



Nicholas Herblet, Principal
Audrey Green, Assistant Principal

Dear Students, Parents and Guardians,

Welcome to Sturgis High School! Our student handbook contains important information that will assist in making your experiences here rewarding, successful and fun.

Our community charges Sturgis High School 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 High School 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.

Students, this Handbook is provided for YOU. You are required to familiarize yourself with the information it contains. Please note that the expectations in this handbook apply to all students enrolled at Sturgis High School, whether they are in-person or digital learners. With this information and your hard work, we feel sure that this will be a very positive year for you. 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 High School. We are for you!

STURGIS HIGH SCHOOL

Nicholas Herblet, Principal
Audrey Green, Assistant Principal

216 Vinewood Avenue, Sturgis, MI 49091
Phone: 269- 659-1515
Fax: 269-659-1532

Attendance line: 269-659-1519
Guidance Office: 269-659-1520

Website: <http://sturgispsshs.ss7.sharpschool.com/>

Office hours: 7:00A.M. – 3:30 P.M.
School hours: 7:40 A.M. - 2:35 P.M.
Building hours for students: 7:15 A.M. - 2:45 P.M.

LET'S GO TROJANS!!!

2023 - 2024 STUDENT COUNCIL OFFICERS

Jane Toner, President
Caroline Hughes, Vice President
Mrs. Amanda Langworthy, Advisor

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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

SECTION I - GENERAL INFORMATION

AFTER SCHOOL HOURS: BUILDING GUIDELINES

By 2:45 PM 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 2:45 PM and the main gates will be locked. Failure to abide by these guidelines could result in disciplinary action.

AGE OF MAJORITY

In compliance with State of Michigan legislation, a student who reaches eighteen (18) years of age may seek acknowledgment of adult status by high school personnel. Circumstances where this would appear most appropriate are for a student residing and financially supporting him/herself in a manner that is independent from guardian or parental assistance. The student must have permission from their parent/guardian to receive adult status. Once adult status has been granted, the parent must have written permission from their student to access student records or speak with school personnel. If adult status has been granted, all school rules remain in effect. A copy of our Age of Majority form can be found at the end of this Handbook.

CLOSED CAMPUS

Freshmen and sophomore students are not allowed to leave campus at lunchtime unless a parent comes in to sign them out. We have an open campus at lunchtime for all Juniors and Seniors who are in good standing. This is a privilege and can be revoked at any time. Poor attendance, tardies, and other behavior issues may result in suspension of open campus privileges. Also, note that all students must properly sign in and out of the building when leaving for lunch. Failure to do so may result in loss of privilege. Any student who leaves campus without proper authorization or returns late may be assigned a disciplinary consequence.

CORRESPONDENCE

Often the best and most efficient form of contact with parents or students is via phone, text message or email. Each SHS student has been assigned an email address and given instructions on how to log in and use their account and they are emailed, often daily, with information from their classrooms, our announcements and other school related news. Students are encouraged to check for new emails at least once daily.

SHS will take advantage of using phone and electronic types of correspondence with families whenever possible and we ask that you please ensure your contact information is always up to date in PowerSchool.

GRIEVANCE PROCEDURE

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: Nichole Gittinger, Ass't Superintendent (ngittinger@sturgisps.org)

Alternate Responsible Administrator: Nicholas Herblet, High School Principal (nherblet@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_

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 expulsion.

LOCKERS

All lockers are the property of Sturgis Public Schools and **may be inspected at any time** by the 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. **IF YOU CHOOSE NOT TO LOCK YOUR LOCKER, THEFT WILL NOT BE INVESTIGATED.** Please report any problems you have with your locker to the Principal's Office immediately.

Students using gym lockers will be loaned a lock in the Athletic office. This lock requires a \$5.00 deposit which will be refunded when the student returns the lock. Students who choose not to lock their gym locker do so at their own risk. Items that are stolen because they were not locked will not be investigated by SPS.

STUDENTS WHO DO NOT CLEAN THEIR LOCKERS WHEN THEY LEAVE FOR THE YEAR WILL BE CHARGED \$10.

LOST AND FOUND

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

NON-DISCRIMINATION 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 School 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.

SCHEDULING AND ASSIGNMENT OF CLASSES

Schedules are provided to each student at the beginning of each semester, 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 an online course.
- Student may opt to request a Sturgis High School course that is available and not closed to additional students (30 or more students enrolled).

Any request to drop a course after the first two weeks 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 7:35 a.m. and is completed at 2:35 p.m. It is divided into six academic classes per day plus a required Advisory 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.
- Student vehicles must be registered with the school office and require a parking permit at a cost of \$2.00. Students will be required to show their current driver's license and obtain a parent signature. **PERMITS MUST BE RENEWED EACH SCHOOL YEAR.**
- Parking permits must be present, legible, and hanging on the rear view mirror.
- Failure to register a vehicle with the Office could 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 could be subject to the following: **WARNING, LOSS OF DRIVING PRIVILEGES, POSSIBLE SUSPENSION.**
- Deadline for parking permits to be on your vehicle is **September 1, 2023**.
- Students without proper permits will be subject to disciplinary action and loss of the driving privilege and/or the vehicle may be towed from the premises.

STUDENT EMPLOYMENT

SHS does not encourage students to take a job that could interfere with their success in school. However, should a student under the age of 18 choose to work, they will need a work permit. If their job will be in Michigan, they may obtain a work permit from our Attendance Office; if their work is in Indiana, they will need to contact Lakeland School for further information. Note that work permits could be withheld, suspended or revoked if students are failing one or more classes and/or if attendance is an issue of truancy.

STUDENT FEES, FINES, AND CHARGES

Sturgis High 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. (This includes lockers and chromebooks.)
- Students who chose not to clean out their lockers when they leave for the year will be charged \$10.
- 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.

