of an eye injury, students found in possession of laser pointers will have pointers confiscated and not returned. If a student is caught flashing a pointer at another student, they may be suspended.</p>	<ul style="list-style-type: none"> ● Confiscation ● Parent Notification ● Detention ● Suspension or Expulsion
<p>Littering: Willfully littering on school property or on private property while going to or coming from school.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Expulsion
<p>Matches and Lighters: possession of matches or lighters</p>	<ul style="list-style-type: none"> ● Parent Notification ● Suspension or Expulsion
<p>Obscenity: Using vulgar language/profanity in verbal or written form (notes to other students) or in pictures, caricatures, or gestures (including sexual innuendo) that are offensive to the general standards of the school or community including possession and/or distribution of obscene or pornographic material.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Expulsion
<p>Public Displays of Affection: kissing, holding hands, hugging, or showing overly affectionate behavior</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Expulsion
<p>Skipping School: and/or classes including leaving the school building with permission.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Expulsion
<p>Theft: taking another person's property without permission or legal right and without intending to return it</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Return or restitution for item(s) ● Parent Notification

	<ul style="list-style-type: none"> ● Detention ● Suspension or Expulsion ● Police Referral
Unauthorized Presence/Trespassing/Loitering: Being in or around any area of the building including other grade level areas without a pass, when the student has no legitimate reason to be there; the act of congregating or lingering in a school building or on school property without permission of a staff member or excessively during non-school hours.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Expulsion ● Police Referral
Vandalism: Willful destruction of or damage to property belonging to the school or others while under school jurisdiction.	<ul style="list-style-type: none"> ● Restorative Practices ● Restitution ● Parent Notification ● Detention ● Suspension or Expulsion ● Police Referral

Classroom Discipline

Classroom discipline and management are at the discretion of the teacher and generally include telephone calls to parents, progress reports emailed to parents, parent/teacher/student conferences, detentions, and special assignments as deemed appropriate with the support of parent/guardian. However, inappropriate behavior reported via referral to the Assistant Principal will be subject to the aforementioned administrative guidelines and actions.

Major and Minor Referrals

As part of their formal education, we believe that students can learn appropriate behaviors. However, in order to improve student behaviors, the school must employ a consistent system that involves both the parents and the office, while at the same time empowering teachers and students.

If the teacher deems the behavior **MINOR**:

- 1st Offense: Warning to student
- 2nd Offense: Phone call home and documentation in student's behavioral record (FYI Referral).
- 3rd Offense: Referral to the office.

If the teacher deems the behavior **MAJOR**:

- 1st Offense: Referral to the office. Consequences, including progressive discipline for repeated behaviors, may include (but are not limited to) one or more of the following administrative actions:

- A. A telephone call to parents to discuss issues of misconduct and/or concern.
- B. A conference with the student and any of the following: parent, teacher, administrator, counselor.
- C. Lunch Detention
- D. After-School Assignments

- E. In-School Restriction (ISR)
- E. Out-of-Suspension (OSS) – generally one to ten days
- F. Expulsion –removal from St. Johns Public Schools up to 180 school days or more, pending Board of Education evaluation and directive.

Substance Abuse

- A. First Offense (Possession, Use, and/or Under the Influence)
 - 1. Ten (10) day suspension. The suspension may be modified, under extenuating circumstances, at the discretion of the supervising administrator, with voluntary participation in a drug assessment approved by the school administrator. A minimum five (5) day suspension from school is mandatory. Board policy on suspension and expulsion shall be followed, including the right to appeal.
 - 2. The school may recommend the following for parent consideration:
 - a. Drug assessment evaluation
 - b. Enrollment in drug education classes
 - c. Out-Patient therapy/counseling
 - d. Residential treatment at a certified rehabilitation center
 - 3. The appropriate law enforcement agencies may be informed of the incident at the discretion of the administrator in charge.
- B. Second Offense (Possession, Use and/or Under the Influence) or First Offense for Transfer and/or sale of Drugs
 - 1. Recommendation for expulsion from St. Johns Public Schools for two (2) concurrent trimesters from the date of infraction, according to Board policy on suspension and expulsion.
 - 2. A student may be reinstated upon the recommendation of the Superintendent of Schools and documentation of rehabilitation.
 - 3. The school may recommend the following for parent consideration:
 - a. Drug assessment evaluation
 - b. Enrollment in drug education classes
 - c. Out-Patient therapy/counseling
 - d. Residential treatment at a certified rehabilitation center
 - 4. The appropriate law enforcement agencies may be informed of the incident at the discretion of the administrator in charge.

