



LINK TO SPS BOARD POLICY: <http://www.neola.com/sturgis-mi/>

█ =New items, edited items, points of emphasis are in yellow text in this color = still needs to be addressed

text in this color = has been proofed and is ready for publishing - change all to black when proofing complete!

August, 2018

Dear Students:

The faculty, staff and administration of Sturgis eCademy would like to welcome you to SPS and the 2018-19 school year. This student handbook contains important information that will assist in making your experiences here rewarding, successful and fun.

Our community charges Sturgis eCademy to provide experiences that will enable you to become leaders. We hope you will maximize your opportunities here by becoming involved with your school and its activities. Our experience shows that students who become involved acquire a richer education and truly do become leaders.

Sturgis has a strong tradition of excellence in curricular and co-curricular programs that will prepare you to meet new challenges. Our school will only continue to retain this stature through your effort to meet and exceed the standards of your predecessors.

It is our hope that this will be a very positive year for you. We pledge to do whatever we can to help you have a successful and enriching experience at *your* Sturgis eCademy.

Sturgis Public Schools District Mission Statement

It is the mission of the Sturgis Public Schools, in partnership with parents and the community, to ensure each student has the knowledge, skills, and behaviors necessary to successfully transition from stage to stage in school, and ultimately, to a productive and satisfying life.

LET'S GO TROJANS!!!

STURGIS SCHOOL MISSION STATEMENT

Believing that all students can learn and be successful, the staff of Sturgis School accepts the responsibility of continuing to create and teach an effective, broad based curriculum, in order that students may become responsible and productive citizens. The staff will foster a desire for learning and, with community and parental support, will provide the opportunity and environment to challenge students to reach their potential.

STURGIS ECADEMY VISION STATEMENT

As the faculty and staff of Sturgis eCademy, we believe all students deserve to be treated with respect and dignity and to know they will be provided with every opportunity to reach their full potential. They deserve to be treated fairly in a safe, clean, and nurturing learning environment by competent, caring and compassionate adults who are concerned with meeting the emotional and academic needs of all students. Students deserve to know that we have high expectations for each of them, as students and as humans, and they will be provided with a well-rounded offering of curricular and extra-curricular opportunities that celebrate student success and help them in achieving their goals. All will be provided with access to technology that advances their learning experience and exposes them to relevant, real-world experiences.

As a caring community, we believe it is our job to provide all students with a quality educational experience that promotes a passion for learning, self-confidence in students' abilities, and equal and consistent treatment. They should be exposed to a rigorous and relevant curriculum, knowing and mastering the content expectations at every level. It is our responsibility to challenge all students to remain life-long learners who will become responsible adults, strong leaders and productive citizens.

STURGIS ECADEMY STUDENT VISION STATEMENT

As the students of Sturgis eCademy, we believe all students, regardless of our areas of interest, deserve a learning environment that embraces our unique qualities and pushes us to reach our full potential. We desire a safe and exciting atmosphere-one where we are encouraged, respected, and equipped to think independently. Students deserve the resources and technology available to pursue our areas of study with exposure to relevant, real-world experiences that will prepare us for life after eCademy. It is also of great importance for the staff and students to have an open line of communication. Students should feel comfortable in knowing that the staff cares about our success and well-being. Ultimately, we believe that school should not only be a place of intellectual growth, but also a place where we can cultivate social skills and develop stronger character.

STURGIS ECADEMY

107 W. West Street

Sturgis, MI 49091

PHONE: 659-1540

HOURS: 7:30 A.M. – 4:00 P.M.

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SECTION I - GENERAL INFORMATION

AGE OF MAJORITY

The administration of Sturgis eCademy is fully aware of the Age of Majority Law, which gives eighteen (18) year olds greater freedoms and responsibilities. We must, however, still be committed to the process of equal treatment and application of our rules and regulations to all students, regardless of their age.

With the following exceptions, the students' rules and regulations, as set forth in this handbook, will continue to apply to all students. Students' eighteen years old may:

- Have the same privileges as parents in relation to their own personal records.
- Represent themselves during disciplinary conferences.
- Be in receipt of their own report card.
- Excuse themselves for absence from school with permission of an administrator.

However, eighteen year old students and parents must sign the "Age of Majority" form in the Assistant Principal's office, prior to granting any of the aforementioned privileges.

AFTER SCHOOL HOURS: BUILDING GUIDELINES

By 3:25pm each day students will be expected to be at their destination for after school activity (with a teacher, at a practice, in detention, in ESL, in the cafeteria etc.). A bell will ring at 3:25PM and the main gates will be locked. Any student in the building, not authorized by a school employee, will be expected to be in the cafeteria. Furthermore, a bell will ring at 4:00pm, indicating that all students must be out of the building, unless with a school employee/representative. Failure to abide by these guidelines will result in disciplinary action.

CLOSED CAMPUS

Freshmen, sophomore, and junior students are not allowed to leave campus at lunchtime unless a parent comes in to sign them out. Freshmen, sophomores, and juniors who leave campus without proper authorization will be assigned a disciplinary consequence. However, **seniors only** will be allowed to leave during their lunch period, provided they sign out and in in the main office. This is a privilege for seniors and can be rescinded by the Principal for disciplinary reasons.

LOCKERS

All lockers are the property of Sturgis Public Schools and may be inspected at any time by school administration. Students are totally responsible for the condition and contents of their assigned locker. Do not leave valuables in the locker. Each student is assigned his/her own locker. It is against school policy for students to share lockers. The office will not give out locker combinations of other students. Please report any problems you have with your locker to the Principal's Office immediately.

LOST AND FOUND

Lost and found items are placed in the Attendance Office and may be retrieved when a proper description is given. Unclaimed items are given to charity at the end of each semester.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. It is extremely important to take the scheduling process seriously. The schedule is based upon the student's Career Pathway and available class space. It is important to note that some course requests may be denied due to a lack of available space, the need to take prerequisites, or conflicting course times. We are unable to take teacher requests. Students are expected to follow their schedules.

Students may request to drop and add a course within the first week of the semester without penalty utilizing the following options:

- Student may opt to request a Michigan Virtual course.
- Student may opt to request a Sturgis eCademy course that is available and not closed to additional students (30 or more students enrolled).

Please note that students may not drop a required course. "Schedule Change Request" forms can be obtained from the Guidance Department and must be signed by parents and initialed by your teacher.

Any request to drop a course after the initial week of the semester will not be accepted. Any appeals due to potential extenuating circumstances must be made to the principal.

SCHOOL DAY

The normal school day begins at 8:15 a.m. and is completed at 3:25 p.m. It is divided into six hours per day plus a daily Seminar period, with a 30 minute lunch.

STUDENT DRIVERS

Driving to school is a privilege that can be revoked at any time. Eligible students are encouraged to use school provided transportation. Students and their parents assume full responsibility for any transportation to and from the school unless transportation provided by the school is used.