STUDENT IDs

Students are required to carry their school-issued identification cards with them at all times. IDs are used to check in and out of school when arriving late or leaving early. Replacement student ID cards are available for \$5.00 through the principal's secretary.

VOLUNTEER INFORMATION

There are a number of opportunities throughout the school year for parents and family members to volunteer at school events. All volunteers are required to first complete a Background Check; forms are available in the main office. To volunteer for our athletic Booster group, please contact our Athletic Office at 269-659-1535 for more information.

SECTION II – ACADEMICS

ACADEMIC LETTER

GPA's are checked at the end of the first semester of each year. Students who maintain at least a 3.5 cumulative GPA throughout their high school career will be honored each spring at the annual Honors Convocation.

Students will be awarded the following, depending on the number of years honors are earned:

- 1st year honorees earn a first-year certificate
- 2nd year honorees earn a second-year certificate
- 3rd year honorees earn a certificate and an Academic Letter
- 4th year honorees earn a certificate and an Academic Pin

DUAL ENROLLMENT

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

1. Achieve specified scores on the PSAT, SAT, or ACCUPLACER tests.
2. Be in high school 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):
 - a. Grade 9 – not more than two courses each year for the first three years they participate and four their fourth year of participation.
 - b. Grade 10 – not more than two courses the first year and not more than four during the second and third academic year.
 - c. 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 High School OR a course at a college/university not offered by the school or one that cannot be taken by the student due to scheduling conflicts beyond the student's control.
2. Taken for credit (high school credit or both high school/college credit) and applicable toward a postsecondary degree at the institution where the course is being taken. (This applies to dual enrollment courses taken at Sturgis High School 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 high school 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 pupil-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 high school/college credit or for high school credit only.

***The prorated percentage as set forth by the state of Michigan utilizes a statewide weighted-average foundation of \$9150. 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 \$654 (9150/14 courses per year). (This applies to Michigan dual enrollment courses taken at Sturgis High School 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 or the student fails the course, he/she 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:
www.michigan.gov/mde/0,1607,7-140-6530_40085---,00.html

EXAM

If a student is failing a course at the time of the exam, and he/she earns a 77.5% or higher on the exam, he/she will receive credit (CR) in the class. The percentage earned will remain, but the letter grade will change to CR.

GRADES / WEIGHTED GRADES / CLASS RANK

Sturgis High 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 are assigned grades based upon assessment 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.

Please note that many of the details regarding grading are now covered in the grading handbook which will be distributed to students each fall.

It is now required that each teacher separate their grades into academic and preparation categories. The academic category will account for 65% of the student's grade and includes items such as: tests, quizzes, projects, papers, etc. The preparation category will account for 20% of the grade and includes items such as: daily assignments, participation, etc. The exam accounts for the other 15% of the grade. This structure may vary for elective classes. Please check the course syllabus for details. AP Grades go to a 5.0 Scale 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	NC = No Credit (audit also = NC)

WEIGHTED GRADES AND CLASS RANK

For college admissions, scholarship applications, and other awards, Advanced Placement, (AP), courses have been designated as “weighted.” Students’ grades are not altered, but the point value is increased for these courses which are reflected as weighted only in a student’s GPA and class rank which appears on the student’s transcript. Weighted grades are not intended to be used to determine borderline academic eligibility. A student earning an E in a weighted course is not considered to have a passing grade. Weighted Grade Values:

A = 5.0	C = 3.0
A- = 4.7	C- = 2.7
B+ = 4.3	D+ = 2.3
B = 4.0	D = 2.0
B- = 3.7	D- = 1.7
C+ = 3.3	E = 0

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. If extenuating circumstances exist, a student may apply for additional time to make up work not completed during the regular semester. At the joint discretion of the teacher and SHS administration, a student may be granted additional time, (length to be determined), to complete his/her work. At the end of the defined time, the semester grade will be calculated.

GRADUATION HONORS

Seniors receiving the Senior Scholars distinction by graduating in the top 25 of their class as determined by their overall GPA (75%)(at the end of 1st semester of senior year) and SAT (25%) 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 high school 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.

VALEDICTORIAN/SALUTATORIAN

In an effort to honor students that have academically achieved at an exceptionally high-level Sturgis High School will give honor to our top two students. Our top student will be designated the Valedictorian and our second-ranked student will be designated the Salutatorian.

These students will be determined using a formula that weighs the GPA at 75% and the SAT score at 25%. This is the same formula used to determine Senior Scholars (top 25). For the purposes of this honor, GPAs are final after 7 semesters (1st semester of the senior year).

In the case of a tie, we will award multiple of the same honor. For example, If two students have an identical score for the top spot we would give two Valedictorian honors and then move to the next score for the Salutatorian.

Example Score Calculation: (4.0 GPA w/perfect 1600 SAT score would earn 1000pts)

$$\text{GPA: } 4.00 \times 250 \times 75\% (.75) = 750$$

$$\text{SAT: } 1600 \times .625 \times 25\% (.25) = 250$$

$$\text{TOTAL SCORE} = 1,000$$

GRADUATION REQUIREMENTS

In order to receive a diploma and graduate from Sturgis High School, a student must meet the requirements for course work, complete a senior project, and earn the total number of credits required. Students must also complete ALL required 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. In addition, to be eligible to walk at graduation, all coursework must be completed no later than the given deadline that will be at least one week (7 days) prior to graduation.