Subsequent Violations will result in a recommendation of permanent expulsion, according to the Board’s Policy on suspension and expulsion, and immediate notification of the appropriate law enforcement agency.

NOTE: Suspension will be served immediately and may be concurrent with inpatient treatment or counseling.

Weapons

The St. Johns Board of Education has approved a Weapon/Firearms and Expulsion Policy. This policy is required by both State and Federal law. The St. Johns Public School’s policy regarding the possession of a dangerous weapon or firearm states the student possessing dangerous weapons or firearms in district buildings or at school district events shall be expelled from school and referred to the criminal justice system. Expulsion is mandatory unless a pupil can prove in a convincing manner that the pupil:

- A. Did not know the object was a weapon.
- B. Did not intend to use it as a weapon.

- C. Did not knowingly possess the weapon.
- D. Possessed the weapon with the requestor with the express permission of the district administrator or the police.

Sale/Possession or Use of a Weapon

Selling, carrying, using, handling, storing, or threatening with weapons or other dangerous objects in a school building or on school grounds. Weapons are identified in (3) categories: (1) dangerous weapons that require expulsion: (firearm, dirk, dagger, stiletto, knife with a blade in excess of three (3) inches, knife opened by a mechanical device, iron bar, brass knuckles); (2) other weapons commonly used or designated to inflict bodily harm or to intimidate including but not limited to: air guns, blackjacks, billy clubs, bludgeons, gas-ejecting devices, knife with a blade three(3) inches or less in length, stun grenades, chains, clubs, and martial arts weapons; (3) articles designated for other purposes that are used to inflict bodily harm or to intimidate, including but not limited to: belts, box-cutters, combs, pencils, files, razors and compasses. A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges *may* be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law **may** require that a student be expelled from school for a period of one (1) year if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade **over three (3) inches long** fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another student may be considered a weapon. *This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, pocket knife opened by a mechanical device, iron bar, or brass (metallic) knuckles, etc.* Heavy or large link wallet chains are potentially dangerous to the health and welfare of other students and staff if used as a weapon during a physical assault. Accordingly, wallet chains may not be worn during regular school hours or at extracurricular events. *Furthermore, chains confiscated from students will not be returned.* Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Note: *Students are reminded that all pocket knives (regardless of blade length) are prohibited at school and will be confiscated.*

Section V: Building-Specific Rules and Procedures

Appointments

Students are not to leave the building during school hours unless released by the office. If a student needs to leave for an appointment, a written request from parents or a parent phone call must be received by the attendance office before school. Upon returning to school, students are to report to the attendance office and sign in.

Arrival and Dismissal Procedures

- School doors open at 7:15 a.m. Students must enter through the band doors on the north side of the building.
- Upon arrival, students report directly to the auditeria until 7:30 a.m. when they will be dismissed to lockers and classes.
- Parents are to use the north parking lot
- Students are to exit the building by 2:50 p.m. unless under the direct supervision of a teacher, coach or SJMS personnel. This includes all school areas such as the academic wings, gyms, locker rooms, music area, and auditeria.
- Offices close at 3:15 p.m.

Bicycles/Skateboards/Heelies

Students riding their bicycles to school *must* park their vehicles in the bike rack located in the north parking lot outside the band hallway entrance. Students may not ride their bikes through the middle school parking lots. Students must walk their bikes on the sidewalk when arriving or departing to/from the middle school. It is the responsibility of the student to secure their bike to the rack using a chain lock system to minimize theft. Skateboards and heelies are not to be brought to school.

Food and Drink

Generally, food and drink must be consumed in the Auditeria. At teacher discretion, students may be allowed food in classrooms. Students are not allowed drinks, other than water, in the classrooms.

