



S.T.R.I.V.E. Academy Handbook

2022-2023

www.sjredwings.org

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General Information

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.

Student Accountability

This handbook contains STRIVE Academy rules and regulations. Each student is responsible to read and understand its entire contents. Failure to read this booklet is an unacceptable reason for not following the rules. If you have any questions, please discuss it with an administrator, a teacher, or your parents.

S.T.R.I.V.E. Academy places great emphasis on providing opportunities for you to make good decisions as you work to resolve everyday issues. These opportunities are part of an educational program to help you meet your individual needs. We are all partners in the program and all our needs must be met. Everyone is treated fairly; not necessarily in the same manner, due to the strong individual differences in our student body makeup.

Through the accountability system, students are made aware of and held accountable for their responsibilities to themselves and others. To remain in good standing in the program, you are expected to:

- Maintain daily attendance (online or in person)
- Make satisfactory progress in all classes, academically and socially.
- Conduct yourself with an appropriate and positive attitude.

Vision Statement

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.

Mission Statement

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.

Transportation

Transportation is available within the St. Johns school district. All students are responsible for knowing and following St. Johns Public Schools transportation rules and guidelines.

Student Parking Permit Rules and Guidelines

Only students with a valid driver's license will be issued a parking permit. Students wishing to drive to school must park in the school lot and are required to register their vehicle with the main office. This permit is good for one school year. It is the student's responsibility to notify the office of any vehicle changes. Student parking is not permitted elsewhere, including the courthouse and other places of business near the S.T.R.I.V.E. Academy. Students parking in the school lot are doing so at their own risk. The school is not responsible for damage, theft, etc. **Student vehicle registration forms must be on file in the office before you drive to school.**

1. Each student driving to school should:
 - a) Observe a 5 miles per hour speed limit in the parking lot.
 - b) Beware of the small children in this area and exercise extreme care.
 - c) Stay out of the parking lot during the school day unless permission (and pass) is obtained from the main office.
 - d) Observe "noise ordinances "and respect people who live near the parking lot. Keep the music down! Save it for the road trip!
2. Students must park in one parking spot only. One warning will be given before the vehicle is towed at the owner's expense.
3. Careless or reckless driving will be reported to parents and to the proper authorities.
4. Drivers are not permitted to transport unauthorized students.
5. Mopeds must be parked in bicycle parking areas only.
6. Violations of regulations may result in suspension, and/or loss of driving privileges.
7. Vehicles parked at school are subject to search and seizure based on reasonable suspicion by the administration. Failure to allow a search is cause for suspension from school.
8. Nothing that can be distracting in any manner may be displayed on or inside vehicles. This may include flags, banners, window paint, etc. as determined by school officials.

Weather Delay and School Year Calendar

S.T.R.I.V.E. Academy follows the St. Johns Public School's calendar.

Change of Address

Parents should notify the Principal's office of changes in parent name, address, custody arrangements, courts orders, etc.

Extra - Curricular

Students who are removed from an extracurricular activity and/or school field trip for behavioral or disciplinary reasons may be barred from attending all extra-curricular activities for the remainder of the trimester or school year.

Cellphone/Telephone Policy

Students are easily distracted by friends and family texting/messaging during class time. If you need to contact your student, please call the office (989) 227-0170. **Students are allowed to use phones during lunch and on a break between classes only.** Students using phones during class time will be given one warning to put the phone away. If this behavior continues, the student's parents will be notified and a plan to correct this will be put in place.

- If the student has their phone out again, their phone will be turned off and will remain in the office for the remainder of the school day.
- Continued violation of this policy will result in formal disciplinary action which may include suspension. Please see page 16 for more information.
- If social media becomes an issue, the student will not be allowed to use their phones during lunch and class breaks, their phone will be turned off and turned into the office the school day. Once the school day is complete, the phone will be returned to the student.

Visitors

Only S.T.R.I.V.E. Academy students, school employees and guest speakers are to be in the classrooms or hallways.

Library Policy

The library is currently available to students during the school day, before and after school. Books are to be checked out in the office. If we do not have a book you would like to borrow, please ask in the office and we will try to locate the book for you.

Proper Use of COVID 19 Facial Covering

Students must wear appropriate facial coverings that fit snugly, and filter respiratory droplets (as determined by administration) at all times.

