

St. Joseph High School



Student Handbook

2018 – 2019

Table of Contents

Academic Dishonesty	Pg. 18	Homebound Services	Pg. 8
Adult in Charge	Pg. 15	Illness	Pg. 8
Age of Majority	Pg. 8	Injury	Pg. 8
Alma Mater	Pg. 1	Instructional Material	Pg. 33
Anti-Bullying Policy	Pg. 16-18	Library/Media Center	Pg. 26
Asbestos Hazard Emergency Response Act	Pg. 34	Lockers	Pg. 25
Attendance Policy	Pg. 6-8	Lost and Found	Pg. 25
Attendance Make-Up Contract	Pg. 7	Lunch	Pg. 23
Breakfast	Pg. 23	Mission Statement	Pg. 2
Building Security	Pg. 24	Music Department Rules	Pg. 29
Bulletin Board/Posters/Signs	Pg. 24	National Honor Society	Pg. 27
Bus Transportation	Pg. 23	Non-Discrimination Policy	Pg. 31
BYOD Policy	Pg. 21	Nuclear Evacuation Plan	Pg. 31
Cellular Phone	Pg. 19	Over the Counter Drugs	Pg. 25
Class Schedules	Pg. 3	Parking	Pg. 20
Closed Campus	Pg. 23	Phones Numbers	Pg. 5-6
Commencement	Pg. 27	Prohibition Against Retaliation	Pg. 31
Communications	Pg. 15	Request from Military	Pg. 34
Counseling Service	Pg. 27	Request from Institutions of Higher Learning	Pg. 34
Damage/Lost Books	Pg. 26	Safety Drill Procedures & Conduct	Pg. 24
Dances	Pg. 25	School Dress	Pg. 18-19
Disciplinary Interventions	Pg. 13-14	School Hours	Pg. 23
Discipline	Pg. 9-13	Search and Seizure	Pg. 14-15
Driving	Pg. 20	Student Code of Conduct	Pg. 28
Due Process Procedures	Pg. 14	Student Concerns	Pg. 16
Electronic Devices	Pg. 19	Student Holds	Pg. 27
Equal Opportunity Statement	Pg. 31	Student Privacy Protections	Pg. 33
Field Trips	Pg. 25	Student Records	Pg. 32
Fines	Pg. 26	Student Senate	Pg. 2
Fite Song	Pg. 1	Student Valuables	Pg. 25
Food & Beverages	Pg. 25	Suggestions	Pg. 16
General Information	Pg. 30	Technology Acceptance Use Policy	Pg. 29
GPA Calculations	Pg. 4	Testing Dates	Pg. 5
Grading Scale	Pg. 4	Use of Prescription Drugs	Pg. 25
Graduation Requirements	Pg. 4	Video Monitoring Systems	Pg. 24
Grievances	Pg. 15-16	Vision Statement	Pg. 2
Guest Passes	Pg. 24	Visitors	Pg. 24

ST. JOSEPH PRIDE YOU ARE A BEAR!

Envision the word Bears, and you picture a group pulling together to create an everlasting bond. This group comes from all directions in the academic, athletic, extracurricular activity, and scholastic disciplines. Envision the word Bear and you picture a never-say-die warrior; a brave and sturdy creature who looks after what it has; and is eager to take on and conquer whatever comes its way.

ST. JOSEPH HIGH SCHOOL ALMA MATER

Sing we hail to Alma Mater,
Praise by sons and daughters all.
Give her victory and honor.
May her banner never fall.
For we love our St. Joe High School
Raise her Maize and Blue on high.
Though twill soon be just a mem'ry.
All the dear days just gone by.
We will all remember fondly, Alma Mater,
St. Joe High.

ST. JOSEPH HIGH SCHOOL FITE SONG

Fite on to victory and shout our battle cry.
Fite on, old varsity, as the Bears go marching by,
We'll sing a toast or two for every loyal son,
Raise high, our Maize and Blue, until the fight is won.

CHORUS:

F-I, F-I-T-E, Fite
Go Bears, fite with all your might
We're right, so fite, we're conquerors tonite.
Repeat verse.

Dear Students and Parents:

The faculty, administration, and support staff welcomes you to St. Joseph High School. It is our hope that you will find the high school experience to be the most exciting, enriching, and rewarding of your life. You are in the final stages of your K-12 educational experience and it is our purpose to help you complete your journey with excellence. We encourage you to take advantage of every opportunity to grow academically, socially, and emotionally by participating wholeheartedly in the high school programs. We are very fortunate to have so many opportunities afforded us by a community that recognizes the importance of quality education and supports it with time, personal involvement, and financial resources. This handbook is provided to assist you in your pursuit of a positive, meaningful educational experience. Whether you are new to St. Joseph High School or you are a returning member of the student body, it will assist you in understanding the mission, goals, and ideals of your school as well as your responsibilities as a student. Please accept our best wishes for a successful school year filled with challenge and the reward of success.

The St. Joseph High School Staff

ST. JOSEPH HIGH SCHOOL STUDENT HANDBOOK 2018-2019

Welcome to St. Joseph High School! The 2018-2019 ST. JOSEPH HIGH SCHOOL STUDENT HANDBOOK has been revised based upon input from students, teachers, parents, counselors, and administrators. The student handbook is published to clarify and answer many of the commonly asked questions about life at St. Joseph High School. This handbook will assist you in your attainment of knowledge and understanding of the mission, ideals, rules, and regulations of our school. Students and parents should read, understand, and abide by the information in this handbook in order to better understand the rights and responsibilities of a student at St. Joseph High School. All students sign a form acknowledging that they are aware of the online HANDBOOK and its rules. Parents will also be

asked to sign the HANDBOOK acknowledgement form. When students ***INCLUDED IN THIS HANDBOOK ARE THE BASIC RULES AND REGULATIONS FOR ALL STUDENTS WHO WILL BE PARTICIPATING IN ATHLETICS AND WHO ARE INVOLVED IN EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES.*** Each student will receive written expectations/guidelines from the advisor/coach prior to the start of the activity.

Remember, the ACADEMIC INFORMATION AND COURSE DESCRIPTIONS HANDBOOK is available on the St. Joseph High School web site. This handbook is important and should be referred to if you have questions concerning the academic program at St. Joseph High School. Please note: each teacher will have HALL PASS LANYARDS in lieu of the Planners that have been used in the past.

ST. JOSEPH HIGH SCHOOL VISION & MISSION STATEMENT

Our vision at **St. Joseph High School** is “**Inspiring Lifelong Learners, Creating Tomorrow’s Leaders.**” As a school community, our mission is that we are “Committed to Excellence.” We do this by developing higher-level thinking skills so that students become life-long learners.

STUDENT SENATE 2018 – 2019

Hello fellow bears!

Welcome to St. Joseph High School! To the incoming **Freshman**, these first few days you may be feeling anxious or lost, but fear not, ask an older friend or a senior mentor (wearing the bright green shirts) with any questions you have. I can guarantee after the first week the hallways will become second nature to you. My best advice for your four years is to jump aboard all of the activities that our school provides: Maize Craze, Student Senate, Key Club, Film Club, Foreign Language Clubs, athletics, and more.

Sophomores, finally you aren’t the youngest anymore. Even though you aren’t an upperclassman yet and don’t have to take standardized testing, this year is important for academic growth and taking on new responsibilities. Applying for college is closer than you think so continue to work hard to be your best in grades, athletics, clubs, and social life.

Juniors, this is the most important year of high school. Senior year is right around the corner you can almost feel it. It’s a hard year filled with standardized tests and preparing to take on leadership roles. Even though it can be stressful, it’s getting you ready for the future. You are now an upperclassman, walk proudly and don’t forget that you are a role model to the new upcoming classes. Enjoy this year and make sure you keep your BEAR pride!

Seniors, this is our year to rule the school. It’s our final year to savor the Friday night football games, the friendships we’ve made, and the home we have grown so accustomed to. Let’s look forward but don’t forget the endless memories you have made here. It’s our last year to cheer on the BEARS all together. We only get one senior year at St. Joseph High School, let’s make it the best year yet. Let’s make this a year to remember! Go Bears!

Your Student Senate President,
Aashish Harikrishnan

STUDENT SENATE MEMBERS 2018 – 2019

President: Aashish Harikrishnan
Vice-President: Patrick Sohn
Secretary: Paul Moon
Treasurer: Matthew Burkhard

<u>Senior Class</u>	<u>Junior Class</u>	<u>Sophomore Class</u>
Eli Edlefson	Bella Finnigan	Sophie Arent
Max Nolan	Konner LaVanway	Cameron Dirlam
Nolan Rich	Cici Strickler	Max Humes
Graham Strzynski	Robert Sundy	Norah Judge
Andreas Vetne	Leah Terry	Tyler Meier

Listed above are the grade level representatives for each class. Each grade level functions as an organization by planning and participating in Homecoming, Winter-fest, fund-raising, social functions, and community service projects. Officers are selected late in the school year for the following year. Most of the business is conducted by student committees before/after school hours.

**CLASS SCHEDULE
ST. JOSEPH HIGH SCHOOL
2018-2019**

		<i>Minutes</i>
1 ST HOUR	7:45 – 8:44	59
Announcements	8:44 – 8:51	7
Exchange	8:51 – 8:56	5
2 nd HOUR	8:56 – 9:55	59
Exchange	9:55 – 10:00	5
3 rd HOUR	10:00 – 10:59	59
Exchange	10:59 – 11:04	5
4 th HOUR	“A Lunch”	
Lunch	11:04 – 11:32	28
Exchange	11:32 – 11:37	5
Class	11:37 – 12:37	60
Exchange	12:37 – 12:42	5
4 th HOUR	“B Lunch”	
Class	11:04 – 12:04	60
Exchange	12:04 – 12:09	5
Lunch	12:09 – 12:37	28
Exchange	12:37 – 12:42	5
5 th HOUR	12:42 – 1:41	59
Exchange	1:41 – 1:46	5
6 th HOUR	1:46 – 2:45	59

SCHOOL CALENDAR 2018-2019

The School Calendar may be found by visiting the St. Joseph High School Web Site at: www.sjschools.org
This is a great resource for both parents and students.