Students driving to school must follow these regulations:

- Students are expected to drive in a safe manner when on school property. Consequences for driving infractions are covered in the code of conduct.
- Park on school property at your own risk. The school is not responsible for your vehicle while parked on school property.
- Vehicle must be registered with the school office.
- Parking permits must be present, legible, and hanging on rear view mirror.
- **Permits must be purchased** through the Attendance Office. Purchase dates and prices are as follows:

Sept. 8 thru Sept. 18	\$ 2.00
Sept. 19 thru Sept. 25	\$ 5.00

- Permits may be purchased after September 25 for a \$10.00 fee. If you are a new driver, or have purchased a new vehicle, the cost will be \$ 2.00.
- Failure to register a vehicle with the Office will deny the student the privilege of driving to school.
- All vehicles **must** park in student designated parking areas only. Vehicles found parked in staff or visitor parking designated areas will be subject to the following: **WARNING, LOSS OF DRIVING PRIVILEGES, POSSIBLE SUSPENSION.**
- Deadline for parking permits to be on your vehicle is **FRIDAY, SEPTEMBER 25, 2015! Students without proper permits will be subject to disciplinary action and loss of the driving privilege.**

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student does work and is under eighteen years old, a work permit, which may be obtained through the Attendance Office, is required.

STUDENT FEES, FINES, AND CHARGES

Sturgis eCademy charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Late fines may be imposed, but can be avoided when students return borrowed materials promptly. Fees may be waived in situations where there is financial hardship.

Any returned check will result in a \$25.00 additional fee.

CENTRAL OFFICE ADMINISTRATION
STURGIS CENTRAL COMMONS BUILDING
107 WEST WEST STREET
STURGIS, MI 49091
PHONE: 659-1500
HOURS: 7:30 A.M. – 4:00 P.M.

NONDISCRIMINATION STATEMENT

In Compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

For information, contact: Nicole Airgood, Assistant Superintendent
107 W. West Street
Sturgis, MI 49091
269-659-1500

Initiation of the formal complaint procedures requires a written complaint. **All written complaints** regarding harassment or discrimination of individuals shall be submitted to:

Responsible Administrator: Nicole Airgood, Ass't Superintendent
nairgood@sturgisps.org

Alternate Responsible Administrator: Ron Ehlers, High School Principal
rehlers@sturgisps.org

For a complete document regarding specific grievance procedures, please see the Sturgis Public School's Website at: https://www.sturgisps.org/district/grievance_procedures

SECTION II – ACADEMICS

DUAL ENROLLMENT

Sturgis eCademy

Student Eligibility:

To be eligible to enroll for dual enrollment courses, a student must:

1. Achieve specified scores on the PLAN, ACT, or ACCUPLACER tests.
2. Be in eCademy not more than four years.
3. Not be a foreign exchange student.
4. Follow the parameters listed below for amount of courses eligible when first enrolling **(total 10 courses)**:
 - Grade 9 – not more than two courses each year for the first three years they participate and four their fourth year of participation.
 - Grade 10 – not more than two courses the first year and not more than four during the second and third academic year.
 - Grade 11 or 12 – not more than six courses during either of those academic years and not more than 10 total.

Course Eligibility:

For a course to be eligible, it must be:

1. An authorized college/university course offered at Sturgis eCademy **OR** a course at a college/university not offered by the school or one that cannot be taken by the student due to scheduling conflict beyond the student's control.
2. Taken for credit (eCademy credit or both eCademy/college credit) and applicable toward a post-secondary degree at the institution where the course is being taken. **(This applies to dual enrollment courses taken at Sturgis eCademy or at the college/university.)**
3. A course that is not an activity, hobby craft, recreational, physical education, theology, divinity, or religious course.
4. Offered for credit (meaning not a remedial or non-credit bearing course) at a university, community college, or independent non-profit degree granting college or university.

Dual Enrollment Process:

1. Student dual enrolls with the college or university and eCademy office.
2. College or university sends a bill for tuition and fees to the local district.
3. The local district pays the bill up to the prorated percentage of the statewide student-weighted average foundation allowance.
*
4. The student is responsible for any tuition and fee costs above the prorated percentage.
5. The cost of required textbooks will be reimbursed by the district if the course is taken for eCademy/college credit or for eCademy credit only.

* The prorated percentage as set forth by the state of Michigan utilizes a statewide weighted-average foundation of \$7209. With our 7-hour day semester schedule, the local district is responsible for the actual charge for tuition and fees up to the amount of \$515 (7209/14 courses per year). **(This applies to Michigan dual enrollment courses taken at Sturgis eCademy or at the college/university. Any costs for tuition and fees for a dual enrollment course taken through a college outside of Michigan will be the sole responsibility of the student.)**

PLEASE NOTE: If a course is dropped after the designated withdrawal deadline, the student will be responsible for any costs paid by the district for that course.

Please refer to the following website for additional Michigan Department of Education Dual Enrollment Information:

ACADEMIC LETTER

Students who maintain a 3.5 cumulative GPA throughout their eCademy career will be awarded the following;

- 1st year= Certificate
- 2nd year= Certificate
- 3rd year= Certificate + Academic Letter
- 4th year= Certificate + Academic Pin

GPA Checks are done at the end of the first semester of each school year. Students earning these awards will be honored at **Honors Convocation** each spring.

EXAM

Any student who earns a 77.5% or higher on the end of course exam will receive credit in the class regardless of their grade in the class prior to the exam.

GRADUATION HONORS

Seniors receiving the Senior Scholars distinction by graduating in the top 25 of their class as determined by their overall GPA (at the end of 1st semester of senior year) and ACT score will wear a gold sash at the graduation ceremony. Seniors receiving the Summa Cum Laude distinction by maintaining a 3.9 GPA or higher throughout their eCademy career will wear gold cords at graduation. Magna Cum Laude, 3.7 – 3.899, will wear silver cords and Cum Laude, 3.5 – 3.699, will wear bronze cords at the graduation ceremony. Those seniors on the Honor Roll, earning a 3.0 to 3.499, will be recognized at Senior Honors Night and will be noted in the graduation program.

GRADUATION REQUIREMENTS

In order to receive a diploma and graduate from Sturgis eCademy, a student must meet the requirements for basic course work, complete a portfolio presentation, and earn the total number of credits required. Students must also complete ALL required trimesters/semesters to qualify for graduation. Participation in the commencement ceremony is a privilege and will be denied to any student who has not completed all requirements and finished the year in good standing with School staff. In addition, to be eligible to walk at graduation, all coursework must be completed no later than the Tuesday prior to graduation.

Graduation Requirements are:

Subject Area	Sturgis High School Diploma	Sturgis Public School Diploma
Mathematics (Alg 1, GEO, Alg 2)	4	4
Science (Bio, Chem or Phy)	3	3
Social Studies	3	3
Visual Performing Arts, App Art, CTE	1	1
World Language (other than English)	2	2
Electives	6	1(Key Train)
Total Credits Required	24	19

Plus 20 hours of an on-line learning experience. NOTE: A successful portfolio presentation is a graduation requirement.

GRADES

Sturgis eCademy has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired knowledge of a given subject area. In general, students are assigned grades based upon test results, homework, projects, attendance, minimal objectives, and classroom participation. In determining a grade each teacher may place a different emphasis on these areas. The students will be informed at the beginning of the course as to the requirements and areas of emphasis. Students not sure how their grades will be determined, should ask the teacher.