Graduation Requirements are:

Required Credits per Subject Area

English 4 credits

Phys. Ed./Health 1 credit

Mathematics(Alg 1, Geo, Alg 2) 4 credits

Science (Bio, Chem or Phy) 3 credits

Social Studies 3 credits

Visual, Performing, Applied Art,

State Approved CTE program 1 credit

World Language (other than English) 2 credits

Electives 5 credits (6 Credits Class of '25, '26, '27)

Total Credits Required 23 credits (24 Credits Class of '25, '26, '27)

Plus a successful senior project presentation

HONOR ROLL

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

ONLINE LEARNING

- MICHIGAN VIRTUAL HIGH SCHOOL—Sturgis High School students may have the opportunity to take Michigan Virtual High School (MIVHS) courses for high school 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 SHS 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. Students who fail a MIVHS course will be required to pay for the failed course prior to being allowed to enroll in another MIVHS course or walking in graduation.
- EXPECTATIONS—Students who have chosen to enroll in on-line learning are expected to work with diligence and rigor on the assigned work at all times. It is expected that the student works on each course daily so as not to fall behind. Students are expected to maintain academic honesty, as well as comply with all technology guidelines that have been delineated in the Sturgis High School Handbook. If a student does not earn credit in the course(s), he/she is responsible to reimburse Sturgis High School the full tuition of the course(s).

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 are 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:	0.0 - 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 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, or attend Advisory for one-on-one assistance. In the case of staying after school, the student and his/her parents will be given 24 hours' notice that such an effort is required. Failure to comply may result in 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 by the state. 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>. **Sturgis High School Code: 233525**

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 High School will not violate the rights of consent and privacy of a participating student in any form of evaluation.

STANDARDIZED TESTING

Fall test administration

PSAT/NMSQT will be given to invited juniors in October or November of 2023, as the state outlines.

Spring test administration

The SAT, WorkKeys, M-Step, PSAT9, and PSAT10 will be administered in April, as the state outlines. The NWEA is administered each spring in a window determined by the state.

AP Exams

Exams will be given in May for students enrolled in AP courses. Please watch for announcements and email communication starting in April.

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 high school course, **WITHOUT HAVING TAKEN THE 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 high school transcript as “CR” and will not be included in a computation of grade point average for any purpose. Please review the procedures outlined below.

Time to test out

Applications to test out of a course for the next school year will be available each May or June, depending on the school calendar. Information about testing out procedures and calendar will be sent to students through school email and school announcements.

Procedures to test out

1. Student must request an application from the high school guidance office prior to the deadline.
2. Student must turn in the completed application to the high school guidance office by the deadline.
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). A \$10 deposit for each returnable set of class materials is due at pick up, up to \$30.
4. The student will take the test(s) on the designated date(s).
5. Results will be available in the high school guidance office within two weeks of the test date.

A student cannot test out of a class if:

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

SECTION III – STUDENT ACTIVITIES

ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES

ATHLETIC ELIGIBILITY

An extracurricular activity is defined as any school sponsored non-grade related activity that is conducted outside of the normal school day. An eligibility check will be done at the end of the third week of the semester, **then will be run weekly**. Any student not passing at least 5 out of 7 classes will be ineligible the following Monday through Sunday and their coach will be notified. Further, students on Detention Probation will not be allowed to attend or participate in any school-sponsored activity that is not academically related/required, until the consequence/s are fulfilled.

Weekly on Fridays an eligibility check will be run. Any students not passing 5 out of 7 classes at this time, or still on Detention Probation, will be ineligible the following Monday through Sunday. At that point another grade check will be made. If the student is still not passing, then they are ineligible for another week and so forth until the student becomes eligible. If at the end of the semester the student is not passing 5 out of 7 classes they are declared ineligible for the next 60 school days. If the failing grades from the previous semester are recovered and the student is currently in good standing, they may become eligible when the school accepts the credit. It is not required that the courses used to make up a deficiency of credit be the same as a course not passed in the previous academic term.

ELIGIBILITY FOR OTHER EXTRA CURRICULAR ACTIVITIES

Eligibility will be checked by the advisor regularly. If a student is found to be ineligible, the student will have a set probation period (as determined by the advisory and administration) to make the appropriate changes to become eligible.

SCHOOL SPONSORED CLUBS and ACTIVITIES

Sturgis High School provides students the opportunity to broaden their learning through extra-curricular activities. The School has many authorized student groups. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Research indicates that the more involved a student is in the organization and operation of their school, the more positive the climate and culture become. For this reason, one of our major goals is to get students involved in the process of school. Each of the following programs have been established to help increase the number of students involved in the day-to-day functioning of Sturgis High School.

Athletics

A large and successful athletic program is provided for both male and female students at SHS. Sports occur in all seasons and are grouped for various levels of ability. For boys they include: baseball, basketball, bowling, cross country, football, golf, soccer, swimming & diving, tennis, track and wrestling. Girls' sports include: basketball, bowling, cheerleading, cross country, golf, gymnastics, soccer, softball, swimming & diving, tennis, track, and volleyball. ELIGIBILITY REGULARLY CHECKED BY AD AND COACHES ARE NOTIFIED

Big Buddies

SHS 10-12 grade students mentor Congress, Eastwood, Wall, and Wenzel elementary students. HS students make a commitment to be positive role models from the time they enter the program until they graduate. This program requires the high school student to use one advisory class per week to spend time with their elementary student. ELIGIBILITY CHECKED BY ADVISOR EVERY TWO WEEKS

Drama

SHS offers Fall and Spring Plays that are open to auditions from the whole school. Students may also get involved in set design and construction, makeup and backstage help. And for those interested in appearing on stage, we also feature a Talent Show each spring. ELIGIBILITY CHECKED AT TRYOUTS AND BEFORE PARTS ARE GRANTED

Key Club

The Key Club is a student service organization sponsored by the Sturgis Kiwanis Club that focuses on doing positive works for the Sturgis community. Amongst other things, the Key Club plays an active role in the Kiwanis/Elks Shoes and Boots program, helps with the Thurston Woods auction, spring flower planting, egg hunt at local elementary schools, trick or treat for UNICEF, and holiday bell ringing for the Salvation Army.