SCHEDULE FOR ½ Day

School Begins: 7:45 a.m. School Ends: 11:01 am

SCHEDULE FOR 2-HOUR DELAY

School Begins: 9:45a.m. School Ends: 2:45 p.m.

SCHEDULE FOR 1-HOUR LATE START

School Begins: 8:45a.m. School Ends: 2:45 p.m.

HIGH SCHOOL EXAM SCHEDULE

<i>Exam #1</i>	<i>7:45am – 9:15am</i>
<i>Exchange</i>	<i>9:15am – 9:22am</i>
<i>Announcements</i>	<i>9:22am – 9:30am</i>
<i>Exam #2</i>	<i>9:30am – 11:00am</i>

G.P.A. CALCULATION

A	4.0	Superior	CR = Credit
A-	3.667		(Special Course)
B+	3.333	Above Average	N = No Mark
B	3.0		(Audit)
B-	2.667		NC = No Credit
C+	2.333	Average	
C	2.0		
C-	1.667		I = Incomplete
D+	1.333	Below Average	
D	1.0		
D-	.667		
F	0	Failure	

GRADING SCALE (All Classes)

A	100% - 93%	C	76% - 73%
A-	92% - 90%	C-	72% - 70%
B+	89% - 87%	D+	69% - 67%
B	86% - 83%	D	66% - 63%
B-	82% - 80%	D-	62% - 60%
C+	79% - 77%	F	59% - 00%

SEMESTER FINAL GRADE

First Quarter % of Grade = 45% of overall Semester Grade

Second Quarter % of Grade = 45% of overall Semester Grade

Semester Exam % of Grade = 10% of overall Semester Grade

(Students must pass two out of three above units and must be above 60% cumulative for the three units as a total final percentage for the semester)

When an "I" (Incomplete) grade is received, the student has five (5) days following the distribution of report cards to make up the work or the grade is reduced to a failure. Under extenuating circumstances, the teacher may extend this period.

Pluses (+) and minuses (-) will count toward the student's GPA.

WEIGHTED GRADES

Honor Classes - Additional .5 onto GPA

AP Classes - Additional 1.0 onto GPA

Weighted Grade Formula for Class Rank: $\text{Weighted GPA} = \text{Unweighted GPA} + P/(6x)$

(Formula is needed to calculate accurate GPA when students have taken extra classes)

(P = number of extra points accumulated each semester for AP and Honors classes)

(x = the number of semesters completed)

GRADUATION REQUIREMENTS

Graduation from St. Joseph High School requires that a student earn a total of twenty-two and one-half (22 ½) units of credit in grades nine through twelve. It is recommended that students attend 8 full-time semesters at St. Joseph High School. A student must fulfill the Michigan Merit Curriculum during the course of their educational tenure (K-12) in order to receive a St. Joseph Diploma. See Course Description Book online for more details.

NOTE: All students will be required to participate in the Michigan Merit Exam (MME) on April 9 - 11, 2019.

DATES FOR TESTING

Scheduled dates for ACT, PSAT, SAT, AP, and PLAN Tests

ACT (actstudent.org)

(*administered at St. Joseph High School)

Test Date	Registration Deadline	<i>(Late Registration: Late Fee Required)</i>
September 8, 2018	August 10, 2018	August 11 – August 26, 2018
*October 27, 2018	September 28, 2018	September 28 – October 14, 2018
December 8, 2018	November 2, 2018	November 3 – 19, 2018
*February 9, 2019	January 11, 2019	January 12 – 18, 2019
April 13, 2019	March 8, 2019	March 9 – 25, 2019
*June 8, 2019	May 3, 2019	May 4 – 20, 2019

SAT (collegeboard.org)

(*administered at St. Joseph High School)

Test Date	Registration Deadline	<i>Late Registration</i>
*October 6, 2018	September 7, 2018	September 18, 2018
November 3, 2018	October 5, 2018	October 16, 2018
*December 1, 2018	November 2, 2018	November 13, 2018
March 9, 2019	February 9, 2018	February 19 2019
May 4, 2019	April 6, 2018	April 16, 2019
*June 1, 2019	May 3, 2018	May 14, 2019

PSAT: October 10, 2018 (for Juniors) **M-Step:** April 11, 2019 (for Juniors) **AP Exam:** May 6-10 & 13-17, 2019

MME: April 9-11, 2019 (for Juniors – SAT, WorkKeys, M-Step)

PSAT/NMSQT: October 10, 2018 (for Juniors – qualifying test for the National Merit Scholarship Program)

PSAT: April 9, 2109 (for Freshman & Sophomores)

PLEASE NOTE: These are national test dates; some of the test dates may be administered at St. Joseph Senior High School.

ST. JOSEPH HIGH SCHOOL PHONE NUMBERS

Normal Office Hours when School is in Session: 7:15 a.m. until 3:30 p.m.

Attendance Office	926-3205
High School Fax Number	983-1470
Mr. Greg Blomgren, Principal	926-3204
Mrs. Ann Essig, Secretary	926-3201
Mr. Jim Berry, Assistant Principal / CTE Director	926-3213
Mrs. Cathy Siemans – Attendance Secretary	926-3205
Mrs. Kelly Gaideski, Curriculum Director	926-3200
Mr. Kevin Guzzo, Athletic Director and	
Facilities Coordinator	926-3220
Mrs. Katie Werdann, Athletic Secretary	926-3220
Guidance Office	926-3210
Mrs. Amy Peterson, Counselor	
Mrs. Tracy Olson, Counselor	

Mrs. Tracy Wagner, Counselor
Mrs. Allison Koch, Secretary 926-3210

Grounds/Maintenance/Custodial Services 926-3391
Mrs. Michelle Cohoon, Custodial Secretary 926-3260

Food Services
Mrs. Demrhy Youngquist, Director 926-3127

Media Specialist 926-3229
Chastity Edlefson, Library/Media Center

Transportation Department
Sandy Kroening, Transportation Coordinator 926-3900

FACILITIES REQUEST AND RESERVATIONS

Requests and reservations can be made from the school website (District Home Page-Our District link and select Facility Information). Forms are also available in the high school. Completed forms are submitted to Mr. Kevin Guzzo, Manager of Facilities.

High School Web Site: <http://sischools.org/sischools/site/default.asp>

District Web Site: <http://sischools.org/highschool/site/default.asp>

ATTENDANCE POLICY

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

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absence or tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance.

Non-attendance is a violation of the law for both parents and students who are under sixteen (16) years of age. For all students under the age of eighteen (18), parents must notify a school official if a child is to be absent. For a student eighteen (18) or over, the school will expect a parent, doctor, or responsible adult to corroborate a student's absence. Absences may be excused up to **ONE DAY (24 HOURS)** after the student misses school. The principal of the school or his designee is responsible for enforcing the attendance laws of the state and is the person who may excuse a student for necessary absence.

Compulsory school attendance ends at age sixteen (16). We assume that the student who is over that compulsory attendance age is seriously seeking an education. However, when a student sixteen (16) or older demonstrates that this is not the case; the student shall be dropped from the regular school program by the administration until it is evident that the student is willing and capable of pursuing an education seriously.

A. Definition of Attendance Codes:

1. Present (No code shown)
2. School Related (SR) – Shall be any absence that occurs when authorized by a school administrator or designee. School related includes but is not limited to testing, field trips, athletic releases, and student activities. Absences from school for school related reasons, will not count toward a student's total accumulated absences in any course. Students are responsible for any work that occurred during the time of the absence.

3. Absence Contacted (AC) – Shall be an absence for which school approval has been granted based on compliance with applicable policies and procedures. This absence will typically be excused verbally or in writing by the parent/guardian. Excused absences include illness, bereavement, medical and court appointments, and prearranged absences (i.e., family vacations). Excused absences will count toward a student's total accumulated absences in each course.
 4. Absence (A) – Shall be an absence (11 minutes or more) which is not approved based on compliance with applicable policies and procedure including but not limited to a deliberate absence without the knowledge or consent of a parent/guardian or school official. Unexcused absences will count toward a student's total accumulated absences in each course.
 5. Medical Exemption (ME) – Shall be any absence that is due to medical reasons. Example – medical appointments, hospital stays, medical testing, etc. All medical absences must have a printed Medical Excuse note from a medical professional, medical labs, or hospital.
 6. Tardiness (T) – Shall be when a student arrives to class after the bell, but less than ten (10) minutes late.
 7. In-School-Suspension (ISS) – Shall be when a student is assigned to the in-school-suspension room either for the hour, the day, or possible several days. Time spent while attending in-school-suspension will not count toward a student's total accumulated absences in any course. Students will receive full credit for any work that is assigned while assigned to in-school-suspension.
 8. Out-School-Suspension (OSS) – Shall be when a student is assigned to out-of-school suspension for a period of time.
 9. Absence Exemption (XA) – Shall be an absence due to a College Visit, Military Training/Visit, and Principal discretion.
- B. Reporting Absences. The following procedure should be followed to excuse an absence:
1. The parent should phone the High School Attendance Office (926-3205) prior to 9:00am on the day of the absence.
 2. If a parent/guardian does not communicate by phone or in person the day of the absence, the student should present a written statement and/or confirmation of the cause of the absence to the office on the first day the students returns from the absence. An absence will be considered unexcused if the student does not present written documentation within 24 hours of the absence.
 - a. Name and grade of the student
 - b. Date of the absence
 - c. Specific reason for the absence
 - d. Authorized signature
- C. Attendance Accounting Process. A consistent process of parent contact shall be used to encourage, monitor and regulate student attendance at St. Joseph High School.
1. Teachers will input attendance at the beginning of the period unless instructed to do so otherwise.
 2. Individual daily attendance will be checked beginning at 10:00am for students marked absent, but whose parent/guardian has not been in contact with the school.
 3. Notification will be sent to parent/guardian regarding the absence and it will be the responsibility of the parent/guardian to communicate reason for the absence within 24hrs from that point or the absence will go as unexcused.
 4. Notification of the accumulated absences and potential loss of credit will be communicated to a parent/guardian upon the seventh absence from a class.
 5. Upon the eleventh absence from a class, through any combination of excused and unexcused absences, the teacher may initiate an Attendance Make-Up Contract.
 6. Students who are denied credit due to attendance will need to audit the class for the remainder of the semester to fulfill the first condition of the graduation requirement that states, "A students must be a full-time student for a minimum of four years, attempting, attending and completing classes totaling 22.5 credits."
 7. If the student is passing the course, the student will receive a "no credit" (NC) for the semester course. If the student is failing the course, the falling grade will stand and be entered on the student's transcript. A student with a NC recorded for a grade will not be eligible for honor roll or any other academic recognition, and may also jeopardize eligibility in student activities.
- D. Attendance Appeal. It is deemed reasonable for students not to exceed 10 absences from a class each semester under normal circumstances. If a parent/guardian feels that their daughter/son should not be denied credit for violating the attendance policy, a written appeal with verifying documentation of a serious, non-routine illness/circumstance must be submitted to the high school administration. An attendance review committee will review and discuss the written appeal, including extenuating circumstances that may have prevented the student from regularly attending class(s) to determine whether the waiver, conditional waiver, or conditional denial will be granted.
- E. Attendance Make-up Contract. If a student reaches (11) or more absences in a class during the semester, then a teacher may initiate an *Attendance Make-Up Contract*. If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is also responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work, except in the