Students who fail to comply with this policy will be subject to discipline up to and including expulsion.

1. First offense is a warning by staff/administrator with a disciplinary write-up in Infinite Campus, and parent contact.
2. Second offense is a one (1) day suspension or choice of virtual education.
3. Third offense is between three (3) and five (5) days of suspension, and parent meeting with the school principal, or choice of virtual education.
4. Fourth offense is a five (5) to ten (10) day suspension, and parent meeting with the superintendent of schools, or choice of virtual education.

Medication Guidelines

Medications include either prescription and non-prescription medications or other homeopathic remedies and include those taken by mouth, by inhaler, which are injectable, and as applied to the eye or nose and applied to the skin.

1. No medication or homeopathic remedies will be given without written authorization from both parent and physician. Medication authorization forms are available in the office.
2. The student's parent/guardian must provide the school with written permission and request to administer medication.

Medication Guidelines Continued

3. A written order from the physician must accompany the medication and include the following:
 - a) Student's name
 - b) Name of medication
 - c) Dosage
 - d) Time to administer (specific time of day or emergency circumstance.)
 - e) Route of medication
 - f) Duration of administration

Reason for medication (diagnosis and anticipated effect;
g) Undesired side effects.

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

5. Medication shall be transported to and from school by the parent/guardian unless other safe arrangements are necessary and are made in advance with the school.
6. **A physician's written order is required for a change in medication dosage or time of administration.**
7. Injectable medication may be self-administered. If the student has an emergency and cannot personally inject their medication, EMS will be called to the scene. School personnel will not be expected to administer subcutaneous or intramuscular injections not supplied in auto-pen form.
8. Prescription and medication supply renewal shall be the responsibility of the parent/guardian.

Procedures for student self-administration/self-possession of Inhalers or Emergency Medication only:

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

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

Stock Epinephrine

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

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

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

Stock Epinephrine Continued

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

EDGENUITY/E2020 DAILY WORK POLICY

Mentor Teacher

Each student is assigned to a Mentor teacher. Mentor teachers work with students on planning schedules, career exploration, and educational planning. All students and student parents should get to know their mentor teacher as they will become an important part of school life.

In School Students

Through the use of the online learning system, instructors are able to track individual student effort and progress each day. With focus and commitment, each student is expected to complete at least 10% of the course expectations each day. This percentage can apply to one class or a combination of classes. If a student misses a day of school, the daily percentage will need to be made up. To reward diligent effort, students who are present and on time, have the opportunity (with parent/guardian permission) to leave 1 hour early (or come in 1 hour late) without penalty by completing 10% each day **before** they leave. If a student has completed at least 50% of the expected progress by Thursday, they can earn the opportunity to have Friday off. If a student is absent during the week, the percentage must be made up before they are able to earn Friday off.

Full Time Virtual Students

The virtual program is viewed as an extension of the classroom. Students receiving virtual instruction will have the same behavior expectations that in-person students have and may be subject to school disciplinary action if an infraction occurs.

Being a full-time virtual student allows students to work on Edgenuity/E2020 classes from home. Students who are full-time virtual student status will sign an agreement to meet a weekly goal in order to remain a full-time virtual student. Students will have two-way communication with the teacher a minimum of two (2) times each week. The week, for the purpose of contact, will be considered Wednesday through Tuesday. If students have any questions they may call the school during normal business hours or email the teacher. A student, who is a full-time virtual student, is not to be on school property before, during or after school without pre-arranging the visit with the staff. Full-time virtual students who fail to maintain sufficient contact with the mentor teacher (2 times per week) or does not meet weekly goals could be subject to having the full-time virtual student status revoked.

Only upperclassmen may take advantage of being a full-time virtual student, unless the student has been given a Requirement Bypass and a clearly defined Contract associated with the following:

Health Issues – this issue must be confirmed by a doctor’s note.

Scheduling Conflicts (work) – the student must bring a copy of their schedule to the office for each work scheduling period and a work contact number must be supplied.

Transportation Issues – the parent/student must justify that transportation is creating a legitimate barrier for the student getting to school. The student/parent must be aware that not meeting virtual student goals will still be handled in the usual manner; the student will be required to work in school or they will be dropped. Before a student begins a full-time virtual student status under these circumstances it would be wise to have a back-up plan in place.