Guest Teachers

Students are reminded that their cooperation with a guest teacher is *essential* in order for classroom instruction to continue effectively in the absence of the regular classroom teacher. A maximum of three warnings by the Guest Teacher will yield a visit to the Assistant Principal's office. Extreme acts of misbehavior or disrespect will result in an immediate visit to the Assistant Principal's office. Consequences may range from suspension for the hour to multi-day suspension and/or parent conference.

Gum

Gum chewing is a privilege. It should neither be seen nor heard. It is at the discretion of the teacher whether to allow chewing gum in the classroom. Gum should be discarded appropriately.

Hall Passes

Hall passes are granted to students to ensure their safety and accountability when leaving the classroom during instructional time. It is essential for students to understand the privileges and limitations associated with hall passes to maintain a conducive learning environment and promote responsible behavior. **Each student will be allocated a total of 12 hall passes per trimester.** Hall passes will be distributed to students at the beginning of each trimester and will not be carried over to the next trimester. Hall passes may only be used for essential purposes such as restroom breaks, visits to the office, or other urgent needs approved by the teacher. Students must obtain permission from the teacher before using a hall pass. Students are expected to return to the classroom promptly after the completion of their task. Misuse of hall passes, including loitering in the hallways, visiting unauthorized areas, or using passes to skip class, may result in disciplinary action. Teachers reserve the right to deny the use of hall passes during critical instructional periods or assessments.

Passing Time

Passing time is 5 minutes between classes. Students are expected to use passing time to use the restroom, exchange materials at their lockers for the next class period, and socialize with peers. To keep noise and confusion at a minimum, students are asked to be especially courteous, show respect for fellow students, and make the change as quickly and orderly as possible. The time allotted for changing classes is adequate if not wasted, gives students a break, and teaches time management.

Physical Education

Participation is required for 6th and 7th-grade students. 8th-grade students are offered optional physical education courses.

- Students may be excused due to illness or injury for one or two days with a parent note. If they need to be out of activity for longer than two days, a doctor's release is required. Parents are encouraged to discuss special circumstances with the building principals. In these cases, the input of coaches may be considered.
- Students are responsible for providing a T-shirt, shorts, and tennis shoes for physical education. If they are unprepared for class, they will be required to borrow physical education clothes from the teacher's supply.
- Athletes are expected to participate in physical education classes if they are going to participate in team practice or a game. If an athlete is not well enough to participate in daily gym class, they certainly should not participate in intense team workouts or competitions.

Concussions: Effective June 30, 2013, Public Acts 342 and 343 require all students to have a "Parent and Athlete Info Sheet" on file to participate in Physical Education class. The document provides educational information to parents and students and requires a parent signature and student signature (for those at an appropriate age). If a student sustains any type of head injury or shows any of the signs or symptoms of a concussion, the student will not be allowed to return to the activity until the school receives a signed "Medical Clearance to Return to Play" (available from the school) document from a health care provider.

Student Services

School Counselors

Students who wish to initiate a counseling relationship with the school counselor may do so by following any one of the steps below:

- Sign up using the Counselor Referral Form on their Chromebook
- Sign up in the Back Office office using a purple slip.
- Give the secretary a note to place in the counselor's mailbox.
- Tell the counselor you wish to see them.
- Ask a teacher, parent, or administrator.

When a student enters into a counseling relationship with the school counselor, the information shared by the student during the counseling session will remain confidential and will not be shared with other school staff or parents. The main purpose of confidentiality is to offer students a relationship in which they will be able to deal with what concerns them without fear of disclosure. Furthermore, school counselors have a similar responsibility in protecting the privileged information received through confidential relationships with teachers and parents. The exceptions to this rule are listed below:

- With student permission, the school counselor may share information with appropriate people.
- According to the Child Protection Law, a school counselor is required to report suspected child abuse or neglect.
- The person is a danger to themselves or others.
- The counselor is court ordered to disclose confidential information.

Our school counselors are Katie Goff (Last Names A-L) and Luke Smith (Last Names M-Z).