case of a major assessment that includes material covered over a long period of time. This contract is a written agreement between the teacher and the student and may be initiated once the student reaches (11) or more absences. The teacher will notify the student and parents that an Attendance Make-Up Contract is required in order to earn the calculated semester grade. If the student does not adequately fulfill the Attendance Make-Up Contract, then the student will be required to earn a C+ on the semester exam. Furthermore, if a student does not earn a C+, then a No Credit (NC) will be entered on the transcript. The signatures below indicate that the student, parent and teacher have agreed to the parameters of the Attendance Make-Up Contract. If necessary, the teacher may attach the details of the make-up work to this contract; however, requirements may also be made electronically.

F. Student Activity Attendance. To be eligible to compete or participate in a student activity, including athletics, fine and performing arts, clubs, and organizations, the participant cannot have an unexcused absence during the day. Receiving an unexcused absence in a class during the day renders a student ineligible to participate in school-sponsored activities for the remainder of the day.

G. Sign In/Sign Out. When arriving late to school, the student must enter the main entrance of the building and sign in with the attendance office. When leaving early for an appointment, we must hear from a parent/guardian prior to releasing the student and the student must sign out at the attendance office. Unexcused absences will result in disciplinary action.

H. Prearranged Absences. Students who know ahead of time that they will be out of school for one (1) or more days should complete a Pre-arranged absence form. This form is available in the attendance office. The student and or parent/guardian will be responsible for making arrangements for missed assignments; it is highly recommended that this be done five (5) days prior to absence. Pre-arranged absences are considered excused absences and count toward a student's total accumulated absences in each course.

I. Make-Up Work. It is the student's responsibility to make arrangements with his/her teachers upon the first day back in class regarding making up assignments/assessments missed during the period of excused absences. The best way to obtain homework assignments during/after an absence is for the student to contact the teacher directly, via email, or to view the teacher web-site where the teacher posts on It's Learning. In the event of a pre-arranged absence, make-up work may be required to be due prior to the absence.

J. When Parents are Out of Town. On those occasions when parents must be out of town, they are requested to notify the school of who is responsible for their student(s) in writing during their absence.

K. Truancy. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 3880.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

L. Homebound/Hospitalized Instructional Services. A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services. For information on homebound or hospitalized instructional services, please contact your child's counselor.

AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) have the same privilege as their parents/guardians as it relates to access or control of their student records.
- (2) represent themselves during disciplinary conferences and be the addressee for their grade reports.
- (3) sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply.
- (4) provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office, and the school will provide formal notification to the parent/guardian(s) of students who have requested adult status. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Declaration of adult status does not exempt the student from school policies and rules that apply to all students and the school reserves the right to contact parents at any time when the school deems it necessary.

INJURY/ILLNESS

If a student is injured or becomes ill during school or a school related function, parents will be notified as soon as possible. Ill or injured students are to report to the High School Office for assistance. Only emergency first aid will be given. In the case of serious injury, emergency personnel will be called and the student will be transported directly to the hospital, unless the parents have notified the school otherwise.

DISCIPLINE

The rules and policies of St. Joseph High School apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school regardless of location, date, or time.

Reference to school property in the ST. JOSEPH HIGH SCHOOL STUDENT HANDBOOK indicates all public school property; high school, middle school, elementary schools, and all school playgrounds or athletic fields.

All students sign a form when they receive the HANDBOOK. When students sign the form they indicate they have received the HANDBOOK and they acknowledge that they accept responsibility to follow all rules and policies contained in the HANDBOOK.

STUDENT DISCIPLINE:

“Prior to suspending or expelling a student for any statutorily mandated reasons, the Board designee shall consider the following factors:

- a. the student’s age
- b. student’s disciplinary history
- c. whether the student has a disability
- d. the seriousness of the violation or behavior
- e. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f. whether restorative practices will be used to address the violation or behavior
- g. whether a lesser intervention would properly address the violation or behavior

EXPECTATIONS FOR STUDENTS

It is very difficult to list all that is “acceptable” citizenship, however, in an effort to give students a general idea of what is expected, we offer these guidelines. The student should:

- Understand and follow school policies;
- Attend school regularly;
- Be prompt in arriving at an assigned place;
- Respect yourself;
- Respect others at school;
- Respect the school;
- Be a good citizen in etiquette, appearance, and the use of proper language;
- Work hard toward realizing their potential;

Become involved in the total school program; take advantage of all the school has to offer in the way of curriculum, library services, counseling, student activities, etc.

It is our duty as educators to provide the appropriate environment to protect the rights and privileges of all members of the school community and to help each student grow to become a responsible, self-disciplined person able and willing to assume a role as a law-abiding citizen in a democratic society. In order to carry out our duties, it is at times necessary to discipline those individuals who impede our school goals.

Discipline policies should be viewed positively rather than negatively. We have sufficient support personnel to help students who seek and need assistance. For those students who do not need such assistance or refuse to adhere to school policies, it may be necessary to sever relationships with the school in order to protect the individual or other members of the school community.

DISCIPLINARY INFRACTIONS

The following list includes, but is not limited to, specific disciplinary infractions and definitions. This will assist in communicating a common vocabulary about inappropriate behavior that will be addressed by the school.

Infraction	Definition
Arson	The act of setting fire to the school or any part of the school or school premises.

Assault (Directed at School Personnel)	<p>Physical Assaults When a student commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on school bus, or other school related vehicle or at a school-sponsored activity or event.</p> <p>For the purpose of this policy, “physical assault” shall be defined as intentionally causing or attempting to cause physical harm to another through force or violence.</p> <p>Verbal Assaults When a student 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 or contractor.</p> <p>For the purpose of this policy, “verbal assault” shall be defined as any willful verbal threat, which is intended to place another in fear of immediate physical contact, which will be painful and injurious, coupled with the apparent ability to execute the act.</p>
Bomb Threat	Threat to bring or detonate a bomb.
Bullying/Harassment	Speech or action that creates a hostile, intimidating or offensive learning environment. This includes unwelcome sexual advances or any form of improper physical contact, discriminatory or sexual remark.
Bus Violation	Behavior that disrupts the transporting of students to and from school or events, including violation of bus rules.
Cafeteria Violation	Disregard for the basic cafeteria expectations including, but not limited, to cutting in line, leaving trash on the table, horseplay, and inciting or participating in food fights.
Class Disruption	Any combination of actions that interfere with, interrupt, or create disorder to the extent that instruction cannot take place.
Cyber bullying	Occurs when a student harasses, mistreats, or makes fun of another person online or while using a personal communication device or other electronic device.
Dress Code Violation	Involves attire that does not follow the dress code outlined in the Student Handbook section of this document. Dress code violations also involve attire or accessories that disrupt the educational environment, are destructive to school property, or are a threat to safety and health.
Drug/Alcohol Violation	Involves selling, purchasing, possessing, consuming, or distributing alcohol, illegal drugs, or controlled substances. Participating in a plan to sell, purchase, process, possess, consume, or distribute these substances is also prohibited – including prescription medication prescribed for someone else. Being under the influence of alcohol, illegal drugs, or any controlled substance or any prescription medication prescribed for someone else is prohibited. The possession of look-alike drugs is also prohibited. These rules apply on school property or at any school-related activity or event, or while traveling to or from school or any school-related activity or event.
Drug Paraphernalia	Involves selling, purchasing, possessing, distributing, or participating in a plan to sell, purchase, possess, or distribute drug paraphernalia. This includes items associated with illegal drugs such as rolling papers, pipes, clips, razor blades, lighters, and hypodermic needles. Possession of these items at school or at any school-related activity or event, or while traveling to or from a school-related activity or event, is prohibited.
Elevator Use (Unauthorized)	Students are not to use elevators at anytime unless authorization has been given by the administration.
Explosive Devices	Possession and/or use of explosives or incendiary devices that have potential to be harmful or dangerous.