Other – if there are other legitimate circumstances why a student should have the option of working on a seat-waiver they can be addressed on a case-by-case basis.

Blended Schedule

Only upperclassmen may take advantage of the Blended Schedule Program unless the student has been given a Requirement Bypass and a clearly defined contract associated with the following:

- **Health Issues** – this issue must be confirmed by a doctor’s note.
- **Scheduling Conflicts (work)** – the student must bring a copy of their schedule to Mrs. Zampaloni for each work scheduling period and a work contact number must be supplied.
- **Transportation Issues** – the parent/student must justify that transportation is creating a legitimate barrier for the student getting to school. The student/parent must be aware that not meeting the Blended Schedule goals will mean the student is required to resume working in school full-time or they will be dropped.
- **Other** – if there are other legitimate circumstances why a student should have the option of working on a seat-waiver they can be addressed on a case-by-case basis.

Students must earn the privilege of working on a Blended Schedule. To earn this privilege a student must meet their Weekly Progress Goals for no less than four consecutive weeks and qualify as described above.

The teacher in charge of monitoring students on the Blended Schedule will track student’s weekly progress and communicate their overall status.

Cheating

Whenever a student is found guilty of cheating, the teacher shall collect the student’s paper (or suspend online access), mark a zero for the work, and notify the parent and the principal of the action taken. The parent will be notified that a second offense may result in suspension from/failure of the class.

Lockers/Parking Lot

Students and parents should be aware that lockers and the school parking lot are school property and subject to both visual and canine searches if school officials believe reasonable grounds exist that a violation of the law or school rules is taking, or has taken, place.

S.T.R.I.V.E. Academy is not responsible for student valuables, money or stolen items on school grounds. Students who find it necessary to carry valuables or large sums of money are encouraged to leave such valuables in the main office for safekeeping. Broken or damaged lockers should be reported to the office for repair.

The STRIVE Academy locker policy is consistent with Michigan School Code Sec. 1306, in which the school lockers may be searched without reason, without notice and may be assisted by law enforcement.

Security

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

Publications

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

School Hours

STRIVE Academy will be open to students between the hours of 7:30 am and 3:00 pm.

Video Surveillance

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

Attendance/Tardy Policy

If you want to turn school around, to learn, and to improve specific skills, you must be in school to do it. Performance and achievement in the classroom are directly related to student presence in school and the classroom. Any absence from school may be detrimental to a student's progress. An absence is considered as missing 3 or more hours of a school day without a valid excuse (i.e. Doctor's appointment/note, funerals, court appointments, etc.). Tardy is coming in more than 15 minutes late. If absences are unavoidable, please adhere to the following:

- a) Parents or guardians must call the school by 8:00 a.m. on the day of your absence. If you are not in attendance, we will make every effort to contact you and your parents or guardians.
- b) **Unverified Absences: It is the responsibility of the student to verify their absence with a note and/or doctor's excuse within 24 hours of their return to school.** Unverified absences will be considered unexcused.

Ten (10) or more absences (excused + unexcused), per trimester will result in being dropped for the remainder of the trimester. Special circumstances (funerals or medical situations, etc.) will be evaluated on a case by case basis. You will be able to re-enroll for the next trimester if there are open spots available. Three (3) unexcused tardies will be considered equivalent to 1 absence.

By failing to attend school you are showing your disinterest in your education. This lack of interest, ultimately, is leading to a lack of progress in your classes and delaying or reducing your likelihood of graduating.

Students who attend in school and willfully do not make progress in their class will be considered absent for the day. These absences will count towards your total days absent.

Attendance Probation

A student will be put on attendance probation if they have missed 10 or more days in a trimester. The student and parent/guardian will meet with the mentor teacher and the school liaison contact for Truancy Intervention Program to discuss a plan for the student. This plan will be written, and all parties will sign the plan. A copy will be mailed to the parent(s) and a copy will be placed in the student's academic file. The student will be removed from attendance probation when all conditions have been met.

Tardiness

Tardiness will not be tolerated. The school consists of one hall so there is plenty of time to get to class. If a student is late because they are with a teacher, the tardy will be excused. If a student is late because they are taking extended bathroom breaks or being irresponsible, they will receive one warning before receiving a write up.

