STOCKBRIDGE JUNIOR/SENIOR HIGH SCHOOL

PANTHERS

STUDENT HANDBOOK

2017/2018

STOCKBRIDGE JUNIOR/SENIOR HIGH SCHOOL
MISSION STATEMENT

Stockbridge Junior/Senior High School students will graduate with academic, social, and career related skills necessary for making well-informed and balanced choices. These skills will enable students to be successful in their post graduate transitions as well as create a desire for lifelong learning.

STOCKBRIDGE JUNIOR/SENIOR HIGH SCHOOL

416 N. CLINTON STREET

STOCKBRIDGE, MICHIGAN 49285

(517) 851-7770

STUDENT HANDBOOK

STOCKBRIDGE COMMUNITY SCHOOLS
STOCKBRIDGE, MICHIGAN

Dear Students,

The Stockbridge Junior/Senior High School Staff welcomes you to the beginning of the 2017/2018 school year. Stockbridge Junior/Senior High School has a fine academic and athletic tradition. We ask that you do your best to make this your year of excellence. Accept the challenge to continue the tradition and make 2017/2018 a school year that will be worthwhile and rewarding.

This handbook reflects the efforts of parents, teachers, students, the high school administration, and the board of education to provide discipline and policy guidelines for our school. A handbook review was conducted over the summer and some changes have been made to clarify some policies and add policy where needed.

Read the handbook. Whether you join the work force or select college for your future plans, all organizations have policies governing their members. Interpretation of the Student Code of Conduct will be made by the administration. Disciplinary action will be based on working with each individual student and the nature of the offense. Each case will be reviewed on its own merit and how it relates to the cumulative discipline record of the student.

The majority of students should be congratulated for their fine efforts last year and are encouraged to continue working toward their educational goals. We will make every effort to identify our expectations, consistently administer policy, and be open to discuss your concerns. If you have any questions throughout the school year, please do not hesitate to stop by the office.

Best wishes for a good 2017/2018 school year.

Mr. Joe Wenzel
Junior High Principal

Mr. Jeff Trapp
Senior High Principal

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Annual Notices (www.panthernet.net/notices)

More detailed policy and notice information can be found on our district website. Please go to panthernet.net and select district then select notices. You will then have direct access by clicking on each link.

DETERMINATION OF SPECIFIC LEARNING DISABILITY NOTICE

BULLYING POLICY 5517.01

SEXUAL VIOLENCE POLICY 5517.02

FERPA NOTICE

HARASSMENT POLICY AND GUIDELINES

- Professional Staff Policy 3362
- Support Staff Policy 4362
- Student Policy 5517

NON-DISCRIMINATION NOTICE

PESTICIDE APPLICATION NOTICE

WELLNESS POLICY 8510

CONCUSSION AWARENESS POLICY

SEARCH AND SEIZURE POLICY

ASBESTOS AND TOXIC HAZARDS POLICY

17-18 SCHOOL OF CHOICE NOTICE

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) POLICY

MCKINNEY-VENTO HOMELESS ASSISTANCE POLICY

ENGLISH LANGUAGE LEARNER AND LIMITED ENGLISH PROFICIENT POLICY

IDEA PROCEDURAL SAFEGUARDS NOTICE

FACTS YOU SHOULD KNOW

1. Parents needing to contact their students during classroom hours, due to emergency, call and leave message in the main office. Messages will be delivered twice a day (lunch and at the end of the day). Call 851-7770.

2. Parents **must** notify the Attendance Office when their student will be absent for the day. Notify the attendance office either by a personal phone call the day of the absence or a phone call the following day at 851-7770, extension 6408. Voice mail is accepted any time**.** Absences will only be excused through 24 hours after any absence. After 24 hours have passed, the absence will be marked in the records as unexcused.

   Any verbal or written communication need to state the day(s) being excused and the reason for the absence. The school reserves the right to verify any written or phoned in excuse.

   Parents/guardians and emancipated students are reminded that excuses need to be made within 48 hours of an absence. A student returning to school without an excuse will be recorded as an unexcused absence on teachers' records. Students will not be allowed to make up any work missed if an absence is unexcused.

   Responsibility of excusing the student rests with the parent/guardian of minor children or the emancipated student.

   It will be the student's responsibility to keep track of the number of absences that they have during the semester. Teacher records are the official records and should be checked periodically by the student.

3. Students are not to be absent more than five (5) days from school per semester. Failure to have good attendance may cause you to lose credit for the semester.

4. Work permits are issued from the Main Office. Applications may be picked up before or after school.

5. Students may not have visitors with them during the school day.

6. Unauthorized persons and vehicles may be charged with trespassing.

7. If a student is not present for a minimum of 65 minutes, of the 90-minute class period, the student will be considered absent for that period.

8. Parents are always welcome! All visitors are requested to register in the office so their needs may be processed.

HISTORY OF STOCKBRIDGE HIGH SCHOOL

In the earliest days residents desiring to educate their children past the eighth grade sent them out of town. The community set up a high school in 1895 and had a first graduation class of five students. Because of overcrowding and a taxpayer demand for better schools, a new high school was built in 1929 for $90,650. The present high school was built in 1975 because of a need for more room again. Students of Stockbridge High School, "The Home of the Panthers," enjoy many fine academic and athletic traditions. The Stockbridge High family includes students, parents and staff. Take advantage-GET INVOLVED.

The Stockbridge High Student Government

TITLE IX - SEX DISCRIMINATION

Title IX of the Education Amendments of 1972 prohibits sex discrimination and segregation in education and became effective July 21, 1975.

PUBLIC NOTICE

Please be advised that the Stockbridge Public School District does not discriminate on the basis of sex in educational programs or activities which it operates and that is required not to so discriminate by Sections 901 and 902 of the Title IX of the Educational Amendments of 1972 (86 Stat. 373, 374:20 U.S.C. 1681, 1682) and by the regulations issued by the Secretary of the United States Department of the Health, Education and Welfare, on June 4, 1975, (45 C.P.R. 86.1 et Seq.) This law and these regulations also prohibit discrimination on the basis of sex with respect to employment in educational programs and activities operated by school districts subject thereto.

"The Stockbridge Community School District affirms the commitment to provide equal opportunity for all students in all programs and activities in the Stockbridge Community School District with no exclusion on the basis of race, color, national origin, sex or handicap." The Title IX and section 504 coordinator for Stockbridge Community Schools is the Special Education Director at Heritage Elementary, 222 Western Avenue, Stockbridge, MI 49285 517 851-8600

STOCKBRIDGE COMMUNITY SCHOOLS
COMPLAINT/GRIEVANCE PROCEDURE

Grievance/Complaint Procedures for Title VI and Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973.

Section I

If any person believes that the Stockbridge Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Special Education Director
Heritage Elementary
222 Western Avenue
Stockbridge, MI 49285

Section II

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/She may initiate formal procedures according to the following steps:

Step 1

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

Step 2

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools or the administrator within five (5) business days after receipt of the Coordinator's response. The superintendent or administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

STOCKBRIDGE JUNIOR/SENIOR HIGH SCHOOL CALENDAR

2017/2018 School Year

August	22	New Teachers Report
	23	Teacher Work Day
		Open House 6:00 - 8:00 pm
	24	Teacher Professional Development
	28	First Day of School
September	1- 4	**NO SCHOOL - Labor Day**
	14	Late Start for Students -Morning PD for Teachers
	22	Undergrad Picture Day
October	4	Parent/Teacher Conferences 4:00 – 7:00 pm
	5	Parent/Teacher Conferences 4:00 – 7:00 pm
	12	Late Start for Students – Morning PD for Teachers
	13	Homecoming
November	3	End of First Marking Period
	9	Late Start for Students -Morning PD for Teachers
	22	**NO SCHOOL -** Release Day for Teachers & Students
	23-24	**NO SCHOOL Thanksgiving Break**
December	7	Late Start for Students -Morning PD for Teachers
	22 – Jan 5	Winter Break
January	8	School Resumes
	11	Late Start for Students -Morning PD for Teachers
	15	**NO SCHOOL – MLK Day**
	25	**Full Day of School-Exams 1st and 3rd Blocks**
	26	**Full Day of School-Exams 2nd and 4th Blocks**
	26	End of First Semester and Second Marking Period
	29	**NO SCHOOL - Records Day**
	30	Second Semester Begins
February	8	Late Start for Students -Morning PD for Teachers
	19	**NO SCHOOL - President's Day**
March	8	Late Start for Students -Morning PD for Teachers
		14 Parent/Teacher Conferences 4:00-7:00 pm
	29	End of 3rd Marking Period
	30	**NO SCHOOL – Good Friday**
April	2-6	Spring Break
	10	SAT Testing 11th Grade, PSAT Testing 9-10
	19	Late Start for Students -Morning PD for Teachers
May	3	Seniors "30 and Out" Meeting
	10	Late Start for Students -Morning PD for Teachers
	17	Seniors Honors Night
	24 & 25	Senior Final Exams
	25	Seniors Last Day
	28	**NO SCHOOL - Memorial Day**
	30	Graduation Rehearsal 8:30 – 10:00
	31	Baccalaureate 7:00 High School Cafeteria
June	3	Graduation 3:00 p.m. High School Gymnasium
	5	Underclassmen Honors Night 7:00 HS Gymnasium
	7	Late Start for Students -Morning PD for Teachers
	11	**Full Day of School – Exams 3rd and 4th Blocks**
	12	Students Last Day ½ Day AM - **Exams 1st and 2nd Blocks**
	12	Records Day – PM Teacher Work Day

BOARD OF EDUCATION

Mrs. Carrie Graham, President
Ms. Kary Gee, Vice President
Mrs. Judy Heeney, Secretary
Mrs. Cindy Lance, Treasurer
Mr. Chris Kruger, Trustee
Mr. Larry Ostrander, Trustee
Mr. Garrick Rochow

ADMINISTRATION OFFICE

Mrs. Janice Armstrong, Director of Community Education

JUNIOR/SENIOR HIGH SCHOOL ADMINISTRATION

Mr. Jeff Trapp, Senior High Principal
Mr. Joe Wenzel, Junior High Principal/Senior High Assistant Principal

ATHLETIC DIRECTOR

Mrs. Meghan Kunzelman

SECRETARIES

Mrs. Julie Weiland, Senior High Principal's Secretary
Mrs. Courtney Fletcher, Junior High Principal’s Secretary

HIGH SCHOOL COUNSELOR

Mrs. Leslie Cummings

SOCIAL WORKER

Mr. John Twining

HIGH SCHOOL SERVICES

GRADUATION REQUIREMENTS

The following graduation requirements reflect the change in credits required for each class based on the implementation of the block schedule in the 2002/2003 school year.

GRADUATION REQUIREMENTS

THE FOLLOWING ARE THE REQUIRED CREDITS TO GRADUATE STARTING WITH THE CLASS OF 2016:

GRADUATION CREDIT REQUIREMENTS

4 English
4 Math (Through At Least Algebra C and a Math or Math related course must be taken during the senior year)
3 Social Studies
3 Science (Two Physical Sciences and one Biological Science)
1 Physical Education/Health
1 Technology
1 Fine/Applied Arts
2 Foreign Language (must be same language)
10 Elective Credits
On-Line Learning Experience

29.0 Total Required Credits
32.0 Total Possible Credits

Only students who fulfill the requirements to graduate by the last day of Senior classes will be allowed to participate in the graduation exercises for their class. Each student will normally complete 8 semesters and must be scheduled into 4 classes per semester.

Students whose class has graduated, have completed four years of high school, and are 18 years or older and are 3 or more credits away from graduation must complete diploma requirements through adult education. **Any variation from these requirements must be approved by the Administration.**

SCHOOL DAY HOURS

Stockbridge Junior/Senior High Daily Schedule

Junior High Daily Schedule

	7:35 - 8:15	**1A Elective**	40 minutes	
	8:15 - 8:18	Passing	3 minutes	
	8:18 - 8:58	**1B Elective**	40 minutes	
	8:58 - 9:01	Passing	3 minutes	
	9:01 - 9:19	**ROAR**	18 minutes	
	9:19- 10:25	**2nd Period Core**	66 minutes	
	10:25 - 10:28	Passing	3 minutes	
	10:28 - 11:34	**3rd Period Core**	66 minutes	

7th Grade			**8th Grade**	
11:34 - 11:59	7-Lunch (25 mins)		11:34 - 11:37	Passing (3 mins)
11:59 - 12:02	Passing (3 mins)		11:37 - 12:43	**4th Period Core** (66)
12:02 - 1:08	**4th Period Core** (66)		12:43 - 1:08	8-Lunch (25 mins)

	1:08 - 1:11	Passing	3 minutes	
	1:11 - 2:17	**5th Period Core**	66 minutes	

Senior High Daily Schedule

	7:37 - 9:07	**1st Block**	90 minutes	
	9:07 - 9:12	Passing	5 minutes	
	9:12 - 10:42	**2nd Block**	90 minutes	
A-Lunch Schedule			**B-Lunch Schedule**	
10:42 - 11:07	A-Lunch (25 mins)		10:42 - 10:47	Passing (5 mins)
11:07 - 11:12	Passing (5 mins)		10:47 - 12:17	**3rd Block (90 mins)**
11:12 - 12:42	**3rd Block (90 mins)**		12:17 - 12:42	B-Lunch (25 mins)
	12:42 - 12:47	Passing	5 minutes	
	12:27 - 2:17	**4th Block**	90 minutes	

2017-2018 Late Start Dates

Junior High Start Time: 10:12 AM

Senior High Start Time: 10:14 AM

September 14th - Morning PD for Teachers
October 12th - Morning PD for Teachers
November 9th - Morning PD for Teachers
December 7th - Morning PD for Teachers

January 11th - Morning PD for Teachers
February 8th - Morning PD for Teachers
March 8th - Morning PD for Teachers
April 19th - Morning PD for Teachers
May 10th - Morning PD for Teachers
June 7th - Morning PD for Teachers

Morning CACC (Capital Area Career Center) students will run their normal schedule on late start days with the bus leaving at 7:15AM.

COUNSELING SERVICES

Guidance and counseling services are available to every student. The guidance office is located in the main office. A student has a counselor when he/she enters the high school and will continue throughout the high school years with that counselor.

Each student has a master record file called a CA60. This folder includes information such as former schools attended, past and present grades and test results. The counselor will be familiar with the material and a student or the parent may examine the contents of the cumulative guidance folder in the presence of a counselor, upon written request 24 hours in advance.

A student will be expected to complete a request for an appointment in order to visit the guidance office. The guidance office will give a pass which will designate the time and date of the appointment. In an emergency, of course, a counselor will always be available. Confidentiality will be respected when personal problems are discussed with the counselor. Generally, matters of discipline will be handled by the school administrators.

ACADEMIC AVERAGES

Students have the right to be informed at the beginning of each semester about course objectives, standards, marking practices and final exam policy for each class. All subjects are graded on a four point scale.

All classes taken at Stockbridge High School will be graded with a letter grade from "A" to "F". Exceptions to this rule will be for Testing Out (page 9), Dual Enrollment (page 10), External Studies and Summer School (page 14) and Correspondence Courses (page 15), and Earned High School Credit from the 8th grade. All of these exceptions will calculate grades on a Pass "P", No Credit "NC" basis.

SEMESTER GRADES

For a student to receive a passing grade in a class for the semester, he/she must pass two out of three grades within the semester and have at least a 60% semester average. That is, a student needs to pass two of the following grades and maintain at least a 60% semester grade average:

(2) Quarter Grades (1) Final Exam Grade

If a student passes the first and second quarter grades, fails the final exam and has below a 60% average for the semester, that student fails for the semester.

If a student passes the first quarter, fails the second quarter and final exam, has a 60% semester average, that student will fail for the semester.

If a student fails the first quarter, passes the second quarter and final exam and has a 60% semester average, that student passes for the semester.

CLASSIFICATION OF STUDENT (Beginning with the Class of 2012)

Students must have received the following credits by the end of the current school year in order to change their classification status for the next school year.

All incoming ninth graders are considered Freshman.

In order to be classified as a Sophomore, a minimum of **5** credits is recorded on a student's transcript.

In order to be classified as a Junior, a minimum of **13** credits is recorded on a student's transcript.

In order to be classified as a Senior, a minimum of **21** credits is recorded on a student's transcript.

- **Please note that new and incoming students from another district will have their credits prorated to meet our credit criteria for classification.**

GRADE POINT AVERAGE

Each student's report card will indicate a grade point average for that nine-week period. Stockbridge High School uses the 4-point grading system for all purposes. A cumulative grade point average for each student is computed **only** at the end of each semester.