Extortion	Occurs when a student forces another student to give him or her something, including but not limited to, money, through force or threats.
Fake Call-In	Occurs when the student/person other than the parent/guardian attempts to contact the school to excuse the student from the regularly scheduled school day.
False Alarm	Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.
Fight (Provoking)	Includes instances in which a student or students motivate, encourage, or plan to fight or motivate/encourage others to fight.
Fight	Includes instances in which harmful or offensive contact occurs with another person. Fighting can include, but is not limited to, assault, battery, and bruising.
Forgery	Is the alteration or falsification of documents (i.e., passes or permission slips) or signatures.
Gambling	Involves playing any games in which money or items of value can be won or lost.
Harassment: Sexual, Ethnic, Racial, Gender, or Religious	<p>Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature by any student to another student, or by a student to a staff member. This includes conduct of a sexual nature that may include verbal or physical sexual advances and/or comments of a sexual nature regarding physical or personality characteristics. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome. Note: A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for subsequent conduct to be deemed unwelcome.</p> <p>Sexual harassment may include, but is not limited to, the following: Verbal harassment or abuse. Repeated remarks to a person with sexual or demeaning implications. Unwelcome touching. Pressure for sexual activity. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, or promotion.</p> <p>Ethnic, racial, gender, or religious harassment may include, but is not limited to: Written or oral innuendos, comments, jokes, insults, threat, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with the school corporation; or conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school corporation. Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the corporation.</p> <p>False Reporting of Harassment Students who knowingly file false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action.</p>
Hazing	Is an abusive, often humiliating form of initiation into or affiliation with a group (such as organizations, clubs, and athletic teams). It includes any willful action taken or situation created that recklessly or intentionally endangers the mental or

	physical health of another. Urging or encouraging hazing is also prohibited.
Horseplay	Involves such actions as pretend/play fighting, tapping, poking, smacking or pinching, pulling on others' clothing, or placing hands or feet on others.
Inappropriate Language or Gestures	Includes behaviors and actions directed toward students/staff that are reasonably considered profane, vulgar, lewd, or obscene.
Insubordination and/or Disrespect	Includes those behaviors by which students refuse to respond to or follow the directions of staff members and/or act disrespectfully toward staff members. Examples of this kind of behavior include, but are not limited to, leaving a classroom without permission or obstructing staff in the performance of their duties.
Libel and Slander	Are two forms of defamation. Libel consists of printed communication whereas slander consists of oral communication. The actions of Libel and Slander consist of a false statement that is printed or broadcast about an individual that brings that person into public ridicule, contempt, or hatred, or inflicts injury.
Lockers (Inappropriate Use)	Students should not misuse or abuse their lockers, as it will be considered an act of vandalism. Students are not to share their lockers or give their locker combinations to others.
Loitering	Being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without specific authorization of school personnel.
Non-Essential Items	Possession/Use of cigarette lighters, matches, squirt guns, balloons, or other items that are not essential to the educational process.
Obscenity	Includes those items or behaviors that an average person, when viewing the material or behavior and applying community standards for children of a relevant age, would find offensive and lacking in serious literary, artistic, political, or scientific value.
Personal Property Damage	Students shall be required to pay restitution to the staff member for all damages that occur. The student may be liable to prosecution according to the law.
Profanity	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity or direct profanity toward another student in the halls, cafeteria, or classroom. Profanity includes language that is abusive, vulgar, or irreverent.
Public Display of Affection (PDA)	(Other than the holding of hands) are not appropriate for the school environment. Students should not, while on school grounds or at school functions, show affection to one another in a manner that is immodest and/or draws undue attention to themselves.
Sexting	Is sending, receiving, or forwarding sexually suggestive nude or nearly nude photos or sexually suggestive messages through any personal communication device or electronic equipment.
Tardiness	Is the act of not being in the assigned classroom at the time the bell rings to begin class. Excessive tardiness to class will result in disciplinary action, which may include detention, social probation, suspension, and/or expulsion.
Technology Violation	Is violation of the district technology acceptable use policy; using cell phones, media players, or other electronic communication devices during restricted times.
Threat or Attack Against Others	Involves any display of aggressive or negative gestures toward another individual. Written, verbal, or physical behavior that places another person in reasonable fear of harm is prohibited. Actions that have the effect of threatening, insulting, demeaning, or intimidating in such a way as to disrupt or interfere with the school and the school environment are also prohibited.
Tobacco Violations	Involve the possession or use of tobacco products or paraphernalia (such as lighters) by students. This policy applies when students are at school or at any school-related activity or event, or while traveling to or from school or any school-related activity or event. Tobacco products include cigarettes, cigars, or tobacco in any other form, including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco. The U.S. Food & Drug Administration has indicated that Vaporizers and other electronic nicotine delivery systems are included in the definition of "tobacco product."
Truancy	Is a student's absence from school or class without a parent/legal guardian's or

	the school's knowledge. Any absence that is not phoned in or verified by a parent or legal guardian within three (3) days of the student's return will be considered as truant. Truancies accumulate throughout the school year. Should a student be found truant from school, the child's parent will be contacted and relevant legal authorities, such as the Berrien County Truancy Officer, may be notified. Student truancy may be considered an act of academic misconduct, which may result in loss of credit for missed class period(s) and may be subject to disciplinary action, including but not limited to loss of work permits and/or driver's license.
Unauthorized Presence in Unsupervised Areas	Is defined as being in an area without prior authorization from staff. Examples include but are not limited to athletic facilities, locker rooms, auditoriums, science labs, computer labs, resource centers, and classrooms.
Unlawful Activity	Includes any activity or behavior that violates the laws of the State of Michigan, or conviction under the laws of any other state in the United States, that takes place either while school is in session or on weekends, holidays, school breaks, and the summer period when a student may not be attending classes or other school functions. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order to protect persons on school property. Note: Trespassing is considered an unlawful activity; students who have been suspended or expelled are not permitted on school grounds.
Vandalism/Theft	Includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Note: Vandalism that causes a loss of more than \$300 is considered felony vandalism . Vandalism that causes a loss of less than \$300 is considered misdemeanor vandalism .
Weapon	Possession, use, and/or distribution of a dangerous instrument designed or possessed to cause injury, or used for self-protection. Dangerous instruments include, but are not limited to, guns, knives, chemical spray or like substances, tazers, clubs, box cutters or toys that are presented as a real weapon.

DISCIPLINARY INTERVENTIONS

The administration of these consequences will be progressive in nature and will begin at a level established by the high school administration. Typically, failure to comply with behavior expectations will result in one of more of the following:

- A. Teacher/Student and/or teacher/parent conference.
- B. Counselor and/or administrative referral for appropriate intervention.
- C. Detention: academic time spent with a teacher/administrator during lunch, before and/or after school in which students are expected to complete schoolwork and/or make-up time wasted/missed. Students who arrive late or violate the detention guidelines will be required to serve an additional time and/or face further disciplinary actions.
 - a. 3 tardies – teacher will assign a 30 minute detention to be served either at lunch or after school
 - b. 4 tardies – teacher will assign a 1 hour detention to be served after school
 - c. 5 tardies – teacher will assign a 1 ½ hour detention to be served after school
 - d. 6 tardies – teacher will assign a 2 hour detention to be served after school
- D. Social Restriction. Students who violate the discipline code may lose the privilege of attending or participating in student activities, passing time, social time before and after school and lunchtime. In addition, a student on social restriction may be placed on an alternative schedule.
- E. Community Service. Students who violate the discipline code may be required to complete some form of community service as reparation for their behavior. This may include cafeteria duty, cleaning the building, parking lot, buses, or other forms of community service deemed reasonable by the administration.
- F. Restitution. Students who violate the student code may be required to compensate the violated party through financial means. This sum of money may include any costs that are accrued by St. Joseph School staff for work completed due to the infraction. In the event of loss, the student may be responsible for the entire replacement cost of the item(s).
- G. Confiscation. In the event of a student being in possession of unauthorized item(s) deemed inappropriate for school, the student may have the item(s) removed from their possession. Depending of the degree of inappropriateness, the student may or may not receive the item(s) back. If item(s) are unlawfully possessed, they will be turned over to the proper authorities for disposition.
- H. Schedule Change. If a student's behavior is such that it pervasively interferes with the learning opportunities of

one or more students, the students schedule may be changed to minimize the disruption. A schedule change may also consist of reducing the number of minutes in a class and/or having students start or end their day at alternate times.

I. In School Suspension (ISS). Academic time spent during the school day in which students are isolated from their peers, and academic, socio-emotional and/or behavioral interventions are provided. The parent/guardian will be notified of the action taken (verbally and/or in writing).

J. Out of School Suspension (OSS). Removal from school (1-10 days) for violations of the discipline code, in which the administration believes that both the student population and/or the student would be better served by the student's removal from school. The parent/guardian will be notified of the action taken (verbally and/or in writing). In most cases, a conference involving the student, parent/guardian, and administrator will be held to review the incident, clarify rules/expectations, and discuss next steps.

General Out of School Suspension Guidelines:

1. When a student must be immediately suspended from school hours, an attempt will be made to contact the parent/guardian for transportation home. In the event the parent/guardian is not reached, or transportation cannot be arranged, the student will be isolated from the normal school activities for the remainder of the day.
2. Any student who has been suspended will not be permitted to participate in or be a spectator at student activities sponsored by the school during the period of suspension. This included afternoon and evening activities during the day of suspension. The last day of suspension officially ends at midnight with the student returning to normal activities on the following day.
3. Students who are members of an interscholastic athletic team must refer to the St. Joseph High School Athletic Code of Conduct for additional information relating to requirements in interscholastic athletics.
4. Work assigned/assessments given during an out-of-school suspension may be completed/made up for full credit; however, each day of out-of-school suspension will result in a zero (0) for in class participation points.

K. The Administrator may request in writing a psychological evaluation by a doctor approved by administration that states it is safe for us to have the student return to school.

L. Long-Term Suspension or Expulsion. Board of Education and/or Superintendent level action taken based upon the recommendation of the building level administration to remove a student from school for a period of time in excess of 10 days up to and including permanent expulsion for gross misbehavior or persistent, malicious, or willful violation of the discipline code. A verbal notification shall be given to the student and parent by a building level administrator when a decision to remove a student from school is made. Within ten days of removal from school, written notification shall be given to the student and parent(s) detailing the alleged violations of the discipline code, supporting evidence, administrative recommendation for disciplinary action, and hearing guidelines. A hearing will be held within 10 school days unless otherwise agreed to by both parties.

M. Elastic Clause. The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the Student Handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidences.

DUE PROCESS PROCEDURES

A student may appeal the decision of any school employee to the next highest authority. For example, if a decision of the teacher is appealed, the student may appeal to the assistant principal, then to the principal, then to the Superintendent of Schools and then to the Board of Education, which has the final authority concerning all suspensions and expulsions from school. In the event of an appeal, written notification of the final action will be transmitted to all parties.