Info Center

Info Center hours are posted on the Info Center door and on the Info Center web page. On *morning* half days and days preceding vacation and/or long weekends, the Info Center closes 15 minutes after students are released. On *afternoon* half days the Info Center closes at the normal posted time. Students using the Info Center are responsible for watching the clock and reporting to class on time. Students should bring the supplies they will need. Eating and drinking are only allowed in the Info Center with staff approval.

During the School Day: Passes are required during class time unless accompanied by a teacher. Students must timestamp their pass at the circulation desk when they enter and when they leave. If a student needs to use the Info Center during their lunch period, the student must have a pass from a teacher, and they must report to the lunchroom before proceeding to the Info Center.

Before and After School: No passes are needed before school, between classes or after school. If a student needs to use the Info Center in the morning **before students are allowed into the academic wing**, it must be prearranged, and the student must have a written note from a parent or a pass from a teacher. Students working in the Info Center after school must sign in and out at the circulation desk.

Checkout Procedure:

- Student ID is required to check out or renew materials.
- Replacement IDs must be purchased for \$5.00 in the front office.

- Students are responsible for returning materials on time. With few exceptions, items will be checked out for a two-week period. A Due Date receipt will be issued when materials are checked out. If you lose your Due Date slip, ask at the circulation desk.

Info Center Computer Use: (See the section of Handbook for policies on student-owned devices.)

- Internet access is only allowed for class-related work.
- On the Internet, students may only access:
 - Card catalog of Info Center materials
 - Research databases subscribed to by St. Johns Public Schools
 - Teacher assigned or approved sites
 - There is a charge for printing (\$.10 per page) unless a teacher has indicated that printing is necessary for an assignment.

Student Telephone/Messages

Students may use the office telephones for communication home to parents before and after school hours; students will need a teacher's pass to use the office telephones during the school day. Students may also use their personal cell phones IN THE OFFICE to call parents with teacher permission. Other phone calls on personal devices within the school day are not allowed. Please make every effort to discuss issues such as transportation and after-school plans with your student prior to arriving at school.

Tardiness

Tardiness to School

Late students should report directly to the Front Office when they arrive and sign in **before** attending classes. Students arriving late for school will be marked tardy if they arrive within 10 minutes after the start of the first hour (by 8:00 a.m.). Later arrival will be recorded as an absence and require an excuse. All tardies to school will be considered unexcused unless accompanied by an appointment slip. Special consideration will be made when weather conditions create unsafe driving conditions.

Tardiness Between Classes

It is every student's responsibility to be in class when the bell rings. Individual teachers will record between-class tardies. Students who are detained by the Principal, Assistant Principal, or the counselor will be given a pass. Teachers will not record these tardies. Teachers who hold students after class causing them to be tardy are responsible for providing them with an excused note to their next class.

Consequences

Infinite Campus auto-dialer will notify parents of all tardies. In addition, St. Johns Middle School adheres to the following consequence schema to encourage prompt arrival to class while providing progressive consequences for repeated tardiness in a single week. Every week a student's standing resets, allowing for a fresh start. In this way, we lessen the number of consequences while providing timely feedback on attendance patterns. Tardy counts are PER WEEK rather than PER CLASS:

One tardy in the week prior:	Infinite Campus call home
Two tardies in the week prior:	Infinite Campus call home
Three tardies in the week prior:	Three Lunch Detentions & Infinite Campus call home

Four tardies in the week prior: Four Lunch Detentions & Infinite Campus call home

More than four tardies in the week prior: Additional Lunch Detentions or other disciplinary consequences as assigned by the Assistant Principal.

Truancy Guidelines

St. Johns Middle School follows the Truancy Guidelines set forth for all CLINTON COUNTY PUBLIC SCHOOLS (Bath, DeWitt, Fowler, Ovid-Elsie, Pewamo-Westphalia & St. Johns Public Schools).