Leo Club

The Sturgis Lions Club is the sponsor and partner of the SHS Leo Club. Activities include: Canned food drive; tree planting; delivery of the Lions newspaper to residents in the Sturgis community; Jelly Beans and Smiles project at Easter; snow removal from the driveways and sidewalks of the elderly in Sturgis; and bringing smiles to the elderly residents at the local nursing home

Music

There are many opportunities for musically interested students to get involved in classes and performance groups. They include Treble Choir, Chorale Choir, Madrigal Singers, Concert and Marching Band, Orchestra and Symphony Orchestra. Each group also offers opportunities for participation in honors and competitive events. The music department also sponsors an annual musical production that allows auditions from any student. Students may also be involved in set design and construction, make-up, lighting and backstage crew.

National Honor Society

The National Honor Society of Sturgis High School is part of a nationally recognized organization composed of outstanding high school students. These students must be currently enrolled juniors and seniors who have high achievement in four equally important areas of scholarship, leadership, service and character. Eligible students can pick up an application in the Guidance office in the fall; a faculty council representing various school departments will make the final selection. ELIGIBILITY CHECKED BY ADVISOR AS DICTATED BY NHS.

Peer Assistance

Peer Assistance is a group of sophomores, juniors and seniors who have been selected through an interview process. They have received extensive training in listening skills. These students are available on an appointment basis to listen, not advise, on problems students may be having in or out of school. Their motto is, "Helping others help themselves." ELIGIBILITY CHECKED BY ADVISOR EVERY TWO WEEKS.

Prom

It takes the work of many students, primarily the Junior Class, to create and make a successful Prom. Although it is only a once a year activity, it is lots of fun, hard work and a memorable experience! ELIGIBILITY CHECKED BY ADVISOR

Spanish National Honor Society

The Spanish National Honor Society is an academic organization dedicated to promote the study of the Spanish Language and the culture of Hispanic countries. These students will meet once a month and will focus on the celebration of the Spanish language and culture in a variety of ways. Eligible students must have completed at least two years of Spanish classes. ELIGIBILITY CHECKED BY ADVISOR AS DICTATED BY S-NHS

Specialty Activity Clubs

Students have the opportunity to become involved in specialty activity clubs such as Beauty Club, Book Club, Culture Club, Dungeons and Dragons, Equestrian Club, Science Olympiad, Ski Club, Social Justice Club, and Youth in Government. Students may organize new clubs by obtaining a faculty advisor.

Student Senate

The Student Senate is composed of the class officers and elected representatives from each homeroom. The Student Senate is responsible for many activities during the year, including Homecoming Week, Winterfest Week, dances and activities involving student government and school climate. ELIGIBILITY CHECKED EVERY TWO WEEKS BY ADVISOR

Volunteerism

SHS encourages students to volunteer their time in community service to help others. If opportunities exist for students to volunteer to work with younger children, peers, senior citizens, or other groups, the information will be made available through announcements and/or fliers.

Youth Advisory Council (YAC)

YAC is the youth committee of the Sturgis Area Community Foundation. High school students solicit grant applications for programs serving the youth of the community and make recommendations to the SACF board. They also participate in youth-based community projects. There are representatives from each grade level selected through an interview process; they meet on one Sunday afternoon per month during the school year. ELIGIBILITY CHECKED BY ADVISOR AS DICTATED BY YAC

SECTION IV – STUDENT CONDUCT

Leaving the High School Building

Students, if you leave the high school building during the day you must sign out in the 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.

School's Responsibility Regarding Attendance

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

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. Students are expected to arrive at class on time, and understand that arriving at a class ten (10) or more minutes after class begins will constitute an absence.
3. Early dismissal must be done through the appropriate office and **only with parent permission**.

Behavior Intervention /Suspension

With respect to school work, Behavior Intervention and suspensions from 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. **However, students involved in Behavior Intervention and out-of-school suspensions will not be able to participate in any school related extracurricular activities (i.e. practices, games, plays, dances.)**

Skipping

Skipping a class will result in a disciplinary action such as a detention.

- If a student skips one hour, he/she will be assigned a 1 hour after school detention (ASD); if he/she skips two or more hours he/she will be assigned ASD hours equal to those hours skipped. If there are seven classes skipped, the student will serve an ISS with the Behavioral Interventionist
- If a student skips and leaves the building without permission they will be assigned a 2 hour ASD.
- Repeat occurrences may result in further disciplinary action.

SCHOOL DANCE GUIDELINES

Sturgis High School wants to provide a safe and fun environment for students at all school dances. All dances are run through the Student Senate and in coordination with the Assistant Principal's office. In order to ensure safety at dances, the following guidelines apply to all SHS dances:

- A student is eligible to attend SHS dances if:
 - He/she is not UNEXCUSED ABSENT 15% or more
 - He/She has NOT BEEN DISCIPLINED for physical aggression/fights for the **entire school year**
 - He/She has NOT BEEN SUSPENDED within four weeks of ticket sales starting. If a student is suspended after a ticket has been purchased, the ticket will be pulled and a refund will be issued.
 - He/She is NOT ON DETENTION PROBATION
 - Has tardiness 10% or less (3.5 tardies per week, on average for that semester)
- An SHS student may bring one (1) non-SHS guest (under 21) and guests must follow all codes of conduct as SHS students.
- All non-SHS guests must be approved by the Assistant Principal. To pre-approve your non-SHS guest, pick up a Guest Form from the Assistant Principal's office and return the completed paperwork by the required deadline. **NO EXTENSIONS WILL BE GRANTED.** If the information provided is verified and BOTH students are in good standing, the pass may be approved.
- **If dance tickets are pre-sold, they will be sold up to two weeks before that dance. Each student (and pre-approved guest) must have a ticket to enter an SHS dance.**
- Prom tickets can only be purchased by Juniors and Seniors. IF A JUNIOR OR SENIOR WANTS TO BRING AN UNDERCLASSMAN, A GUEST PASS MUST BE COMPLETED.
- SHS students may be asked to show their current, valid Student ID, and guests ARE REQUIRED to show a current, valid state-issued ID or school ID to enter an SHS dance.
- Students and pre-approved guests are expected to behave in a manner that is appropriate for school. This includes interaction with peers and dancing. Inappropriate touching and dancing (i.e., groping, grinding, mosh pits) is not allowed at SHS dances.
- Students (and pre-approved guests) are expected to dress in a manner that is appropriate for school as detailed in the student dress code section of this handbook. For dances that are based on themes, you are encouraged to dress in theme-based attire according to guidelines advertised for that particular dance.
- Bags and large purses are permitted at Prom for students to carry their post-Prom attire. Those bags and purses will be housed in a central location and will be subject to a search.
- Students (and pre-approved guests) will be asked to take a breathalyzer test if there is any suspicion of substance use. Random breathalyzer tests may also be issued. If you or your guest is suspected to be under the influence of alcohol or drugs at a dance, or if you refuse to cooperate with any of the rules or expectations, we will contact your parent/guardian, and **require** that they come pick you up from the dance.
- Bags and large purses are not permitted at school dances. (clutch purses are permitted).