It is now required that each teacher separate their grades into academic and preparation categories. The academic category will account for 70% of the student's grade and includes items such as; tests, quizzes, projects, papers, etc. The preparation category will account for 10% of the grade and includes items such as; daily assignments, participation, etc. The exam accounts for the other 20% of the grade. This structure may vary for elective classes. Please check course syllabi for details.

The school uses the following grading system:

A = 4.00	D+ = 1.333
A- = 3.667	D = 1.00
B+ = 3.333	D- = 0.667
B = 3.00	E = 0.00
B- = 2.667	R = Repeated (No Credit)
C+ = 2.333	CR = Credit
C = 2.00	E/W = E Withdrawal
C- = 1.667	Audit = No Credit
	NC= No Credit

GRADING PERIODS

Students shall receive a report card at the end of each nine (9) or eighteen (18) week period (depending on course) indicating their grade for each subject area. The grade given is for that portion of the academic term. **Any incomplete work assignment not made up within two weeks after the end of a marking period will convert to an "E" for that marking period.** Students may be granted additional time if circumstances warrant a contract of completion.

HONOR ROLL

Students earning an A or B cumulative average will be on either the A or B Honor Roll.

MICHIGAN VIRTUAL ECADEMY

Sturgis eCademy students may have the opportunity to take Michigan Virtual ECademy (MIVHS) courses for eCademy credit. The classes must be formally requested and approved through the principal's office. MIVHS courses taken during the school year to meet the needs of scheduling conflicts or classes not offered at SCC will be paid for by the school. Summer school courses through MIVHS courses not approved by the administration will be available for a student to take but paid for by the student.

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/ her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following accumulated credits determine class designation (*this will change with changing credit requirements*):

Freshman	0 - 6	earned credits
Sophomore	6.5 - 12	earned credits
Junior	12.5 - 18	earned credits
Senior	18.5 - 24	earned credits

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas of recognition include but are not limited to: academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and administration and coordinated by the Guidance Office.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used by the school. Parents may also observe instruction in any class, particularly those dealing with the instruction of health and sex education. Any parent who wishes to review materials or observe instruction should contact the Principal's Office prior to coming to the School.

STUDENT ACCOUNTABILITY

The academic success of our students is the first priority of the Sturgis eCademy faculty. As a result, when a student is doing substandard or failing work, our teachers reserve the right to require the student to stay after school for one-on-one assistance. In each case the student and his/her parents will be given 24 hours notice that such an effort is required. Failure to comply may result in after school detention and possibly failure of the course.

STUDENT ASSESSMENT

To measure student progress as well as guide students to success on the SAT, students will be tested in accordance with State standards and District policy, see schedule below. Participation in the State of Michigan Assessment program is a requirement for graduation from the Sturgis Public Schools. Parents and students will be notified prior to each test. It is important to avoid unnecessary absences during the testing periods. Makeup dates are scheduled. If you are interested in learning more about the SAT or dates please use the following link:

<https://sat.collegeboard.org/register/sat-subject-test-dates>

In addition, vocational and interest surveys may be given to identify areas of student interest or talent. Intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students requiring these services. Depending on the type of testing, specific information and/or parent consent

may need to be obtained. Sturgis eCademy will not violate the rights of consent and privacy of a participating student in any form of evaluation.

TESTING OUT

There are times when a student may have gained exceptional competency in an academic area without the traditional classroom experience. A student that can demonstrate mastery in a eCademy course will have the opportunity to “Test Out” of that course. To successfully “Test Out”, a student must demonstrate proficiency at a C+ level or higher. Credit earned shall be reflected on the student’s eCademy transcript as “CR” and will not be included in a computation of grade point average for any purpose. Please review the procedures and calendar outlined below.

Students **will not** be allowed to test out of a class if:

1. The Class has been failed
2. The student is already enrolled in the class.

Timing

Each year applications to test out of second semester classes will be available in November of the current school year; the actual test out date falls in December. Applications to test out of first semester classes of the following school year will be available in May of the prior school year; the actual test out date will be in June of the prior school year.

When exact dates are set for each period, they will be emailed to all students individually and also posted on our Daily Announcements which are read in school, emailed to students, and available online for parents to view.

Procedures

1. Student must request an application from the eCademy guidance office prior to each semester deadline.
2. Student must turn in the completed application to the eCademy guidance office by the deadline set for each semester.
3. Upon authorization, the proper materials will be issued on loan to the student to prepare for the test (this will vary based on what materials are available for each specific course).
4. The student will take the test on the designated date(s) set forth for each semester.
5. Results will be available in the eCademy guidance office on the specified date for each semester.

SECTION III – STUDENT ACTIVITIES

Eligibility Requirements for Extra-curricular Activities

Academic eligibility checks of not more than 10 weeks (semesters) or seven weeks (trimesters) are required. If a student is not passing at least 66 percent of full credit load potential for a full-time student when checked, that student is ineligible for competition until the next check (but not less than for the next Monday through Sunday). If the next eligibility check reveals the student is still not passing at least 66 percent of full credit load potential for a full-time student, that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing 66 percent of full credit load potential for a full-time student from the start of the semester or trimester through the most recent eligibility check.

School Attendance. To be eligible to compete in an extracurricular contest or practice, the student must be in attendance at every class during the day of the contest or practice, except as excused by the principal, Director of Student Services & Athletics or designee. Students absent from school on Friday when a contest occurs on Saturday will be eligible to participate provided the absence has been approved by the Director of Student Services & Athletics, principal or designee.

SECTION IV – STUDENT CONDUCT

ATTENDANCE POLICY

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

Absences

When you are absent from school, your parent or legal guardian must contact the school within **24 hours of your absence in order for you to be excused**. Your parent or guardian may call the attendance office at **659-1519**, or **659-1510, (you may leave a message on the answering machine)** or submit a note on the day of your return to school. **Failure to excuse an absence within 24 hours of that absence will result in an unexcused absence.**

Leaving the ECademy Building

If you leave the eCademy building during the day you must sign out in the attendance office, notify one of the office personnel and leave through the main doors. A note from a parent must be presented when leaving or a phone call from a parent must have been received before you will be allowed to sign out. **Students will not be allowed to leave without parental permission.**

Suspensions

Suspensions from school (in school and out of school) will have the same result as an excused absence. The student will be allowed to make up work missed within the twenty-four hour period of the absence. Students involved in in-school and out-of-school suspensions will not be able to participate in any school related extra-curricular activities (ie. practices, games, plays, dances.)

Tardiness

A tardy is when the final bell rings and the student's entire body is not through the door. A student has 10 minutes into class time before the tardy becomes an absence and if the absence is unexcused it will count as "skipping" the class. Skipping a class will result in a disciplinary action such as an after school detention. The staff will work with the student and parents to try to correct the tardy behavior but if the problem persists it could lead to a one day suspension. Tardies will also count toward absences in terms of earning credit in the class. Every 3 tardies that a student incurs will count as 1 absence toward the exam attendance policy. Please see the exam below for further information.

Attendance Policy (Passing a Course)

Any student who earns a grade of 77.5% on the cumulative final exam in a course will receive credit in that course (regardless of their grade or attendance in the course).

