



STURGIS MIDDLE SCHOOL STUDENT-PARENT HANDBOOK 2017-2018

September, 2017

Dear Students:

The faculty, staff, and administration of Sturgis Middle School would like to welcome you to SMS and the 2017 -2018 school year. This student handbook contains important information that will assist in making your experiences here rewarding, successful and fun.

Our community and the state of Michigan expect Sturgis Middle School to provide experiences that will enable you to be prepared to move onto Sturgis High School and into adulthood. We hope that you will make the most of your opportunities here by becoming involved with your school, academic learning, and school activities. Our experience shows that students who become involved obtain a richer education and truly do become leaders.

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 Sturgis Middle School.

We are looking forward to a fantastic school year!

The faculty, staff, and administration of SMS

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.

STURGIS MIDDLE SCHOOL

Lauri Pressly, Principal

Heather George, Assistant Principal

1400 E. Lafayette

Sturgis, Mi 49091

Phone: 269-659-1550

Attendance Line: 269-659-1596

School Hours: 8:25 A.M.-3:25 P.M.

Office Hours: 7:30 A.M. - 4:00 P.M

Sturgis Middle School Mission Statement

Together we learn, lead, and achieve!

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

2017 - 2018 STURGIS BOARD of EDUCATION

Ann Bird, President

Paul Gorsuch, Vice President

Scott Boland, Secretary

Scott Swihart, Treasurer

Gwen Donmyer, Trustee

Dr. Kerris Millett, Trustee

Emily Halling, Trustee

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

Table of Contents

Welcome Letter	1	
District Mission Statement	1	
Sturgis Middle School Mission Statement	2	
Sturgis Board of Education	2	
Non Discrimination Statement	2	
Table of Contents	3-4	
Section I – General Information		5 – 7
After School Hours	5	
In Loco Parentis	5	
Lockers	5	
Lost and Found	5	
Student Fees, Fines, and Charges	5	
Computer Technology and Networks	5	
Field Trips	5	
Dress Code	5	
Fire, Lockdown, and Tornado Drills	6	
Hall Passes	6	
Homework for Absent Students	6	
Injuries	6	
Student Fundraising	6	
Student Sales	6	
Student Property	6	
Transportation	6	
Use of Medications	7	
Use of School Telephones	7	
Use of Surveillance Cameras	7	
Visitors	7	
Section II – Academics		7 -8
Grades	7	
Grading Periods	7	
Honor Roll	8	
All “A” Club	8	
Recognition of Student Achievement	8	
Student Accountability	8	
Parent Conferences	8	
Powerschool	8	
Student Assessment	8	
Section III – Student Activities		8 - 9
Athletic Information	8	
School Sponsored Clubs and other activities	9	
Section IV – Student Conduct		9-11
Attendance Policy	9	
Absences	10	
Make up Work due to an Absence	10	
Parent/Guardian(s) Responsibility Regarding Attendance	10	
Student’s Responsibility Regarding Attendance	10	
School’s Responsibility Regarding Attendance	10	
Suspensions	11	
Tardy Policy	11	

Section V - Code of Conduct	11 - 18
Expected Behaviors	11
Student Discipline Code	11
Disciplinary consequences defined	12
Appeals Procedures	12
Elastic Clause	12
Student Responsibility	12-18
-Academic dishonesty	
-Arson	
-Bomb Threat/False Alarms/False Reports	
-Bullying and other Agressive Behaviors/Harassment/Threatening	
-Bus Transportation	
-Cell Phones/Electronic Devices	
-Insubordination	
-Criminal Sexual Conduct/Sexual Assault	
-Disruptive/Disorderly Behavior/Pranks or Practical Jokes	
-Drug/Alcohol/Paraphernalia (MIP)	
-Use of Breath-Test Instruments	
-Explosives/Lighter/Fire works/Smoke Bombs/Irritants (such as mace or pepper gas	
-Insubordination/Non-Compliance/Defiance	
-Inappropriate/Abusive Language/Profanity	
-Internet/Technology Violation	
-Larceny/Stealing/Theft	
-Tobacco Possession and/or Use (MIP)	
-Physical Aggression/fighting	
-Physical Assault	
- Physically Assaulting a staff member/student/person associated with the District	
-Public Displays of Affection	
-Robbery/Extortion	
-Skipping	
-Tardiness	
-Trespassing/Loitering/Unauthorized use of school/Private Property	
-Vandalism	
-Verbal Assault/Threat against a District Employee	
-Weapons	
-Summary	
Section VI – Appendix	19-22
Policy on Drug Free Schools	19
Parental Instructions for Sturgis	
Public Schools Crisis Situations	19
Grievance Procedures	20
Form for Discrimination Claim	21
Parent/Guardian Handbook Acknowledgement	22

SECTION I - GENERAL INFORMATION

AFTER SCHOOL HOURS: BUILDING GUIDELINES

By 3:40 pm each day students will be expected to be at their destination for an after school activity (with a teacher, at a practice, in detention, in ESL, in the cafeteria etc.). Barring a legitimate reason, failure to abide by these guidelines will result in disciplinary action.