SEARCH AND SEIZURE

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

School Property and Equipment, Personal Effects of Students

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

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

Students

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

Seizure of Property

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

ADULT IN CHARGE

The designated adult in charge (i.e., teacher, substitute, bus driver, coach, supervisor, staff member) will have primary responsibility for student behavior. The adult in charge will make clear their expectations for students and the obligation to assign reasonable consequences for inappropriate student behavior. If a student's behavior is such that he/she must be removed from a given setting and/or referred for administrative intervention, effort will be made to involve the parent(s) and auxiliary personnel when appropriate. Students who are asked to leave for administrative intervention must report immediately to the main office.

COMMUNICATIONS

To achieve goals in social settings, teams of people need to collaborate. Two-way communication, which is honest, timely, and purposeful, fosters a sense of community, shared purpose, and teamwork. The following vehicles have been established to foster relationships between parent(s) and the school:

- A. Phone/Voice Mail/Email. All staff members have phone extension and email address that can be accessed 24 hours a day, seven days a week.
- B. PIV/Web Pages/ItsLearning.com/Powerschool. Web-based tools for students and parents to access grades, classroom assignments, attendance, and discipline information.
- C. Power-announcement. Automated system that relays upcoming, daily, and emergency information. Can be set-up by the parent to receive in phone, email, or text alerts.
- D. Appointments. Parents or guardians who have a question or concern are encouraged to contact the teacher, counselor, or administrator directly. To facilitate an appointment, parents are asked to call or email the person they wish to be in contact. If unable to contact directly, please contact the office for assistance.
- E. Parent/Teacher Conferences. Fall parent conferences are held each school year for parental convenience, both day and evening hours are scheduled.
- F. Parent Volunteers. Parents are encouraged to contact the school to discuss potential volunteer opportunities.
- G. Daily Announcements. Made available by Broadcast news team or by PA announcement each day at the end of 1st hour. Announcements should be submitted to Broadcast news team prior to 8:30am each day.
- H. Webpage. All information available from the office in paper or digital form are available online at: www.sjschools.org
- I. The Wind-Up. A student created news publication of the events/happenings at St. Joseph High School.
- J. District and High School Newsletters. Happenings within the district and high school, and shared out by the Superintendent and Principal.
- K. Social Network. St. Joseph high school has a growing presence in social media outlets to provide better learning opportunities, provide information about student activities, highlight special achievements, and to provide timely updates/announcements. Please request these social media sites from administrators, teachers, advisors, and coaches.

STUDENT CONCERNS/SUGGESTIONS/GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them in a constructive manner. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern.

If a student/parent has a question or concern about the student's grade, progress in the class or treatment, the student/parent should:

- A. Contact the teacher to arrange a time to meet and discuss the question or concern.
- B. If the student/parent feels unsatisfied after the meeting, the student/parent should contact the student's counselor to arrange a time to meet and discuss the concern.
- C. If the student/parent feels unsatisfied after this meeting, the student/parent should contact the Dean of Students to arrange for a meeting to discuss the concern.
- D. If the student/parent feels unsatisfied after the meeting, the student/parent should contact the Principal to arrange a meeting and discuss their concern.

ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. **Prohibited Conduct.**

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall include anything that might also be identified as hazing or harassment.

This prohibition includes any written, physical, verbal, electronic communication, or psychological abuse, including hazing, gestures, comments, threats, or actions to which cause or threaten to cause harm to one or more students, either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation.** Retaliation or making intentionally false accusations against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

- B. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate building Principal, Assistant Principal, or Dean of Students. The student may also report concerns to a teacher, counselor, or staff member who shall be responsible for promptly notifying the appropriate building administrator or designee.

- C. **Complaints Against Certain School Officials.** Complaints of bullying by staff members or volunteers may be reported to the building principal. Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

- D. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. The investigation should be completed within three (3) school days after a report or complaint has been made to the building principal or designee. If an investigation requires more than three school days, the superintendent shall be notified on the third day of the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed within the district's student information system accessible to the District's central administrative office.

- E. **Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly notify the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.
- F. **Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or

referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

G. Responsible School Official. The Superintendent shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

H. Posting/Publication of Policy. Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

The superintendent shall annually establish an Anti-Bullying Committee made up of at least one representative from each building, whose task it shall be to recommend speakers, activities, programs, initiatives or other educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyber bullying.

I. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.

2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.

c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

St. Joseph Public Schools

Date Adopted: April 30, 2012

BULLYING RUBRIC - The Bullying Rubric will serve as a guide for the administration to apply consequences for bullying behaviors, repeat offenders will face a progression in consequences, and initial bullying behaviors may yield consequences ranging from verbal warnings all the way up to expulsion based on the severity of the behavior.

Behavior (including but not limited to the behaviors listed below)	Common Bullying Consequences	Common Bullying Consequences	Common Bullying Consequences
Mild behaviors: spreading	verbal warning from	administrative	parent intervention loss of

nasty rumors intimidating stare name calling mean teasing leering eyes mean or rude gestures	faculty (faculty notifies office) or administration restitution	action statement of accountability restitution C counselor intervention parent notification	social lunch administrative action statement of accountability restitution c counselor intervention
<u>Moderate behaviors:</u> sexual, racial or cultural harassment damaging personal property graffiti threatening taunting ridiculing humiliating	administrative action parent notification loss of social lunch restitution counselor intervention parent notification	counselor intervention statement of accountability ASD or BSD restitution	suspension restitution counselor intervention
<u>Severe behaviors:</u> hitting pushing shoving punching extortion stalking cyber bullying	ASD or BSD administrative action parent notification restitution loss of internet use counselor intervention	parent notification suspension restitution counselor intervention	parent intervention notify police restitution counselor intervention
<u>Dangerous behaviors:</u> stabbing shooting flashing a weapon	notify police possible expulsion		

ACADEMIC DISHONESTY

We value academic integrity and expect that all students will use genuine, sincere, and fair means for the completion of exams, tests, quizzes, or projects from which evaluations of progress shall be determined.

The following are examples of academic dishonesty. Incidents of academic dishonesty accumulate during the students' high school career. Examples are but are not limited to:

1. Plagiarism – submitting another person's writing as one's own.
2. Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class. This includes any electronic means.
3. Copying from another student's test or knowingly permitting another student to copy during a test.
4. Using materials which are not permitted during a test.
5. Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take home tests for which credit is given.
6. Permitting another student to copy or write another student's homework, project, report, paper, project, report, paper, classroom test, or take home test for which credit is given.
7. Any other action intended to obtain credit for work that is not your own, such as stealing a test or changing a grade.

Penalties: The following are penalties that will be imposed if a teacher and administrator determine that student has been academically dishonest.

Homework, Classwork, or Quizzes

- 1st Offense: No credit for the work. Parent contacted by teacher. Report sent to Assistant Principal
- 2nd Offense: No credit for the work. Parent contacted by the teacher and administrator. Disciplinary action as assigned by an administrator.

Tests, Major Project, or other action such as stealing a test or changing a grade

"F" on test, etc.; Parent contacted by teacher and administrator; disciplinary action assigned by an administrator depending on circumstances.

SCHOOL DRESS

We believe that student dress is a factor in the establishment of an educational atmosphere and that clothing should be **appropriate for school**. Standards of dress which clearly deal with the health and safety of students will be upheld. Forms of student dress are acceptable as long as they are neat, clean, and not considered distracting from the educational process, and one's dress should comply with applicable school laws for the State of Michigan. The Administration reserves the right to determine what is appropriate dress for the place and situation. Students in non-

compliance will be required to make necessary modifications, serve in-school suspension, or face suspension from school.

Within this framework, the following guidelines have been established but are not limited to:

- Footwear is required;
- Profanity, vulgar suggestion, alcohol, tobacco, or illegal substance logos printed on clothing is prohibited;
- Hoodies, hats and bandanas are not to be worn in the building and must be removed when entering the building and must remain off until you have exited the building. Repeat offenders will lose the privilege of wearing hoodies in the building. Hair accessories will be allowed.
- Coats may not be worn to class under ordinary circumstances;
- Shoulders must be covered with at least a 2-inch width strap. (no spaghetti straps or tube tops) Neckline shall not permit overexposure. No Tank Tops.
- No exposed midriff when student extends arms toward floor;
- Skirt and short length must reach palm of hand length when arms are extended toward floor;
- No exposed undergarments; or pockets extending out from cut-off shorts;
- Jewelry or apparel that creates a health or safety hazard is not permitted. This includes spiked necklaces, studded or spiked bracelets, and hanging chains.

CELLULAR PHONES/ELECTRONIC DEVICES

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, and during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. *A "Red / Yellow / Green" Card System will be utilized in each classroom (see further details below).*

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement.

Red / Yellow / Green Card System

Each classroom will use a "Red / Yellow / Green" Card system to clearly identify whether teacher approval has been given for PCDs (e.g., cell phones).

Red Card = No cell phones visible and must be powered off as to not create any classroom distractions. Students shall assume that all teachers are in a "Red Zone" upon entering a classroom.

Yellow Card = A Yellow Card may be displayed if a teacher would like to allow discretion in the classroom and the card will be clearly defined. For example, a teacher may allow certain students use earbuds if a particular learning goal has been achieved.

Green Card = Cell Phones may be visible and one earbud or headphone may be used.

The following PCD disciplinary actions will be imposed to assure responsible use:

1st Offense = PCD is confiscated and submitted to the administrative office for the remainder of the school day

2nd Offense = PCD is confiscated and submitted to the administrative office for the remainder of the school day, plus a 1-Hour Detention

3rd Offense = PCD is confiscated and submitted to the administrative office for the remainder of the school day, plus a 1-Hour Detention and a parent must pick up the phone from an administrator.

4th Offense = PCD is confiscated and submitted to the administrative office for the remainder of the school day, a 2-Hour In School Suspension, and a parent must pick up the phone from an administrator.

Further offenses will result in a parent intervention meeting and additional consequences may be imposed.

*The above rubric may reset at the beginning of a new semester, if the students and parents have complied with the consequences.

Earbuds (any music/noise cancelling headwear)

Earbuds may be used during passing periods; however, one ear must be exposed at all times in order to communicate with others and/or hear any important announcements. When the 1-minute bell rings, students must put their PCDs and earbuds away and prepare to walk into a "Red Zone" classroom. Teachers shall not be spending time reminding students to put their PCDs away at the beginning of class as this creates a disruption.