Students having 0-8 absences in a semester course (0-4 absences in a 9 week course): The student's grade will be calculated using 80% for coursework and 20% for the exam. The grade will be the result of this calculation.

Students with 9+ (3 tardies = 1 absence) absences in a semester course:

1. If the student is passing the class at the time of the final exam they must pass the exam to receive their grade in the class. Failure to pass the exam will result in a no credit (NC) on the student's transcript.
2. If the student is failing the class at the time of the final, they must score high enough on the final to earn a passing grade by the 80%/20% calculation (or get higher than 77.5% on exam).

Virtual Participation:

The following requirements must be met to count students enrolled in a cyber school program for membership purposes:

1) The student must meet student membership eligibility requirements pursuant to Section 6(4) or 6(6) of the State School Aid Act (MCL 388.1606(4) or MCL 388.1606(6)) and any other applicable statute.

2) The student shall be registered, enrolled, and participating in the course(s) on the student membership count day or the supplemental count day pursuant to Section 6(4), Section 6(8) and Section 6a of the State School Aid Act (MCL 388.1606(4), MCL 388.1606(8), and MCL 388.1606a). Under Section 6(4)(h) of the State School Aid Act (MCL 388.1606(4)(h)), a student's participation in the cyber school's educational program is considered regular daily attendance and can be considered membership.

3) The cyber school provides full-time instruction and each student has a schedule based on the school's criteria for a full-time student. See the Instructional Time Requirements, Tracking Participation, and PartTime Memberships section below for more detail.

4) The student must participate in each scheduled course on count day to satisfy the participation requirement. If absent on count day, the student must attend and participate in class during the next 10 consecutive school days if the absence was unexcused, or during the next 30 calendar days if the absence was excused.

5) One or more of the following must be met on count day for each scheduled course to satisfy the participation requirement:

- Student attended a live lesson from the teacher.
- Student logged into a lesson or lesson activity and the login can be documented.
- The student and teacher engaged in a subject-oriented telephone conversation.
- There is documentation of an email dialogue between the student and teacher.
- There is documentation of activity or work between the learning coach and student.
- An alternate form of attendance as determined and agreed on by the cyber school and student membership auditor was met.

-OR-

For a student using sequential learning, the participation requirement may be satisfied as follows:

- The student and the teacher of record or mentor must complete a two-way interaction for one course per week for each week of the four (4) week count period. Two-way interactions must be relevant to the course progress or course content of one of the courses on the student's schedule.

-OR-

- The student must complete a combination of one or more of the following activities for each scheduled course on count day:

Michigan Department of Education 2018-19 Student Accounting Manual Cyber Schools 5-O-C-2

o Documented attendance in a virtual course where synchronous (live) instruction occurred with the teacher.

o Documented completion of a course assignment.

- o Documented completion of a course lesson, or lesson activity.
- o Documented student access to an on-going lesson; this is not a login.
- o Documented physical attendance on count day in each scheduled course may be used for students who will attend at least 50% of the instructional time for each scheduled course, onsite, face-to-face with the teacher of record,

Note: For students using sequential learning, “each scheduled course” refers to the courses currently being attempted by the student, rather than every course on the student’s schedule for the entire term. The district must provide proof of payment for each course included on the student’s class schedule to the student membership auditor. If the student is taking more than 2 virtual courses, the district, in collaboration with the student and following the Department guidance found here, must create an educational development plan (EDP) that reflects the expected attempt dates for all schedule courses.

Two-way Interaction Two-way interaction is the communication that occurs between the teacher of record or mentor and student, where one party initiates communication and a response from the other party follows that communication. Responses must be to the communication initiated by the teacher of record or mentor, and not some other action taken.

This interaction may occur through, but is not limited to, means such as email, telephone, instant messaging, or face-to-face conversation. Parent or guardian facilitated two-way interaction may be required if the student is in grades K-5 and does not yet possess the skills necessary to participate in twoway interaction unassisted. Michigan Department of Education 2018-19 Student Accounting Manual Cyber Schools 5-O-C-3

Two-way interactions are expected to continue throughout the course, even when not being used for membership purposes. The two-way interactions must relate to a virtual course on the student’s schedule and pertain to course content or progress.

Two-way Interaction Calendar

A Student must complete at least one (1) two-way interaction per week for each week of the four (4) week count period. The first week in which participation is measured begins on count day (Wednesday) and continues through the following Tuesday. Each consecutive week starts on Wednesday and ends on the following Tuesday, for a total of four (4) weeks including the week that began on count day. The district shall maintain an activity log that documents details of two-way interactions for each student. An illustration of the calendar used for this purpose appears below.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<-----week 1----->			
			Count Day			
			<-----week 2----->			
			<-----week 3----->			
			<-----week 4----->			

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Cross-reference:

MASB 8020 *Attendance*

MASB 8030 *Truancy*

MASB 8090 *Release of a Student During the School Day*

NEOLA 5200 *Attendance*

NEOLA 5223 *Absences for Religious Instruction*

NEOLA 5230 *Late Arrival/Early Dismissal*

Code of Conduct

SPS BOARD POLICY LINK: <http://www.neola.com/sturgis-mi/>

A major component of the educational program at Sturgis eCademy is to instill responsibility in the students. This goal can be achieved by teaching students how to conduct themselves properly and in accordance with established standards, thus enabling students to become responsible citizens and employees.

Expected Behaviors

Every member of our school community must understand that it would be impossible to identify every behavior which might have a negative impact on our school climate and culture. Therefore, a few examples of appropriate behaviors that apply to specific expectations are listed:

Behavior # 1 MAINTAIN SELF CONTROL

- A. Resolve conflicts using positive conflict management techniques.
- B. Discuss problems in conversational tones using language that meets school expectations.
- C. Make plans to fully participate in your own education and to have successful experiences in all that you do.
- D. Adopt the school philosophy of, "The quality of education at SCC depends on what I do."

Behavior # 2 RESPECT YOURSELF AND THE RIGHTS, & FEELINGS OF OTHERS

- A. Adhere to our appearance policy.
- B. Follow the golden rule. "Do unto others as you would have them do unto to you."

- C. Help all fellow students feel safe and secure in our school.
- D. Maintain positive personal health and hygiene practices.

Behavior # 3 - TAKE CARE OF YOUR SCHOOL

- A. Put all trash in containers.
- B. Help keep hallways, locker fronts, classrooms, desktops, etc. free from debris and graffiti.
- C. Report any school property or equipment that needs repair to a teacher or office staff.
- D. Help keep our outdoor environment free of litter.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Two types of discipline are possible, informal and formal.

DISCIPLINARY CONSEQUENCES – DEFINED

Detention: Administrators may assign after-school detention on one day's notice. Students have two days to serve the detention and students are to have school work to do during that time. Students may not talk, eat, or sleep during detention. Students will not be admitted after detention has started. Students must make their own arrangements for transportation when serving detention.

Teacher Snap Suspension: A student may be suspended from a class, subject, or activity for up to one day by his/her teacher for certain conduct as defined in the Student Code of Conduct. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one-day removal. A student may return that school day to the classroom, subject or activity for which he/she was suspended, with the concurrence of the teacher and a school administrator. A student suspended by a teacher must immediately report to the Principal's Office and the suspending teacher should arrange a parent/teacher conference.