NON-CHARGEABLE ABSENCES: Certain school-related absences will not be charged toward the attendance requirement or outstanding attendance incentive, such as:

- **Approved school activities.**
- **Class absence due to an appointment with school personnel.**
- **Arrangements for college visitations made through the Main Office.**
- **School-imposed suspension.**

Sleeping During Class

We understand that working behind a computer all day can be difficult, but we have afforded our students various accommodations to help them overcome this challenge.

With permission from a teacher, students may take short walks through the halls and get their heart pumping. They may bring caffeine to school or purchase it in the office. They receive longer breaks so that they can peel their eyes away from the computer. They can also take notes (by hand or online) or chew gum, which can help one stay alert.

1. This Handbook serves as the student's warning. Students will be sent home for sleeping.
2. Students will receive a behavior-referral for each time they are sent home after the first.
3. Students will then suffer a behavior-referral consequence according to how many referrals they have received (according to the student handbook).
 - a. Step 1 – Verbal Warning
 - b. Step 2 – 1 Day out-of-school suspension (student sent home)
 - c. Step 3 – 3 Day suspension (student sent home)
 - d. Step 4 – Removal from the Program for the remainder of the year (student sent home).

Health Issues

Report any illness and the need for first aid to the office. Students that do not feel well may sit in the secretary's office until their parent or guardian picks them up. They will not be allowed to rest/sleep there and then return to class afterward. Friends will not be allowed to transport students. It is important that emergency care forms are up to date so that parents can be located when illness or accidents occur.

Leaving the Building

Leaving the building without prior permission from a parent or guardian is a serious offense and will not be tolerated. The student will receive one formal documented warning and any further offenses could lead to removal from the program. **Permission to leave school must be obtained prior to leaving school and must be presented to the secretary or principal before leaving for the day. Unauthorized leaving will result in an automatic 3 day out-of-school suspension.**

Vacations

Vacations scheduled during school time are not recommended. However, during times when such vacations are unavoidable, arrangements can be made for students to work remotely if they have access to the internet and a computer. This will allow you to stay on track towards completion of classwork. When this is possible, vacations must be pre-arranged one week in advance, so that staff can make online instruction available during that particular week. Vacation days are chargeable against the attendance policy unless students make prior arrangements and keep up with weekly class progress online.

Good Neighbor Policy

The S.T.R.I.V.E. Academy is a shared facility. Students are expected to remain in the designated school area and be respectful of the tenants, their space, clients, and visitors. If a staff member has to speak with any student regarding this subject, the student may be subject to discipline

Signing In and Out

Any student who must leave the building during the school day **must present a note or a phone call from a parent/guardian to the attendance office requesting permission to leave, text and other forms of messages are not accepted.** Any student leaving the building during the school day must sign out and sign back in upon return to the attendance office. Any student who becomes ill during school hours must report to the clinic. The office will make every effort possible to contact parents/guardians before a student may leave. Any student who does not follow the procedure will be unexcused and disciplined under the unexcused absence procedure. Students who are leaving with another student who is not from the same household, must show permission through a note, email or a phone call to the office. Otherwise, this will be considered leaving without permission and the student will be suspended for three (3) days.

Majority, of age

Students who are 18 years of age may notify the office that they wish to be responsible for themselves. A student who is 18 must follow the same rules and regulations as all students at STRIVE Academy. STRIVE Academy is a closed campus, and leaving will be for emergencies only.

Student Conduct

Appropriate student behavior for a public school is expected at all times. Any behavior detrimental to the educational process, as determined by the administration is subject to discipline up to and including expulsion.

Special Event Permission

It is the policy of S.T.R.I.V.E. Academy to give permission to attend special high school events only to students who are in good standing academically and behaviorally. A student must maintain the weekly academic progress goals for the previous 6 weeks and not have received any major disciplinary actions in the previous 6 weeks prior to the event. Examples of major disciplinary actions are (but are not limited to): Suspension, Fighting, Weapons, and Substance Abuse.

ID'S

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

Deliveries (Flowers, Gifts and Balloons, etc.):

S.T.R.I.V.E. Academy School will not be monetarily responsible for these types of items at any time. Any items must go to the main office.

Computer Misuse

There are many types of computer crimes. All are serious offenses. E2020/Edgenuity classes are a core aspect of our curriculum. Students that lose their privileges to use the computer will fail their classes unless they are able to complete their work at home and pass the corresponding exams at school.