IN LOCO PARENTIS

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in discipline leading up to suspension and even expulsion.

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 money or other 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 cafeteria or office and may be retrieved when a proper description is given. Unclaimed items are given to charity at the end of each semester.

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 Middle School 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.

COMPUTER TECHNOLOGY AND NETWORKS:

Before using the school's computer network, students and their parents must sign an agreement that defines conditions for participation. Failure to abide by the all of the terms of the agreement may lead to usage restrictions or termination of the student's computer account. Possible disciplinary action may also result.

FIELD TRIPS:

Field trips are academic activities that involve leaving school grounds. Other trips are also a part of the school's co-curricular and extracurricular program. No student may participate in any school sponsored trip without parental consent. Attendance and other school rules apply to all field trips. Generic Field Trip permission may be given on the Data Enrollment Form.

DRESS CODE:

Our goal at Sturgis Middle School is to prepare students to dress for the workplace. 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. Repetitive offenses may be considered insubordination and treated as such.

FIRE, LOCKDOWN, AND TORNADO DRILLS:

Fire drills and tornado drills are important components of school safety. Due to the Michigan School Code, the administration at Sturgis Middle School will be conducting a minimum of six fire drills, two lock down drills and two tornado drills during the course of the school year. It is important that all students and staff are aware of school safety procedures and are organized to successfully handle any emergency situations.

HALL PASSES:

All students must have a hall pass or have their planner initialed by an authorized person in order to be in the hallway during class time. In addition, students must sign in/out on the form provided by their teacher.

HOMEWORK FOR ABSENT STUDENTS:

All requests for school work to be sent home due to absences must go through the office. Please give adequate notice for teachers to gather materials. If a student has been absent more than two (2) days, they are encouraged to email their teachers for information on missing work. For every day missed, the student will have an additional day to make up the work.

INJURIES:

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If it is an issue that may need treatment, a parent/guardian will be contacted. If medical attention is required, the office will follow the School's Emergency Medical Procedures.

STUDENT FUNDRAISING:

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following rules apply to all fundraisers:

- The principal must approve the fundraiser in advance.
- Students involved in fundraising may not interfere with participants in other activities in order to solicit funds.
- House-to-house canvassing is not allowed by any student for any fundraising activity.

STUDENT SALES:

No student is permitted to sell or advertise for sale any item or service without the approval of the Principal.

STUDENT PROPERTY:

Students are encouraged not to bring items of value to school. Personal possessions such as jewelry, large amounts of money, electronic equipment, and other items of value should be left at home. Students should lock their lockers at all times. Those students who ride bicycles to school need to secure them with a bike lock while they are attending school.

The school is not responsible for safekeeping of personal property and will not be held liable for lost or damaged items.

TRANSPORTATION:

Transportation Supervisor: Douglas Camburn

Transportation Secretary: Vicki Barfield, 269-659-1590

Transportation is provided for students who live beyond a 1.5-mile radius from the school building. Special arrangements can be made for handicapped students by contacting the school or the director of 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. If rules and regulations are consistently violated, discipline procedures may include notifying parents, assigning seats to students, and suspending bus privileges.

USE OF MEDICATIONS:

If a student must take over-the-counter and/or prescribed medications at school, only authorized school personnel will administer them. Students are not allowed to bring unauthorized over-the-counter and/or prescribed medications to school. The administration of medication by school personnel shall be authorized and performed only in exceptional circumstances which render the administration of the medication at home not possible. The following guidelines are to be followed to authorize and administer all medications at the school:

- Medications must be brought in a clearly marked and recent prescription bottle. Over-the-counter medication must be brought to school in the original container.
- According to state law, a student is allowed to have an inhaler at school that is being used for medical reasons and is used in accordance with Board Policy. Students will be held responsible for their appropriate use.
- The parent/guardian must complete and sign a Medication Consent form that includes the child's name, name of medication, and time(s) to be taken.
- Designated school district personnel will keep the medication in a locked cabinet, and return the unused medication to the parent/guardian only. They will also keep a medication log and record the date and time of medication and initial.
- The parent/guardian of the child assumes the responsibility to inform the school administration of any changes in the child's health and/or change in medication.