LETTER GRADE	4 PT.	PERCENTAGE
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	.67	60-62
F	0.00	Credit Loss Due to Attendance
I	0.00	Incomplete
W		Withdrew

VALEDICTORIAN/SALUTATORIAN CALCULATION

Determination of Valedictorian and Salutatorian honors will be calculated at the conclusion of the seventh semester for all students. The student or students tied with the highest grade point average after seven semesters will be considered the Valedictorian for that school year. The student or students tied for second highest grade point average after seven semesters will be considered the Salutatorian for that school year. In order to be considered for Valedictorian/Salutatorian honors, a student must be enrolled at Stockbridge High School from their fifth through the seventh semesters of their career.

TESTING OUT POLICY

Recent legislation requires that Stockbridge High School consider alternatives to earning

high school credit. Public Act 335, 1279B, of the State School code requires the opportunity for any high school student to "test out" of any course.

In order to test out, students will need to exhibit mastery of the subject matter by attaining a grade of not less than C+, (based on the Stockbridge High School grading scale as cited in the Handbook), in a final exam. The student may also be required to demonstrate mastery through the basic assessment used in the course which may consist of portfolio, performance, paper, project, or presentation. Testing out exams and/or other assessments used will be for a semester. It is important to note that by successfully testing out of a course, a student will miss participation in class discussions and opportunities to develop higher level thinking skills which are nurtured by daily contact with the instructor.

Credit earned is to be based on a "pass" with no grade recorded and will not be included in a computation of grade point average. Credit will be counted toward fulfillment of a requirement within a subject area and will be counted toward fulfillment of a requirement as to course sequence. Beginning with the Class of 2007**,** testing out credits will be counted towards the 29 credits needed to graduate**.** For example, testing out of a math course will enable a student to take the next course in the math sequence as well as satisfy one of the **four** credits in math required to graduate. Students may not receive credit thereafter for a lower course in course sequence in the same subject area.

If a student has a native language other than English, which is not offered by the district as a course, he/she may test out using the mother tongue to demonstrate proficiency and receive foreign language credit.

It will be necessary for students to submit requests to test out of courses in order to be included in the test out opportunity. A Testing Out Registration Form must be completed and returned to the student's guidance counselor.

Students will receive, in the mail, information for each test out course for which they register. The information will include a course description, a course syllabus, and a description of test out requirements. Texts, for which a deposit of $35.00 per book is required, may be requested, if available. The dates for testing out will be the week before the school year begins.

In-coming students who have been home-schooled will be required to demonstrate mastery of subject material in each discipline, either through testing out option, or providing documentation of standardized assessment results in order to determine credits earned toward graduation and appropriate placement in the high school sequence of curriculum.

If you have questions or concerns, please contact a guidance counselor.

DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment."

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1.Freshman and sophomores must meet the requirements for **dual enrollment by earning statewide qualification scores on one of the following exams: 8th grade EXPLORE or 9th grade PLAN. In addition, freshmen and sophomores must receive a recommendation from the Principal to demonstrate evidence of college readiness.**

2. Juniors and seniors must meet the requirements for **dual enrollment by earning statewide qualification scores on one of the following qualifying exams: 10th grade March ACT PLAN test or 11th grade October PSAT test, March ACT and March MME.**

Assessment	Test Section	Content Area	Minimal Dual Enrollment Qualifying Score
EXPLORE	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PLAN	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	Science	Science	24
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME	Reading	Reading	1108
	Writing	Writing	1100
	Mathematics	Mathematics	1116
	Science	Science	1126
	Social Studies	Social Studies	1129
Assessment	**Test Section**	**Content Area**	**Minimal Dual Enrollment Qualifying Score**
PSAT	Critical Reading	Reading	42
	Writing Skills	Writing	41

Assessment	Test Section	Content Area	Minimal Dual Enrollment Qualifying Score
	Mathematics	Mathematics	44
SAT	Critical Reading	Reading	500
	Writing	Writing	500
	Mathematics	Mathematics	500
ACCUPLACER	Reading Comprehension	Reading	TBD
	Sentence Skills	Writing	TBD
	Mathematics	Mathematics	TBD

3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.

4. The college courses must not be offered by the district. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.

5. The college courses cannot be a hobby craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education and cannot be remedial.

6. Dual enrollment classes will count toward graduation credit but will not be calculated in a student's grade point average. Grading for all dual enrollment classes will be on a Pass "P, No Credit "NC" basis.

7. Students must be aware of the caps of dual enrollment now in place. Students may take up to 10 total courses.
    a. Grade 9 – not more than two each year for the first three years they participate and four in their fourth year of participation.
    b. Grade 10 –not more than two courses the first year, and not more than four courses during the second and third academic years.
    c. Grade 11 or 12 – not more than six courses during either of those academic years (though for a maximum of 10 courses between both years).

8. **All students must repay the school for a course taken for post-secondary credit if not successfully completed.**

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution**. If you believe you are eligible for dual enrollment, that you qualify for tuition and fee support, and you wish to participate, contact the (Counselor/Principal).**

ADDING/DROPPING CLASSES

1. Students may change their schedule for the following reasons:
   a. Needs to be put into a more difficult or easier class as recommended by their teacher.
   b. Student was scheduled into a class which he/she has already successfully completed.
   c. A change in school program, example: programs and/or classes being dropped or added by the administration.
   d. The student has an incomplete schedule, example: the student has only **three** classes printed on his/her schedule.
   e. The student does not have the prerequisites for a course.
   f. The primary changes in a student schedule should be related to the student's four year career plan.
2. Students will not be given the option to change their schedules after the first week of a semester unless for one of the above reasons. Approval of a counselor, dropping and adding teacher, and an administrator will be required to complete a schedule change.

3. If a student drops a class after the first week of a new semester, the student may receive a "Withdraw Failing" for the class he/she dropped.

4. All requests for schedule changes must be initiated with the counselor.

5. Students who stop attending class without an approved schedule change will be considered truant.

REPORT CARDS

Students are periodically evaluated during each semester. At the end of the second marking period, students receive a final cumulative mark for that semester's work.

If a student feels that there may be an error on his report card, he should first contact the classroom teacher. In the event that an error exists for any marking period, the teacher will send corrections through the Guidance Office for the permanent records.

At the time of graduation, all contents of the student cumulative file are consolidated on a transcript. It is advisable that the student copy of the report card be retained as a permanent home record should any future question of academic credit arise. Report cards are accessed through the Parent Portal on the web page. If you would like your student’s report card mailed home please contact the office.

INCOMPLETES

When an incomplete is given instead of a mark, the student must complete the work and

receive a grade within two weeks after the end of the marking period. Students who ignore this responsibility will receive an F grade for the work missed.

REPEATING A COURSE

A student may repeat a course that he/she has already passed for the purpose of improving the previous grade received in any semester the student chooses. In such cases, only the highest grade, credit and evidence of attempt will appear in the student's historical record. If the final grade is identical, the original entry will remain and no entry will be made of the subsequent attempt. The purpose of this standardized practice in the high school is to encourage students who want to improve a mark to do so without penalty.

If a student has failed a required or elective course in the past and retakes the class with a passing grade, both failing and passing grades will remain on the student's historical record.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) provides parents, and students over 18 years of age, with certain rights regarding a student's educational records as reflected in School Board Policy 8840. A copy of the School Board Policy 8840 may be obtained by contacting Karl Heidrich, Superintendent, Stockbridge Community Schools, 305 W. Elizabeth Street, Stockbridge, Michigan 49285. The rights under FERPA include the following:

1. Your right to inspect your records within 45 days of your request, and to request interpretation of portions of records you do not understand, and to request copies of your records. Copies will be provided at no cost within five days.

2. Your right to request amendment of records if you think portions of the records are inaccurate or misleading, and your right to a due process hearing.

3. Your right to limit disclosure of educational records. Stockbridge Community Schools has determined that only information, such as that which normally appears in yearbooks and athletic programs, is to be made available as directory information. Directory information is student name, picture, grade level, academic awards, major field of study, school sponsored activities, address, and phone number. One exception, which permits disclosure without consent is disclosure to a school official if the official needs to review an educational record in order to fulfill their professional responsibility.

4. Your right to know that the school official in charge of educational records is the Principal of each school building as delegated by the Superintendent of Stockbridge Community Schools.

5. Your right to protest if you think that the administrative procedures of Stockbridge Community Schools are not in compliance with the law by contacting: **The Family Educational Rights and Privacy Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-5920.**

Prior to enrolling new students into the school district, proof of guardianship shall be established by means of previous school records, birth certificate or court records.

If no proof of guardianship is available or doubt exists, the matter shall be referred to probate court. Certified Stockbridge special education students transferring to another district within the Ingham Intermediate School District shall have their records sent upon notification from the receiving district.

Any student who is subject to **"Court Placement"** under the auspices of a court of competent jurisdiction shall notify the administration of their status and of any status change.

DIRECTORY INFORMATION OPT OUT

Directory Information includes a student's name, address, date of birth, dates of attendance, photograph and date of graduation. Directory information can be released to anyone without a parent's written consent.

The Family Education Rights and Privacy Act provides parents, guardians or adult students the right to prevent disclosure of directory information.

If you do not wish to have directory information about your child released, including the armed services, web pages, military recruiting or military schools, check the following and return this form to your child's school:

☐ **I do not want directory information about my child released to anyone without my written consent.**

Please note: By checking this box, your child's directory information is not released to educational ,web pages, military or scholarship institutions.

Pupil's Name: _____

Grade: _____

School: _____

Home Address: _____

_____

Phone Number: _____

Parent/Guardian Signature: _____

Date _____

TRANSCRIPT REQUESTS

Transcripts of credit will be prepared and forwarded to colleges or other educational agencies **for any Stockbridge High School student or graduate.** In order to process the material required, ONLY WRITTEN REQUESTS will be accommodated. Your written requests can be mailed or faxed to the school**. No telephone requests will be honored.** There is no fee for this service.

INDEPENDENT STUDIES

1. Each student must obtain a contract from the guidance department to be filled out and signed by the student, teacher and administrator. The student and teacher must develop a program of study he or she wishes to pursue prior to the application to the principal. Attach the program of study to the application. The program must include verifiable curricular objectives, projects and/or assessments that are assigned throughout the semester and then graded**.** The contract must be filed with the guidance department for credit to be granted.

2. Each student will complete an application to be handed into the Principal before Friday at 3:00 of the first full week of the semester.

3. Approved applications will be kept in the file in the guidance department. The teacher and the student will each receive a copy. No credit will be issued if an application is not on file.

4. The class (taken on an individual basis) will be recorded on the report card and the student will receive a grade each 9 weeks just as in a regular class.

EXTERNAL STUDIES AND SUMMER SCHOOL

Occasionally, students will want to take classes off campus and use the credits toward the **29** needed to graduate from Stockbridge High School. This is allowed if you follow this policy:

1. Get written approval from the SHS guidance office and the high school Principal.

2. You must provide the guidance office with an official copy of your final grade for the course.

3. You can take classes only in these programs:
    a) Regular summer school programs offered by a public local school district in the area.
    b) An accredited college

4. Any elective credit course can be taken as long as it is not an Adult Education enrichment class or leisure class.

5. Required courses for graduation can only be taken during summer school if the student can verify that the number of hours (91) and the curriculum standards and benchmarks for the summer school class are equivalent to the standards adopted by the Stockbridge Board of Education for any of the required courses desired.

6. No other sources of credit throughout the school year or summer will be recognized or accepted by Stockbridge High School other than the options expressly listed in the Student Handbook.

7. A student who has lost his/her athletic eligibility due to two or more failed semester classes can restore their eligibility during the summer by enrolling in the failed class or classes in a registered summer school program offered by a local public school district. If the failed class is a required class for graduation, the student must meet all the criteria set forth in item #5 of this section. Also, a summer school grade may replace a failing grade for eligibility purposes only and will not be averaged into the student's overall G.P.A. (See "Repeating A Course").

8. All summer school grades must be submitted to the Principal and Athletic Director prior to the start of practice dates per season as officially defined by the Michigan High School Athletic Association, (MHSAA). Ineligible students will not be eligible for practice or athletic contests until summer school grades are averaged into the student's eligibility G.P.A. All students must pass the summer school course to qualify for athletic eligibility.

9. All summer school courses are only approved by the guidance department and the principal. Students that enroll in summer school programs do so at their own expense.

10. All external studies and summer school courses completed will be graded on a Pass "P", No Credit "NC" basis. Credit will be given for graduation purposes only and will not effect a student's grade point average.

CORRESPONDENCE COURSES

Accredited correspondence classes may be available to seniors only who desire graduation with their class at the student's expense. A required class for graduation may not be taken through correspondence school. A list of required courses can be found in the curriculum course guide. Elective credits successfully completed through correspondence may replace elective credits lost due to failure. A maximum of four (4) credits may be earned in this manner. All correspondence courses must be pre-approved by the Principal and Counselor in writing.

Approved correspondence grades successfully completed will not be considered part of a student's academic G.P.A. but will apply to satisfaction of graduation requirements. Grading for correspondence courses will **be** on a Pass "P", No Credit "NC" basis. Any student wishing to use an approved correspondence course to satisfy graduation requirements to graduate with their class must submit appropriate documentation of successful completion no later than May 1st of the year in which they expect to graduate.

MIDDLE SCHOOL STUDENT EARNING HIGH SCHOOL CREDIT

Beginning with the 2006/2007 school year, Stockbridge 8th grade students may earn High School Credit in the following classes:

Algebra I
Computer Applications
Michigan Virtual University
Spanish I

Earned high school credit at the middle school level will count toward graduation credit but will not be calculated in a student's grade point average. Grading for all earned high school credit will be on a Pass "P", No Credit "NC" basis.

COLLEGE ENTRANCE TESTS

Seniors who plan to apply to a college should complete necessary applications for tests required for admission or possible financial aid. All applications to Michigan colleges are available in the Guidance Office. Additional information may be obtained in the library where college catalogs and scholarship and financial aid literature are included in the college information center. The counselor will meet with seniors early in October to provide college information and answer questions.

TESTS FOR COLLEGE ADMISSIONS

Most Michigan colleges will require a student to have taken the American College Test (ACT) or the Scholastic Aptitude Test (SAT). One of these two tests is required for admission by most colleges. A list of the requirements of each college is posted in the Guidance Office.

MAJOR TESTS

1. National Merit Scholarship Qualifying Test - Preliminary Scholastic Aptitude Test

(PSAT-NMQT): This test is designed for juniors who wish to gain practice for the SAT/ACT test which is taken during the senior year; in addition, it is for those academically qualified students who wish to compete for National Merit Scholarship Grants.

Grade: 11

The Guidance Department will notify students as to the date and time the test will be offered.

2. Scholastic Aptitude Test (SAT) **is a college entrance exam that consists of 3 critical reading sections and 3 mathematical sections, and a required writing section. The test is recommended May or June of the junior year.** Stockbridge School Code: 233-520

Grade: 12 (It is recommended that tests be taken in November or December of the senior year).

The Guidance Department will notify students as to the dates and times the test will be offered.

3. American College Testing (ACT) - This test evaluates a student's performance in the areas of English, Math, Reading, Science reasoning and an optional writing test.
Stockbridge School Code: 233-520

Grade: 11 Juniors **will** take the SAT at Stockbridge High School. **The test will be given during the month of March of the junior year as part of their Michigan Merit Exam.**

Seniors wishing to take the ACT or SAT should contact the Guidance Department.

The Guidance Department will notify students as to the dates and times the test will be offered.

THE SAT TEST IS ALSO A COLLEGE ENTRANCE EXAMINATION AND IS THE PREFERRED COLLEGE ENTRANCE EXAMINATION FOR ALL MICHIGAN SCHOOLS.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is the responsibility of the student and his/her parent to notify the Attendance Office, in writing, whenever a family or student acquires a new address or telephone number.

EMERGENCY/ENROLLMENT CARD

Each student is required to have on file an emergency card signed by his/her parent for emergency situations. When home or employment phone numbers change, students or parents will be expected to notify the Main Office.

TRANSFERS AND WITHDRAWALS FROM SCHOOL

If a student plans to transfer to another school or to withdraw from school, he should:

1. Secure an official withdrawal slip at the main office. A confirming telephone call will be made to parents.
2. Present this withdrawal slip to each of his/her teachers to obtain a grade inclusive of one
   for that day.
3. Return books and materials which belong to the school to the appropriate teachers.
4. Leave the withdrawal form in the front office.