1. After 5 absences, a letter (#1) will be sent to the parents encouraging regular attendance.
2. After 10 absences, a letter (#2) will be sent to the parents encouraging regular attendance.
3. After 15 absences, a letter (#3) will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Attendance Officer and the Attendance Officer will make contact with the parents of the truant student.
4. After 20 absences, a letter (#4) will be sent to the parents. A copy of the letter will be sent to the Attendance Officer, plus the Attendance Officer will be notified by phone. The Attendance Officer will notify the Clinton County Prosecuting Attorney, and the Attendance Officer will make a second contact with the parents.
5. Upon 25 absences, the County Prosecuting Attorney will be requested by the Attendance Officer to issue a warrant.
 - 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 districts.
 - Tardies do not count as additional absences.
5. A meeting with the school officials, parents, and Attendance Officer can be arranged at any point during this protocol.

Visitors/Guests

All visitors (adults or students) must report to the main office upon entering the school building, register, and pick up their visitor tag. Parents who wish to visit their student's classrooms are to contact the office 24 hours prior to the visit and obtain approval from an administrator.

Yearbooks

The SJMS yearbook is a special and enduring chronicle of your child's middle school years. It is a historical document of memories to share with family and friends for generations. It is the student's inherent responsibility to be respectful and positive when signing another's yearbook. Students maliciously defacing others' yearbooks with profane and obscene notations will be disciplined (up to suspension) and may be required to financially compensate for its value or replacement. Students are encouraged to be selective when requesting signatures from others and to make good choices when signing.

Appendix A: Title IX Sexual Harassment

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

- i. “Sexual assault” is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.”
 - A. Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C. Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - D. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - E. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - F. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- ii. “Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- iii. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected

from that person's acts under the domestic or family violence laws of Michigan.

- iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District handles Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.

12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.
15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Mark McKeown, Human Resources Specialist
501 W. Sickles Street, St Johns, MI 48879
989-227-4018
mckeownm@sjredwings.org

Mike Winkel, Curriculum Director
501 W. Sickles Street, St Johns, MI 48879
989-227-4004
winkel@sjredwings.org

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This

provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, after a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

1. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern

specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties;
 - ii. Party and witness interviews;
 - iii. Site visits;
 - iv. Methods used to collect evidence; and
 - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights.

6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.
- d. RESERVED

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant’s or the Respondent’s locker or work space;
6. Issuing a “no contact” directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not

rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: November 13, 2023

Date revised:

Appendix B: Anti-Bullying

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the

investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use,

acquisition, interception, provision, reception, and transmission of any telecommunications service; or

- b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:
- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: June 28, 2021

Date revised:

Appendix C: Protection of Pupil Rights

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
- or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

"Invasive physical examination" means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

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

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

Legal authority: 20 USC 1232h

Date adopted: June 14, 2021

Appendix D: Acceptable Use Agreement

3116 District Technology and Acceptable Use

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.

8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement. Different acceptable use agreements may be developed based on the user's status.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
 - a. use of District technology resources is a privilege that may be revoked at any time;
 - b. a user has no expectation of privacy when using District technology resources;
 - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
 - d. District technology resources may not be used to bully, harass, or intimidate others;
 - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
 - f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of examples that may constitute misuse of District technology resources.
4. A prohibition against:
 - a. accessing other user accounts or files without authorization;
 - b. conducting personal business or activities;
 - c. accessing pornography;
 - d. communicating inappropriately with students;
 - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
 - f. accessing or downloading unauthorized software or programs.
5. A requirement that users report any material that is threatening, harassing, or bullying.
6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: June 14, 2021

Date revised:

[Student Device & Electronic Use Agreement](#)

Appendix E: Athletic Code of Conduct

Participation in St. Johns Public School’s (the “District”) athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Jim Matice

(989) 227-4305

maticej@sjredwings.org

Available Sports

<u>FALL SEASON</u>	<u>WINTER SEASON</u>	<u>SPRING SEASON</u>
<u>Boys:</u> 7th & 8th-grade Football <u>Girls:</u> 7th & 8th-grade Volleyball <u>Co-Ed:</u> 6 th , 7 th & 8 th grade Cross Country	<u>Boys:</u> 7 th & 8th-grade Basketball 6 th , 7 th & 8th-grade Wrestling <u>Girls:</u> 7 th & 8th-grade Basketball 6th, 7th & 8th- grade Wrestling	<u>Co-Ed:</u> 6 th , 7th & 8th-grade Track & Field 6 th , 7 th & 8 th grade Spring Musical

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes’ sports participation, use the vepfollowing protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach’s discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director’s discretion.