The following consequences will be given if the earbud language is violated:

1st Offense = PCD and earbuds will be confiscated and submitted to the administrative office for the remainder of the school day

2nd Offense = PCD and earbuds will be confiscated and submitted to the administrative office for the remainder of the school day, plus a 1-Hour Detention

3rd Offense = PCD and earbuds will be confiscated and submitted to the administrative office for the remainder of the school day, plus a 1-Hour Detention and a parent must pick up the phone and earbuds from an administrator.

4th Offense = PCD is confiscated and submitted to the administrative office for the remainder of the school day, a 2-Hour In School Suspension, and a parent must pick up the phone and earbuds from an administrator.

Further offenses will result in a parent intervention meeting and additional consequences may be imposed.

PARKING AND DRIVING

The streets and parking lots of the school are school property, but are subject to all city ordinances and laws relating to the use of automobiles. Driving a motor vehicle on school property is a privilege that can be revoked. The following guidelines have been developed for the proper use of the automobile and the parking facilities.

A. Prior to operating a vehicle on school property, a student must complete the Vehicle Parking Registration Permit form. A student who operates a vehicle on school property is considered to have given consent to search the vehicle with or without cause by school officials or police officers. A parent/guardian who grants permission for his/her student to operate a vehicle on school property is also considered to have given such consent to search the vehicle.

B. The following regulations regarding the operation of motor vehicles must be followed. Any violation could result in revocation of the privilege to operate a motor vehicle on school property and additional disciplinary consequences.

1. All students will park in the student lots between the football fields and tennis courts off of Stadium Drive. Students may also park on Stadium Drive by the baseball field and residential areas.
2. Students may not park in the circle drive by the main entrance of the building.
3. Students may not park in the lot on the Lakeview side of the building or in the lot by the baseball field off of Stadium Dr. Both lots are designated for staff parking.
4. During school hours, students must park between designated yellow lines. A student whose vehicle is illegally parked may receive a ticket from the St. Joseph Police Dept., a school suspension, and/or may be towed at the owner's expense. The police will be notified when a vehicle is towed.
5. Students are expected to vacate their vehicles once parked on school property.
6. Because of possible vandalism of cars, it is recommended that students take every precaution to protect their vehicles while parked on school grounds. St. Joseph Public Schools is not responsible for theft or damage to vehicles while parked on school property.
7. Vehicles must always be operated in a safe and prudent manner. Police are authorized to monitor and ticket all driving violations that occur on the St. Joseph School properties.

C. Loss of school driving privileges may occur for students who violate the student code of conduct (i.e., reckless driving, excessive absences). Additional school disciplinary consequences may also be applied.

BYOD POLICY - OVERVIEW

Saint Joseph Public Schools is committed to preparing students for the future, which includes the use of technology in careers and higher education. Building upon the 1:1 computing initiative at Upton Middle School, St. Joseph High School embraces a B.Y.O.D. (Bring Your Own Device) environment to enhance student learning. The B.Y.O.D. environment will provide students and teachers with the following:

- the ability to acquire, share, evaluate, and create digital information
- skills for achieving media and digital literacy
- an opportunity to behave in a safe and ethical online environment
- productivity tools for efficient communication, collaboration, and presentation
- use of a familiar device and software programs
- a smooth transition between home and school assignments
- a device-agnostic environment
- immediate access to online learning resources and information

Definitions and Acceptable Devices

B.Y.O.D. stands for Bring Your Own Device. It can also be referred to as B.Y.O.T. or Bring Your Own Technology.

The program is designed to allow students to bring their own digital devices into the classroom, connect to a specially designed student network, and use their devices in class as appropriate and needed for school assignments. The use of these devices will be encouraged in authorized spaces throughout the SJHS campus where wireless access will be provided.

A list of system requirements for devices can be found in PDF form at <http://www.sjschools.org/technology/byod-device-req.pdf>

Policy and Guidelines

Students will be expected to abide by all existing school rules and technology acceptable use policies. These can be found at <http://www.sjschools.org/technology/aup.html> and <http://www.sjschools.org/sjhs/handbook.html>.

St. Joseph Public Schools will not be responsible/liable for any loss, damage, or theft.

Personal devices should be fully charged upon arrival at school. Students should be made aware that the school is not responsible for providing the power to charge devices during the school day, but there are common areas where power may be available.

The school district will not provide home Internet access.

No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from SJPS, except for approved projects with the permission of the proper staff. These actions could be in violation of state and federal law.

Users must understand that the use of a personal device in the classroom is only at the teacher's discretion and should support instructional activities.

Users must ensure that their personal devices do not disrupt the learning for others. (For example, the use of ear buds could be used to keep audio from disrupting others.)

If reasonable belief exists that a student has violated the terms of the agreement or other school policy, the student's device may be inspected and/or confiscated.

FAQs

Q: How will students be using their device during the school day?

A: Students will use their devices to complete in-class activities, check grades, complete homework, collaborate in real time, research for projects, access websites with curriculum-related content, keep track of classroom assignments, and record journal entries and other approved instructional activities.

Q: Where may devices be used?

A: Devices may be used in common areas--the classroom, the media center, the student center, and so on--but are not to be used in areas assumed to be private (locker rooms, bathrooms, etc.).

Q: What about security/theft/damage?

A: Devices are the sole responsibility of the student. SJPS accepts no responsibility for the security or safety of devices. It is recommended, however, that parents record the serial number of the device to assist building administration in the event a device is turned into the office. Ultimately, students are responsible for the security of the device. Teachers and other staff will not store or hold onto devices. School technology department members and teachers are not obligated to support, repair, or troubleshoot student devices.

Q: What is the policy on charging personally owned devices while at school?

A: It is expected that personally owned devices come to school with a full charge. Students should be made aware that the school is not responsible for providing the necessary power to charge devices during the school day; that said, there are common areas where power may be available.

Q: What apps/software will be used in the classroom?

A: SJPS does not provide or require apps or software for personally owned devices. Classroom lessons will be tailored to the technology to which students have access. The internet browser built into the personally owned devices can be used to access the SJPS Learning Management System (itsLearning) and the SJPS Google Apps for Education application. SJPS also offers students access to the Microsoft Office Suite for free. More details can be found here <https://sjschools.org/17-district/596-microsoft-office-for-sjps-students>

Q: What happens if the device breaks while in school?

A: The student will put away the device and take it home at the end of the school day where the student and parent can troubleshoot the device. SJPS has limited resources and cannot provide comprehensive support for the wide variety of devices allowed under this program.

Loaner devices will be available for situations where a device is necessary for classroom instruction.

Q: Will the device be protected with Internet Content Filtering?

A: To facilitate instruction and practice Internet safety, the SJPS Internet connection is protected by an Internet content filter. Cellular data plans do not use the SJPS Internet connection and therefore do not use the SJPS Internet content filter. Students should only use the SJPS WiFi Internet connection with their B.Y.O.D. devices while on SJPS property.

Q: Should I go out and buy my child a device?

A: Personally owned devices are a supplement to the equipment already in use in the classroom. Parents are not required to purchase a device for their child; however, parents who are considering technology purchases for their students may want to review the device requirements at <http://www.sjschools.org/technology/byod-device-req.pdf>. While SJPS does not recommend specific technology products, we do recommend a minimum set of standards to better enable learning.

Q: Are there any options for renting or borrowing devices?

A: SJPS does offer a Chromebook Rental program for students who wish to participate. Details about the Chromebook Rental program can be found by visiting [this document](#). Please note, if wishing to rent a Chromebook, there is a form that must be completed online AND a contract that must be signed by the parent and student and returned to the main office. All of this information is available via the document link above.

BUS TRANSPORTATION

Bus transportation to and from school and other school related activities are a privilege. During such times, the bus driver is the adult in charge and is to be given the same respect and cooperation that is to teachers and administrators. Violations of bus rules and policies will be dealt with in a manner consistent with school and classroom rules and policies.

SCHOOL HOURS

Students are not permitted inside the school building more than ½ hour before the start of their first class (**7:15 a.m.**) without prior approval or supervision of a teacher. Students are not permitted to remain in the school building beyond ½ hour after the completion of their last class (**3:15 p.m.**), unless they are involved in an after school-related activity or being supervised by a teacher. The main entrance to the high school will be the designated wait area for students waiting for a ride after 3:20p.m. Referral to an administrator for disciplinary action may result if students do not comply with school hour expectations.

CLOSED CAMPUS

St. Joseph High School has a closed campus. This means that a student is not permitted to leave the high school grounds or assigned area without permission, including lunch.

Ordering of Food From Outside the Building During Day/Lunch

- * Food ordered from outside of the building must be one from the listed businesses who agree to serve the students at St. Joseph High School. These businesses, along with contacts will be listed on the SJHS web page.
- * Food must be ordered and paid for in advance before school. Secretaries will not be placing student orders or taking money for deliveries.
- * Food orders will be picked up in Attendance office only. No other location.
- * **The opportunity to order food from outside sources is a privilege and if this protocol is not properly followed all outside food orders will be eliminated.**
- * **Eighteen (18) year olds may NOT check themselves out of the building during lunch (4th Period).**

St Joseph Public Schools Breakfast/Lunch Charging Policy

Purpose

The goal of the St Joseph Public Schools is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout St Joseph Public Schools. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the St Joseph Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

Policy

Full Pay Students – Elementary, Middle School and High School Students will pay for meals at the district’s published standard rate each day. A student will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. Once a student has charged those five meals, he/she will not be allowed to charge a la carte items; however, he/she will be offered a designated menu alternate. Sample: Soy butter and jelly sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child’s meal account at the standard rate.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day. To make ala carte purchases students must have cash or funds in their lunch account.

Reduced Meal Benefit- Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. Once a student has charged those five meals, he/she will not be allowed to charge a la carte items; however, he/she will be offered a designated menu alternate. Sample: Soy butter and jelly sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the reduced rate.

There is a no charging policy for Adult lunch sales.