Pictures/Video Streaming/Recording

Students may not use their cell phones/electronic devices to take any picture(s), video or streaming of other students, teachers or classrooms without the prior permission of building administration. This includes capturing any type of image on school property or at school events. Please see Board Policy 5136. Any violation of this policy will result in disciplinary action up to and including suspension and/or expulsion.

Network/Internet access

Upon entering St Johns Public Schools, each parent/guardian is expected to complete a Network/Internet Access permission slip. This "permission" will remain in effect for the student's entire time at SJPS unless changed by the parent/guardian. New permission slips and a copy of the Technology Access and Use Policy and Guidelines may be found at www.sjredwings.org or by contacting the principal's office.

School Guidelines: Computer crimes will result in immediate reporting to the proper authorities and removal of the student from the network system*.

- Computer crimes include unlawful copying of the programs, theft of hardware or software, unauthorized access to computer files, unauthorized access to hardware.
- No hardware is to be unplugged, moved, tampered with, altered, or misused.
- The network system and software are not to be abused.
- Students should not use software programs that have not been designated for their use by staff, make copies of programs, install software to the system, or gain access to files other than their own.
- No "games" will be allowed.

*Additional consequences may be added at the discretion of the Principal.

Federal Law--Computer crimes are misdemeanors punishable by a 15-year prison sentence and/or a \$50,000 fine.

1. Computer crimes include unlawful copying of programs, theft of hardware or software, unauthorized access to computer files, unauthorized access to hardware, and unauthorized use of the Internet.
2. No hardware is to be unplugged, moved, tampered with, altered, or misused.
3. The network system and software is not to be abused.

4. Students should not use software programs that have not been designated for their use by staff, make copies of programs, install software to the system, or gain access to files other than their own.

Penalties for Misuse of Software

1st Offense: Loss of network privileges, length of time determined by the severity of the offense.

2nd Offense: The student will be removed from the network system indefinitely and removed from the class until a meeting with the parent, teacher and principal takes place.

Computer Lab Policy

This policy applies to all computer labs in the S.T.R.I.V.E. Academy building, including the media center. All users must agree to adhere to the St Johns School District Acceptable Use Policy (technology contract). In signing the agreement and being given internet access, you have agreed to follow all of its provisions. E-mail is to be used for educational purposes only and under the direct supervision of the instructor making the assignment. Email for educational purposes is available in the labs.

In addition to the terms of the Acceptable Use Policy and Handbook provisions, it is critical that you remember: DO NOT:

- download any programs (share, freeware, trial, or other) to the computer OR to your files on the F: drive (this includes Napster, Shockwave, Instant Messenger, etc.)
 - play computer games (on hard drive, A drive CD-ROM drive, or Internet.)
 - send a print job to the printer more than ONCE without checking with the teacher.
- change configurations (desktop appearance, resolution, or any related functions) on any computer.
- enter or participate in chat rooms; use an instant messenger program (AOL, Yahoo, MSN, or other.)

Fighting

Fighting will result in an automatic suspension ranging from 3-10 days, possibly longer. Assault charges will be filed with the police if such action warrants.

- Students watching a fight may be suspended.
- Any student who takes video of a fight is subject to suspension from school.

Distributing or promoting a school fight in any manner is also subject to discipline.

Defiant Behavior

Defiant behavior of any kind will not be tolerated. This includes cursing at any staff member or student, or refusing to comply with instructions given by a member of the staff, etc. Any student that engages in this sort of behavior will be sent home for the day and their parent or guardian will be notified. The student will not be allowed to return to school until their parent or guardian has met with the principal. At that point the teachers/principal will decide what steps the student will assume based on the 5-step plan and if the student does not comply they will be removed from the program.

Classroom Discipline

Discipline in the classroom is essential. The classroom teacher will handle normal classroom disruptions. Recurring or habitual disruptions will be brought to the attention of the Principal. Parental contacts and or additional discipline may be taken. Severe misbehavior will be brought to the immediate attention of the Principal, and the appropriate action will be taken. The behavior could cause the student to be removed immediately from the classroom or the school.

Student Referrals & Data Collection:

All discipline issues will be documented. Major offenses will involve a suspension (or possible expulsion) with a removal from the program for a second major offense.