ConcuSSION Protocol

The District will comply with the concussion protocol in Policy 5712.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

Philosophy

The St. Johns Middle School athletic philosophy is to help young people develop mentally, physically, emotionally, and intellectually to their fullest potential. Programs are designed to encourage meaningful participation and provide experiences in a variety of activities. While winning is an important part of any athletic event, winning at any cost is not part of the SJMS athletic philosophy.

Academics, participation, and sportsmanship take precedence over winning.

Objectives of the Athletic Program

The SJMS athletic program is dedicated to:

- Providing athletes with quality teaching/coaching personnel will give the athletes a sound basis to build and develop essential skills.
- Providing athletes the opportunity to learn and develop the skills necessary to improve in their sport.
- Providing athletes with facilities that will enhance their skills.
- Providing opportunities for athletes to participate equally with their teammates.
- Building a positive image of school activities of which the community, parents, and students can be supportive and proud.

Tryouts/Cuts

There are open tryouts. Anyone interested in participating in an interscholastic sport is encouraged to try out. Because of limited facilities and a limited budget, there may at times, a need to make cuts. Each athlete will be given a skills test. The results of this test will weigh heavily in deciding who will be on the team to represent the school and community.

Athletes cut from any team will be spoken to individually by the head coach. They will be encouraged to improve the skills in which they are weak. Students will be encouraged to try out for the team again

the following year.

Athletic Physical

A physical examination is required to participate in any team tryout or practice. The physical exam certification must be on file in the athletic office. A current year physical is one given on or after April 15 of the previous school year. (MHSAA guideline). If a student-athlete misses the first day of tryouts due to no physical, they will not be eligible to try out.

Eligibility Requirements

1. AGE: Section 2 -- Regulation 3 MHSAA:

(A)--A seventh-grade student who competes in any interscholastic athletic contest limited to seventh graders must be under fourteen (14) years of age, except that a student whose (14th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. Please see the MHSAA website (mhsaa.com) for more information.

(B)—An eighth-grade student who competes in any interscholastic athletic contest limited to eighth-graders must be under fifteen (15) years of age, except that a student whose (15th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. Please see the MHSAA website (mhsaa.com) for more information.

2. ACADEMIC/BEHAVIORAL POLICY: The following statement is a brief overview of the Middle School academic and behavioral eligibility expectations of all athletes participating in interscholastic sports. (Special Education students are subject to the latitude of IEP accommodations.)

Students participating in interscholastic athletics will be evaluated every week on Monday. Students who accumulated 20 demerit points based on the following rubric will be deemed ineligible. Teachers will be required to update their Infinite Campus grade books bi-weekly by 8:00 AM on the Monday of eligibility evaluation. The athletic office will run a report regarding academic eligibility each Monday. Academic standing is calculated as follows:

A, B, C	Work is average or above.	0 points
Ds	Warning. - Work is below average but not failing.	5 points
F	Failing.	10 points

A. Athletes will be ineligible to participate in the week's athletic contests if they accumulate 20 or more points on their weekly eligibility check.

B. Athletes who are eligible and are failing any one class may be excused from the first half-hour of practice at the discretion of their coach to work with their teacher to bring the grade up.

C. The athlete's name on the ineligibility list during the season will result in the following consequences:

1. *The first time on the list* will result in loss of privileges to play in the following week's scheduled contests. The athlete may practice and travel with the team at the coaches' discretion but *may not dress for or play in the events or wear a game jersey to school on game day.*
2. *The second time on the list* will result in loss of practice *and* game privilege. Athletes may not practice, travel, or participate in the week's event. The focus will be on academic improvement. Students should use the time from practice/games to study, do homework, and participate in any after school supports that are being offered to regain eligibility.

3. The third time on the list will result in dismissal from the team with a total focus on academic responsibilities to improve grade standing.

Athletes who are ineligible should report to the Information Center after school each day for help and study time to catch up on academics. Athletes sent to the Assistant Principal's office for misbehavior and subsequent discipline may be suspended from participation or dismissed from the team.