In-School Suspension: Administrators may assign students to in-school suspension for violations of the Student Code of Conduct. Students are expected to work on schoolwork throughout the day. Assignments will be requested and collected by students from teachers whenever possible. Students may not talk or eat without permission. Students may not sleep during in-school suspension. Absences are not counted toward the attendance policy. Students receive credit for assignments completed. Students may not choose out-of-school suspension in place of in-school suspension.

Out-of-School Suspension: Administrators may assign students to out-of-school suspension for violations of the Student Code of Conduct. Suspended students may not be on school grounds or participate or attend any school-sponsored activity during the term of their suspension. Assignment requests will be processed through the Principal's Office. Absences are not counted toward the attendance policy. Students receive credit for assignments completed.

Permanent Expulsion (Board Policy 5610.01): The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation. Please see "Weapons Policy" for detailed description of a weapon.

Please see board policy 5610.01 for further details. <http://www.neola.com/sturgis-mi/>

Appeals Procedures

Disciplinary authority shall be exercised with fairness. Every effort shall be made by administrators and staff to resolve problems through effective utilization of district resources in cooperation with the student and his/her parent or guardian.

1. Chain of appeals order of authority is: Assistant Principal to Principal to Superintendent to Board of Education.
2. Within five school days from suspending official's decision, the parent/guardian may appeal suspension to the next highest authority. The higher authority shall affirm or modify the decision within two school days from the hearing appeal.

ELASTIC CLAUSE

The examples that follow are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit this policy. Sturgis eCademy reserves the right to discipline students for infractions not specifically addressed in this handbook. This right is reserved in order to protect the general well being of the students and staff and to address a wide variety of circumstances.

Staff and/or administrators have full authority to determine the range and frequency of the consequence, while following the guidelines, including prior misbehaviors, severity, cooperation, circumstances, etc.

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases a student can be suspended from using school transportation for infractions of school bus rules.

STUDENT RESPONSIBILITY

The following examples of misconduct (in alphabetical order) could result in suspension, expulsion, referral to appropriate law enforcement agency, referral to the Board of Education, or payment of damages, depending upon the circumstances of the case. *These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.* This list is not exhaustive, and includes, but is not limited to:

Academic Dishonesty/Forgery/Falsification

Plagiarism and cheating are forms of falsification and subject the student to academic penalties as well as disciplinary action.

- **1ST OFFENSE: ZERO ON ASSIGNMENT,**
- **2ND OFFENSE: ZERO FOR UNIT, POSSIBLE SUSPENSION**
- **3RD OFFENSE: ZERO IN COURSE, SUSPENSION**

Forgery of hall/ bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

SUSPENSION AND/OR POTENTIAL EXPULSION

Arson

The willful and malicious burning, or attempt to burn, any building or part of any property of the school district. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This will result in a **MINIMUM SUSPENSION OF TEN (10) DAYS AND REFERRAL TO LEGAL AUTHORITIES AND BOARD OF EDUCATION.**

Attendance (Truancy/Unexcused Absences):

The act of being out of scheduled classes without permission is called “skipping”. Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed eCademy graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. **DETENTION, IN-SCHOOL SUSPENSION, POSSIBLE REFERRAL TO TRUANCY OFFICER AND/OR OTHER DISCIPLINARY MEASURES.**

Bomb Threat/False Alarms/False Reports

The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe; misuse of fire extinguisher. See *Board Policy 5610.01*. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO BOARD OF EDUCATION AND LEGAL AUTHORITIES.**

Bullying and other Aggressive Behaviors/Harassment/Threatening

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/ aggressive behavior regardless of the subject matter or motivation for such impermissible behavior .

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited . This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.**Please see Board Policy 5517 and 5517.01 for details on this policy, the following is a summary: <http://www.neola.com/sturgis-mi/>**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/ pushing/ shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District .

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts

- i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school 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; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/ or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/ shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/ Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

PARENT CONFERENCE, TRAINING, DETENTION SUSPENSION AND/OR POSSIBLE REFERRAL TO LEGAL AUTHORITIES/BOARD OF EDUCATION.

Bus Transportation: Students who misbehave on the bus will have the same rules apply as in the school building. Surveillance cameras may be used to verify the complaint of misbehavior. Riding the school bus is a privilege and should be treated as such. **DETENTION, SUSPENSION, LOSS OF RIDING PRIVILEGES.**

Criminal Sexual Conduct / Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, on any other school property, or during a school sponsored event the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5), (MCL 380.1311[2]). See *Board Policy 5610.01*. "Criminal sexual conduct" means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

Disruptive/Disorderly Behavior/Pranks or Practical Jokes

Acts detrimental to the educational process or safety of others. Pranks which are performed by any student on school property or at school-sponsored activities that disrupt or have the likelihood of disruption of the normal functions of the school or activity or that create a nuisance, distraction, risk or injury, damage and/or expense will result in disciplinary action, depending on the severity, and remuneration, if applicable. At the end of the school year, any misbehavior occurring on the school grounds or on the bus will be subject to disciplinary action by school officials during the summer or at the beginning of the next school term. At any time, "Senior Pranks" or any planned group mischief directed at the school building, school property, school personnel and/or students will prohibit those seniors from participating in graduation festivities. **PARENT CONFERENCE DETENTION, SUSPENSION, RESTITUTION AND/OR REFERRAL TO BOARD OF EDUCATION, LOSS OF GRADUATION PRIVILEGES**

Dress Code Violation: Our goal at Sturgis High is to prepare students to dress for the work place. Any fashion (clothing item or accessory) that disrupts the educational process, that interferes with the safety and security of students, that potentially creates a disruptive influence on the educational process or presents a safety risk will not be permitted. Infractions of dress guidelines may result in disciplinary action which could include **WARNING AND REQUIRED CHANGE OF CLOTHES, DETENTION AND/OR SUSPENSION. Repetitive offenses may be considered insubordination and treated as such.**

The following pictures will help guide you what is acceptable and unacceptable. Remember, students who are representing Sturgis eCademy at official functions or public events may be required to follow specific dress requirements. This usually applies to athletic teams, cheerleaders, band, orchestra, and other such groups.

What to wear

What not to wear

<p>Upper Garments</p> <ul style="list-style-type: none"> - Students should wear clothing that is respectful to themselves and others. Shirts with inappropriate wording or logos are disrespectful. - Coats should be stored in your locker. - Male students must wear shirts that have sleeves. - Sleeveless shirts or dresses for females are permitted if the material that covers the shoulder covers the undergarments. - Students shall not wear shirts that expose the midriff (must cover the beltline) and/or have a low neckline that exposes cleavage, no cut offs shirts. - Hoods, hats, bandanas or sunglasses may not be worn inside the building for safety and security. (These items must be stored in the student's locker during school hours.) 		
<p>Lower Garments</p> <ul style="list-style-type: none"> - Shorts, skirts and dresses must be an appropriate length; the office will make the finale determination. - Any torn material that shows skin, must be below the mid thigh. - Shoes must be worn at all times. - Pants must be worn at the waist (top of the hip bone,) and must stay at the waist line without showing undergarments. - Pajama pants are not permitted. 		