Discipline Steps

- Step 1 – Verbal Warning. (No parent or guardian required.)
- Step 2– 1 Day Out of school suspension. Parent or guardian notified as above.
- Step 3– 3 Day suspension (optional in-school suspension) Parent or guardian notified.
- Step 4 – Removal from the program, with the option to return (re-enrolling) at a later date.

Suspension Definitions

On days of out of school suspension students are encouraged to make up missed assignments, however, credit will not be given. An appropriate time frame to complete work missed while suspended must be arranged between the teacher and student. However, when students are suspended and they have prior knowledge of certain classroom assignments (notebooks, reports, quizzes, tests, speeches, etc.) they are expected to have these requirements ready upon the date of return from suspension. When students are suspended from school they cannot opt out of a final exam.

Short Term Suspension

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extra curricular activities are suspended. The principal or his designee may issue short-term suspensions.

Long Term Suspension

A long-term suspension is when a student is suspended for more than ten (10) school days and less than one (1) semester. During a long-term suspension, the student's rights and privileges of attending school, including extra curricular activities, are suspended. The Board of Education or its designee may issue long-term suspensions.

Expulsion

An expulsion occurs when the Board of Education terminates the student's rights and privileges to attend school, including extra curricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law.

Appeals

To initiate an appeal, the student/parent or guardian must submit a written appeal to the principal within one business day of the assignment of disciplinary action. Failure to do so will result in the expectation that the student will follow through with the discipline assigned.

Restorative Justice

If the Superintendent (or his/her 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:

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

Emergency Removal, Suspension & Expulsion

Consistent with Board Policy (5610), a student may be removed from the classroom, suspended or recommended for expulsion for persistent disobedience or gross misconduct. If suspension (or expulsion) for persistent disobedience or gross misconduct beyond 10 school days is considered, the Superintendent (or his/her designee) shall consider the following factors:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior

Snap Suspension

This law allows a staff member to suspend a student from class, up to one day, if the staff member has good reason to believe the student's conduct merits suspension under the school board policy or student code of conduct. Any student suspended pursuant to this policy shall not be allowed to return to the class or activity from which he or she was suspended until the passage of one school day unless otherwise permitted by the staff member who initiated the suspension and principal or the principal's designee.

Forgery

Falsely using or signing the name of another person, falsifying any form or document or data will result in a school suspension and could be subject to other legal action.

Gangs

Any gang related activities, such as threats, coercion, fights and/or paraphernalia will be dealt with seriously – up to 10-day suspension. Also, all activities will be reported to the police.

Habitual Offenders

Persons with multiple violations of disciplinary rules will be liable for progressive discipline up to and including suspension from school.

Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

HOW TO REPORT UNLAWFUL DISCRIMINATION

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

TITLE IX COORDINATOR
501 W. Sickles St., St. Johns, MI 48879
989-227-4086 or 989-227-4018
titleixcoordinator@sjredwings.org

For information on the District's Title IX Sexual Harassment Grievance Process, see Policy 3118. If you or someone you know has been the victim of disability-based discrimination, harassment, or retaliation, you may file a complaint with:

SECTION 504 COORDINATOR
501 W. Sickles St., St. Johns, MI 48879
989-227-4006 or 989-227-4126
ection504coordinator@sjredwings.org

If you or someone you know has been the victim of 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:

CIVIL RIGHTS COORDINATOR
501 W. Sickles St., St. Johns, MI 48879
989-227-4016 or 989-227-4004
civilrightscordinator@sjredwings.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing. The coordinators identified above will document all unlawful discrimination reports, as well as any incidents they personally observe. The District will retain this documentation in accordance with applicable record retention requirements.

Any person who has been the victim of unlawful discrimination or any person who has witnessed an incident of unlawful discrimination may make a complaint at any time.

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Intimidation/Verbal Assault/ Or Sexual Harassment

The act of taunting or threat by force or verbalization against a fellow student or school employee may result in disciplinary action, up to and including suspension/expulsion. If this behavior occurs immediate contact should be made with the assistant principal/principal.

Lunch Period

The lunch period is a time to eat, relax, and enjoy conversation with fellow students. All of the St. Johns Public Schools, including the **S.T.R.I.V.E. Academy, are closed campus.**

General Guidelines

All students must remain in the designated school area of the S.T.R.I.V.E. Academy. Outdoors are off limits.