Conduct of an Athlete

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. Being a member of an athletic team is a privilege. An athlete's conduct should reflect positively upon self, family, school, and community.

- A. On the field of competition, the behavior should reflect good sportsmanship.
- B. In the classroom, good citizenship, the highest individual academic effort, and social responsibility should exemplify the conduct of a good athlete.
- C. The athlete is responsible for equipment and facilities used in performing the activity.
- D. Dropping out of a co-curricular activity is a serious matter. As a courtesy, the athlete and parents should discuss this decision with the coach, counselor or athletic director before making a final decision. Athletes choosing to leave a team in mid-season may forfeit their opportunity to participate on other athletic teams during the school year.
- E. Middle school athletes should use good judgment in emulating only those college and professional athletes who display positive qualities of sportsmanship.
- F. An athlete should respect and adhere to the expectations of the coach as outlined in the sport's written guidelines.

School Suspension

Athletes who are suspended from school for violation of school rules and/or policies will adhere to the following disciplinary guidelines:

- A. First Suspension (1-10 days): Athletes may *not practice* during the suspension period. The athlete may *not participate* in games/events during the suspension period. The athlete may resume practices when reinstated to classes.
- B. Second Suspension (1-10 days): Loss of interscholastic sports privileges for the current season.
- C. Third Suspension (1-10 days): Possible exclusion for the remainder of the year depending on the degree of the violation.

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:

1st offense: Suspension from all extra-curricular activities for 40% (2/5) of the contests or competitions in

the current season and/or the next season of competition. **Alternative Penalty:** The Students/parents 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.

2nd offense: Suspension from all extra-curricular 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.

3rd offense: Suspension from all extra-curricular 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.

4th offense: Suspension from participation in all arranged competitions at St. Johns Middle School for the remainder of the student's high school career.

NOTE: A scrimmage with another school may not count as a scheduled interscholastic competition.

NOTE: A student suspended from interscholastic competitions must continue to demonstrate the qualities of sportsmanship outlined in this Handbook.

NOTE: If a suspension cannot be completed in the present season, the suspension will be carried over to the student's next sports season. The amount of dates to be suspended will be determined by the Activities Director.

NOTE: Offense for steroid use: Any student suspected of steroid use will be required to submit to 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 athletics must be approved by the Athletic Council.

NOTE: Suspensions for Activity Code Violations assessed by other school districts will be carried over to St. Johns Middle School for transferring students.

NOTE: Actions displayed on the internet are considered a source of evidence in determining a violation of the Activity Code of Conduct.

NOTE: 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

- A. Suspended students may not participate in practice activities while serving a suspension.
- B. 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.
- C. Once a student has violated the activity code of conduct, the student may not join an athletic team if 20% of the season has elapsed including practice time.

Attendance Requirements

Athletes must be in school during the day the athletic event is scheduled unless they are participating in school-sponsored functions. If there are extenuating circumstances to an athlete's attendance, the school attendance office/athletic director will determine eligibility. Athletes absent or late the day following a contest will report the reason to their coach in writing before participating in practice or contests. Playing time in the next scheduled game or meet may be affected by this violation at the discretion of the coach. Athletes who accumulate two unexcused absences from team practice or game(s) on a scheduled school day may be dismissed from the team. ***Athletes who miss practice may miss a portion or all of the playing time in that week's contest.***

Sportsmanship

Athletics in St. Johns schools has earned an outstanding reputation for good sportsmanship. Athletes and fans (students and adults) have always conducted themselves commendably. Everyone is proud of this reputation and works hard to uphold it. Please review the following:

- A. A student spectator represents the school the same as the athlete.
- B. The good name of the school is more valuable than a game won by unfair play.
- C. Accept decisions of officials without dispute.
- D. Recognize and show appreciation of fine play and good sportsmanship by opponents.
- E. Advocate those spectators or athletes who continually demonstrate poor sportsmanship be excused from the athletic program.

Transportation (Bus Conduct)

Athletes are required to travel to and from athletic events using transportation provided by St. Johns Public Schools. Athletes leave as a team and return as a team, win, lose or draw. This requirement may be waived by the parents submitting a completed transportation release form to the athletic director's office one day (mandatory) before the event. No handwritten requests will be accepted. Transportation Release forms are available on our SJMS website and from the coach.