LOST AND FOUND

A lost and found service is provided in the Main Office. Each year expensive possessions are left unclaimed. Since it may require several days for a lost article to be turned in to the proper place, the pupil who has lost something should persist in making inquiries.

Students are advised against bringing large amounts of money or expensive jewelry and equipment to school. If large sums of money must be brought, the student is advised to deposit money in the Main Office upon arriving at school. Each person must use the same precautions and care for personal belongings that the average prudent individual would exercise when present in a shopping center or other public place.
Any missing property which may have been stolen should be reported to the Assistant Principal. Parents may request a police report from their local law enforcement agency.

School books and equipment issued to students are their responsibility. If they are lost or stolen, you will have to pay for them at replacement cost. Lost and found articles are to be turned in to the office.

JUNIOR/SENIOR HIGH SCHOOL PROCEDURES

ACCIDENTS, ILLNESS, INJURY AND MEDICATION

An injury to a student which occurs on school property, no matter how trivial, must be reported immediately to the classroom teacher or building administrator. Injury report forms are available in each administrative office and should be completed and forwarded to the Principal's office within a twenty-four hour period by that staff member to whom the injury was first reported. The school has a legal responsibility to maintain accurate files of these reports and to share them with parents when requested to do so.

If a student becomes ill during the school day, he/she may want to check into the Health Room located in the Main Office. Students must bring a pass from the teacher and report to the secretary before signing into the Health Room. Students are allowed to remain for twenty (20) minutes only. They will be expected to return to class at that time or parents/guardians will be contacted and asked to make arrangements for the student to leave school. Students who fail to sign in or out of the Health Room will receive an unexcused absence for that hour.

If an injury or illness makes it necessary for the student to leave the building before the end of his/her scheduled school day, the student will be expected to check out from the Attendance Office so that parents may be notified.

The school will accept the judgment of the parent and/or physician as to when a student is able to return to school after a serious illness or injury. In cases involving casts, crutches or other mobility devices, it is understood that the school will take reasonable precautions to insure student safety. Permission to leave class early because of a mobility problem, (crutches, walking cast) must be approved by the Assistant Principal. In cases of highly contagious or serious illness, the school will require a note from a physician before re-admittance is approved.

The State of Michigan has established laws relating to medication to be taken by a student during school hours. If you must take medication during the school day, it will be necessary to provide written permission from a doctor or parent to the Assistant Principal. The school will not administer any medication unless special arrangements have been made. **The high school staff is not permitted to administer any long term prescription medication to students without prior written approval from a parent and their physician. This includes, but is not limited to, Ritalin or any other medication that needs to be taken for longer than ten consecutive days. Forms will be provided in the office for physician and parent signature and permission. Both the parent and the physician need to sign the long term medication form that will be kept on file in the office.**

High school staff are not allowed to administer any short term oral medication prescribed by a physician unless a parent has signed the proper short term form found in the office. This includes any anti-biotic medication prescribed by a physician for ten days or less. The parent must sign the short term form before any medication can be administered to a student. **The office staff is not allowed to administer any over the counter oral medications such as/but not limited to; aspirin, Tylenol or Tylenol-type products unless a parent/guardian has signed proper form found in the office.**
High school staff are not allowed to administer any **topical** over the counter medications unless the parent/guardian has checked the appropriate box on the enrollment/emergency card at the beginning of the school year. **This includes, but is not limited to; First Aid Cream, Neosporin, and Caladryl**, medications for cuts and abrasions or rashes. If the medication box has not been checked on the emergency card at the beginning of the school year, the parent must come in to school and mark the box to give approval before the high school staff will administer any medications.

In order for high school staff to administer any medications to students, the medications, provided by the parents, must be in their properly labeled prescription bottle or container.

BOMB THREAT PROCEDURE

1. Principal makes announcement indicating where safe area is to be located.

2. Fire alarm goes off.

3. Teachers will walk their classes to the safe area. Students must stay with the class.

4. Attendance will be taken at the safe area.

5. Everyone will remain at the safe area until given direction by the Principal.

UNACCEPTABLE BEHAVIOR

1. Students should not go to the parking lot.

2. Students should not drive their cars to the safe area.

3. Students should not go home, go to work, or go to the Career Center without first going to the safe area.

4. Students may not be a passenger in a car driven by another student.

AT THE SAFE AREA

1. Attendance will be taken by the classroom teachers.

2. Missing students will be turned in to the Assistant Principal.

3. Release of students will then start in a timely manner as determined by the Principal.

CONSEQUENCES OF NOT FOLLOWING BOMB THREAT PROCEDURE

1. Students not following the proper bomb threat procedure will be suspended one day.

2. Staff/students need to be aware that if we are not in attendance for a half day, the day may have to be made up.

3. Calling in a bomb threat is an immediate 10 day suspension with the student referred to the Board of Education for an expulsion hearing and to the proper authorities for prosecution.

BUSES-STUDENT CONDUCT

1. Bus rider must be at the bus stop, ready to board the bus when the bus arrives.
2. Pupils shall comply properly with suggestions of bus drivers.
3. Pupils shall stay off the roadway at all times while waiting.
4. Pupils shall keep hands and head inside the bus at all times.
5. Pupils shall occupy any seat assigned by the driver.
6. Pupils may be suspended by the Principal or Superintendent from riding the bus when such action is advisable. In conjunction with this, the Michigan State General School Laws Relating to Transportation state that any transported pupil may be suspended from the privilege of riding on a school bus for any willful disobedience of rules.
7. Pupils shall keep bus clean, sanitary and orderly.
8. Pupils shall report to the bus driver at once any damage to the bus.

9. According to State Regulations, the Bus Supervisor may remove a student who is responsible for unsafe conduct and destruction to school vehicles.
10. Any damage to the bus shall be paid for by the rider inflicting the damage.
11. Pupils shall not leave the bus without the driver's consent.
12. Pupils shall avoid loud, boisterous or profane language or indecent conduct of any kind.
13. Pupils shall not open windows or doors except by permission of the bus driver.
14. Pupils shall not enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
15. Pupils shall not board the bus until the driver is in the bus.

These rules are not intended to be complete, they only serve as a guide.

CAFETORIUM

A breakfast and lunch program is made available to students on a daily basis in the cafeteria. During the school day, food may not be eaten in areas other than the cafeteria unless otherwise authorized by school personnel.

Stockbridge High School has a closed campus. This means that other than for health or emergency reasons, a student is not permitted to leave campus before the completion of his/her class schedule. Passes will not be issued for students to go home for lunch.

Because **three** different groups of students use the same cafeteria facilities each day, student cooperation is needed to keep the area clean and sanitary. Throwing food, trays, paper, etc. in the cafeteria will result in suspension from school (see Code of Conduct). Students are expected to respond in a courteous manner to all cafeteria personnel and to identify themselves when requested to do so. Students will be expected to dispose of rubbish in appropriate containers and to return trays and dishes to designated areas. During their lunch period, students are expected to remain in the cafeteria area until passing time. Violation of closed campus and cafeteria policy will result in disciplinary action.

DANCES

Only students from Stockbridge Junior/Senior High School, with identification, and their registered guests will be admitted to the school dances. Registered approved guests must be alumni or enrolled students at another high school. Guests will be required to furnish I.D. to be admitted to the dance along with an issued guest past. Guests without school I.D. must furnish a letter of enrollment signed by an administrator from their home school.

Slam Dancing or other activities that are a safety concern will **NOT** be allowed at any school sponsored dance. Students who engage in such activities will be asked to leave the dance and may not be permitted to attend dances for the remainder of the school year. A student may obtain a guest pass for his or her guest by registering the guest in the office during lunch hour on the Wednesday before the dance. Names will be verified and passes issued on Friday during lunch hour.

Once a student and guest arrive at the dance, they are expected to remain in the building. If students and guests leave the building they will not be readmitted to the dance. Dress suitable to the occasion must be worn. No Middle School students will be admitted. Dances will end at 11:30 P.M. after **football games**. All other dances (except prom) **will end at 11:00 P.M**. Prom will end **no later than 12:00 A.M.**

DECORUM

A community is often judged by the participants in school related activities. It shall be the intent of the Stockbridge Board of Education that our community set an example of positive attitude towards morals, manners, and sportsmanship for others to emulate. To accomplish this, students and community members shall demonstrate exemplary behavior at school events befitting our community.

DRESS AND GROOMING

Every student shall personally maintain a reasonable standard of wearing apparel which is appropriate to his/her role as a student and which contributes to developing a good climate for study. Dress or grooming which is distracting to or disruptive of the educational process is prohibited.

The school administration and staff will uphold standards of good taste.

Dress Do's and Don'ts:

1. Students will not wear hats, bandanas or hoods in school during regular school hours (7:52 a.m. to 2:35 p.m.) plus 0 hour and detention. All hats and bandanas are to be put in lockers on arrival to school and left there until the end of the day.
2. Skirts, shorts, and skorts, (a skirt-shorts combination) must reach or extend below the fingertips of the student's hand with an arm fully extended and shoulders relaxed.
3. Top coats (trench coats) may not be worn during regular school hours (7:52 a.m. to 2:35 p.m.) plus 0 hour and detention.
4. All pants must be worn at the waist. No sagging or low-riding pants. Underwear should not be exposed at anytime.
5. Excessively tight pants, shorts and skirts may not be worn.
6. See-through clothing is not to be worn.
7. Students are not allowed to display visible undergarments of any type.
8. Fishnet shirts, conspicuously thin garments, tube tops, tank tops with straps smaller than 3 inches, spaghetti strap tops, low cut tops, halter tops, one-shoulder tanks, and any wear which shows a bare midriff are not to be worn.

9. Sunglasses may not be worn.
10. Clothing deemed mutilated (badly torn, excessive rips, or holes) is not allowed.
11. Clothing that advertises substances that are illegal for minors (drugs, alcohol, tobacco products) or that is otherwise inappropriate (sex, profanity, symbols that may be considered racist or offensive, i.e. Playboy, Hooters, Confederate flags, etc.) may not be worn.
12. No skirts or dresses with "slits" in them that exceed the finger tip length limit.
13. Slippers and pajamas (including casual "sleep pants") may not be worn.
14. Chains may not be worn unless they are 18" or less in length and ½ " or less in diameter for link width. If a chain is worn (exception is neckwear) the 18" limitation of the chain will include any connection pieces.
15. Any other attire determined to be inappropriate for a school environment.

Students in violation of the policy will be subject to ANY of the following remedies:

- Removing the offending garment if appropriate.
- Turning the offending garment inside out.
- Securing appropriate clothing from home
- Covering the offending garment with an appropriate garment.
- Repeat offenders will be subject to the school disciplinary process for insubordination. This could include, but is not limited to, receiving an unexcused absence for missed class time while dealing with the issue, Saturday detention, revoking parking privileges, preventing attendance at dances and extra-curricular events, preventing attendance at assemblies, or suspension.

Any student found in violation of the policy shall have the right to follow appropriate appeal procedure.

INTERPERSONAL CONDUCT

Excessive show of affection is not permitted in or on school grounds. Students found to be showing excessive affection will be sent to the office for disciplinary action.

SCHOOL DANCES, ATHLETIC EVENTS & OTHER SCHOOL FUNCTIONS

A student attending a school dance or athletic event is not permitted to return once he/she leaves the building.

Students who ride school busses to athletic events must return on the bus unless excused by the administration at the direct request of the parents on the day of the contest. Students must sign up to ride the bus at school prior to the game in order to ride. Failure to comply with the rules or displaying poor conduct may result in loss of the privilege of riding to future games. Students will be charged to ride the spectator bus.

STUDENT DRIVING REGULATIONS

The number of Stockbridge High School students driving to school has dramatically increased the past few years. Because there is limited parking, we need and request the understanding and cooperation of student drivers and their parents/guardians in the implementation and maintenance of the following motor vehicle regulations.

1. All students wishing to drive a motor vehicle to, from, or in connection with school must complete and return a motor vehicle registration form signed by the parent or guardian.

2. Driving privileges may be revoked by school administration when, in the opinion of the administration, continuance of the privilege is detrimental to the welfare of others.

3. Reckless and/or careless driving, or other improper driving, will not be tolerated. Driving privileges will be withdrawn and a report will be filed with the police department.

4. Students who drive to school will park in student designated parking spaces in the lot north of the high school building. Improperly parked vehicles will result in the student being subjected to the penalties as outlined under the Student Code of Conduct.

5. Students driving a motor vehicle must secure and display a parking permit on the rearview mirror or in a spot easily visible (to be determined by the administration). **FAILURE TO REGISTER A VEHICLE WILL RESULT IN DISCIPLINARY ACTION.**

6. Motor vehicles are to be parked in the student lot prior to the beginning of the school day and not used or entered again without proper authorization from the school until the termination of the school day. Students are to enter the school building once they arrive at school or be subject to a Group I Violation.

7. All motor vehicles are to be kept locked at all times to help control unauthorized use.

8. Any motor vehicle illegally parked, or parked in unauthorized areas, will be subject to towing at the owner's expense.

9. By providing the school district with this application, the student and parent/guardian agree that the vehicle described will remain properly licensed and insured so as to operate under the laws of the State of Michigan.

10. A $2.00 fee has been authorized for this privilege.

11. **It is the intent of the Stockbridge Board of Education to provide as safe an educational environment as possible for all students. This is true for school buildings as well as transportation to and from school buildings. Beginning**

with the 1999-2000 school year, all Career Center students will be required to
ride the school district career center bus to and from classes. Any exceptions based on the programmatical or operational needs of the district or students, will be granted by the high school Principal and reported to the Superintendent and Board of Education.

STUDENT EMPLOYMENT

The State of Michigan provides for the control of employment of minors. All students who are under 18 years of age must have a working permit before they can be employed. No work permit shall be issued to any minor under the age of 14.

Working permits must be obtained through the Main Office. Students need to pick up and fill out a REQUEST FOR WORK PERMIT form and return it to the Main Office for processing. The school has the authority to determine whether or not the student shall be issued the work permit. The "best interest" of the minor is the determining factor.

STUDENT EXPRESSION

Regulations Pertaining to Oral and Written Expression and Distribution of Printed Material:

1. In accordance with the Bill of Rights, freedom of expression is protected in the Stockbridge Community Schools. Students may express their points of view provided they do not seek to coerce others to join in their mode of expression and that they do not otherwise intrude upon the rights of others during school hours.

2. Literature, buttons or other insignia may not be distributed or displayed if the message is intended to mock, ridicule or otherwise deliberately demean or provoke others because of race, religion, national origin or individual views.

3. No student may pass out buttons or other literature during regular school hours.

4. Students distributing buttons or other literature before or after regular school hours will be responsible for removing litter that may result from their activities.

5. Failure to observe these rules can result in confiscation of the material, curtailment of the privilege or, when necessary, disciplinary action, including suspension.

EQUIPMENT-SCHOOL

School custodians have been directed not to lend out school tools or equipment to students for school-related projects without written direction from the Administration.

This school procedure is necessary in order to protect the safety of our students.

Students may use school facilities after normal school hours only with the permission of the building administrator and under responsible adult supervision.

FIELD TRIPS AND SPECIAL EVENTS

Various trips, ceremonies and extra curricular activities occur during the school year. In order to participate a student must be in good standing in the areas of academics, behavior and attendance. Good standing is defined but not limited to the following:

- Academics: A student must be passing 3 of 4 classes.
- Behavior: A student must not have more than 3 detentions and/or 1 day of suspension during the semester of the activity. (Should the activity occur early in a semester the student's behavior for the previous semester may be a factor.)
- Attendance: A student's attendance must be within the allowable limits as outlined in the student handbook.

FINAL EXAMINATION POLICY

The school administration has given recognition to the importance of the final examination process. Administrative regulations require that all students attend classes on final examination days, and that all students have a right to see their corrected final exam.

In general, ALL STUDENTS WILL BE EXPECTED TO TAKE FINAL EXAMINATIONS. Because of the nature of certain course offerings, this requirement may be waived for specific courses. Exceptions may be made only with the specific approval of the Principal.

Each semester a minimum of one day will be set aside for a formal review of the course and to help students prepare for the examination. Where appropriate, teachers will provide study guides, resumes and listings of term definitions to assist students.

The final examination will count for a maximum of 25%. Teachers will advise students of the value percentage before the end of the first card marking period. Since the marking process is cumulative in character and reflects the total performance of the student throughout the semester, the final examination provides a second chance to improve a grade or to add additional assessment information when the determination of a grade is in doubt. Those students who continue their education beyond high school will also benefit from this educational experience.