- The parking lot is off limits.
- Keep the lunch areas clean. Put trash in its appropriate place - TRASH CANS.
- **Anyone who leaves the building or the designated school area during lunch or anytime without office staff permission will be subject to suspension and will be sent home for the day.**

Overly Affectionate Behavior

Overly affectionate is considered unacceptable in the school setting. Anything beyond hand holding is considered overly affectionate. First offense will be a formal warning, 2nd offense will be a 1 day out of school suspension, and 3rd offense will result in a 3 day out of school suspension.

Physical Assault: (Student to Adult)

Section 1311A (1) 2000 of the amended school code, addresses physical assault upon school employees, volunteers, or contractors. Any student in grade six or above who physically assaults a school employee, volunteer, or contractor may be suspended or expelled up to 180 days or more, subject to possible reinstatement review after 180 days. This statute defines physical assault as intentionally causing or attempting to cause physical harm through force or violence. The law also requires school officials to report all assaults to appropriate state and local law enforcement agencies.

Physical Assault: (Student to Student)

Section 1310 (1) 2000. If a student enrolled in grade 6 or above commits a physical assault that occurs on school property, at any school-sponsored activity, or on any school-related vehicle and the assault is reported to the Board of Education, the board may suspend or expel the student for up to 180 days.

Prohibited at School

Problems arise each year because students have articles that are hazardous to the safety of others, or interfere with classroom activities and school procedures. Such items include, but are not limited to: lighters, toy guns, water pistols, knives, firearms, firecrackers, and laser lights. These items will be taken from the student. Fireworks are prohibited on school grounds and any use or possession will result in an indefinite suspension.

Weapons Policy

The St. Johns Board of Education has approved a Weapon/Firearms and Expulsion Policy. Both State and Federal law require this policy. The St. Johns Public Schools policy regarding the possession of a dangerous weapon or firearm states the student possessing a dangerous weapon in 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 he did not know the object was a weapon or was not knowingly possessed by the student. In grades 5 or below, the expulsion is for a minimum of ninety days, subsequent to the date of the expulsion.

Weapons include, but are not limited to, a firearm, gun, revolver, pistol, firearm look-a-like items, dagger, knife, pocket knife, iron bar, or brass knuckles. Also, wallet chains are unacceptable.

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

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item.
- Any cutting instrument consisting of a sharp blade fastened to a handle. 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 may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or 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 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.

Projectiles

Students will be held responsible for using an item (i.e. pen, pencil, rubber band) as a projectile that could subsequently harm another person.

Cell Phones/Electronic Communication Devices

Students may not use electronic communication devices (ECD) during Class times unless designated by the teacher. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECD's brought onto its property.

1. **First offense** is turned off and turned into the office. The phone is returned to the student at the end of the school day. If a student refuses to turn in the cellphone/ECD the parent is called to pick up the student.
2. **Second offense** - If a student refuses to turn in the cellphone/ECD parent is called to pick up the student, the student will be assigned a 1 day Out of School Suspension.
3. **Third offense** (as well as any additional) will result in progressive discipline, including suspension from school.

Proper Dress and Grooming

The use of common sense and good taste is the best rule. If it comes to the attention of the administration or the staff that a person's appearance is objectionable and disruptive to the educational process, that person will be required to alter the situation or face possible suspension from school. Students are not permitted to wear clothes that are distracting or cause classroom disruptions, display profanity, are sexually suggestive, promote

the use of controlled substances, or gang activity. Examples are the Co-Ed Naked logo or Big Johnson.

As a frame of reference, the following standards shall be in operation:

1. Shoes **MUST** be worn at all times.
2. Inappropriate language/signs/symbols worn on clothing shall be prohibited. (This shall include, but not be limited to, any message, derogatory comments regarding any race, creed, religion or national origin, and any material, which encourages substance use/abuse.)
3. Bare midriffs, halter-tops, tube tops, tank tops, and low cut tops and other dresses deemed unacceptable by faculty are not acceptable. All shirts, dresses and blouses **MUST** cover to the waist. All tops should have sleeves.
4. Spandex, boxer-style or cut-off shorts are **NOT** permitted.
5. Shorts or skirts **MUST be at least as long as the student's fingertips** when standing with arms relaxed to the side.
6. Pants must be worn at appropriate height, as determined by the administration.
7. Dress that distracts attention from school routines or is a cause of inappropriate behavior is subject to review by the building administrator or his/her designee.
8. Dress which is deemed to be detrimental to the student (i.e. non-prescription sunglasses worn indoors) will be prohibited.