Driving Violation

Inappropriate use of a vehicle on school property; includes failure to register vehicle, parking infractions, speeding, and unsafe driving; students driving, riding in, or entering the parking lot or a vehicle during any part of the school day without administrative authorization. **LOSS OF DRIVING TIME PRIVILEGES, SUSPENSION, PARENT CONFERENCE, TOWING, AND/OR REFERRAL TO LEGAL AUTHORITIES. SEE DRIVING AND PARKING.**

Drugs/Alcohol/Paraphernalia (MIP)

Using, possessing, being under the influence of, distributing, or selling alcoholic beverages, drugs, or any substance that produces abnormal behavior (other than the above mentioned items prescribed by competent professional authorities) is prohibited at any time on school property or during school functions. Using, possessing, or being under the influence of stimulants, inhalants (glues, solvents, etc.), steroids or other chemical agents, whether or not a prescription substance, used for causing a condition of intoxication, euphoria, exhilaration, or dulling of the senses or nervous system is prohibited.

Students are prohibited from attending any school functions while under the influence of alcohol or drugs. Students may not leave school during school hours for the purpose of either consuming or purchasing illicit substances.

Alcohol Look-Alikes: Malt beverages labeled as non-alcoholic (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

Drug Look-Alikes: The Michigan Public Health Code prohibits the manufacture, distribution, or possession of an "imitation controlled substance" and includes criminal penalties for violations. MCL 333.7341 The possession or sale of drug look-alikes on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures. It is against the Board of Education policy for a student to possess, deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which the person:

- a. Represents to be a controlled substance.
- b. Represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
- c. Represents through misleading advertising the look-alike drug.

Drug Paraphernalia: Various instruments and materials that are commonly known to be intended for the use of, or preparation of illicit substances. Such instruments would include hash pipes, water pipes, and certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

Alcohol/Drug Possession and/or Use - 1st Violation:

PARENT CONFERENCE, FIVE-DAY SUSPENSION OUT OF SCHOOL. SUBSTANCE ABUSE SCREENING AND COMPLETION OF RECOMMENDED COURSE OF ACTION BY SCREENING AGENCY MAY BE REQUIRED. PARENT MAY BE REQUIRED TO SCHEDULE APPOINTMENTS BEYOND THE SCREENING AND BEAR THE COST OF RECOMMENDED PROGRAM; REFERRAL TO ATHLETIC DIRECTOR AND LEGAL AUTHORITIES.

Alcohol/Drug Possession and/or Use - 2nd Violations; Alcohol/Drug Sale or Delivery – 1st Violation:

PARENT CONFERENCE, OUT-OF-SCHOOL SUSPENSION FOR NO FEWER THAN TEN DAYS. REFERRAL TO BOARD OF EDUCATION FOR EXPULSION; REFERRAL TO LEGAL AUTHORITIES.

Use of Breath-Test Instruments

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage .

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in

accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Explosives/Lighter/Fire works/Smoke Bombs/Irritants (such as mace or pepper gas)

The act of possessing, selling, using or threatening to use explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. **SUSPENSION OF UP TO TEN DAYS. POSSIBLE REFERRAL TO LEGAL AUTHORITIES AND/OR BOARD OF EDUCATION. SEE WEAPONS.**

Failure to Serve a Disciplinary Action

Failure to serve a detention will result in a one day in school suspension. Failure to serve more than 2 after school detentions will result in a one day out of school suspension.

Insubordination/Non-Compliance/Defiance

Defined as the act of failing to respond to or carry out a reasonable request by authorized school personnel; recurring insubordination; and deliberate and open defiance of school personnel. Also, refusing to accept discipline is a form of insubordination. When a student refuses to accept the usual discipline for an infraction, the refusal can result in an alternative consequence and/or more stern action such as suspension or expulsion. **DETENTION, SUSPENSION, PARENT CONFERENCE, AND/OR REFERRAL TO BOARD OF EDUCATION. (Also see Cell Phone Policy)**

Inappropriate/Abusive Language/Profanity

Using abusive, profane, or vulgar words, gestures, pictures or sounds. The act of using language in oral or written form, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and/or community. **DETENTION AND/OR SUSPENSION.**

Internet/Technology Violation

Infractions of SCC Technology User Agreements. Violations such as inappropriate use, destruction or vandalism of technology equipment/hardware, software, network, or supplies will result in disciplinary action. The act of knowingly entering an unauthorized account and copying or altering such programs. The act of maliciously destroying another person's file, account or electronic media. Students are prohibited from bypassing school security filters, utilizing other student login information and downloading non-school related material. **LOSS OF COMPUTER/INTERNET PRIVILEGES, DETENTION, SUSPENSION, POSSIBLE LOSS OF CREDIT/DENIAL TO TAKE ADVANCED COURSES, RESTITUTION AND/OR REFERRAL TO LEGAL AUTHORITIES. SEE TECHNOLOGY GUIDELINES.**

Cell Phones/Electronic Devices Policy

Sturgis Public Schools recognizes the value of using electronic devices for educational purposes. However, there is a time and a place for this use and therefore certain restrictions apply.

1. Cell phone/iPad/electronic device use in the classroom is at the sole discretion of the classroom teacher. Cell phone/iPad/electronic device use will be allowed before and after school and in the cafeteria area during lunch time. Use of these devices during this time must be in accordance with the acceptable use policy. Cell phones/electronic devices are not allowed to be used outside of the locations and times described in items 1 and 2.
1st Offense- The device is confiscated and can be picked up in the office after school
2nd Offense- The electronic device is confiscated and lunch or after school detention is assigned. The electronic device is returned after the detention is served

3rd Offense and Beyond- The electronic device is confiscated and an after school detention is assigned. The electronic device must be picked up by a parent.

Insubordination: Failure to turn your device over to a staff member when requested to do so is insubordination and will result in a 1 day Out of School Suspension. Further violations of this nature will result in lengthier suspensions.

DISCIPLINARY VIOLATIONS:

1. Cell phones/iPads/electronic devices/cameras are not to be used in areas that there is a reasonable expectation of privacy(bathrooms, locker rooms, etc.)
2. The camera or video feature of any electronic device can not be used to take video/pictures of any student/staff without the permission of that student/staff.

DETENTION, SUSPENSION, POSSIBLE REFERRAL TO SUPERINTENDENT, BOARD OF EDUCATION, OR LEGAL AUTHORITIES will result.