ANTI-THEFT CAMPAIGN

Students and staff are responsible for their personal property. You are advised not to bring expensive items to school, even if you plan to lock them up carefully. SHS strongly recommends that you keep all valuables (keys, purses, wallets, cash, cell phones, portable electronic devices, etc.) on your person and out of sight at all times. Never leave your valuables unattended or unprotected, even if you are walking away for only a minute. Take special care to secure all lockers that have been assigned to you. **BE SURE YOUR LOCKER IS LOCKED AND SECURE.**

Please note:

- ONE STUDENT PER LOCKER—locker sharing is not permitted.
- You are advised to get a lock from the athletic department if you are using a locker in the locker rooms.
- Students are responsible for securing their lockers after each use — spin the dial to ensure the lock is secure.
- Never give locker combinations to friends and associates. You will not be issued a new locker or combination.
- The student assigned to a locker will be held responsible for ALL items stored in that locker.
- Students and parents are also encouraged to download applications to track the location of their mobile devices. Check with your service provider to find out which apps may be available.
- IF YOU CHOOSE NOT TO USE A LOCK, (GENERAL LOCKERS OR GYM LOCKERS), SPS IS WILL NOT INVESTIGATE IF THINGS GET STOLEN

The school provides reasonable safety measures. However, the responsibility for securing and protecting personal property rests with the student. SHS does not assume responsibility for any lost, damaged, or stolen personal property brought to school or to a school activity. Students who believe their lost property has been stolen should follow the steps listed in the “Lost & Found” section. At the parent/guardian’s discretion, a theft report can also be filed with the Sturgis Police Department.

Code of Conduct

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

A major component of the educational program at Sturgis High 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 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. Manage your behavior to ensure you stay in your own space and don't cause a distraction to others.
- 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 P.R.I.D.E. of Sturgis High School and be Prepared, Respectful, Involved, Determined and Enthusiastic.

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 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—even if it isn't yours, please help keep our school picked up.
- 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 will be assigned to both in-person and distance learning students as the behavior correlates.

DISCIPLINARY CONSEQUENCES – DEFINED

Behavior Intervention: Administrators may assign students Behavior Intervention for violations of this Handbook. 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 Behavior Intervention. 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 Behavior Intervention. Students involved in Behavior Intervention will not be able to participate in any school related extracurricular activities (i.e. practices, games, plays, dances.)

Detention

Administrators or teachers may assign a detention on one day's notice. Students are expected to complete the detention at the assigned day and time. Failure to do so will result in an additional consequence.

- Types of Detention
 - Lunch: Detention will be served in either the focus center or with a classroom teacher. Detentions will be served in increments of 30 minutes. Students are not to talk to peers or use their phones during this time.
 - After School: Detention will be served in either the focus center or with a classroom teacher. Length of detention is determined by violation, and will be 30 minutes, 1 hour or 2 hours.
- Expectations
 - Students are expected to arrive on time. No one will be admitted after the session has begun.
 - Cell phones will be submitted to the supervisor as students walk into Detention and will be returned when the student is dismissed.
 - Students are expected to remain quiet and not interact with other students.
 - Students are expected to bring school assignments to complete during this time.
 - Students are expected to stay awake.
 - Unless lunch, students are not permitted to eat
 - Use of chromebooks is at the discretion of the supervisor
 - Students are expected to arrange their own transportation
 - Misuse of an electronic device, refusal to work or misbehavior could each result in the student being required to leave; if this occurs during after school detention, a parent will be called and the time served will not count.
 -
- Failure to Serve an assigned detention may result in:
 - A detention that is double time of the original assigned detention
 - An ISS, case-by-case basis
- If a student fails to serve any detention, he/she will be considered on Detention Probation. (See below)

Detention Probation

Detention Probation is a consequence for failing to serve assigned detention time. Students with more than 2 unserved detentions will be placed on Detention Probation. Detention balances are tracked by our Behavior Interventionists. Students are encouraged to keep track of their detentions, and serve any detentions to avoid being placed on Detention Probation.

- Detention Probation Students will not be allowed to attend or participate in any school-sponsored activities that are not academically required until consequences are fulfilled.
- This includes all sports activities (games and practices), school sponsored events (prom, dances, plays, clubs, non-academic field trips, etc.)

- The Behavioral Interventionist will inform the athletic director and club/activity sponsors when a student is on detention probation.
- Students who accrue 10 hours of detention will automatically be pulled for an ISS, which will cover 6 hours of detention.

Out-of-School Suspension

Administrators may assign students to out-of-school suspension for violations of the handbook. Suspended students may not be on any 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 or truancy. Students receive credit for assignments completed. Students involved in out-of-school suspensions will not be able to participate in any school related extracurricular activities (i.e. practices, games, plays, dances.)

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 the suspending official’s decision, the parent/guardian may appeal suspension to the next highest authority.
3. The higher authority shall affirm or modify the decision within two school days from 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 High 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.