Use/Possession of Tobacco Products/Nicotine Delivery Devices

Use and/or possession of tobacco products or nicotine delivery devices are prohibited at all times in the buildings, on school grounds, school buses, or at school activities. This also includes electronic cigarettes, vaping devices, paraphernalia, or supplies. Students violating this policy are subject to the following School Board regulations:

First offense will carry an immediate 6-day suspension from school,

Second offense will carry an indefinite suspension and a letter may be sent to the parents requesting a conference with all parties.

If there is a third offense, the student will receive an indefinite suspension, with the possibility of school board involvement.

Substance Abuse

Teachers have the right to determine whether they think a student is “under the influence” of a harmful substance based upon physical, mental and behavioral indicators. A teacher that suspects such abuse will confer with other staff, and the principal, to determine a course of action. Repeated substance abuse violations will be cause for removal from the program.

SUBSTANCE ABUSE POLICY:

A. **First Offense** (Possession, Use and/or Under the Influence, including drug paraphernalia and look-alike substance):

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 program 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. Outpatient 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. Outpatient 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.

Theft

Theft will be dealt with on a case-by-case basis. Offenders will be subject to progressive discipline. Appropriate law enforcement may be informed of the incident at the discretion of the administrator in charge. One to six-day suspension, police intervention.

Search and Seizure

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

School Property & Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, backpacks, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age, sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Use of Food & Beverages in Classrooms & Hallways

- a) Students are expected to eat and drink responsibly.
- b) If a staff member has to speak to a student a second time regarding the subject, the student may be suspended or community service issued to rectify the issue.
- c) Maintain clean hallways, classrooms and building. Put trash in its place.

Vandalism

Damage to school or personal property through malicious mischief or defacing will result in disciplinary action and/or restitution.

Scheduling Information

Dual Enrollment

If you are interested or have any questions about this option, please see the principal. Such options are available to students who have successfully earned credit and have maintained excellent attendance and behavior for one school year. Students attending off campus programs are subject to their home school and campus regulations and discipline.

S.T.R.I.V.E. Academy Graduation Requirements

Effective for Students Entering 8th Grade in 2006 (Class of 2011), Graduation requires a minimum 24 full credits which must include the following requirements:

US History	1.00
Government	.50
Economics	.50
Geography/World History	1.00
Online Learning	1.00
Physical Education	1.00
English	4.00
Math	4.00
Science	3.00
Language other than English	2.00
Electives	6.00
<hr/>	
Total	24.00 credits

Graduation Ceremonies

Per Board of Education Policy: Commencement exercises will include only those students who have successfully completed requirements as certified by the S.T.R.I.V.E. Academy principal. A student may be denied participation in the graduation ceremony when personal conduct warrants.

Permanent Records and Student Files

Almost everything you do or fail to do in school is recorded on the permanent record forms or the CA-60 file folders. These are kept in the main office and after graduation are stored and kept for a period of time. They contain your photograph, your subjects and grades, your class standing, your attendance record, your honors and awards, and your aptitude and achievement test scores. With them are kept your citizenship evaluations, failure reports, and all correspondence with home, college, employer, etc. It is these records that are referred to and used in school when someone inquires about you. Access to this information by other than school personnel is allowed only if written permission is granted by you and/or your parents.

Pre-College Testing

It is extremely important that all upperclassmen who intend to further their education beyond SJPS make a note of the times and places of the A.C.T., P.S.A.T., PLAN and S.A.T. tests. For more information, contact your counselor. The A.C.T. and S.A.T. the school code number for STRIVE Academy is 230107.

Report Card

Report cards are issued electronically through Parent Portal every twelve (12) weeks. Credit can be earned for each class in which all requirements are successfully met along with attendance requirements.

Scholarships

Many colleges and organizations offer scholarships covering a portion of the college tuition. Most of these are on a competitive basis with the family's financial need and the scores of standardized tests being the primary determining factors.