Larceny/Stealing/Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the school. The school is not responsible for personal property. **RESTITUTION, REFERRAL TO LEGAL AUTHORITIES, SUSPENSION. POSSIBLE REFERRAL TO BOARD OF EDUCATION.**

Leaving the Building (Irresponsible Act)

If you leave the eCademy building during the day you must sign out in the attendance office, notify one of the office personnel and leave through the main doors. A note from a parent must be presented when leaving or a phone call from a parent must have been received before you will be allowed to sign out. **Students will not be allowed to leave without parental permission.** **DETENTION, SUSPENSION, LOSS OF PRIVILEGES.**

(MIP) Tobacco Possession and/or Use

The use or possession of tobacco or products represented as tobacco (look-a-likes) in any form on school property, school functions, or going to and from school and at school bus stops is prohibited to ALL STUDENTS. Possession of lighters, matches or other flammable items are a violation of this rule. Even though it is not a violation of the Youth Tobacco Act for an 18 year old to possess or use tobacco, it is a violation of the Board of Education's regulations relative to students. Accordingly, the penalties for violating these regulations apply to all students, including those 18 years of age. (Board Policy 5512). **SUSPENSION MINIMUM 2 DAYS, POSSIBLE REFERRAL TO THE BOARD OF EDUCATION, REFERRAL TO LEGAL AUTHORITIES.**

Physical Aggression/ Fighting

Quarreling involving bodily contact with intent to do harm, including any extracurricular activity under school sponsorship. **MINIMUM SUSPENSION OF THREE (3) DAYS. SEE ASSAULT.**

Physical Assault

The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence (MCL 380.1310). See Board Policy 5610.01. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/ BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES INCLUDING CPS.**

Physically assaulting a staff member/student/ person associated with the District

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Physical assault at school against a District employee, volunteer, or contractor which may or may not

cause injury may result in charges being filed. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

Public Displays of Affection (Irresponsible Act)

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. **VERBAL WARNING, PARENT CONFERENCE, DETENTION AND/OR SUSPENSION**

Robbery/ Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion. **DETENTION, SUSPENSION. POSSIBLE REFERRAL TO THE BOARD OF EDUCATION OR TO LEGAL AUTHORITIES.**

Skipping (Also see Attendance)

The act of being out of scheduled classes without permission; "skipping". A student has 10 minutes into class time before the tardy becomes an absence and if the absence is unexcused it will count as "skipping" the class. **Unexcused absences will also create an "E" for all assignments or tests for that day. ???**

DETENTION, IN-SCHOOL SUSPENSION, POSSIBLE REFERRAL TO TRUANCY OFFICER AND/OR OTHER DISCIPLINARY MEASURES.

Tardiness A tardy is when the final bell rings and the student's entire body is not through the door. Tardies will also count toward absences in terms of earning credit in the class. Every 3 tardies that a student incurs will count as 1 absence toward the exam attendance policy. Please see the Focus Center Processes as well as Attendance Exam Policy for further information.

Trespassing/Loitering/Unauthorized use of school/Private property

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Unauthorized use will be subject to disciplinary action.

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

WARNING, DETENTION, SUSPENSION. POSSIBLE REFERRAL TO THE BOARD OF EDUCATION OR TO LEGAL AUTHORITIES.

Vandalism

The act of willful destruction or damage to property belonging to the school or others while under school jurisdiction.

Lockers: Lockers are the responsibility of the student assigned to the locker. All damage to the inside and outside of the locker is the responsibility of the student assigned to that locker. It is also against school policy to share lockers.

RESTITUTION FOR MATERIALS AND LABOR AND/OR SUSPENSION. POSSIBLE REFERRAL TO THE BOARD OF EDUCATION AND/OR LEGAL AUTHORITIES.

Verbal Threat against a District Employee

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

Weapons

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. 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 makes 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 his/her 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 permanently expelled from school, subject to a petition for possible reinstatement 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 device that can be converted into such a destructive item

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 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.

MINIMUM SUSPENSION THREE (3) TO TEN (10) DAYS. REFERRAL TO LEGAL AUTHORITIES, AND/OR REFERRAL TO THE BOARD OF EDUCATION FOR PERMANENT EXPULSION.

SUMMARY

Any offense beyond the number of offenses listed for any one category of behavior (except tardies) results in OSS, an administrative hearing, and/or a recommendation for expulsion. Five (5) disciplinary referrals of any nature in any combination may result in OSS, an administrative hearing and/or possible recommendation for expulsion before the Board of Education. *An administrative hearing is a meeting of the principal, assistant principal/dean of students, student and parent to review the student's disciplinary record. A behavioral contract or recommendation for further disciplinary action will be made.*

In lieu of certain penalties, the administration and parent/guardian may mutually agree to have the student perform school or community service activities. However, the offense still is counted as a disciplinary referral. The administration reserves

the right to adjust the disciplinary action taken for any offense if warranted by the seriousness of the behavior. Adjustments to disciplinary action may be necessary for students with disabilities. Any criminal acts occurring at school or related to the school will be reported to law enforcement officials as well as disciplined by the school. *It is not considered double jeopardy when school rules and the law are violated.*

SCC. Focus Center Procedures (Choice Theory Approach)

It is our goal at Sturgis eCademy to help students develop their abilities to make successful choices and to learn to think through the possible consequences of their actions before they act. To this end, we use Dr. William Glasser's Choice Theory to discuss problems when they arise and to work out mutually acceptable solutions. It is our belief that together we can create a successful classroom environment.

TARDINESS

Teacher Procedures

1. At least one verbal contact with the student
2. One written Classroom Plan
3. Referral to the Focus Center (attach Classroom Plan)

Focus Center Supervisors

1. Plan and phone call to parent
2. Plan and phone call to parent
3. Parent notification by administration and assigned After School Detention
4. Parent and student conference with necessary staff members. The student may remain in the Focus Center until the conference takes place. The student will also be assigned an After School Detention.
5. Excessive tardiness will result in a 1 day suspension

WORK HABITS

Teacher Procedures

1. At least one verbal contact with the student
2. Minimum of two written Classroom Plan
3. Referral to the Focus Center (attach Classroom Plans)

Focus Center Supervisors

1. Plan
2. Plan and phone call to parent
3. After 3 accumulative referrals, parent and student conference with necessary staff members. The student may remain in the Focus Center until the conference takes place. The student will also be assigned an After School Detention.

BEHAVIOR (MINORS)

Teacher Procedures

1. At least one verbal contact with the student
2. If a plan can be created to correct the behavior then create a plan, if not Referral to the Focus Center (attach Classroom Plan if necessary)

Focus Center Supervisors

1. Plan and phone call to parent
2. Parent notification by administration and assigned After School Detention
3. Parent and student conference with necessary staff members. The student may remain in the Focus Center until the conference takes place. The student will also be assigned an After School Detention.
4. After the 4th referral, the student will be put on a behavior contract which could result in extended disciplinary actions.

SECTION V – CAREER PATHWAYS

What Are Career Pathways?

Career Pathways are clusters of occupations or careers grouped together because the people in them share similar interests, strengths and skills. A Career Pathways program offers students an Educational Development Plan based on their personal interests, talents, abilities and desired level of education. It treats each student as an individual, and encourages all students to achieve their personal and career goals. A Career Pathway offers students a way to discover the relevance of their selected school courses to actual occupations, and allows flexibility and informed choices in the career decision-making process. It allows parents, counselors, and teachers to work along with the students as they progress through school.