Administrators have full authority to determine the range and frequency of the consequence, while following the guidelines, including prior misbehavior, 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 - VIOLATIONS with CONSEQUENCES (ALPHABETICAL)

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. If a student his/her work:

- General in-class and homework assignments: The student will receive zero on the assignment. No privilege to redo the assignment.
- Projects that will have a large impact on the semester grade: The student will be required to redo that assignment or a similar assignment. The student will receive a grade equal to 50% of what the student earns on the assignment. If the student refuses to redo the assignment, the student will earn a zero.
- Quiz/Formative Assessment: The student will receive a zero on the quiz/assessment. No privilege to redo the quiz/assessment.
- Unit Assessment: The student will be required to redo that assessment or a similar assessment. The student will receive a grade equal to 50% of what the student earns on the assignment.
- Forgery of hall or bus passes or guest dance forms, and excuses as well as false IDs are forms of lying and are not acceptable. **POSSIBLE 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 extinguishers. 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. (cont.)

- 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, he/she 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 handheld 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:
 - substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - 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;

- having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - 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:
 - Physical - hitting, kicking, spitting, pushing, pulling; taking and/ or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 - Verbal - taunting, malicious teasing, insulting, name calling, making threats.
 - 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 schools, different states, rural areas, cities, 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 a 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.

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 use is not allowed in the classroom during class time. Chromebooks use in the classroom is at the sole discretion of the classroom teacher. Cell phone/Chromebooks/electronic device use will be allowed before and after school, in the cafeteria area during lunch time, and in hallways before/after school and passing times. Cell phones/Chromebooks/electronic devices are not allowed to be used outside of the locations and times described and in the manner as follows:

- Students possessing a cell phone/electronic device during school hours and activities must comply with the school's Acceptable Use Policy, Board Policies, and Student Behavior Code. This includes the expectation to follow adult directions.
- The use of school-issued Chromebooks for instructional activities during instructional time is expected and allowed. Unless specifically used for a particular purpose, as defined by the teacher, use of a cell phone for that purpose is not allowed. **YOU MUST BRING YOUR CHROMEBOOK TO CLASS.**
- Cell phones/Chromebooks/electronic devices/cameras are not to be used in areas where there is a reasonable expectation of privacy (bathrooms, locker rooms, etc.)
- The camera or video feature of any electronic device may not be used to take video/pictures of any student/staff without the permission of that student/staff.
- Contents of a cell phone/electronic device may be reviewed and searched by administration, (and, if warranted, by law enforcement), if there exists a reasonable suspicion, or if it may have been used in an activity prohibited by the Student Behavior Code.
- SHS is not responsible for lost or stolen student property, including cell phones/electronic devices. Students are encouraged to register their cell phone numbers in their PowerSchool account, and ensure that security measures are activated on the device
- The following are the expectations for electronic devices in the classroom:
 - During class, cell phones must be either on silent or turned off. (NOT ON VIBRATE)
 - A cell phone that rings or vibrates excessively, or in any other way disrupts the educational process of a class, can be grounds for confiscation of the device by school staff. Confiscation of a device sent to the office will result in a consequence.
 - Per teacher discretion, cell phones either must be out of sight or stored in a specific classroom location.
 - If a student needs to leave the classroom, (restroom, locker, office, etc.), he/she is required to leave the cell on his/her desk or on the teacher's desk. If a student is seen on his/her phone during class time, and a staff member asks for it, the student should surrender it to the staff member. Refusal to do so will be considered insubordination.
 - Earbud/earphone use is prohibited during instructional time. Refusal to comply with teacher direction will result in disciplinary action.
- Consequences for cell phone violation
 - **1st Offense** -The electronic device is confiscated and can be picked up in the office after school. This is considered a verbal warning.
 - **2nd Offense** - The electronic device is confiscated and can be picked up in the office after school. A 30-minute detention is also assigned. If the student fails to serve the LD, a one-hour ASD is automatically assigned.
 - **3rd Offense** - The electronic device is confiscated and a 1 hr ASD is assigned. The electronic device will not be returned to the student, but will be held for **parent pick up**.
 - **4th Offense** - For 5 school days following the incident, the student will be required to submit their electronic device to the office at the start of the school day. It will be returned at the end of

the day.

- **5th offense and beyond** - A parent meeting will be held to decide if the student is allowed to bring his/her phone to school at all.
- **Device Insubordination:** Failure to turn the device over to a staff member when requested to do so is insubordination and will likely result in a 1 day Out of School Suspension. Further violations of this nature will result in lengthier suspensions.

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 Guidelines/Policies

Our goal as SHS is to prepare students to dress for the workplace. Keeping that in mind, students should be able to dress comfortably for school, without the fear of being discriminated against.

Our policy is designed with several goals in mind:

- Maintain a safe learning environment in classes that require specialized attire such as eye protection in science or CTE classes, smocks in art, athletic attire in gym, etc.
- Allow for students to wear comfortable clothing of their choice that adheres to dress guidelines
- Ensure all students are treated equitably, regardless of race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body stature.

Basic Principle

Certain parts of the body must be covered at all times. Clothes must be worn in a way such that it covers from the upper portion of the chest to mid-thigh, genitals, buttocks, breasts and nipples are fully covered by opaque fabric. (Draw an imaginary line from armpit to armpit, down to an imaginary line drawn at mid-thigh.)

The following guidelines and policies will apply to regular school days, summer school days, school-related events/activities. (Graduation, dances, and prom fall under this umbrella.)

Students MUST WEAR:

At minimum, a student must wear a shirt, (fabric in the front, back and on the sides under arms), AND pants/jeans, (sweatpants, leggings, skirt, dress, shorts), AND shoes.