Final exams will be waived for Second Semester Seniors who have a 3.0 GPA in a particular class and have **3** or fewer excused absences, fewer than **2** unexcused tardies and **NO** unexcused absences.

Students who fail to attend class on examination days when instructed to do so must have

their parents notify the Attendance Office of their legitimate absence by 3:00 PM on the day of the absence. Students who are absent without a valid excuse will be given an F for the final examination. Arrangements will be made for students with excused absences.

FUND RAISER POLICY

Fund raising activities for school purposes have the potential to be constructive educational services. Fund raisers which provide community services shall be encouraged.
The Board of Education requests that door to door selling shall be limited to once per year per organization and approved by the administration prior to starting the project. The Board of Education has explicit policies and rules and regulations governing fund raisers. All sponsors shall have written administration approval and copies of the board policies prior to initiating and fund raising.

Money raising activities shall be limited, approved by the sponsor and Principal, and shall meet other requirements as outlined in school policies.

No money is to be left in classrooms or faculty offices. It is the teacher's responsibility to turn all money in to the secretary in charge of activity accounts, Mrs. Learned.

No purchases can be made without a purchase order through the Principal. Activity funds must be deposited and paid out through school accounts.

Money raising activities of clubs, grades, classes or organizations within Stockbridge Schools must be approved by the building Principal. A form must be completed and approved before orders or commitments are agreed upon.

FIRE ALARM

The high school has an organized program to provide safety and assistance in case of school or community emergency. Specific directions for vacating the building and for passing to safety areas are posted in each room and in other appropriate areas. General procedures in case of fire or fire drills are:

1. At the sound of the buzzer, pupils should leave the building with their teacher by the nearest posted exit. Those students who do not leave will be subject to immediate disciplinary action which may include suspension.
2. Teachers will close the windows and door of the room they are in before leaving.
3. The first person out of each door will hold the door until the building is cleared.

4. Never assume that the buzzer is a false alarm. State fire regulations require that a building must be evacuated whenever an alarm is rung.
5. Students must not stop for books, clothing or any other purpose.
6. Students should walk, not run. There should be no pushing, shoving or talking.
7. The first student outside the building should not stop until the entire group is at least one hundred feet from the building.
8. When the all-clear bell is sounded, students should return to their classrooms. The fire safety drill will remain in effect until all students and personnel have returned to their classrooms.

HALL PASSES

To pass through the halls during class time, a student **must** have a pass from their teacher**.** Students should plan to obtain their materials and to utilize the drinking fountain and lavatories during the passing time between classes. **NO PASSES WILL BE ISSUED TO USE THE PHONE DURING CLASS TIME.**

Any student wishing to go to the office must have a pass from the teacher before the period begins. Students wishing to use the Health Room must have a pass from a teacher. **NO STUDENT SHOULD LEAVE THE CLASSROOM WITHOUT THE TEACHER SIGNING THE PASS.**

INSURANCE

At the time of registration at the beginning of each school year, students are provided information regarding a student insurance policy. The insurance company is selected by the Board of Education and claims are processed directly with the company. Claim forms may be obtained from the school office. The premium is nominal. This insurance is entirely voluntary and is supplemental to the family insurance program.

LOCKERS

Locker space is provided to each student. Locker combinations should be kept in strictest confidence. The locker is the property of the school district and school personnel may enter the locker from time to time and inspect the contents contained therein without notice to or approval of the student. Students should have no expectation of privacy of lockers, desks or other school property. All school lockers are the property of Stockbridge Community Schools. Lockers may be opened by school administration at any time.

Illegal drugs, alcohol, weapons and other dangerous instruments contained in the locker may be seized by school personnel and used as evidence in a suspension or expulsion

hearing. Student owned locks are not to be placed on a hall locker. Any such unauthorized locks will be cut off immediately.

The pupil should keep personal property in no locker except the one assigned to him/her. Violation of this rule is a Group I offense. Damaged or defaced lockers will subject the responsible persons to fines and penalties.

If a locker or combination does not work properly, the student should report the trouble to the Main Office. Money, jewelry or items of considerable value should not be left in hall lockers. Lockers should be locked at all times to discourage theft and tampering. No student should change lockers without permission from the office. Passing out your lock combination to anyone only leads to security problems. **STUDENTS ARE RESPONSIBLE FOR KEEPING THEIR LOCK COMBINATION CONFIDENTIAL.**

DRUG DOG SEARCHES

The Stockbridge Community Schools and the Ingham County Sheriff Department, in keeping with the Drug Free School Zone, will conduct random searches of school premises using trained drug search dogs. Those found in possession of illegal or controlled substances located in their lockers or vehicles in the schools parking lot will be referred to civil authorities and prosecuted under the full extent of the law. Stockbridge School Code of Conduct violation will result in additional penalties up to and including expulsion from school.

LOITERING ON SCHOOL PROPERTY

For the safety of students and the protection of school property, unauthorized persons are not allowed to loiter on or adjacent to the school grounds or in any school building. All visitors will be expected to report to the Principal's office.

Students not currently enrolled at Stockbridge Junior/Senior High School will not be allowed on campus during school hours and will be subject to trespassing/prosecution.

Students who are under temporary suspension or have been expelled from school are not allowed on school property, in any school building or admitted to any school function.

Persons causing any disturbance to school programs or activities shall be requested to leave the school property at once. Failure to comply will be considered grounds for police assistance.

Students who are in unauthorized locations, including their own vehicles, without permission will be subject to a Group I Violation.

MARRIED STUDENTS

A student shall not be denied membership in the Stockbridge Community Schools because of his or her marital status.

LIBRARY MEDIA CENTER

The library offers to all students a wide selection of hard copy and electronic materials for learning, for enrichment, and for leisure. The library has books, eBooks, audiobooks, databases, magazines, newspapers, calculators, voice recorders, camcorders, and many other electronic resources and equipment. The library is open for student use from 7:15 a.m. to 2:30 p.m. Students may use the library before and after school, during lunch, and during the school day with passes from teachers.

The Library/Research page at http://panthernet.net/library is available 24/7 from home or through any Internet connection anywhere. All electronic resources are available on this page. To check out eBooks, use the SHS building network log-in information. Passwords for the databases are available on the SHS Library bookmarks, which can be picked up at school.

Library staff is available to help students at all times. If you cannot find what you need, ask the Librarian for help.

All materials are available for checkout and are renewable. Overdue reminder notices are distributed twice every semester. Students should contact the librarian if there is any question about overdue materials. Fines are not charged for overdue materials. Fees are charged for damaged or lost materials.

THE RIGHT TO PETITION

The right to petition is guaranteed by the Constitution. Students are allowed to present petitions to the administration at any time. Assuming that the petition is free of obscenities, libelous statements, personal attack, and is within the bounds of reasonable conduct, no student will be subject to disciplinary measures of any nature for signing a petition addressed to the administration. The collecting of signatures on petitions should be limited to time before and after school hours or between classes.

TELEPHONE

The office telephone may be used by students for school business only. Attendance Office phones are for checking out only.

TEXTBOOKS AND SUPPLIES

According to state requirements, each local school district pays the cost for providing textbooks to students on a loan basis. Students are expected to exercise reasonable

care for Board of Education property and to return these materials to the classroom teacher at the close of the school year, or at the time of dropping from a course. Anytime material is not returned in acceptable condition, the student is responsible for its replacement cost.

A student who fails to return his/her textbook or produce a receipt for verification of payment will receive a grade of "I" or Incomplete until such time that a conference may be arranged with the student, parent and administrator. Failure to return texts or pay fines will result in holding a students report card and records until the account is settled.

Parents or students who have questions regarding the return of textbooks are encouraged to call the high school office, 851-7770.

STOCKBRIDGE COMMUNITY SCHOOLS
Technology Acceptable Use Policy
Secondary Student and Staff Agreement

Electronic Information Access and Use For Educational Purposes Policy

Stockbridge Community Schools (SCS) encourage and strongly promote the use of electronic information technologies in educational endeavors. The District provides access to a variety of information resources for the development of information management skills. Together these allow learners to access current and relevant resources, to provide the opportunity to communicate in a technologically rich environment, and to assist them in becoming responsible, self-directed, lifelong learners.

The District's information technologies are the District's property and are intended for use for educational purposes. Computer, electronic, and voicemail communications are District records. Communications sent and received through the District's systems are District records and are the property of SCS. The District retains the right to access and review all electronic and voicemail communications, computer files, databases, and any other electronic transmissions and devices contained in or accessed by the District's information technologies. SCS reserves and intends to exercise periodically the right to access, monitor, and disclose use of the District's systems and contents of communications sent or received over the District's systems to determine whether there have been breaches of security, violations of policy, or other misuse.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an ***"as is, as available"*** basis.

Each user is responsible for her/his use of technology, whether personal or District-provided. While using District and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, at home, as well as using District technology resources off-campus, users must act in an appropriate manner consistent with school, District, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Information Resources[1]

District technology resources are provided to users to conduct research, complete assignments, and communicate with others in furtherance of their education. The District's systems are not a public forum and access to the technology is a privilege and not a right, extended to users to enhance learning and educational information exchange and to conduct educational business. As such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Users must comply with District standards and honor this agreement to be permitted the use of technology.

All digital storage is District property, and as such, administrators will review files and communications to maintain system integrity and ensure that users are using technology responsibly. Users should not expect that any information, contained on any District system, is confidential or private.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable users to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, users may find ways to access these other materials as well. SCS does not condone or permit the use of this material and uses content filtering software to protect students to the extent

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[1] (Information resources include email, websites, multifunction cell phones, MP3 players, pagers, text messaging, instant messaging, blogging, podcasting, wikis, video games, multiuser role-playing environments, listservs, social networks, social bookmarking, and/or other emerging technologies.)

possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible, including personal devices with Internet connectivity. Users are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. SCS believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If students accidentally access inappropriate material they should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

All District technology resources, including but not limited to District computers, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of SCS.

Activities that are permitted and encouraged include:

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, careers or further education.

Activities that are not permitted when using District or personal technologies include but are not limited to:

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright ©, Registered ®, and/or Trademark ™ materials or any material taken from the Internet (i.e., artwork/photography) as one's own work without permission from the creator;
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, vocation, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying equipment/devices or networks;
- intentional or neglectful transmission of viruses or other destructive computer files;
- hacking into District or external computers/devices;
- intentionally bypassing District filters;
- installing VNC server or client software or password cracking utilities/devices;
- use of USB, bootable CDs/media, or other devices/technologies to alter the function of a computer/device or a network, including remote access to devices;
- connecting devices to District networks/resources, unless approved by technology staff
- installing file-sharing clients/software, including downloading music, videos, pictures and any other copyrighted material
- removing antivirus or spyware protecting software;
- subscription to any online services or ordering of any goods or services;
- non-educational use of personal email accounts on the District network unless approved; (District-provided email accounts are available for staff and for students with approval.)
- online sharing or web publishing of any student/staff name, home address, phone number or other personal information; including student's last name, non-group photos or school work; (any website pages with SCS student information may use student's

name, photo, or school work, together or separately)
- online/web publishing of materials not related to curriculum, instruction, school-authorized activities, or general information that is not appropriate and of interest to students, parents, staff, community members, and the general public
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or forums or course discussions, instant messaging, or any social online resource or similar information resources unless specifically assigned by a teacher for educational purposes;
- use of District resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or Federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security

Users must use District technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Online Assessments

Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism

Any intentional act by a user that damages District technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on District technologies or data is also considered vandalism. Users who misuse the District's systems, or knowingly allow others to do so, are subject to discipline and possible legal action and may be required to make full financial restitution to cover loss of staff time and/or equipment and/or legal expenses.

Consequences of Inappropriate Behavior

Misuse of personal or District technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of District technology resources off-campus may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with SCS Board of Education and Student/Staff Handbook policies. In addition, the users' use of District technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in their respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other District resources may be punishable under local, state, or Federal law.

Reliability and Limitation of Liability

SCS makes no warranties of any kind, expressed or implied, for the technology resources it provides to users. SCS will not be responsible for any damages suffered by the user, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the user's own risk. SCS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student/user and student parent/ guardian will indemnify and hold SCS harmless from any losses sustained as the result of misuse of the District's technology resources by the student/user.

Appeals

Appeals to District information technologies and resources shall be made in writing and shall state the reasons for the appeal. A District appointed panel shall review the appeal and determine its appropriateness.

STOCKBRIDGE COMMUNITY SCHOOLS
Technology Acceptable Use Policy
Secondary Student and Staff Agreement
User Responsibility Declaration

Stockbridge Community Schools (SCS) has developed an Electronic Information Access and Use for Educational Purposes Policy (Acceptable Use) for the Internet, school networks, computers, and related equipment. Access and use of these is a privilege for the user. I have read, understand and will abide by the attached Acceptable Use Policy. I agree to be responsible for and abide by all rules and regulations of this agreement. I understand that should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Users having District system or Internet/email/web access accounts should be advised that they might locate material that could be considered offensive or controversial. Parents of minors should be aware of the existence of such materials and monitor home usage of the system. Users knowingly bringing or downloading such material into the school environment will be dealt with according to the discipline policies of the District and such activities may result in termination of their District system accounts. Users may be required to make full financial restitution for any intentional damages to educational technology or unauthorized expenses incurred through the use of educational technology.

Staff are responsible for recommending/attending appropriate training sessions in the use and care of educational technology and users should refrain from using any technology for which they have not received training.

In consideration for the privilege of using the District's technology systems and in consideration for having access to the information contained or accessed on it, I hereby release Stockbridge Community Schools and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the Stockbridge Community Schools is affiliated for any and all claims of any nature arising from my use, or inability to use, the District's systems.

User Name (please print): _____

User Signature:_____ Date:_____

If you are a student of Stockbridge Community Schools, a parent or guardian must also read and sign this agreement:

As the parent or guardian of this student, I grant permission for him/her to use technology and access information on the Stockbridge Community Schools network. I have read the Stockbridge Community Schools Technology Acceptable Use Policy, and understand that this access is designed for educational purposes. I understand Stockbridge Community Schools has taken precautions to prohibit access to inappropriate materials. However, I recognize it is impossible for Stockbridge Community Schools to restrict access to all inappropriate materials and will not hold them responsible for materials acquired on the network. I understand that I may be held financially responsible for damages or unauthorized expenses incurred as a result of technology use by this student. I understand that website pages with student information may use my student's name, photo, or school work, together or separately.

I may choose to opt out by providing written notification. Further, I accept full responsibility for supervision if and when my child's use of District systems is not in a school setting.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature:_____ Date:_____
Revised 7/13/2009, 7/11/2011
Policy Adopted 6/23/2003

TORNADO PLAN

When weather conditions indicate that a tornado might be in the area, the school is alerted by a special defense system. There are two general classifications for these alerts.

One is a TORNADO WATCH. This means that the weather is such that a tornado may develop. At this point teachers are notified that a Tornado Watch is on but classes will not be interrupted. When a tornado has been sighted in the area or a TORNADO WARNING goes into effect, a PA announcement will be made to the entire school. Each classroom has special instructions for shelter areas.

If a tornado seems to be threatening the school, the students will be asked to sit with their backs against the wall away from any glassed-in area. In an extreme emergency when there is insufficient time for students to go to the shelter areas, students will be asked to seek shelter under tables, desks or other protective areas away from outside windows. The all-clear signal is one long bell.

VISITORS

Parents are always welcome to visit. An appointment to confer with a teacher during a consultation period can be made by telephoning and leaving a message at the main office or on the teacher's voice mail. See the directory at the end of the handbook for extension numbers. **All visitors must report to the main office.**

Students may not bring students from other schools or school age young people to Stockbridge Junior/Senior High School as visitors when regular school is in session.

Unauthorized persons will be asked to leave the school and the school grounds.

Former students are encouraged to meet with teachers after the regular school day. Unplanned interruptions interfere with the teacher's responsibilities and the continuity of instruction.

ATTENDANCE POLICIES

GOOD ATTENDANCE PHILOSOPHY

Education is the primary responsibility of schools. Part of that education deals with the attainment of habits that will be beneficial to the individual for the duration of his/her life. Certainly, the habit of prompt and regular attendance is a prime concern and an invaluable employability skill to develop, and therefore, one of the most important responsibilities of students.

It is an undisputed fact that regular attendance is a student's best assurance of success in the high school academic program. The purpose of attendance requirements is to maintain academic standards for earning credit. Extensive absenteeism keeps a student from taking full advantage of his/her educational opportunities. Excessive absenteeism can also disrupt the education of those students who regularly attend class. Every member of a class contributes to the total learning process of all students in the classroom. One insightful question of the group or another individual may be valuable to the understanding of the group or another individual in the class. The student who is absent is deprived of this part of education and deprives others of their contributions.