Insurance Coverage

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

- A. The St. Johns Public Schools 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.
- B. 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.
- C. The school district offers the opportunity for athletes to purchase reasonably priced insurance coverage from an independent carrier. Inquire at the middle school's student activity office.

Illness and Injury

Student athletes that leave school sick and are not in attendance the full school day may not participate in scheduled practices or games. Students absent from practice due to extended illness or disabling injury must be recertified in writing by their physician for re-admittance to practice, scrimmage, and contests. Students excused from Physical Education Class due to illness or injury with a note from parent or physician may not participate in the game, scrimmage, or practice on the same date.

Equipment and Responsibilities

Anyone who fails to return, in good condition, any equipment issued shall be ineligible for any award and for any other sport until equipment is returned or the Athletic Department reimbursed. The theft of school equipment is larceny and Michigan law regards larceny as a felony. Practice equipment and game uniforms will be worn and displayed properly at all times and as directed by the coach.

Uniform Responsibilities

Athletes are to be responsible for the care of the school-issued uniform at all times. Uniforms are not to be taken home for any reason. All school-issued uniforms will be collected at the end of each competition and laundered by school personnel. Parents and/or guardians are not to alter or attempt to repair uniforms in any way. Please report any issues to the coaching staff or athletic director.

Student-athletes may be subject to replacement cost if uniforms are altered and/or damaged beyond repair and repair costs may be assessed if deemed necessary.

Snow Day Procedure

If school is called off during the school day, no athletic games or practices will be held. Tournament games may be held if weather conditions allow. If school is called off before the start of the day (first day), no athletic games or practices will be held. If school is called off before the start of the school day (second day or more), all teams may practice following the gymnasium snow day schedule, unless otherwise notified by the administration.

Athletic Council

The SJMS Athletic Council will be composed of the Athletic Director, the Middle School Principal, all Head Coaches, and a non-coaching faculty member (teacher or counselor). The Athletic Council has the authority to review all cases involving the behavior of student-athletes that is considered detrimental to the reputation of the team, school, or community.

Athletic Boosters

Parents of students who are members of SJMS athletic teams are automatically members of the Middle School Athletic Boosters Club. Consequently, they will be asked to assist with concession sales at least once during an athletic event per season that their child is participating in. It is important that Booster Concession Stands be made available during each season, as the money raised is our primary source of revenue to purchase new uniforms and update sports equipment for the Middle School Athletic Program.

Participation Fees

Each middle school student participating in athletics will be required to pay a \$110.00 one-time fee with a family cap of \$200.00 at SJMS. This will be assessed for the first time of participation per school year. Students who receive free and reduced lunch will pay a \$25.00 one-time fee with a family cap of \$50.00.

Each middle school student participating in the spring musical will be required to pay a one-time fee of \$35.00. If the student has paid an athletic participation fee during the current school year, the \$35.00 fee will be waived.

The “pay to participate” athletic fee must be paid on or before the first day of practice in sports that do not have a “cut” process. All sports with a “cut” process will expect payment of the fee once the teams have been established prior to the first competition. All fees will be collected by the Athletic Director’s office with checks made payable to St. Johns Public Schools.

No student will be ineligible to participate in athletic or musical programs solely due to the inability to pay the registration fee. Parents may apply for the fee waiver or an alternative form of payment by contacting the Athletic Office directly. Fee waiver information and alternative payment arrangements shall be confidential in nature.

Condition for a refund for Middle School Only

The Middle School Athletic Director must approve all participation fee refunds for a student as follows:

Student-athlete quits the squad: First day of practice: 100% refund. The remainder of the season: 0% refund	Student-athlete transfers out of district: First day of practice to the first contest: 50% refund After the first contest: 0% refund	Student-athlete drops for a disciplinary reason and/or Code of Conduct violation: 0% refund <i>Absolutely no exceptions.</i>
---	---	---

Payment of the registration fee does not guarantee a specific position on a team nor imply that a student-athlete will receive equal playing time.