Provided the garment follows the definition of the MUST WEAR definition above, a student MAY WEAR:

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and skinny jeans
- Ripped jeans, provided the underwear and buttocks are not exposed
- Athletic attire
- Hats that are worn straight to the front or straight to the back. Hats must allow for full view of the student's face and not interfere with the line of sight of any student or staff
- Hoods and stocking caps, provided a student's full face is visible

Students MAY NOT WEAR/CARRY:

- Backpacks or large bags. It is against the district safety policy to carry a backpack or large bag.
- Clothing or accessories with offensive and/or violent language or images, including profanity, hate speech and pornography
- Clothing or accessories that denote, suggest, display or reference vaping, alcohol, drugs, related paraphernalia, or other illegal conduct or activities
- Clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Bullet-proof vest, body armor or tactical gear
- Clothing or accessories that portray/creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Clothing that reveals undergarments, (straps and waistbands are permitted to be visible)
- Swimsuits, except in gym class as directed by the teacher
- Items that obscure the whole face, except as a religious observance
- Clothing or accessories that could be considered dangerous or used as a weapon

Extra Curricular Events

Oftentimes, students travel off campus to attend extra-curricular activities. Students representing SHS at official functions or other public events are expected to dress as defined by the occasion.

- Students attending off-campus activities (such as Quiz Bowl, Teacher Academy, Big Buddies, Peer Assistance events, musical performances, recognition luncheons, etc.) are expected to follow SHS dress guidelines.
- When not in uniform, student athletes will be expected to dress guidelines at both home and away events. School athletic apparel will be defined by safety and competitive performance standards.

If a student is found in violation of of the dress code

1. The student will be informed he/she must put on alternative clothing. If he/she does not have something, the student may borrow something from a friend.
 - a. If neither is available, he/she will go to the Focus Center and borrow an appropriate piece of clothing. IT MUST BE RETURNED AT THE END OF THE SCHOOL DAY OR THE NEXT DAY. If the item is not returned, he/she will be invoiced \$\$\$\$\$.
 - b. If the Focus Center is out of clothing to borrow, parents will be called to bring in an alternative garment.
2. Progression
 - a. First Offense: change of clothes, conversation with FC mentor and warning
 - b. Second Offense: change of clothes, Lunch Detention
 - c. Third Offense: change of clothes, one-hour ASD
 - d. Fourth Offense: change of clothes, two-hour ASD
 - e. Fifth Offense: change of clothes, parent meeting
3. Although it a priority to keep students in classes, an act of insubordination may be cause for OSS

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 PRIVILEGES, SUSPENSION, PARENT CONFERENCE, TOWING AND/OR REFERRAL TO LEGAL AUTHORITIES. ALSO SEE STUDENT DRIVERS (Section 1).

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:

- Represents to be a controlled substance.
- 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.
- 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, vaping devices 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.

Use of Breath-Test Instruments: The principal or assistant 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.

Consequences:

- **1st Violation**: Parent conference and a minimum five-day out-of-school suspension. There may be a recommended substance abuse screening and completion of recommended course of action by screening agency required. Parents may be required to schedule appointments beyond the screening and bear the cost of recommended programs. The athletic director and legal authorities will be notified.
- **2nd Violation: or 1st Violation Alcohol/Drug Sale or Delivery**: Parent conference and a minimum of ten-day out-of-school suspension. A referral to the board of education will be made for expulsion as well as a referral to legal authorities.

Explosives/Lighter/Fireworks/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.

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.

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.

- If a student uses inappropriate language in normal conversation and a staff member instructs students to stop and students keep using such language, students will result in one hour ASD.
- If a student uses inappropriate language with a staff member, swearing at the situation, he/she will receive a two-hour ASD.
- If a student uses inappropriate language with a staff member, calling the staff member names, immediate OSS.

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)

Internet/Technology Violation

When entering Sturgis High School, each student is issued a Chromebook and families sign the SHS Technology User Agreements and Acceptable Use Policy. Students are responsible for the safe keeping and care of their issued device. Loss or damage of the device will result in restitution. Violations of the User Agreement and AUP include, but are not limited to:

- Inappropriate use
- Destruction or vandalism of the hardware, software, network or other supplies
- Knowingly entering an unauthorized account, (non school account), and copying or altering such account/programs
- Maliciously destroying another person's files, account, or electronic media
- Students are prohibited from bypassing school security filters
- Students are NOT to utilize another student's login
- Students are prohibited from downloading non-school related material

Students who choose not to following the SHS policies are subject to

- Loss of Computer Privileges
- Detention or Suspension
- Possible loss of class credit or denial to take future courses
- Restitution and/or referral to legal authorities

Larceny/Stealing/Theft

All students are provided with a school locker (see Section 1, Lockers,) When a student is caught stealing property that belongs to the school or another person, he/she 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. 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/Leaving Campus)

Students who leave the high school building during the day 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 the student will be allowed to sign out. Students will not be allowed to leave without parent/guardian permission.

DETENTION, SUSPENSION, LOSS OF PRIVILEGES.

(MIP) Tobacco/Vape Possession and/or Use

The Michigan Youth Tobacco Act ([Section 722.641](#)) and Michigan Regulation & Taxation of Marijuana Act ([Section 333.27954](#)) prohibits any person under the age of 21 from purchasing or using tobacco marijuana or vapor devices. The use or possession of tobacco products, marijuana, vape devices or items considered “look-alikes” in any form on school property, at school functions, traveling to and from school, or at school bus stops is prohibited FOR ALL STUDENTS. (Board policy 5512) Use of lighters, matches or other flammable items are also in violation of this rule. Possession only of flammable items: Confiscation of items and consequences to be based on the situation (number of offenses, type of item, etc.).

SUSPENSION MINIMUM 2 DAYS, MONETARY CITY CITATION, COMMUNITY SERVICE HOURS, PARTICIPATION IN A HEALTH PROMOTION & RISK ASSESSMENT PROGRAM, 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. **MINIMUM SUSPENSION OF THREE (3) DAYS. SEE PHYSICAL ASSAULT.**

Physical Assault (Of a staff member; volunteer; contractor; student; or any person associated with the District)

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. Injury may or may not have occurred. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/ BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES INCLUDING CPS.**

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

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. Unexcused absences may also create an “E” for all assignments or tests for that day.