In order to encourage, promote, and ensure regular attendance at school, Stockbridge Junior/Senior High School has adopted the following attendance policy:

Types of Absences

The high school recognizes **three** types of absences:

(1) **Parental Excused**: An absence with the parent/guardian knowledge and consent. Such knowledge and consent is demonstrated through a note brought to the school upon a student's return or a telephone call made within **24** hours of the absence.

(2) **Unexcused**: An absence classified as a "skip" or an absence without verification in the form of a note or telephone call from parents/guardians within **24** hours.

(3) **Suspension:** An absence resulting from disciplinary action and will count toward the **five** day absence policy. Due to the school's exclusion of the student's ability to attend school, students will be allowed to make up days over the **five**-day absence policy.

When you are out of school because of personal illness, a death in the family, professional appointment or other circumstances beyond your control, it is your responsibility to have

the absence excused. A phone call to the Attendance Office on the day of the absence is the best way to excuse an absence.

PROCEDURE TO FOLLOW IN CASE OF ABSENCE FROM SCHOOL

It is the student's responsibility to have a parent or guardian call the Attendance Office at 851-7770 ext. 6408 between 7:37 a.m. and 2:17 p.m. **ON THE DAY OF THE ABSENCE**, if it is to be excused.

If the parents know at the time of their calling that the absence will extend beyond one day, they should so indicate; otherwise a call will be expected from them each day the student is out. If a call cannot be placed on the day of the absence, then the call must be completed by 2:15 P.M. the following day for the absence to be excused. If there is no home phone,

or a valid reason why a telephone call is not possible, a note signed by the parent or guardian must be brought by the student on THE DAY HE/SHE RETURNS, indicating the .reason for the absence.

A student returning to school without being excused by their parent/guardian will be considered unexcused and **will not be allowed to make up any work missed during the duration of the absence**. Parents are reminded that in order for the student to make up any work the excuse must be called in within **24** hours of an absence.

PERMISSION TO BE OFF-CAMPUS

No student is permitted to leave the school building without permission during the school day.

1. All absences from individual classes will be recorded by classroom teachers and become a part of the student's permanent record.

2. If a student is not present for a minimum of 65 minutes, of the 90-minute class period, the student will be considered absent for that period.

3. A student with an unexcused absence will not receive any credit for the class activities due on the day of the absence or handed out as homework on the day of the absence and could face disciplinary actions. If the absence is due to a suspension from school because of a missed Saturday detention, all assignments and tests will be worth zero (0) points. If the absence is due to a suspension, other than skipping a Saturday detention**,** all daily assignments and tests handed out during the suspension will receive credit, when made up in the same time as days missed**.** Days missed as a result from a suspension from school will be included in the total number of days absent, which may result in a student being withdrawn from school.

4. Five absences per semester are allowed. It will be the student's responsibility to keep track of the number of absences that they have during the semester. Teacher records are the official records and should be checked periodically by the student**.**

5. Days of suspension will be counted in the five (5) allowable days of absences. If, however, a suspension day causes a student to go over the allowable limit, the student will be expected to make up lost time.

6. Upon the fifth absence the Assistant Principal will be notified by the classroom teacher. The Assistant Principal will make contact with the student and explain the attendance policy.

7. Upon the fifth absence the attendance office will notify the parent by mail and the parent at this time may schedule a meeting to review the attendance record.

8. Absences 6 through 10 may result in disciplinary action unless an appeal is filed. Absences of 10 or more may result in truancy court being notified.

9. Any exceptions to the above regulations will be made only with the approval of the **Junior or Senior High School Principal**.

The attendance regulations emphasize the student's responsibility and accountability for prompt and regular attendance. They provide a reasonable process for alerting parents and students to the consequences of excessive absenteeism. These regulations will help students to be more successful in school.

The school is prepared to work with those students who have special problems and to discuss with parents any unusual circumstances or problems related to attendance.

RELEASE FROM SCHOOL

When a student is issued a pass to leave the building, THE STUDENT MUST SIGN OUT AT THE ATTENDANCE OFFICE before they leave at the approved time. All AM and lunch period excused passes will be filled out by the Attendance Office prior to the beginning of first hour. All PM, 4th hour passes must be filled out during and before the end of the 3rd block lunch period.

1. A student may not sign out in the Attendance Office without a pass.
2. A student may not leave and bring a note in the next day.
3. A student may not have another student sign them out.
4. A student will be issued an outside pass to leave school grounds if they are going to a prearranged appointment, (i.e., doctor, dentist, etc.) or for an emergency reason at the request of their parent/guardian by WRITTEN PERMISSION**.**
5. Students will not be issued passes to leave school to do errands for parents. Students will not be allowed to go on errands for teachers (student approved teacher aides may leave the grounds providing they sign out at the Attendance Office with teacher approval. See student teacher aide policy).

PREARRANGED ABSENCE

If an absence of three or more days for reasons other than illness is necessary, a request for prearranged student absence must be made through the Attendance Office. Where it is determined that it would be detrimental for the student to be absent, the administrator will advise the student and the student's parents. The student may not exceed five prearranged absence days per semester, unless approved by an administrator,

The prearranged absence will be excused and could be counted in the five (5) allowable absence days per semester. The teacher/administrator signature only signifies that notification has been made.
Procedure:

1. Student obtains a prearranged absence form from the Main Office.

2. When a student presents this form to his instructors, each classroom teacher will
   record the number of absences to date, make comments where necessary and sign the form. The teacher's signature does not imply approval for the proposed absence.

3. Parents read information on the form and sign. Student returns the form to the Main Office.

4. Family vacations that extend into scheduled school time require a request for a prearranged absence form.

5. Days missed because of prearranged absences will count toward the total of five
   cumulative absences for the semester.

6. The student may not exceed five prearranged absence days per semester, unless
   approved by an administrator.

Special Note:
Completed homework assignments for prearranged absences must be submitted on the day on which the student returns to school. Failure to do so will result in an "F" for those assignments which have not been completed. Test make-up will be at the convenience of the teacher.

ABSENCE FOR SCHOOL RELATED BUSINESS

If it becomes necessary for a student to miss a class because of school related business, the student must first obtain approval from the classroom teacher whose class will be missed. Absence for school related business does not exempt the student from turning in assignments before or at the time such assignments are due, nor do they count toward the allowable **5 days**.

Juniors and Seniors are allowed one (1) on-campus college visit per school year. Students may visit a college, University or trade school. Students who use these visits must have a pre-arranged absence slip and follow-up documentation of the visit on file.

CLASS MEETINGS

Attendance at class meetings, as with any class, is required. Attendance will be taken and students not in attendance at these meetings will be considered to be skipping. Important school business including student government reports, official state attendance counts, class business and other matters concerning you as a student are discussed in class meetings.

HOW TO GET HOMEWORK ASSIGNMENTS WHEN ILL

If the illness is expected to last 3 or more days, students or parents should contact the Attendance Office for class assignments. It should be noted that at least a 24 hour period is required between your phone contact and when your assignments will be available to be picked up. This time period will allow the office staff time to contact teachers and give teachers time to prepare assignments.

MAKE-UP WORK

There are situations in which teachers must decide to what extent they can provide alternate assignments for students who are or have been absent. The philosophy at Stockbridge is to develop alternate assignments where the need is legitimate. The extent to which the teacher deviates from group assignments depends upon the circumstances. Students who are absent 3 or more weeks may request home bound services. Contact school administration for this information. Teachers work cooperatively with the home-bound student in developing lessons which may be substantially different from the class work.

A student with unexcused absences will not receive credit for the class activities missed. However, a student will be able to make up for credit those assignments and tests which are essential to the completion of the course if the unexcused absence results from suspension from school.

The responsibility for such make-up is with the student at a time agreeable to the teacher. Generally assignments and tests will be allowed one day late for each day absent or by student/teacher arrangement. The course of appeal is through the building administrator.

TARDY POLICY

A tardy to class is defined as any student who arrives in class after the bell has rung and up to ten minutes into the hour. Past ten minutes will be issued an **unexcused** absence

for that hour. (NOTE: if students arrive at class excessively late and it is NOT their first class of the day for that student, a detention may be issued).

Students will be allowed one (1) tardy without penalty for each class per (9) week marking period.
The following progressive scale of consequences will be used for students that are tardy. This progressive scale starts over each semester.

1. Teachers are assigned to be at their classroom door during class changes.
2. The classroom door will be closed when the tardy bell stops ringing.
3. The classroom teacher will determine policy concerning whether a students is prepared to begin class or is unprepared. The teacher in their rules of classroom syllabus should state their policy concerning tardies.
4. All teachers and staff are directed to keep a log of tardy students.
5. Students who have been tardy a second and third time will be issued detentions for each offence.
6. Students who have been tardy a fourth and fifth time will be issued Saturday detentions for each offence.
7. Students who have been tardy six times or more will be suspended for each tardy.
8. Students who have three (3) or more unexcused tardies in more than two (2) classes will be placed on probation for the next nine (9) week marking period. Students who are on probation will be suspended for any unexcused tardy during the time of probation. Parents will be notified if their student is on probation.

Because being prompt is an important employability skill, tardiness will be listed on student's permanent transcripts. Employers often request copies of transcripts prior to making hiring decisions.

VIOLATIONS OF SCHOOL RULES
CODE OF CONDUCT

BEHAVIOR STANDARDS

Students are expected to demonstrate acceptable standards of behavior. In order for a school to carry out its purpose and function, it is necessary for students to exhibit courtesy in their relationships with fellow students, staff members, other school employees and members of the community.

Any behavior which is disruptive to the school or threatens the safety and well being of others cannot be tolerated. Such obvious actions as fighting on the school grounds and the use of profanity or vulgar behavior are unacceptable. Public display of affection is also inappropriate.

Where responsibility for vandalism and malicious destruction of property can be established, students and their parents will be held financially accountable.

Students are encouraged to keep school property and grounds clean at all times.

During the lunch hour, no student is permitted to leave the school grounds. Students are to remain in school from the time they arrive until dismissal.

Possession or use of alcoholic beverages is prohibited by Board Policy at any school function and on school property. This also includes school-sponsored activities which occur away from the premises.

Students who possess drugs or drug paraphernalia, use or sell illicit substances in school or on school property, risk suspension and possible expulsion from school. School administrators are obliged to cooperate with civil authorities and to report violations of the law that occur in the school setting and to exercise all measures possible to discourage those illegal actions which infringe upon the safety, welfare, and rights of other students and staff members. Where appropriate and applicable, prosecution will occur in enforcement of current state laws.

DETENTION/SATURDAY DETENTION

Students may be kept after school as a disciplinary measure at the discretion of the teachers or administration. Unless the cause for the detention is flagrant and demands action, the student will be given a one day notice to inform his/her parents and make arrangements for transportation, if this should be necessary.

Detention will be assigned after school from 2:40-3:40 on Thursdays. Detentions will be assigned with at least a one (1) day prior notification followed by a copy of the discipline/referral sent to the parent. A 7:00-8:00 a.m. detention will be held on Wednesday mornings on an as needed basis.

Skipping a detention will result in a Saturday morning detention. Skipping a Saturday morning detention will result in a day suspension the following Monday. Saturday morning detentions will run from **8:00-11:00 a.m.** and will be held on alternating Saturdays or on an as needed basis.

The school will assume the responsibility of contacting the parents in the event of same-day detention. STUDENTS ARE EXPECTED TO INFORM THEIR PARENTS IN OTHER CASES.

The following rules are to be adhered to at all times in detention:

1. Students are responsible for locating the detention room for that day. (Sign will be posted outside the office).

2. The student must bring related materials to work on -not admitted without materials.

3. Student must sit in assigned seat.

4. No eating, drinking, sleeping or listening to radios in detention.

5. No talking or disruption of any kind.

6. Student must be on time - door will be closed and no admittance after 2:40 p.m.

7. NO PASSES WILL BE ISSUED

Students may be turned away or sent out for non-compliance which will result in two (2) detentions.

Any student found not observing these rules or being disruptive in any manner will face additional disciplinary action. No excuse will exempt a student from a detention, unless given to the office by the parent prior to the date of the in house detention. Acceptable excuses are the same as for regular days of school.

FAILURE TO APPEAR FOR A DETENTION WILL RESULT IN ACCELERATED DISCIPLINE ACTION.

SUSPENSION FROM SCHOOL

When a student engages in unacceptable behavior or violates school regulations, they may be subject to suspension from school. When this becomes necessary, the school administrator will provide oral and written notice of the charges against the student, and if the student denies the charges, an explanation will be offered of the evidence which supports the suspension. The student will be given an opportunity to present his/her side of the story. A delay between the time "notice" is given and the time of the hearing is not essential. Discussion may occur within minutes after the misconduct has occurred.

If the student is suspended by a school administrator, the administrator will:

a. Notify parents as soon as possible of the suspension, the reasons for it and the steps necessary for the student to return to school.

b. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.

If the parents or guardian are dissatisfied with this action they may appeal to the Principal/Superintendent or his designate to review the decision.

In the case where the presence of the student poses a continuing danger to persons or property or an on-going threat of disruption to the academic process, that person or persons may be immediately removed from school. In such cases a notice of charges and a hearing will follow as soon as practical.

During any suspension, the student will not be permitted in any school building or admitted to any school function. School related activities include Career Center, Skills Center, Vocational Programs and Cooperative Educational Training. Absence resulting from suspension will be recorded as unexcused.

A student may be placed on Social Probation for improper conduct at school or school related events. Social probation would cause the student to lose the privilege of attending school events such as, but limited to, athletic events and dances. The building administrators will set the length of a student's social probation. Students may also be placed on social probation for repeated violations of the student handbook rules.

IN-SCHOOL SUSPENSION

In-school suspensions:

1. May be provided for students who have chronic behavior problems.

2. The administrator of any 6th-12th grade student who requires a suspension of 3 or more days has the option of placing the student on an in-school suspension.

3. The administrator will notify classroom teachers and the student is responsible for gathering his text books from his/her locker and his/her assignments from the office the morning of the in-school suspension.

4. For high school students, a bus will be available to transport students.

5. The student is responsible for being on time for the in-school suspension.

6. Hot lunch is available or the student may choose to bring a sack lunch. Lunch will be from 11:00 to 11:30 a.m.

7. Two 5 minute breaks will be provided. One in the morning and one in the afternoon.

8. Each student is expected to remain quiet during the day and follow the classroom rules.

9. All assigned work from the general education teachers is due the day following the completion of the in-school suspension.

10. Additional days of in-school suspension may be assigned if the student does not follow the in-school suspension rules.

11. When students are given in-school suspension for three days or more they will be able to receive full credit for all make-up work. Out of school suspension students for three days or more will not receive any credit for any work - including tests and major projects. In-school suspensions are not considered absences. Out of school suspensions are unexcused absences.

12. If a student is given an out of school suspension of one or two days, that student will lose credit in all daily assignments but still be allowed to make up tests and major projects for any class.

REQUEST FOR A HEARING

1. The request for a hearing must be in writing and received by the Superintendent's Office within five (5) days following receipt of the decision of the Hearing Officer (Hearing Panel).

2. Upon receipt of a timely appeal and acceptance for a hearing, the Superintendent's Office will notify the guardian or parent and the student of the date, time, and location of the hearing before the Board of Education and the procedures to be followed in the Board meeting.

3. UPON RECEIPT OF THE APPEAL, THE SUPERINTENDENT WILL DECIDE, BASED UPON THE RECORD BEFORE THE HEARING OFFICER (HEARING PANEL), WHETHER THE STUDENT WILL REMAIN SUSPENDED UNTIL THE BOARD OF EDUCATION DECISION.

4. The Superintendent's decision concerning continued suspension will be based upon his reasonable belief that the record establishes the student to be a danger to himself or herself, to other students, school administrators or the educational process of the student's school.

GROUP I VIOLATIONS

Stockbridge Junior/Senior High School's conduct rules reflect a progressive discipline policy. Students who have Group I Violations will normally follow:
1st Offense: 1 hour detention after school
2nd Offense: 1-3 hours detention after school
3rd Offense: Saturday morning detention
4th Offense: 2 Saturday morning detentions or 1 day suspension
5th Offense: Suspension

Subsequent violations will be dealt with on an individual basis. Extreme violations could result in a Group II or III consequence.

Attendance Skipping a class, that is, leaving or not going to a class without permission is a Group I Violation but may be subjected to accelerated discipline.

Beverages For safety reasons, glass bottles are not permitted anywhere on school property. Students are expected to comply with individual teacher's rules regarding the ability to have or not to have beverages in the classroom.