USE OF SCHOOL TELEPHONES:

School phones are for school business use. Only students who are ill or need permission to leave school may use the office phones. Students may not use the office phone except for emergency situations. Students must acquire permission from their classroom teacher to be in the office for phone usage. They must then have permission from the office staff before using the phone.

USE OF SURVEILLANCE CAMERAS:

Surveillance cameras may be in use on buses, on school grounds, and in school buildings to ensure student safety.

VISITORS:

To ensure and properly monitor the safety of students and staff, all visitors must first report to the office upon entering the building, sign in, and obtain a pass. **During the school day the building is locked; you must report to the west side entrance to request admittance to the building.** Visitors found in the building without a pass will be asked to report to the office to receive one. **Anyone wishing to confer with a staff member should call for an appointment prior to coming to the school.** We are sorry, but students may not bring visitors to school. The office staff will get messages or forgotten lunches/lunch money to students as needed. Special deliveries of flowers, balloons, etc. will not be made to classrooms because of the disruption to the learning environment.

SECTION II – ACADEMICS

GRADES:

Sturgis Middle School 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 earn grades based upon test results, assignments, projects, attendance, and classroom participation. It is required that each teacher separate their grades into academic and work habit categories. Report cards are divided into 3 categories: Academic (A), Work Habits (W), and Quarter grade (Q). Please check course syllabi for specific details regarding each course. If a parent/guardian needs information concerning their student's grades, they should check PowerSchool or contact their student's teacher.

GRADING PERIODS

Students shall receive a mid-term report at the end of each nine (9) weeks, and a report card at the end of each eighteen (18) week period indicating their grade for each subject area. The grade given is for that portion of the academic term.

HONOR ROLL

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

ALL “A” CLUB:

Recognizing the hard work and determination it takes to earn all “A” grades, Sturgis Middle School has started an “All A Club”. Students earning the grades of all A’s for a marking period will receive an All “A” Club card. This card will allow them perks and benefits throughout the following 9-week period.

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, and citizenship. Recognition for such activities is initiated by the staff and administration.

STUDENT ACCOUNTABILITY:

The academic success of our students is the first priority of the Sturgis High School 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.

PARENT CONFERENCES:

Parent/Teacher conferences are scheduled for the fall and spring of the school year. Individual conferences can be scheduled at any time of the year for parents who have questions or concerns by contacting the school. Phone calls or emails to individual teachers will be returned during that teacher’s planning time or before and after school.

POWERSCHOOL:

Sturgis Public Schools has implemented an internet based grading program that allows parents to access student grades over the internet. Unique usernames and passwords will be assigned to all students. Parents will be able to view overall grades and class grades and attendance for their child. Other information such as teacher comments is also available through the program. Access can also be given to two (2) parents/guardians not living in the student’s household. If you have any problems with accessing the program, please contact the middle school office at 269-659-1550. This program is accessed through our website at <http://ps.sturgisps.org>.

STUDENT ASSESSMENT:

To measure student progress, students will be tested in accordance with State standards and District policy. Participation in the State of Michigan Assessment Program is a requirement for graduation from 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.

SECTION III – STUDENT ACTIVITIES

ATHLETIC INFORMATION

Interscholastic Athletics

Sturgis Middle School offers opportunities for students to participate in athletics. Fall opportunities are football, girls’ volleyball and coed cross-country. Winter opportunities are boys’ and girls’ basketball, wrestling, and cheerleading. Spring opportunities are co-ed track and tennis. Sturgis Middle School is a member of the Michigan High School Athletic Association (MHSAA) and abides by all the rules and guidelines sanctioned by the association. *It should be noted that participation on an athletic team is a privilege and not a right.*

Athletic Participation

Before any student may participate in either a practice or an interscholastic event, he/she must have the following items on file in the athletic office:

- Current physical card
- \$30 Activity Fee paid (\$15 for each additional sport)

Athletic Eligibility

To be eligible to compete in an athletic contest or practice, the athlete must be in attendance at every class during the day of the contest or practice, except as excused by the principal or designee. Students absent from school on Friday when the contest occurs on Saturday will be eligible to participate provided the absence has been approved by principal or designee.