Students/Parents/Guardians - pay for meals in advance via www.sendmoneytoschool.com, by cash or with a check payable to SJPS Food Service. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over into the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at www.sendmoneytoschool.com or by speaking with the Food Service Director.

Weekly reminders for low and negative balances can be sent electronically to parents when they sign up to www.sendmoneytoschool.com. Letters from the Food Service Office will be sent home with the student biweekly.

Refunds - for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

GUEST PASSES/VISITORS

Guest Pass Approval Forms are available through the Attendance Office and are to be used by students requesting admission of a guest to the building during regular class hours or for a student event. All teachers must sign off approval for student guests prior to administrative approval and should be completed 2 days in advance of the student guest attending classes. Typically, student visitors are not permitted when school is in session.

BUILDING SECURITY

Students are not permitted to exit & re-enter the building during passing times. Students should not open any exterior door to allow others entry into the building at anytime during the instructional day between 7:15 a.m. – 2:45 p.m. except in the case of an emergency. Students who persistently violate this policy will be subject to administrative action. After the start of school, students may only enter and leave the building through the main front entrance of circle drive.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

VIDEO MONITORING SYSTEMS

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

BULLETIN BOARD/POSTERS/SIGNS

Students must obtain administrative approval prior to posting and/or distributing materials within the school, on school transportation, or at school sponsored events. Designated bulletin boards are provided for authorized posting of materials. No signs or posters are to be posted on any surface without the expressed consent of an administrator.

Signs and posters should be removed promptly after the activity is completed. Unauthorized posting and/or distribution will result in disciplinary action.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large quantities of money, and the like, are tempting targets for theft. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. If a student elects to bring personal items to school they should be kept locked in their locker(s) and not left unattended.

USE OF PRESCRIPTION DRUGS

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well being (See Board of Education Policy #5330). When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a Student Medical Authorization Form.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

OVER THE COUNTER DRUGS

Over the counter drugs; such as aspirin, allergy, or cold medications, should only be in student possession when necessary. They should not be passed from student to student and any student in possession of any type of over the counter medications may be sent to the office where parent contact will be made verifying the need for the medication at school. We would highly encourage all over the counter medications not be brought onto school property.

FOOD & BEVERAGES

Food & beverage use in the classroom is generally discouraged. However, teachers may establish guidelines for their individual classroom that are aligned with the Board of Education's Policy 8453 regarding "Student Wellness."

LOCKERS

Lockers are provided as a convenience to each student for the sole purpose of storing materials that may be required for classroom work. **These lockers are school property.** Because the locker is school property, the administration reserves the right to search a locker and its contents. This may be done by an administrator or a delegated representative. For the health and safety of students and staff, a trained security dog will be used to assist in a search for drugs. The student is at all times responsible for the material contained within the locker. Do not give out or share your locker combination. If parents wish to check their student's lockers they should contact an administrator. **If you are having a problem with your locker, contact the Attendance Office.**

LOST AND FOUND

Items that have been lost or found shall be reported to the main office. Articles that are turned into the main office will be held for a reasonable amount of time and, if unclaimed, will be donated to a local charitable organization.

FIELD TRIPS (school sponsored)

Field trips are a means of extending the school's curriculum. Students are expected to make the best possible use of their time while on these trips and adhere to all school rules. Students must have written permission from their parents or guardians to participate in off-campus trips. Those students who do not have written permission on the required form will not be permitted to attend.

DANCES

In an effort to preserve the positive nature of school events such as dances, the following guidelines have been established by the Administrations. The sponsoring organization will make sure that chaperones are arranged. This should be a minimum of 5 chaperones. If refreshments are served, the sponsoring organization will arrange for an adult to handle the refreshments. The sponsoring organization will make sure the cafeteria or gym is properly cleaned after the dance. A cleanup committee is needed if custodians are not on duty. All dances will end no later than 11:00 p.m.

- A. Only high school students will be allowed to attend St. Joseph High School dances, with the exception of Prom, to which a guest is allowed. One guest is allowed and the guest request form must be filled out and submitted to the Dean of Students prior to the event. St. Joseph students are responsible for the actions of their guests.
- B. Once a student arrives/enters the building for a dance, they may not leave the school and return without adult supervision.
- C. All school rules and policies are in effect at dances.
- D. Inappropriate dancing will not be permitted (i.e., moshing, slamming, and sexually explicit dancing).

LIBRARY/MEDIA CENTER

GOALS:

SJHS students should learn to use the Library Media Center and all of its resources, both print and electronic, effectively; increase their appreciation of literature, and develop technology competencies to prepare them for the future.

HOURS:

Our fully automated Library Media Center is open to students Monday through Thursday from 7:30 until 3:45 and Friday from 7:30 until 3:00. Students are welcomed throughout the day, including lunch periods with a pass. Students are reminded that this is a place to work.

GUIDELINES:

Entire classes use the Media Center during the day, so individual students coming during class time must also use the sign-in book. "Smart" voices should be used so others may work undisturbed. Water will be allowed but no other food or drink is permitted. Pre-arranged passes are required of students using the Media Center during their lunch period.

CIRCULATION:

Fiction and Non-Fiction books may be checked out for three weeks and may be renewed once for an additional three weeks. The checkout limit is two books. Special arrangements on time and amount may be made based on particular assignments. Reference books must be used in the Library Media Center. Magazines cannot be checked out, but articles needed may be copied at no charge. Equipment such as cameras may be checked out hourly during the regular school day.

OVERDUE/LOST MATERIALS:

Fines are not charged for overdue materials. Students with overdue materials may not check out anything until the overdue materials are returned. It is expected that these will be honored promptly. Failure to return materials more than 3 weeks overdue will result in an assignment of an hour-long after-school detention by the Dean of Students. You will be charged the replacement cost plus a \$3.00 processing fee for lost or damaged materials. This may be refunded if the item is found during the school year.

COMPUTER USE:

Academic work has priority over email or other non-academic use of a computer. Single copies of student work may be printed and additional copies made on the copy machine. Students wishing to print more than 6 pages from a website or database should see Media Center staff. Items for personal use such as song lyrics or computer game rules may not be printed. Please ask before using the color printer. The St. Joseph High School Student Technology Use Policy does apply in the Library Media Center.

SERVICES:

Students may use the copy machine at no cost for schoolwork. Posters or other student-created paper media made for assignments may be laminated at no cost. Students may not use Media Center machines to create personal items such as invitations or personal cards.

FINE PAYMENTS

Building principals or designated representatives shall be authorized to collect school fees. School property lost, damaged, or destroyed by a student, shall be paid for by such student in accordance with rules prescribed by the district, building, or department.

DAMAGED/LOST TEXTBOOKS AND LIBRARY MATERIALS

Students who are issued a textbook or who check out materials from the Library Media Center and subsequently fail to return that same book or materials shall reimburse the district for the full replacement cost. Textbooks are expected to last six years and students are expected to take responsibility for their care. Charges for damaged, non-reusable books can be imposed by the building administration. Books damaged to the point they cannot be reissued are treated as lost books with full replacement cost being assessed. Parents or students will be given a refund of any fees paid for the lost book or materials if those items are found and returned in reusable condition before June 30.

STUDENT HOLDS

All fines, fees, and school related debts must be cleared by the end of the school year. Students who fail to make arrangements with an administrator for eliminating the debts may not:

- a. Be allowed to register or obtain a schedule of classes for the next school year.
- b. Be allowed to participate in school-related activities including graduation or other class activities.
- c. Receive report cards, transcripts, diplomas, or other school records.
- d. Check out or be issued additional texts.

In addition, students with holds may be required to eat lunch in detention until all obligations have been cleared up. This would also include the return of Library/Media Center books and materials.

COMMENCEMENT

At the end of each school year, the Commencement ceremony is held at Dickinson Stadium or in the gymnasium, if there is inclement weather. Following addresses by members of the class, the graduating seniors receive their diplomas marking the end of their high school education. Participation in Commencement is optional on the part of the student. However, seniors planning to attend Commencement must attend the rehearsal. Each student participating must wear a cap and gown. Senior officers and the senior faculty advisor(s) assist the principal in planning the Commencement program.

A student **MUST** pass all required courses and accumulate the 22½ credits necessary to earn a diploma for the privilege of participating in the Commencement ceremony.

Students and parents should be aware that there are many expenses incurred at the end of the senior year: caps and gowns, announcements, senior all night party, Junior-Senior Prom, Senior Dinner Dance, etc. Seniors should plan ahead for these expenses, but if there are family financial problems and a student cannot afford the cost of announcements, or cap and gown, they should contact the principal or counselor.

COUNSELING SERVICE

The St. Joseph High School Guidance department follows the guidelines of the Michigan Comprehensive Guidance Curriculum. Counseling is available to help students succeed academically and each student is encouraged to see a counselor if special concerns need to be shared. The counseling service is intended, with cooperation of home, community, and school staff to assist students in meeting their academic, career, and post secondary goals. Counselors make every possible effort to be available to students and parents. Students wishing to see a counselor should stop by the Guidance Office and leave their name with the appropriate counselor. Parents who wish to have a conference with a counselor are requested to call the Guidance Office at 926-3210.

CHILD STUDY PROGRAM: The Child Study Program is designed to help students who are experiencing problems, which interfere with their academic performance and their emotional, physical, mental, and social development. The Child Study Program develops and implements efforts to help young people achieve academic success and open the way for personally, socially, and educationally satisfying lives.

STUDENT APPLICATIONS FOR ADMISSION AND SCHOLARSHIPS: Students have the option of applying on-line or by paper application to most colleges. Most on-line applications require a student to print a "School Report Form" and give it to his/her counselor. Counselor and/or teacher recommendation letters and/or evaluation forms are also often required. **A minimum of one week notice must be provided for the processing of these letters/forms.**

If a student chooses to complete a paper application, the portion of the application to be completed by the student **MUST** be completed and submitted to the counselor **AT LEAST ONE WEEK** before the due date, or the date the student wishes to have the application mailed to the college.

Completed college applications will be mailed from the Guidance Office beginning the second Friday of September.