Gambling Gambling is against the law and the school policy. Gambling in any form is a Group I Violation.

Hall Lockers Each student is provided with a locker and is responsible for individual use. Lockers are not to be shared. The student is responsible for keeping the combination confidential. Sharing a locker is a Group I Violation. Parents will be billed for cleaning and repair for any damages to lockers.

Leaving the School Building If it becomes necessary to leave the school building during the day, you are required to "check out" at the Attendance Office. If you leave the building without permission at any time, for any reason, you have committed a Group I Violation. **REMINDER:** The parking lot is off limits.

Students who leave the school property while waiting for busses after school will not be allowed to return and ride a bus without the permission of administration or staff.

Profanity Profanity and obscene gestures are unacceptable. It is important that language use in school be in good taste. Inappropriate language in the school setting will result in a Group I Violation.

Personal Music Players Personal music players are not to disrupt the learning environment or interfere with instruction. These items are valuable and vulnerable to loss or theft. A student who brings them to school does so at their own risk, with the understanding that they are responsible for using these devices at appropriate times, and with appropriate permission.

In an

Students found in an unauthorized

place, such as being outdoors

Unauthorized Place during class time, in the lavatory stall with one or more other students, in the lavatory without a pass, or in the hall without a pass, have committed a

Without Permission Group I Violation.

Inappro-priate Behavior in Class Students are violating this rule for misbehavior similar to but not limited to the offenses listed here: repeatedly sleeping, excessively talking out of turn, writing notes to friends, engaging in "horseplay" or other possible dangerous pranks with other students.

Unexcused Absences If a student is marked unexcused after 24 hours have passed, the student will be referred by the teacher to administration for a warning. If unexcused absences continue, progressive disciplinary measures shall be taken to assure that proper procedure is followed.

GROUP II VIOLATIONS

1st Offense: Up to two (2) day suspension out-of-school with parent conference or contact required.

2nd Offense: Four (4) days suspension with parent conference required.

3rd Offense: Ten (10) day suspension and possible hearing for expulsion.

Cheating Cheating in class, on school assignments including plagiarism, is a crime as serious as stealing and is a Group II Violation.

1. In all cases of cheating, a student will receive a zero or failing grade on the assignment or test.
2. Teachers will write detentions for cheating on homework assignments, quizzes, labs, exercises, etc., if the incident is a first offense. A second offense will result in a two day suspension.
3. Cheating on a test, theft of a test or answer key, plagiarism and other

acts of cheating of equal significance are punishable by a two day suspension from school.

Disruption Of School A student shall not by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) intentionally cause the disruption, or obstruction of any function of the school nor shall he engage in such conduct if such disruption or obstruction is reasonably likely to result.

Electronic Devices Use of a cell phone or other electronic communicative device is a privilege and not a right. Students may possess electronic devices including cellular Telephone, ipod/ipad, laptop, or other electronic communication devices (ECD) during regular school hours. Devices may be used in the following manner:

- Use of devices shall be limited to the period before classes begin in the morning, in between classes, during the student's lunch period, and after the student's last class in the afternoon, unless teacher and/or administrator permission is granted to use the device for educational purposes.
- Cell phone or ECDs may not be used on the school premises including, but not limited to, locker rooms, bathrooms or dressing rooms whether here or at another school district where a school activity or athletic event is taking place. This includes the use of picture/photographic feature available with some models.
- Students must set their ringers to silent or vibrate. Volume on speakers must be muted while in the building or on school transportation, unless headphones are used of if sound is necessary and approved by a teacher or administrator for educational purposes (i.e., presentation). During quizzes, tests and other assessments, students will power off electronic communication devices.
- Students may not use any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating on quizzes, tests or other assessments.
- Students may not use a cell phone or electronic communicative device to take pictures or videos of other students or staff in educational settings without prior permission of the Principal. This includes pictures that are not saved to the phone used in instantaneous communication programs (Instagram, snapchat, etc)
- Stockbridge Junior/Senior High School is not responsible for the loss, theft, damage, or vandalism to a student's cell phone or ECD. Students are strongly encouraged not to leave them unattended or unsecured.

In addition to Group II consequences, devices operated in violation of this

rule, or for any illegal purpose, shall be confiscated, and not returned until, when appropriate, a parent(s)/guardian(s) conference has been held.

Insubordination Students have an obligation to comply with reasonable requests from staff members. Any student behavior, including rudeness, disrespect and lying, which undermines the authority of a staff member in the conduct of a high school function will not be tolerated and may result in suspension from school.

Loitering Students who are under temporary suspension are not allowed in any school building, on school property, nor admitted to any school function.

Snowball Throwing Many persons have experienced loss of vision and other serious eye injuries from "innocently" thrown snowballs. Much expensive damage to school property such as broken windows have also been related to this practice. The throwing of snowballs in a public school setting is so dangerous as to warrant suspension from school for those who disregard the welfare and safety of others.

Misuse of Computers School computers are meant for education purposes only. Misuse of school computers goes against the Stockbridge Community Schools Acceptable Use Policy, which must be signed in order to use school computers. As such disciplinary action will be taken as well as the loss of technology privileges until parents have contacted the school.

Other Electronic Devices Any items that are disruptive to the teacher and/or the educational process, such as but not limited to: laser pointers, remote controls, cameras (digital, video, cell phone), pagers, electronic marquees, etc, Radios/cassettes/CD players, MP3 players TV's, stereos, etc., and any other such devices are not allowed in school at any time during the school day unless they serve a prearranged educational purpose with the teacher in the classroom. Personal items brought into school are not the responsibility of the school. (See "Electronic Devices" for guidance on disciplinary actions).

GROUP III VIOLATIONS

Group III Violations are extremely serious violations of the Code of Conduct and could carry with them a 10 day suspension and/or a recommendation of expulsion. This is in addition to possible police action.

These violations may result in immediate removal from school grounds. Group III

Violations are for misbehavior similar to and not limited to the offenses listed below.

A student shall not commit or participate in any conduct or act defined as a crime by state law or local ordinance while he is on the school grounds or off the school grounds at a school activity, function or event.

Alcohol/ Drugs A student shall not manufacture, sell, possess, use or deliver any alcoholic beverages or intoxicant, of any kind, while on the school grounds or off the school grounds at a school activity, function or event. The penalty is a Group III Violation and the student will be dealt with under the Substance Abuse Policy.

Stockbridge Community Schools and the Ingham County Sheriff Department in keeping with the DRUG FREE SCHOOL ZONE, will conduct random drug searches on school premises using trained dogs. Those in possession of illegal or controlled substances located on their person, vehicles in school lot or in assigned lockers will be referred to civil authorities for prosecution to the full extent of the law. Stockbridge School District student code of conduct violations will result in additional penalties up to and including permanent expulsion from school.

Assault on Another Person The Board shall permanently expel a student if the student commits a physical assault, as defined by MCL 380.1311 A (12) (B), against a district employee or against a person engaged as a volunteer, as defined by Board policy, or contractor for the district on school property, on a school bus or other related vehicle, or at a school-sponsored activity or event.

Verbal Assaults Any student who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer, as defined by Board policy, or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “verbal assault” shall be defined as any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Physical Assults Committed Against Other Students The Board shall expel a student for up to 180 days if the student commits a physical assault, as defined by MCL 380.1310 (3) (B) 1, against another student on school property, on a school bus or other related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis**.**

Damage or Destriction of A student shall not intentionally cause or attempt to cause damage to property of the school or of other persons at school or a school-sponsored

Private Property event or activity off school grounds. Damage caused to school property will be paid for by the student and/or his/her parents at the current cost of replacement.

Extortion Extortion, blackmail or coercion are Group III Violations.

False Alarm Any student who falsely sets off a fire alarm will be suspended from school. A full report will be made to the Fire Marshall and the Police Department for prosecution as a violation of the state code.

Fighting/ Verbal Altercation Students involved in fights in school will be suspended and parents contacted before re-entry is granted.

Fireworks For the safety of others, any student who uses fireworks, smoke bombs, or other incendiary devices will be suspended. A full report will be made to the Fire Marshall and the Police Department for prosecution. Any damage or destruction of property must result in replacement or repair of the property or payment for the damages by the student or his parents.

Forgery No student will falsify or misrepresent his identity on any school paper or documents no matter whom they belong to.

Indecent Exposure Any student who engages in exposing themselves in any manner is breaking the law in the State of Michigan. Students have an obligation to uphold decent moral values while at Stockbridge Junior/Senior High School and such violations will not be tolerated in any way.

Intimidation Any student who threatens, teases beyond reasonable limits or intimidates a student, teacher or staff member has committed a Group III Violation.

Persistent Violation of Buildings Rules and Regulations A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations. Penalty for persistent violation is a Group III Violation.

Harassment Any harassment of a student or staff member by another student, which takes place on school grounds**,** is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment for our students to learn in. Harassment can take two forms. Both are defined below:

Sexual Harassment: Any unwelcome sexual advances or any form of improper contact or sexual remarks will be considered harassment and is strictly prohibited.

Harassment: Any unwelcome speech or action that creates a hostile, intimidating or offensive learning environment. Any form of racial, ethnic or other verbal or physical harassment is strictly prohibited.

Any incident of harassing behavior should be reported immediately to the building administration. All reports will be investigated and proper disciplinary measures may be taken against the harassing student up to and including suspension from school.

Bullying

Bullying, can take many forms and can be very subtle. Ultimately, it is bullying when someone hurts or scares another person repeatedly and over a period of time. Bullying may take the form of physical or verbal aggression or intimidation or social alienation. Bullying may take place in a face-to-face situation or through online social networking or through text messaging. Some examples of bullying include, but are not limited to:

- **Punching, shoving and other acts that hurt people physically**
- **Threatening people**
- **Excluding certain people out of a group**
- **Deliberately making someone feel uncomfortable or embarrassed in a social situation**
- **Teasing people about personal things when it makes them feel uncomfortable**

Any incident of bullying behavior should be reported immediately to the building administration. All reports will be investigated and proper disciplinary measures may be taken against the bullying student up to and including suspension from school.

Smoking and the use of Tobacco Products

Board Policy states that the use of tobacco products is totally prohibited from all district buildings at any time of the day. Students should realize that state law prohibits you from smoking. Also that smoking is hazardous to your health. If you are caught smoking, violators will be suspended from school for two days on the first offense. In addition, since state law considers this a criminal misdemeanor offense, violators will also be subject to a fine of not more than $50.00 once the proper law enforcement authorities have been contacted.

Adults are also cautioned that state law and board policy prohibits them

from smoking in any school building, **school grounds,** or facility at any time. Adults are subject to the same misdemeanor offense punishable by a fine up to $50.00 if found violating this law.

Stolen Goods/ Theft Larceny, burglary or possession of stolen goods valued over $100.00 is a Group III Violation with the probability of police action. A student shall not intentionally steal any object belonging to another student or staff member in school or at a school-sponsored event or activity. Larceny of goods valued at less than $100.00 will be treated as a Group II Violation with consequences that range from a Saturday Detention up to a two day suspension. Larceny of goods valued at more than $100.00 is a Group III Violation and could carry with it up to a 10 day suspension and recommendation for expulsion. This is in addition to possible police action and referral.

Throwing Food or Trays Food or trays thrown in the cafeteria is behavior dangerous to others and is a Group III Violation.

Weapons and Any Dangerous Instruments Any student found to be in possession of handling, or transmission of any object that can be considered a weapon, (any knife, gun, tire iron, brass knuckles, chains, etc.) will be suspended or expelled. A knife of any size is considered a dangerous weapon by school authorities and should never be brought to school**.**

Under the Michigan Weapons Free Zone Act of 1997, any student found in possession of any weapon on school grounds will face possible expulsion from Stockbridge Schools as well as possibly face criminal charges. **Weapons include any knife, or any firearm, including look-a-likes.**

School officials are not limited to the legal definition of a dangerous weapon (example 3" blade or longer) or firearm (look-a-like) in their treatment of school related incidents, and they may go beyond the requirements of Public Act 211 in confiscation, disciplinary action and reporting to parents.

Safety Violation Creating an unsafe environment for students or staff. Examples include, but are not limited to unsafe actions in science labs, wood or metal shops or any class where safety caution is a normal procedure, false alarms, tampering with fire alarms, extinguishers, telephones or other safety devices, discharging of fire alarms, bomb threats, or possession of a weapon.

SUBSTANCE ABUSE POLICY

Policy

The Stockbridge School District recognizes, as one of its primary tasks, the education of students regarding the health and other hazards related to substance use and abuse. The District is committed to devoting resources to the effective education of students/staff so as to prevent the onset of substance abuse.

In situations where substance use, abuse and dependency emerge with students or staff, the District recognizes its responsibility to deal with the situation with firmness and compassion.

For the purpose of this policy, chemical dependency is defined as a disease in which a person's consumption of mood-altering chemicals repeatedly interferes with school performance and adversely affect health. Students or staff possessing, using, advocating or under the influence of mood or mind-altering chemicals or in possession of drug paraphernalia interferes with the school's responsibility of providing a safe and healthy learning/teaching environment.

Anyone on school grounds or at a school sponsored event including transportation exhibiting such behavior will be subject to appropriate discipline or action as specified below. The school district accepts its responsibility to advise, inform and assist students, parents, staff and guests of issues involving chemical use, abuse and dependency and the consequences of violating related school policy. We recognize a dual responsibility to users and abusers to both discipline them when school policy has been violated and to assist them in obtaining professional assistance. As school funds are available, an aftercare program will be provided to students when they return to school from treatment. Regular communication and involvement with family is expected. Sharing of information with law enforcement authorities is required when the law has been broken.

The responsibility for a substance abuse program for students in the school setting is a shared one:

1. The Board of Education is responsible for reviewing and approving a substance abuse program that will provide prevention, education, intervention and support to the students/staff and families of this district. The board will also be responsible for reviewing the results of the implemented program on a periodic basis and providing funds as available.

2. The administration is responsible for insuring that the adopted policy is offered throughout the school system.

3. A coordinator will be responsible for program development and for implementing the adopted policy and program as funding is available.

4. The parent(s) and community are responsible for learning about the substance

abuse program and cooperating in its implementation.

5. The student/staff/parent is responsible for cooperating in the implementation of the school provided program, learning from it, and participating actively in its various components as necessary.

Procedure

1. Chemical dependency is defined as, “a person’s consumption of mood-altering chemicals (drug and alcohol) which repeatedly interferes with performance and adversely affects health”.

2. A sequential curriculum stressing preventative substance abuse education for all grade levels shall be made part of the district’s health curriculum.

3. All teachers, administrators and support staff shall be offered training in school policy, recognition of symptoms of substance use/abuse and referral resources and methods.

4. Provision for appropriate referral shall follow identification of such behavior. In no case should school personnel make any diagnosis or suggest that they are doing so. Emphasis will be on documenting and reporting observed behaviors.

5. Mood-altering chemicals are not permitted on school premises or at any school sponsored function. Possession of illegal drugs or their look-alikes or drug paraphernalia is prohibited. School personnel are required to report any witnessed infraction or suspected drug activities to the substance abuse coordinator and Principal.

6. All involved personnel will respect the confidentiality of others as defined by the Mental Health Code of the State of Michigan and the Federal Rules regarding confidentiality, Title 42 of the code of Federal Regulations, Part II.

7. The school shall cooperate in, whatever way necessary, while the student is in treatment to make the experience positive and assure a successful transition back into school.

8. Prescription drugs, legally prescribed by a physician, may be exempt.

Student Code of Conduct

A. The first violation of the Student Code of Conduct for the possession, use of, or being under the influence of a controlled substance shall be handled as follows:
   1. An administrative inquiry shall be conducted.
   2. The civil authorities may be contacted.
   3. The student shall be suspended for the disruption of the educational process for 45 days reducible to 10 days if the following conditions are met. (At the parents or guardians expense.)
      a. Student must take an approved urine and/or blood test, prior to returning from 10 day suspension.
      b. Student will take part in a substance-counseling program for a minimum of 5 counseling sessions within 45 school days of the substance abuse violation.
      c. Student will provide evidence/documentation to the school of their
      counseling sessions.
      d. Student must take and pass a second urine or blood test within 45 school days of the substance abuse violation. This test will be randomly administered.
      e. Failure to meet the conditions of reduced suspension will result in the student being suspended for the full 45 days.

B. Students seeking help through self-referral shall be given referral and support services with no jeopardy of suspension or loss of co-curricular activities.