In the Sturgis Public Schools, students begin their Pathway approach in the seventh and eighth grades as they look at personal interests, talents and abilities. They take the EXPLORE Test to find out their specific ability areas, begin the EDP process, and begin to gather information and document their skills in a portfolio. During the eighth grade year, students apply the information learned in seventh grade. They do extensive career research, job shadow, visit a community college and a university, learn about eCademy programs and listen to many career speakers. At the end of eighth grade, students are asked to choose a Career Pathway in order to build their Educational Development Plan (EDP). There are six Career Pathways to choose from, and since they are quite broad, most careers will fit into one of them. They are:

Arts, Communications, Humanities, Sciences
Business, Management, Marketing, Technology
Engineering, Manufacturing, Industrial Technology
Health Sciences
Human Services
Natural Resources, Agricultural Science

Parents are encouraged to talk with their children through Middle School and prior to choosing a Pathway. All Pathways and the occupations in them are listed in each student's Career Preparation/Portfolio notebook issued in seventh grade. For more information on this process please contact any counselor or the Career Preparation Coordinator.

Graduation Requirements and Career Pathways

After extensive career awareness and exploration, students will have the opportunity to choose a Career Pathway based on their interests and abilities. All students are required to complete their chosen Career Pathway of academic core and career interest class work. Students will select either a professional or a technical option within the Pathway. Students choosing the professional career option will be considering an undergraduate university degree program as a requirement for entry-level career placement. Students selecting the technical career option will be considering an associate degree program, certificate program, apprenticeship or other post-secondary training as a requirement for entry-level career placement. You must complete your graduation requirements and a successful portfolio presentation.

Career Preparation and Portfolio Homeroom

Sturgis eCademy has taken a widespread and progressive approach to career preparation and student portfolios. The faculty works together with the Sturgis Area Business/Education Alliance to provide students with the time, education, materials, and adult mentoring needed to complete their career pathway and create and maintain outstanding portfolios.

Students are assigned alphabetically to a homeroom. They work with the same teacher all four years of eCademy on acquiring skills in the areas of teamwork, personal management, communication, critical thinking, and problem solving. The class meets periodically and works with a specific curriculum written by district teachers. Students also have time to compile their portfolio materials, update them as needed, and evaluate the documents periodically. Student portfolios must provide evidence that students have mastered the above skills as well as skills in their career pathway.

Homeroom teachers are trained in career pathways and the curriculum. Since all teachers know what is taught in the above areas, the application of these portfolio skills across the curriculum is widespread and helps students to internalize the skills.

Each homeroom also has a business partner who acts as a mentor for the students in the class and provides them with real world experiences such as interviewing, filling out application forms, working on teams, etc.

The actual portfolios are three ring binders containing the curriculum and the documentation the student compiles as examples of skill acquisition and best work. The portfolio must also contain a resume, goal statement, proof that the student has worked toward accomplishing that goal while in eCademy, two writing samples, at least two letters of recommendation, and a table of contents. They can be stored in the homeroom teacher's classroom, but students have access to them on a daily basis, and can take them home anytime.

Senior Portfolio Presentations

The culmination of the eCademy portfolio experience occurs prior to graduation. In order to meet graduation requirements, all seniors must successfully present their portfolios to a committee of two employers and a teacher. Presentations take place in the conference rooms of the guidance office, the week prior to Senior Exam Week. Each presentation lasts about thirty minutes, and the student must show evidence of skill acquisition and a plan for the future. Most of the students enjoy the presentation experience and all of the adults involved think it is excellent, both for the students and for themselves.

Guidance and Counseling

The Counseling Center provides a setting where you may discuss in confidence anything that is important to you. Your counselor can provide you with information and resources so that you will have a realistic basis upon which to make decisions. As a eCademy student, you will make many new and important decisions about career pathways, courses, curricula, and more personal matters. Decision-making may be a difficult experience. It often helps to talk things over with someone who can be objective while taking a personal interest in you. Appointments can be made at the reception desk in the Guidance Office. Office hours begin at 7:30 a.m. and continue throughout the school day until 2:45 p.m. The Guidance Office is also open evenings by appointment. Students are alphabetically assigned to a counselor, however, you may talk with any counselor you wish. Alphabetical division of students in all grades is as follows:

Mrs. Logan, Receptionist 659-1520
Mrs. Clipfell, Secretary, 659-1530
Mrs. Patrick, Counselor (A-L)
Mrs. Campbell, Counselor (M-Z)
Mrs. Ellis, Counselor, Testing and Scheduling
Mrs. Pahls, Career Preparation Coordinator

APPENDIX

MEMORANDUM TO PARENTS REGARDING

SCHOOL BOARD POLICY ON DRUGFREE SCHOOLS

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "lookalike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he or she receives help through programs and services available in the community. Students and their parents should contact the school Principal or Guidance Office whenever such help is needed.

STUDENT RECORDS INFORMATION

In compliance with Federal regulations, the Sturgis Public Schools has established the following guidelines concerning student records:

The eCademy Guidance Office is responsible for the supervision of all eCademy student records. If you have any questions you can call 659-1520 or 659-1518.

Each student's records will be kept in a confidential file located in the School office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

1. Inspect and review the student's education records
2. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law
4. Challenge District noncompliance with a parent's request to amend the records through a hearing
5. File a complaint with the Department of Education
6. Obtain a copy of the District's policy and administrative guidelines on student records.

The District has established the following information about each student as "directory information":

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

The District will make the above information available upon a legitimate request post-secondary institutions, prospective employers, and military recruiters unless a parent, guardian, or adult student notifies in writing within 30 days from the date of this notification that he or she will not permit distribution of any or all such information. Contact the eCademy office for the appropriate form.

NOTIFICATION TO PARENTS ON BLOOD BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated body fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the procedure mandated includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. This way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the Sturgis eCademy office at 659-1515.

PARENTAL INSTRUCTIONS FOR STURGIS SCHOOLS CRISIS SITUATIONS

A crisis can impact a single building or the entire district, depending on the nature of the crisis. The most important consideration in dealing with a crisis is the health, safety, and welfare of the students and staff, and prompt notification of parents.

It is not unusual for most administrators to deal with some kind of crisis as part of their daily routine. Most are minor in nature but the possibility always exists that a major problem could arise at anytime.

In the event of a school crisis, please do the following:

- 1. TURN ON YOUR RADIO OR TELEVISION.** We will keep the media informed of any and all emergency information.
- 2. PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **must** be used to respond to the emergency.
- 3. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.** An emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.
- 4. In the event of an emergency,** your son or daughter may be seen by a crisis response team member. If you would like further information regarding the crisis response plan, please contact your building administrator.

SECTION 504 OF THE REHABILITATION ACT OF 1973
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990
ELLIOTT-LARSEN CIVIL RIGHTS ACT OF 1977

Section I

Any person believing that the Sturgis Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Julie Evans, Assistant Superintendent
Sturgis Public Schools
107 W. West Street
Sturgis, MI 49091
269-659-1500

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Assistant Superintendent, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, s/he may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Assistant Superintendent within five (5) business days of receipt of answers to the informal complaint. The Assistant Superintendent shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the written (or Step 1) decision of the Assistant Superintendent may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Assistant Superintendent's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within (10) business days.

Step 3

If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education shall be final.

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The local Assistant Superintendent, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Assistant Superintendent's office.

NONDISCRIMINATION STATEMENT

In Compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment.

For information, contact: Julie Evans, Assistant Superintendent
107 W. West Street Sturgis, MI 49091 269-659-1500

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