Skipping a class will result in a disciplinary action such as a detention.

- If a student skips one hour, he/she will be assigned a 1 hour after school detention (ASD); if he/she skips two or more hours he/she will be assigned ASD hours equal to those hours skipped. If there are seven classes skipped, the student will serve an ISS with the Behavioral Interventionist
- If a student skips and leaves the building without permission they will be assigned a 2 hour ASD.
- Repeat occurrences may result in further disciplinary action.

Tardiness

A student is tardy/late to class if he/she is not fully in the classroom door when the tone sounds.

- If a student are late to his/her classes 10% of the time or more, he/she cannot attend dances: Homecoming, Winterfest, Sadie Hawkins/Spring Activity, Prom
AND
- If a student is late to class 4-6 times in one week, (M-F), one hour ASD the following week
- If a student is late to class 7-9 times per week, (M-F), two hour ASD the following week
- If tardiness continues to be an issue, a parent conference will be held

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 any 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 guidelines. 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. Students may be required to pay restitution for damage to a 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:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
- 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:

- 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
- The weapon was not knowingly possessed; T
- he student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- 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 out of school suspension, an administrative hearing, and/or a recommendation for expulsion. Five (5) disciplinary referrals of any nature in any combination may result in out of school suspension, 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.

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 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 Senior Project. During the eighth grade year, students apply the knowledge learned in seventh grade. They do extensive career research, job shadow, visit a community college and a university, learn about high school programs and listen to many career speakers. At the end of eighth grade, students 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/Senior Project 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 classwork. Students will select either a professional or a technical option within the Pathway. Students selecting 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 Senior Project presentation.

Career Preparation

Career preparation starts in kindergarten at Sturgis Public Schools. The faculty works together with Sturgis Area Business/Education Alliance to provide students with authentic activities that give students an experience in each of the six different career pathways.

When the students reach secondary education, they are provided with three sessions each year, each with a different member of the community, representing a different career pathway. Students will engage in a project that gives them an understanding of what a career in each field may be like.

During a student's senior year, they are provided a mentor that they meet with in October and February. In October, the mentors will discuss future goals and resumes. They will give the students action steps and checklists to be completed by the following meeting in February. During the February meeting, the mentor will follow-up on the action steps and checklist from the February meeting, and work on interview preparation. Seniors will also attend resume, scholarship, and interview workshops.

SENIOR MOCK INTERVIEWS

In April, they will participate in a mock interview where they can practice their acquired interview skills, present their resume, and any artifacts from their high school years that they would like to showcase.

Students will do a mock interview with two employers and a Sturgis High School employee. The interviews will take place in the conference rooms of the guidance office or the library during the month of April. Each interview will last for approximately thirty minutes. Students will have the opportunity to show evidence of skill acquisition and a plan for the future. Following this, students will hear their interview strengths and areas of potential growth.

Guidance and Counseling

The Guidance Office 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 high school 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 7:05 a.m. and continue throughout the school day until 1:55 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.

Contact information for the Guidance Office

Mrs. Logan, Receptionist 659-1520

Ms. Schumacher, Secretary 659-1530

Mrs. Patrick, Counselor (A-L)

Mrs. Campbell, Counselor (M-Z)

Mrs. Moses, Career Preparation Coordinator

SECTION VI - APPENDIX

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG FREE 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, Sturgis Public Schools has established the following guidelines concerning student records:

The high school Guidance Office is responsible for the supervision of all high school 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 high school office for the appropriate form.

NOTIFICATION TO PARENTS ON BLOODBORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and Human Immunodeficiency 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 High School office at 269-659-1515.

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 any time.

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 and they 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.

AGE OF MAJORITY

(Completion of this document transfers parental rights to the student, please read carefully!)

Dear Parent/Guardian,

Your child, _____, is 18 years or older and wishes to exert his/her Age of Majority rights at Sturgis High School. Students 18 years of age and older are legally recognized as adults. Your child has officially registered his/her intent to assert these rights. Prior to taking this step, we encourage parents to have a conversation with their child, and any non-custodial parent, to ensure all parties have a clear understanding of this process.

Students 18 years and older with a signed Age of Majority form on file will:

- Have the same privilege as their parents/guardians as it relates to access to their student records; PARENT ACCESS TO RECORDS WILL REQUIRE STUDENT PERMISSION. - Represent themselves during disciplinary conferences and be the addressee for their grade reports; PARENTS WILL NOT BE REQUIRED TO ATTEND THESE CONFERENCES, AND MIGHT NOT HAVE ACCESS TO THEIR STUDENT'S GRADES. - Have the right to sign permission slips and forms requiring parent signature; sign themselves in and out of school and may verify their own absences.

NOTE: All school attendance standards and behavioral expectations continue to apply to students regardless of their age. Absences that are considered excessive by school administration will be subject to discipline, per the handbook. Administration reserves the right to notify parents/guardians of any medical/legal situation regarding a student, regardless of age, which it deems worthy of parental involvement.

Please be advised that once an eligible student has registered their intent as stated above, all school related communication will be handled through the student and NOT the parent/guardian.

To complete this process, the parent/legal guardian/custodian must contact the SHS Assistant Principal (269-659- 1515) to set up a brief meeting. You will then be asked to sign the acknowledgement statement below which will remain in the Assistant Principal's office; you will also be given a copy.

Allowing your student Age of Majority is a serious step, and not one that is a good fit for all students. If you have any additional questions, please contact the high school office on the number listed above.

Thank you.

I, _____ (parent/guardian), grant my child, _____;
date of birth _____ Age of Majority as described in this form. I understand that I am relinquishing accessibility to aspects of my child's education. I have met with the SHS Administration to discuss any questions I had.

Parent Signature _____

SHS Administration: _____ Today's date: _____