C. Suspicion of use which is accompanied by behavioral data such as smell, slurred speech, instability or other behaviors, shall be treated as being under the influence or being in possession of prohibited substances and will require the student to go through the same procedures outlined in A-3.

D. Selling, delivering or dispensing illegal and/or unauthorized mood-altering chemicals (drugs and alcohol) result in recommendation for expulsion and referral to civil authorities.

E. Beginning in the 1999/2000 school year students in grades 6-12 who are found guilty of a second violation of the student code of conduct for the possession, use or being under the influence of a controlled substance during the student's career in the Stockbridge School District will result in automatic recommendation for expulsion from the Stockbridge School District and referral to civil authorities.

APPEAL PROCESS

Students and parents have the right to appeal teaching and administrative decisions when they have good reason to believe that such decisions are unjust and not in the best interest of public education. The following is the appropriate sequence on contacts to be followed when appealing a decision:

First level ..... Teacher
Second level ..... Assistant Principal
Third level ..... Principal
Fourth level ..... Superintendent
Fifth level ..... Board of Education

The appeal process for short or long term suspensions has been more precisely outlined. The Board of Education adopted the procedure August 11, 1980.

The function of the appeal authority is to determine whether the action taken was reasonable and fair on the basis of the information presented. Due process includes the right to be heard, to face the accuser before any punitive action is taken on the basis of that testimony, and the right to be represented in the appeal process by parents, guardian, or legal counsel.

Annual notice, informing parents and students of their rights under the Family Educational Rights and Privacy Act of 1974 and Sections 121a.560 through 121a.576 of the Education of the Handicapped Act -Part B, will be provided through the school newsletter, handbook or fall report cards. In addition, policy and regulations are available in each school and the Superintendent's office. (Attachment A) Attempts will be made to notify parents in their native language.

STUDENT ACTIVITY INFORMATION

CLASS FUNDS

All class funds are under the supervision of the Board of Education. Monies will be received and spent according to procedures established by the school administration. After a class has graduated, the class account for unspent funds will be closed and the remaining money transferred to the School Improvement Fund.

CLASS ORGANIZATION

Each of the classes at Stockbridge High School has a class council. Membership in class council is voluntary. Freshman class officer elections are held at the middle school in the spring. Sophomore, Junior and Senior class officer elections are held in the spring. Important class issues and activities are discussed at council meetings and members present report to their classmates about these matters.

CLASS RINGS

The purchase of a class ring is entirely an optional choice of the student and his family. The selection of a representative company is offered only as a service to those who choose to exercise this option. The school is mindful of the budgetary concerns which many families experience. A class ring is neither required nor necessary for school participation.

CLUBS

Clubs are most frequently the outgrowth of regular classroom programs or courses. With regard to membership, they shall be in accord with state school laws and shall be authorized only when competent adult leadership is available for their supervision. The initiation of such clubs may be approved by the administration except in those cases in which financial consideration outside usual budgetary provisions shall be involved. The administration will be involved in any decision relative to the initiation of new activities of this type.

School clubs shall be considered to be part of the school program and as such, are subject to all the policies and regulations of the Board of Education and the Superintendent of schools. In brief, they are subject to the same standards as the curriculum itself with respect to such matters as physical safety, education or cultural

value, and intellectual honesty. A critical examination and balanced presentation of differing views on controversial issues are encouraged in club activities.

Only those students regularly enrolled in a Stockbridge Community School may be accepted as members of a school club. No school club shall have direct affiliation with a group or organization outside the school without prior approval of the Superintendent. Any club which, in the opinion of the building administration, fails to meet acceptable standards shall be placed on probation and informed as to the cause. Failure to correct the cause shall result in termination of the organization.

PHILOSOPHY AND GOALS OF EXTRA-CURRICULAR PROGRAMS

Interscholastic extra-curricular offerings at Stockbridge Junior/Senior High School are an integral part of the total educational program. Extra-curricular programs teach skills; foster opportunities for self-expression, development, and recreation; build ties to the community; and enrich the educational experience. As valuable as extra-curricular and co-curricular activities are to students, academic instruction is even more important and must be the top priority of our school. The objectives of the co-curricular program are:

1. To encourage maximum participation of students in all sports and activities sponsored.
2. To encourage students to display good sportsmanship at all times.
3. To instill the desire to prepare for success.
4. To encourage participants to react in a positive manner both in victory and defeat.
5. To encourage participants to learn the values of responsibility, dedication, loyalty, teamwork, desire, humility, confidence and other desirable traits of good character and citizenship.
6. To encourage participants to attempt to influence younger students in the community in a positive manner.
7. To assist participants in learning to set and achieve goals and in building self-esteem.
8. To instill the values of good health, physical, and mental fitness and self-discipline.

FRATERNITIES, SORORITIES, AND SECRET SOCIETIES

In accordance with sec, 519, par. 304.921 of the General School Laws for the State of Michigan: "It shall be unlawful for any pupil of the elementary school and the high school of the public schools or any other public school of the state comprising of all of the 12 grades in any manner to organize, join or belong to any high school fraternity, sorority or any other secret society."

NATIONAL HONOR SOCIETY

The Stockbridge High School chapter of the National Honor Society was formed to acknowledge those students who have demonstrated outstanding scholarship, leadership, citizenship and service to their school.

A. SELECTION PROCEDURES FOR MEMBERSHIP

1. The National Honor Society advisor shall type a list of those juniors who have a grade point average of 3.25 or better based on four semesters and those seniors who were ineligible as juniors but who now have a GPA of 3.25 or better based on six semesters.
2. Eligible students should be made aware of the citizenship and service requirements necessary to maintain membership.
3. Those students will be given an activity form to complete and return to the NHS advisor. This form will be presented to the Faculty Advisory Committee. The members of this committee will determine if the following criteria for membership is met:

SCHOLARSHIP Maintain a 3.25 cumulative grade point average.

LEADERSHIP Demonstrate leadership as exhibited by participation in class activities; demonstrate active participation in school activities; demonstrate active participation in community activities.

SERVICE Participation in 15 hours of community service is a requirement of all students who are members of the National Honor Society - to be completed each year of their respective membership.

CHARACTER The following six criteria need to be met by each inductee:

Is respectful of self and others; is cooperative in and out of the classroom.

Is generally honest and truthful; is responsible and reliable.

Is courteous, friendly, helpful and giving; has a positive attitude; shows concern for others.

Has not been involved in serious incidents outside school (vandalism, theft, etc.).

Has a sense of values; knows the difference between right and wrong.

Abides by school rules and regulations in accordance with the Student Handbook.

4. The members of the Faculty Advisory committee will then discuss each case and determine whether the student shall be declared ineligible for failure to meet

citizenship criteria listed above.

5. If a student is declared ineligible by the Faculty Advisory Committee, a member of the committee will meet with the student and explain why he/she is ineligible. Each student will be met with separately.

6. The advisor will post the final list of eligible students in the office window and announce to the student body that they should check the list to see if any names have been omitted. The names of students that have been deemed ineligible should not appear on the list.

B. DISMISSAL PROCEDURES

The selection of members to the Stockbridge Chapter of the National Honor Society is based on GPA and citizenship as defined. Continuing membership is contingent upon maintaining those standards upon which selection was based and participation in service activities. Dismissal may occur for failure to meet the standards in any of three areas: scholarship, service and character. The dismissal procedure in each of the areas shall be as follows:

1. SCHOLARSHIP--The advisor shall check the cumulative GPA's of newly inducted members each semester following the induction. Any member who falls below the minimum GPA (3.25) shall be promptly warned. If during the next regular semester of the school the member fails to raise his/her GPA up to the standards of the society, the member shall be dismissed. A member will be allowed only one warning period. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society.

2. SERVICE--Any member who falls below the standards of the National Honor Society by failing to participate in service activities shall be promptly warned. If during the next regular marking period of the school, the member again fails to meet the service standards for continuing membership in the society, his/her case shall be passed on to the faculty committee. The majority vote of the faculty committee shall prevail. A member will be allowed only one warning period. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society.

3. CHARACTER--Any member who falls below the standards of the National Honor Society by failing to meet the criteria for good character shall be warned that his/her case is being considered by the Faculty Advisory Committee. Any Group II or III violations will be cause for the Faculty Advisory Committee to convene. The majority vote of the faculty committee shall prevail. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society.

POSTERS

Posters for any type of advertising or announcement purpose must be approved by the

administration. Posters may be hung only in designated areas.

STUDENT GOVERNMENT

The Student Government is a representative governing organization for the entire student body. The Student Government operates to help students in all possible ways, to promote high scholastic standards, to help develop school pride, to act as liaison between the student body and administration, and to establish a smooth functioning school organization. Some important functions of Student Government include approving new organizations, helping formulate school rules and policies, organizing Homecoming, and sanctioning special activities for the school calendar.

YEARBOOK PICTURES

All students are encouraged to have their picture taken on picture day in the Fall to receive a Student ID card which they will need throughout the school year, as well as have their picture appear in the annual High School Yearbook. Students are not required to purchase pictures to receive an ID card or appear in the Yearbook.

Student pictures and identifying names will be printed in the school annual and school newspaper and given to local news media on those occasions that warrant it. However, a student, or the parent of any student if that student has not reached the age of eighteen, may request that his/her picture not be published in the media or in the publications by making such request in writing to the Principal. This procedure is in accordance with the Family Rights and Privacy Act of 1974. This school policy does not cover those pictures taken by the news media of school events.

All **Seniors** will have their picture taken in February or March by the official School Photographer. Only those pictures will be used in the High School Yearbook and for the Class Composite wallboard. Pictures taken by private studios will not be used for the Yearbook and Class Composite.

LISTING OF STUDENT ACTIVITIES

Your experience in high school will be more fun if you include extra-curricular activities. These activities provide the opportunity to give service and to represent your school and community. They will allow you to make new friends and to develop your special interests and abilities. Begin early to take an active part and select a club or activity which interests you.

STUDENT ACTIVITIES

INTERSCHOLASTIC SPORTS	SCIENCE OLYMPIAD
LITERARY MAGAZINE	STUDENT GOVERNMENT

INTERSCHOLASTIC SPORTS

PHILOSOPHY OF ATHLETIC PROGRAMS

The athletic program is an integral part of the extensive extracurricular activities offerings found in the Stockbridge Community Schools. The athletic program offers young people a wide variety of opportunities to participate in interscholastic competition. Athletics, like all other extra-curricular activities, must fulfill its proper role in the total educational program. As with other parts of the district's educational program, athletics are governed by the policies of the Board of Education.

Consistent with the policies governing all district-sponsored activities, all students have an equal opportunity to compete for positions on athletic teams. It is the aim of the school to encourage all students who are interested and physically fit to try out for interscholastic athletic teams.

In order for an athletic code of conduct to be functional, it must, to a large extent, depend upon an honor system subscribed to by all parties of interest. When documentable and responsible evidence of infractions relating to the code are brought to the attention of school officials, it will be incumbent upon those persons to investigate the charges. Where these infractions are validated, the code will be implemented.

DUAL PARTICIPATION POLICY

Philosophy

Every individual athlete is a member of a team. The team and its growth, development, and successes are of greater importance than that of an individual athlete, regardless of the individual's skill or talents. Stockbridge teams will be best served by athletes who have a high level of commitment to developing excellence.

There exist circumstances in which it may be in the best interest of both a particular team and an individual athlete to allow participation on more than one athletic team during a particular season. This would allow individual athletes an opportunity to excel in activities that will help both them and the others grow and develop physically, socially, and emotionally while at the same time, helping the overall growth, development and success of the entire team.

GUIDELINES

A parent/guardian of a student who wishes to participate in two sports should request a meeting with the student, the coaches of both sports, and the athletic director before the start of the season to discuss these wishes and review the following quidelines:

Dual Sports Requirements

Step 1: Athlete must discuss and receive initial written approval from both coaches
Step 2: Student must be in grade 10, 11 or 12
Step 3: Student must have a minimum grade point average of 2.5
Step 4: Meeting between coaches, athlete and Athletic Director

A. Student and coaches must agree on the primary sport
B. A competition in the primary sport will always take precedent over a competition in the non-primary sport
C. Outline a calendar of practice and competition schedule for the entire season

Step 5: Athletic Director Final Written Approval

Any exceptions to the above 5 steps must be approved by the athletic director and high school principal.

If the athlete fails to comply with any of the agreed upon criteria, the athlete will no longer be eligible to participate in the secondary sport.
In cases where an athlete wishing to participate in two sports in one season would displace single sport athletes, the coaches and athletic director will deny a dual sport request.

RESPONSIBILITIES OF THE ATHLETE

Although athletics by their nature place stress on the development of specific skills to be utilized in competitive sports, their sponsorship by schools places them within the broader context of the school's educational objectives.

Equally important is the development of positive social attitudes and interpersonal relations. The student who serves on a team which competes inter-scholastically represents himself, the family, the team, the school and the community. For this reason, conduct on and off the playing field should reflect the highest values and standards which the school exemplifies.

In addition to the foregoing expectations, members of athletic teams have these specific responsibilities:

1. Athletes will be responsible for all school equipment which is issued to them during a sport season. This responsibility will be based upon the following guidelines:
   A. All equipment will be issued by the coach and a record card will be kept recording the items of equipment.

   B. Athletes must maintain their equipment in reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for the cleaning of uniforms. Any student who fails to return equipment at the prescribed time, unless excused by the coach, will be reported to the school administration.

C. All equipment must be returned to the coach at the end of the sport season. Athletes are required to pay for all lost equipment and may be restricted in participating in any other extra curricular activity or practice session until this obligation has been cleared by the coach or athletic director.

D. Football, baseball and track spikes **are not to be worn in the school building.**

2. Participation in athletics is a privilege and, as such, athletes will be subject to some general rules and regulations to which the regular student body in some cases would not. If the athlete is found to be guilty of violating the standards specified, actions will be taken. Our student athletes should uphold a standard that exceeds that of other students. For that reason, students who have participated in Stockbridge High School athletics will be held accountable for their actions in the off-season, as well as the regular season. As such, they will be considered for disciplinary action when they begin to participate in a school-sanctioned sport.

A. An athlete participating on a team in any sport who is found possessing and/or using tobacco will be suspended from 25% of the contests in that season. A "season" begins on the official starting date for practice as dictated by the M.H.S.A.A. and ends on the date of the last contest or tournament event for which the team or, in specific instances, an individual has qualified. The total of contests which make up a specific "sports season" is based on M.H.S.A.A. policies. These policies define the maximum number of contests allowable and include state tournament competition where applicable.

B. An athlete participating on a team in any sport who is found possessing and/or using alcohol or narcotics, including marijuana, will be suspended from 50% of the contests in that season and will be referred to the school's substance abuse counseling.

C. If an athlete is found in possession of and/or using tobacco, alcohol, or narcotics and less than 25% or 50% of the season is left, the penalty will carry over to the athlete's next sports season. In order to fulfill the penalty the athlete must complete the full season of that second sport and finish the season in good standing with the coaching staff.

D. An athlete who is found possessing and/or using tobacco, alcohol, or narcotics a second time during their high school athletic career will be suspended from athletics for one calendar year and referred to substance abuse counseling.

E. An athlete who is found possessing and/or using tobacco, alcohol, or narcotics a third time during their high school athletic career will not be allowed to participate in athletics during their remaining high school years.

F. Training rules are in effect on a year round basis, including the summer months. Athletes at Stockbridge Schools are expected to **not** use tobacco, alcohol, or narcotics.

G. Any student-athlete who "hosts" a party that includes alcohol and/or other drugs will be suspended for 50% of the contests for that season for the first offense. If this occurs a second time, the athlete will be suspended from athletics for one year. If it occurs a third time, that athlete will not be allowed to participate in athletics during their remaining high school years.

H. Athletes in all sports at Stockbridge are not to engage in actions or behaviors which may affect the general welfare or reputation of the team and/or school or which endanger the health and/or safety of any individual or group. Similar to but not limited to these examples:

   A. Attendance at an unauthorized party where drugs (including alcohol) are being used.
   B. Destruction of property around the community.
      Penalty determined by the Discipline/Appeal Committee will be precedent setting in nature.
   C. Posting of pictures on on-line networking sites that shows Stockbridge athletes breaking the rules of conduct or showing the Stockbridge athletic program in a negative image.

I. Punishment for school or athletic related incidents of theft, destruction of school property or other criminal acts by an athlete will be determined by the Athletic Discipline/Appeal Committee. In the case of destruction of school property, the athlete will be expected to pay full reimbursement of damages to the school before they will be allowed to compete on a school sponsored team.