All participants on middle school athletic teams must meet academic eligibility and behavior eligibility requirements for participation. Academic eligibility and behavior eligibility is checked on a weekly basis.

A student/athlete may not fail more than one-third of his/her classes to be eligible for participation in athletic contests. Grade checks will be conducted on every Wednesday after the athletic team has been determined, and students will be notified as quickly as possible of any failing grades. Students will have until Friday of that same week to improve any failing grades. It is the student's responsibility to deliver a note from the teacher (whose class he/she is failing) to the assistant principal verifying the passing grade by Friday of the same week. If a student fails to improve the failing grade or bring the note to the assistant principal by Friday, the student will be ineligible for athletic competitions for the following week. The suspension from athletic contests will last from Saturday to Friday of the following week. Ineligible students are still expected to practice with the team at the discretion of the coach and attend athletic contests during the period of suspension.

Behavior Eligibility requirements are checked by the assistant principal. A student who has received an out-of-school suspension or an in-school suspension during the season will not be eligible for the days of the suspensions. The suspension from athletic contests will last from Saturday to Friday of the following week. Ineligible students are still expected to practice with the team at the discretion of the coach and attend athletic contests during the period of suspension. Students who are on an out-of-school suspension may not practice with the team while they are suspended out of school.

These requirements are determined by the middle school administration and are the minimum requirements that must be met by student/athletes. **Coaches may have additional eligibility requirements or training rules for students to participate on the athletic team.**

CLUBS AND OTHER ACTIVITIES

Sturgis Middle School offers students many opportunities to participate in clubs and other activities. These clubs will often meet after school. All clubs must have a middle school teacher serve as the advisor. Participation in clubs is different from participation on athletic teams in that usually there are not academic eligibility or behavior eligibility requirements for the students. In addition, participation in a club usually does not require a selection process. Participation in an extracurricular club or activity is a privilege not a right.

Due to changes in staff, funds, or other factors, the availability of clubs offered at the middle school changes from year to year. The following clubs may be offered at the middle school:

Science Olympiad: The Science Olympiad team is for students who have an interest in science. The team competes in Science Olympics held in the spring.

Math Counts: Students from the middle school are selected to represent the school and to compete in math competitions. *Advisor: TBA*

Quiz Bowl: Selected students from the middle school compete against other schools in the county using their knowledge. *Advisor: Mari Campbell*

Student Lighthouse Team: Students are selected from a self-nominating process to represent the voice of all middle school students. *Advisor: TBA*

Tri-County Math Meet: Students from the middle school are selected to represent the school and to compete in math competitions. *Advisors: Ellen Eisele and TBA*

Adventure Club: An extra-curricular program dedicated to getting students active outside and immersed in their natural world. *Advisor: Anthony Wolbert*

SECTION IV – STUDENT CONDUCT

ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a

worker is his/her dependability in coming to work every day and on time. This is a habit SMS expects for all of its students.

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. Pre-arranged excused absences must be approved by the principal. ***The school reserves the right to require medical or other authorized verification in order for an absence to be considered excused.***

All other absences are considered unexcused. Unexcused absence from school is not acceptable. Ten (10) unexcused absences in a school year automatically qualifies a student as truant. Such truancy may result in: assignment to an alternative placement with loss of participation in school activities and events; a hearing before a judge in a court of law; a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Attendance for students participating in extra/co-curricular or athletic activities. A student is required to have a full day of attendance on the day of extra/co-curricular competitions, performances, events, practices/rehearsals and other activities unless an unavoidable pre-arranged absence is approved by an administrator.

Make-Up Work Due to an Absence:

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Parent(s)/Guardian(s)' Responsibility Regarding Attendance:

1. The Michigan School Code states, with a few exceptions, that it is the responsibility of parent(s)/guardian(s) to see that their children between the ages of six (6) and eighteen (18) be in regular attendance at school.
2. All parents/guardians are encouraged to support their student's attendance in school regardless of age.
3. When a student is absent from school, the parent or legal guardian must contact the school within **24 hours of the absence in order for it to be excused**. The parent or guardian may call the attendance line at **269-659-1596**, or **269-659-1550, (a message may be left on the answering machine 24 hours a day)** or submit a note on the day of the student's return to school.
4. **Failure to excuse an absence within 24 hours of that absence will result in an unexcused absence.** The school reserves the right to require medical or other authorized verification in order for an absences to be considered excused.
5. In addition, it is the parent/guardian's responsibility to notify the appropriate administrative office throughout the school year of any change in the student's home address or telephone number.