J. An athlete is expected to display a high degree of sportsmanship in relationship to opponents, teammates, coaches, officials and spectators. Excessive display of temper, loss of self-control, use of profanity or abusive language or the making of obscene gestures will not be tolerated. The first violation will result in the athlete being removed from the remainder of the contest by the coach. A second violation, and succeeding violations will result in the athlete being removed from the remainder of the contest and suspension from one additional contest.

K. It is expected that each member of an athletic team will express a high degree of loyalty toward the members of the team and coach. Excessive display of disloyalty could result in disciplinary action being taken and a possible removal from the athletic team.

L. Any athlete who, in a hostile manner, interacts physically with an official,

coach, school supervisory personnel or another athlete, will be subject to M.H.S.A.A. disciplinary procedure explained in the M.H.S.A.A. handbook.

3. An athlete traveling to and from an away athletic contest as a member of a school team on a school approved mode of transportation shall return to the school or some pre-determined drop-off point after the contest is over. The only exception would be a prior arrangement made between the parent and the coach in which the parents of the athlete agree to transport the athlete to or from the athletic contest. A signed release form must also be filed with the coach.

4. Athletes represent the high school while traveling as a team. It is expected that the athlete's conduct will be that of a good citizen at all times. Dress requirements may be established by the individual coach. Each athlete should dress in accordance with those requirements.

5. There will be no additional athletes added to teams after the first week of practice/tryouts for any program that conducts a tryout. Programs/teams that do not conduct tryouts will be allowed to accept players throughout the course of the season if the program/coaches provide a team policy before the season starts. The policy will need to be approved by the AD. Athletes who wish to participate in a sport after the first week deadline of non-cut sports will need to make a request to the coach. Any deviation to the above policy due to extenuating circumstances will need to be approved by the Athletic Director and Principal.

Occasionally an athlete may, before the first contest of the season, elect to withdraw from a team in preference for another sport.

Participation in another sport for the balance of the season is permitted only if the coach of the first port agrees to the withdrawal and the second sport coach agrees to accept the athlete. Once an athlete has participated in a game or meet as a member of a team, the athlete will not be permitted to change to another school sponsored sport during that season.

FALL	WINTER	SPRING
Football	Boys' Basketball	Baseball
Cross Country	Girls' Basketball	Track
Sideline Cheerleading	Bowling	Softball
	Girls' Golf	Wrestling
		Girls' Soccer
		Boys' Soccer
		Competitive Cheerleading
		Boys' Golf
Volleyball		

6. Athletes are expected to attend all practices. If it is necessary for an athlete, for personal reasons, to miss a practice session, meeting or other obligation, it is incumbent upon the athlete to make prior arrangements with the coach. Illness, injury or family emergencies constitute a valid basis for absence from scheduled practice. **When an athlete is absent from school for anything other than a pre-arranged absence, or at the discretion of the high school principal, practice is not allowed on that day.**

7. In order to participate in an athletic activity or contest, a student must have attended school all day on the date of the scheduled activity. It is the responsibility of both

   the student as well as the coach to comply with this regulation. Other than illness, there may be emergency reasons for school absence which may qualify an athlete to participate in an athletic event on the same day. Such exceptions, however, must have prior approval of the athletic director. <u>If the activity is on a non-school day, the athlete may not have an unexcused absence on the day prior to the scheduled event and compete in the athletic contest.</u>

8. Coaches may institute team rules that are specific to that sport, approved by the Athletic Director. Team rules will be in writing, and must be shared with athletes and parents at the beginning of the sports season.

MEDICAL POLICY AND ATHLETIC INSURANCE PROGRAM

The Board of Education does not assume any responsibility relative to doctor and hospital expenses. Athletics are voluntary and the student participates with the knowledge of his/her parents and at his/her own risk of injury.

A student cannot participate in, or practice for, any sport unless their parents have signed **all** parental consent blanks on the physical card issued by the school district.

ATHLETIC AWARDS

Each coach will inform team members of the requirements and standards for earning an award in that sport.

Varsity letters, J.V. numerals, and freshman names are to be awarded at the discretion of the coach. Each coach is required to set down the minimum requirements for earning an award and make these requirements known to the athletes at the beginning of the particular season.

APPEAL PROCESS-ATHLETIC DISCIPLINE/APPEAL COMMITTEE

The athletic director should be the first level of any appeal involving interscholastic sports. When necessary, an appeal committee consisting of a high school non-coaching staff member, a high school administrator and a representative of the coaching staff will convene if further review is needed. Decisions of coaches will prevail until the appealed action is reviewed.

RETURN TO PARTICIPATION FROM ILLNESS OR INJURY

Athletes who are out of school for three or more days because of injury may not attend practice sessions or participate in competition without written permission from the athlete's physician. An athlete must have a doctor's permission to return to practice or competition if he has sustained any injury which required a visit to the doctor.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC./ ELIGIBILITY RULES FOR SENIOR HIGH SCHOOL STUDENTS

To be eligible to represent your school in Interscholastic Athletics:
Enrollment - You must have been enrolled in a high school not later than Monday of the fourth (4th) week of the present semester.

Age - You must be under nineteen (19) years of age at a time of contest unless your nineteenth (19th) birthday occurs on or after September 1 of a current year, in which case you are eligible for the balance of that school year.

Physical Examination - You must have passed a satisfactory physical examination for the present school year. Record of this examination must be on file in the high school.

Seasons of Competition - You must not have competed for more than four (4) first and four (4) second semester seasons in a sport in a four (4) year high school.

Semesters of Enrollment - You must not have been enrolled in grades nine to twelve (9-12), inclusive, for more than eight (8) semesters. The seventh and eighth (7th & 8th) semesters must be consecutive. Enrollment in a school for a period of three (3) weeks or more counts as a semester. Participation in one (1) or more interscholastic athletic contests also constitutes a semester of enrollment.

Undergraduate Standing - You must not be a high school graduate.

Previous Semester Records – An athlete must have passed 3 out of 4 classes enrolled in the previous semester to be eligible for athletics at the start of the following new semester.

If an athlete does not have a GPA of 1.75 or higher, but has passed 3 out of 4 classes

during the previous semester, that student will be eligible to participate in athletics but will be placed on academic probation for the start of the new semester.

Current Semester Records – Grades will be checked for all athletes at the midpoint and the end of each nine-week period during a semester. At the time when grades are checked, an athlete must be passing 3 out of 4 classes in order to remain eligible for athletics during the current semester.

If an athlete does not have a GPA of 1.75 or higher, but is currently passing 3 out of 4 classes, that student will be eligible to continue to participate in athletics but will be placed on academic probation.

When a probationary student receives two or more F's on a weekly academic probation card, regardless of GPA, that athlete will automatically become ineligible for the next week's contest.

Academic Probation – When an athlete is placed on academic probation, that student's grades will be checked on a weekly basis and will be required to attend 3 hours of documented study time per week to be determined by the Athletic Director and Coach. Failure to complete 3 hours of documented study time or turn in your weekly academic probation card will result in that student becoming ineligible for the entire next week's contest(s).

All student athletes on probation will pick up from the athletic department office a weekly academic probation card on Mondays and turn it into the athletic director on Fridays.

Academic probation will be lifted if at the next grade point check (which is at the midpoint and end of each nine weeks in a semester), the athlete meets the criteria of having a GPA of 1.75 or higher and is passing 3 out of 4 classes.

Student Credits – Students who are not on track to graduate at the start of their senior year must be passing all classes with a grade no lower than a D- (60%) in order to be eligible for Stockbridge High School Athletics. The student will remain on the team until they can raise all of their grades at or above a D- (60%).

DEFINITIONS:

Eligibility Appeal Board: A committee consisting of three members - an administrator who is not the athletic director, one teacher and one non-season coach. The board will meet on an as needed basis but normally twice a year, at the start of Fall and Winter-Spring semester.

Transfers: You must have moved to a new school district accompanied by the person with whom you were previously living or transferred for equally valid reasons. Check with your Principal.

Awards: You must not accept any award for athletic performance other than emblematic award. The value of an emblematic award may not exceed twenty-five ($25.00) dollars.

Amateur Practices: You must not accept any money or other valuable consideration (merchandise, etc.) for participation in any form of athletics, sports or games, for officiating in interscholastic athletic contests, or have signed a contract with a professional baseball team.

Limited Team Membership

(A) You must not participate in any athletic competition during the season in a sport not under the sponsorship of your high school, after you have represented your school in that sport.

(B) If you represented your high school in basketball or ice hockey after February 15th, you must not participate in any outside competition in those sports after that date (February 15th) during the remainder of the present school year. You must not participate in any so-called "all-star" charity or exhibition games in football, basketball or ice hockey.

PARENT/COACH COMMUNICATION

PARENT/COACH RELATIONSHIP:

Both Parenting and Coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to children. As parents, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

COMMUNICATION YOU SHOULD EXPECT FROM YOUR SON/DAUGHTER'S COACH:

1. Philosophy of the coach.
2. Expectations the coach has for your child.
3. Location and times of ALL practices and contests.
4. Team requirements: ie., Fees, equipment, off-season conditioning, etc.
5. Procedure should your child be injured during participation.
6. Discipline that results in your child not being allowed to participate.

COMMUNICATION COACHES EXPECT FROM PARENTS:

1. Concerns, expressed directly to the coach.
2. Notification of any schedule conflicts well in advance (if possible).
3. Specific concerns regarding a coach's philosophy and/or expectations.

As your children become involved in the Stockbridge Athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you and your child hoped they would. At these times, discussion with the coach is encouraged.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept that your child is not playing as much as you may have hoped. **Coaches are professionals**. They make judgment decisions based on what they believe to be best for all students involved.

While there are certain things which can and should be discussed with your child's coach, there are certain matters which should be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES:

1. Playing Time
2. Strategy
3. Play Calling
4. Other student athletes

When it is necessary for a coach/parent conference, the following procedure should be followed to help resolve the issue of concern.

IF A PARENT HAS A CONCERN TO DISCUSS WITH THE COACH, THE PROCEDURE YOU SHOULD FOLLOW...

1. Call the high school and set up an appointment with the coach.
2. The Stockbridge Junior/Senior High School phone number is 851-7770.

3. If the coach cannot be reached call the Athletic Director and he will set the meeting for you.
4. Please **DO NOT** attempt to confront a coach before, during or after any practice or contest. These can be emotional times for both parent and coaches. Meetings of this nature do not promote resolution of any concerns.

THE NEXT STEP

WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH DID NOT PROVIDE A SATISFACTORY RESOLUTION?

1. Call and set up an appointment with the Athletic Director to discuss the concern.
2. At this meeting the appropriate next step can be determined.

Research indicates that students involved in co-curricular activities have a greater chance for success during adulthood. We hope the information provided within this section makes both your child's and your experience with the Stockbridge Community Schools Athletic Program more enjoyable.

We believe that the Stockbridge Athletic Program helps develop the character traits that promote a successful life after high school.

SPORTSANSHIP EXPECTATIONS

The Michigan High School Athletic Association and the National Federation of State High School Association has declared **SPORTSMANSHIP** as a priority. The following expectations are to be followed by all students, players and fans to help initiate all aspects of good sportsmanship. High school athletics are to be an extension of the classroom and shall be healthy, enjoyable learning activities for our students.

STUDENT ATHLETES

1. All opponents and their fans are to be treated like guests. Many have ventured long distances to watch the game. Please leave them with a good impression of your school.

2. Display respect and good sportsmanship to officials. Remember that they are professionals and authority figures that help you to follow the rules of the game. Their judgment is not to be questioned.

3. You are a role model for younger players. Help others learn the aspects of Sportsmanship by setting a good example for others to follow.

4. You represent your school community. Accept the responsibility and display

exemplary actions that best helps promote your school's sportsmanship.

5. Participating in athletics is a privilege. Make the best of your opportunities.

PARENTS AND FANS

1. Paying an admission does not give you the right to display actions that deter from the contest. Remember that this is just a game and is **FOR THE ATHLETES**.

2. Officiating is a difficult task. Professionals work extremely hard to conduct the game accordingly. Refrain from questioning and contesting their judgment. You are a role model for your son or daughter. Be exemplary. Encourage other fans to follow the correct manner of behavior.

3. Cheer for your team in a positive manner. You too represent your school community. Never direct attention to a specific opponent or their actions in a negative manner. Our conference will not tolerate derogatory chants or displays. There is not to be any antagonistic behavior, profanity or "trash talking" of any kind.

4. *Players play
   *Coaches coach
   *Officials officiate
   *Fans cheer with positive enthusiasm
   *No artificial noise makers

EVERYONE HAS A ROLE. PLEASE PRACTICE YOURS!

2017/2018 STOCKBRIDGE JUNIOR/SENIOR HIGH SCHOOL TICKET PRICES

All Varsity, JV & Freshman Sports	**Adults**	**$5.00**
	Students	**$5.00**
	Senior Citizens	**Free**
All Junior HIgh Events	**Adults**	**$3.00**
	Students	**$3.00**

Senior Citizens Free

Season Passes

Student Pass	**-**	**$35.00**
Adult Pass	**-**	**$60.00**
Family Pass	**-**	**$125.00**
Senior Citizens	**-**	**FREE**

GREATER LANSING ACTIVITIES CONFERENCE (GLAC)

Lakewood High School
7233 Velte Rd.
Lake Odessa 48849
AD – Bill Barker

Olivet High School
255 First St.
Olivet 49076
AD – Matt Seidl

(619) 374-8868
barkerb@lakewoodps.org
Navy Blue/White
Vikings

(269) 749-9631
seidlm@olivetschools.org
Green/White
Eagles

Lansing Christian High School
3405 Belle Chase Way
Lansing 48911
AD – Zach VanDuinen
(517) 882-5779
zvanduinen@lansingchristianschool.org
Black/Gold
Pilgrims

Perry High School
2555 Britton Rd.
Perry 48872
AD – Greg Hebden
(517) 625-3104
HebdenG@goperry.org
Red/White
Ramblers

Leslie High School
4141 Hull Rd.
Leslie 49251
AD – Scott Cousineau
(517) 589-9500
cousines@lesliek12.net
Orange/Black
Blackhawks

Stockbridge Junior/Senior High School
416 N. Clinton St.
Stockbridge 49285
AD – Meghan Kunzelman
(517) 851-7770
kunzelmanm@panthernet.net
Orange/Black
Panthers

Maple Valley High School
11090 Nashville Highway
Vermontville 49096
AD – Landon Wilkes
(517) 582-9275
lwilkes@mvs.k12.mi.us
Blue/White
Lions

JUNIOR/SENIOR HIGH SCHOOL TEACHING STAFF

Teacher	Department	Room #
Allison, Steve	MATH	107
Avis, Lissa	MATH	211
Baird, Corey	SOCIAL STUDIES	112
Bell, Laura	SCIENCE	215
Brooks, Diane	SCIENCE	116
Cyr, Elizabeth	ENGLISH	207
Dyer, Alexis	MATH	120
Riley, Kathleen	SPECIAL EDUCATION	203
Feliks, Alaina	ENGLISH	106
Gower, Pam	ENGLISH	109
Hatch, Carol	CHOIR	303
Hejnal, Darren	SOCIAL STUDIES	122
Kalmar, Carrie	SPECIAL EDUCATION	202
Kuzma, Katherine	MATH	114
Ladd, Jason	PE	GYM
Langone, Jay	ART	206
Leuneberg, Jennifer	SOCIAL STUDIES	105
Lockhart, Susan	MATH / PE	212
Lyman-Bower, Hilary	ENGLISH	119

Teacher	Department	Room #
Martell, Jessica	ENGLISH / TEST COORDINATOR	201
Pena, Corey	SPECIAL EDUCATION	102
Perry, Wes	CTE	208-210
Pierce, Kathy	SCIENCE	117
Pniewski, Patty	BAND	302
Richards, Bob	BUSINESS / ROBOTICS	204-205
Rickli, Jason	MATH	115
Salow, Tim	SOCIAL STUDIES	108
Tasior, Bryan	SCIENCE	213
Szczcembara, Chelsea	SCIENCE	214
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STOCKBRIDGE HIGH SCHOOL FIGHT SONG

CRASH RIGHT THRU,

THAT LINE GO THRU,

WATCH THE POINTS KEEP GROWING.

STOCKBRIDGE HIGH IS OUT TO WIN THEM,

FIGHTING WITH THE VIM,

RAH! RAH! RAH!

SEE THAT LINE IS WEAKENING,

GOING TO WIN THIS GAME!

FIGHT, FIGHT,

COME ON TEAM, FIGHT,

VICTORY FOR STOCKBRIDGE HIGH!