Student's Responsibility Regarding Attendance:

1. It is the student's responsibility to inform the teacher(s) and appropriate administrators in advance of any upcoming absences.
2. If a student arrives to school ten (10) or more minutes after his/her class begins, he/she will be marked absent for that hour.
3. Early dismissal must be done through the office.

School's Responsibility Regarding Attendance:

1. The teacher will be personally responsible for taking roll and maintaining accurate, daily attendance records.
2. To monitor the entire attendance procedure and work closely with the parent(s)/guardian(s) to ensure students' success in school.
3. To monitor students' tardiness and assign consequences in case of chronic tardiness.
4. To enlist the resources of the Saint Joseph County Juvenile Court in the event a student is chronically truant and under the age of 18.

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 extracurricular 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 a 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 further disciplinary action.

Section V-Code of Conduct

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

A major component of the educational program at Sturgis Middle School 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.

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 SMS 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

Lunch Detention: Administrators and staff may assign a lunch detention on one day's notice. Lunch detention is a period of time during the student's assigned lunchtime when they must be in a designated area. The student will not miss eating lunch, but will be restricted from contact with the rest of the student body. Students may not talk, eat, or sleep during detention.

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 accrued while the student serves their suspension 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 accrued while the student serves their suspension 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 Middle School 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 detention, 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, in 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.

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.**

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 is 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, substitute teachers, 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.**

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. 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/iPads/electronic devices are not allowed to be used outside of the locations and times described as follows:

- 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.)

· ***The camera or video feature of any electronic device cannot be used to take video/pictures of any student/staff without the permission of that student/staff. PARENT CONFERENCE, DETENTION, IN-SCHOOL SUSPENSION***

Insubordination:

Failure to turn the device over to a staff member when requested to do so is insubordination and could result in a 1 day Out of School Suspension. Further violations of this nature may result in lengthier suspensions. **DISCIPLINARY VIOLATIONS: DETENTION, SUSPENSION, POSSIBLE REFERRAL TO SUPERINTENDENT, BOARD OF EDUCATION, OR LEGAL AUTHORITIES WILL RESULT.**

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. **PARENT CONFERENCE DETENTION, SUSPENSION, RESTITUTION AND/OR REFERRAL TO BOARD OF EDUCATION.**

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.

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.**

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 is not allowed. 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 SMS 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.**

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. The school is not responsible for personal property. **RESTITUTION, REFERRAL TO LEGAL AUTHORITIES, SUSPENSION. POSSIBLE REFERRAL TO BOARD OF EDUCATION.**

(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 during any extracurricular activity under school sponsorship. **SUSPENSION OF UP TO 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 the Attendance Policy)

'Skipping' is the act of being out of scheduled classes without permission. 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. **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.

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 Assault/Threat against a District Employee

Verbal threat 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 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. Verbal threats or assault may result in suspension and expulsion. **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. **MINIMUM SUSPENSION THREE (3) TO TEN (10) DAYS. REFERRAL TO LEGAL AUTHORITIES, AND/OR REFERRAL TO THE BOARD OF EDUCATION FOR PERMANENT EXPULSION.**

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:

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

In accordance with Board policy, 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 (Board Policy 5610.01,) however:

The Board need not expel a student if the student can establish to the satisfaction of the Board that:

- A. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. The weapon was not knowingly possessed;
- C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

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.*

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.

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.

GRIEVANCE PROCEDURES
FOR
TITLE VI OF CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
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:

Nicole Airgood, 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.
=====

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.

STURGIS PUBLIC SCHOOLS
COMPLAINT FORM

Title VI

Title I

Section 504

Title II

Elliott-Larsen

Name:

Date

Address:

(Street)

(City)

(Zip)

Telephone:

(Home)

(School or Work Location)

Status of person filing complaint:

Student

Employee

Parent/Guardian

Other

Statement of Complaint (include type of discrimination charged and the specific incidents in which it occurred):

Signature of Complainant:

Date Complaint Filed:

Signature of person receiving complaint:

Date Received:

Complaint Number:

Complaint Authority:

Submit all copies to the local Assistant Superintendent. The person receiving the complaint will sign receipt, date and number the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be retained by the Assistant Superintendent.

DISTRIBUTION: 1st copy – Assistant Superintendent
 2nd copy – School/Department
 3rd copy – Complainant

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