NATIONAL HONOR SOCIETY

Eligibility is open to any student in the eleventh or twelfth grades who has a minimum grade point average of “B+” (3.4). The grade point average used to determine eligibility includes the cumulative total of those grades, which count toward graduation from high school. The minimum scholarship level of achievement for a chapter shall remain fixed. These candidates shall then be considered for election to membership on the basis of character, leadership, and service. High grade point average does not guarantee membership in the National Honor Society.

A list of candidates is posted on the Guidance Office window in February/March prior to mandatory informational meetings and an email will be sent out to parents at that time. A student whose name does not appear on the list but who feels it should be added is invited to notify the National Honor Society Advisor. The advisor will check the student’s eligibility and determine whether or not to add the name. This is not an appeal, just a way to check for possible errors or oversights.

After the list is posted, an informational meeting will be held for all prospective candidates. During the meeting, the following matters are discussed: the selection process, the personal information that the candidate is responsible for collecting, the date the application is due, and any questions concerning the selection process and procedures.

After students turn in the application; teachers answer questions and rate for each candidate on their leadership and character as demonstrated in their classroom. The ratings are reviewed, along with student submitted data, by a counsel of faculty members who meet to review this information. The faculty council will then select the new members by majority vote. Induction of juniors and seniors will occur once a year in the spring typically the first week in April.

An NHS Officer or member may be dismissed if they fail to maintain the appropriate standards established by the NHS constitution.

STUDENT CODE OF CONDUCT FOR PARTICIPATION IN EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES

Student activities, both extracurricular & co-curricular, are an important part of student life at St. Joseph High School. Students are encouraged to be involved. Students who participate in these activities are expected to conduct themselves in such a manner as not to discredit or embarrass themselves, the group they represent, the school, or community. Participation in these activities should be regarded as a privilege.

Each advisor will provide detailed written expectations/guidelines to participants prior to the start of the activity. Those expectations/guidelines will include the following rules, which are in effect once an activity begins and are not limited to:

1. No smoking, chewing, use or possession of tobacco.
2. No illegal use or illegal possession of drugs. This includes the misuse of legal drugs, stimulants, steroids, and counterfeit drugs; and the possession, sale, or purchase of these substances. They all contribute to a drug related atmosphere that is unacceptable and unhealthy.
3. No consumption, possession, or abuse of a substance containing any alcohol.
4. No theft of goods, equipment, or property belonging to the school or to others.
5. No vandalism or illegal destruction of property.

If a participant violates these rules, the student will receive a consequence from the advisor and building administrator appropriate for the infraction; up to and including suspension from the activity for a percentage of, or for the duration of the activity.

ATHLETICS PHILOSOPHY

Our athletic program offers positive and meaningful experiences that will enhance the growth and development of young men and women. Athletics can be one of the most significant aspects of student education; however, the athletic program is only part of the total process. The athletic program is an extension of and is complimentary to the total educational program. The program offers each student an opportunity for self-growth, development of physical skills and fitness, sportsmanship, teamwork, and the satisfaction found in competition.

SPORTSMANSHIP PHILOSOPHY

Good sportsmanship is an integral part and goal of the St. Joseph High School Athletic Program. We feel very strongly about good sportsmanship at all times and will strive to uphold school pride, ethics, and integrity in all events. Good sportsmanship is a team effort and the team is comprised of administrators, coaches, players, cheerleaders, students, parents, and all spectators.

MUSIC DEPARTMENT – RULES, REGULATIONS AND PENALTIES

These rules are in effect while the student is acting in the capacity of a member of the St. Joseph High School Music Department (in or out of uniform), at all school activities, and events during the summer and the school year.

The following infractions are of a serious nature and may result in dismissal from class pending a hearing with the instructor and a building administrator:

1. Two unexcused absences from a major performance (instructor notified in advance).
2. Unexcused absence from a major performance (instructor not notified in advance)
3. Smoking, chewing, use or possession of tobacco.
4. Illegal use of drugs, or possession of illegal drugs. This includes the misuse of legal drugs, stimulants, steroids, counterfeit drugs, the possession, sale, or purchase of these substances. They all contribute to a drug-related atmosphere that is unacceptable and unhealthy.
5. Consumption, possession, or abuse of a substance containing any alcohol.
6. Theft of goods, equipment, or property belonging to the school or others.
7. Vandalism or destruction of property.
8. Any serious misbehavior or disobedience.

The student, parents, teacher, and administrator will hold a conference for the purpose of developing an appropriate plan of action.

NOTE: Should the infraction occur in the early part of the semester (pre-school or the first two weeks) the student will be encouraged to elect another class.

Music students suspended from school will not be allowed to participate in any music activity (rehearsal or performance) during the time of their suspension. This includes weekend activities, which may occur during the time of the suspension. A suspension that goes from Friday through Monday will result in no performance for the music student on Saturday.

ST. JOSEPH PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

GUIDELINES:

- A. The SJPS AUP's are level appropriate and different for:
 1. Elementary
 2. Middle School
 3. High School
 4. All District Employees
- B. SJPS AUP's will be published in the student and employee handbooks.
 1. A "tear out" or accompanying signature page will be provided for turning in. The text of the AUP will remain as a part of the handbook
 2. Signing of the SJPS AUP is a yearly procedure that happens as a part of the start of school process.
 3. All teachers will instruct on the importance of the content of the AUP and the necessity of students adhering to it.
 - a. A PowerPoint will be provided for teacher use when presenting the AUP.
 - b. AUP's are to be signed and returned, as all other "beginning of school" documents, to the designated teacher/supervisor.
 - c. Completed AUP's will be sent as a building group to the Director of Technology.
- C. Students enrolling in SJPS during the year will complete an AUP as a part of the enrollment process.
 1. The completed AUP's will be sent to the Director of Technology
- D. Grades K-3 – Parent will sign AUP for the student
 1. Grades 4-12 – Student and Parent both must sign the AUP
 2. At the beginning of the 2nd semester, each year, the Media Specialists will introduce the AUP (the prepared PowerPoint could be used) to all 3rd Graders and then adding the student signature.
 3. AUP infractions at all levels will be recorded in the building Pinnacle Principal Viewer

4. As a student moves from level to level (elementary to Middle School and Middle School to High School, they begin with 0 infractions.

ST. JOSEPH PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY GRADES 9 - 12

The St. Joseph Public Schools encourages and strongly promotes the use of technology in all educational endeavors. Access to information resources and information management systems is provided to students, allowing them to learn and communicate in a technologically rich environment. This technology is the property of the District and is provided to students as a privilege and not a right. It is the expectation of the school district that students will use these resources in a manner that is both responsible and lawful. The district reserves the right to monitor computer use and files server space and to remove the account of any user whose action is not consistent with acceptable-use practice. In compliance with the Child Internet Protection Act the district utilizes filtering systems and software, making every attempt to block sites deemed inappropriate for students.

The following guidelines will make you aware of the responsibility you are about to undertake. As a student, I agree:

- A. To use the hardware and software provided by the St. Joseph Public Schools solely for educational purposes.
- B. To protect the privacy of my username and password from others.
- C. To follow the rules of copyright law and guidelines, and trademark laws and licensing agreements in the copying of text, images, or other files from the Internet or other resources.
- D. To immediately notify the supervising teacher if I access something questionable.
- E. Not to copy or modify, files, data, or passwords belonging to other users; nor to use their usernames and passwords.
- F. Not to reveal personal information or images online such as my name, email address, address, and telephone numbers without written permission from my parent or guardian.
- G. Not to reveal personal information or images of any other individual online such as the name, email address, address, or telephone numbers.
- H. Not to illegally install licenses or copyrighted software.
- I. Not to vandalize any hardware, software, or data; including hacking into the operation of the technology system and creating or transmitting computer viruses.
- J. Not to change any computer setting without permission from the supervising teacher.
- K. Not to participate in any actions, which may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious, or dangerous to the integrity of the information resources of the district.
- L. Cyber bullying - SJPS reserves the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well being of a student while in school.

GENERAL INFORMATION

GENERAL SCHOOL LAWS OF MICHIGAN

The State of Michigan has recognized the need for order in the schools and, therefore, has given school districts the right to control students when they deem necessary. In addition to the common law principle of the "in loco parentis" (in place of parent), which provides some of the legal basis for school disciplinary action regarding students, the Board of Education generally delegates certain authority to the administrators who are charged with managing the schools.

Every Board shall have authority to make reasonable rules and regulations relative to anything whatever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or in route to and from school.

SCHOOL SAFETY AGREEMENT

Pursuant to Public Act No. 102 Section 1308, MCL380.1308, et al., the Berrien County School Safety Agreement is being adopted and implemented as a vehicle to enhance school safety through information sharing between local law enforcement, the county prosecutor's office, the court, and schools. The parties to this agreement are committed to maintaining a safe school environment. Further information concerning this agreement can be obtained from the Principal's office.

RESIDENCY FOR CUSTODIAL PARENT OR GUARDIAN

Parents are required to provide accurate and current information regarding residency and to notify the School District promptly upon any change of residency. Questions regarding residency should be directed to the principal's office for determination.

NOTICE REGARDING NON-DISCRIMINATION POLICY

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

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

The St. Joseph Public School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The Board of Education designates the following individuals as the District's Compliance Officers:

Craig Hubble, Principal
Lincoln Elementary School
269-926-3700
1102 Orchard Avenue
St. Joseph, MI 49085
chubble@sjschools.org

Denise Reisig
Director of Special Education
269-926-3100
3275 Lincoln Avenue
St. Joseph, MI 49085
dreisig@sjschools.org

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

PROHIBITION AGAINST RETALIATION

The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

For information, contact:

The Compliance Officer in Charge of Federal Programs
Director of K-5 Curriculum and Programs
St. Joseph Public Schools, 3275 Lincoln Avenue, St. Joseph, Michigan 49085
Telephone: 269-926-3100

NUCLEAR EVACUATION PLAN SCHOOL SAFETY BULLETIN

In the event that the school must evacuate outside the ten (10) mile radius of the Cook Nuclear Plant, the St. Joseph Public Schools will use the following evacuation plan:

1. A Berrien county Emergency Management official will notify the superintendent that the schools must be evacuated.
2. The superintendent will notify all building principals and transportation supervisor who will immediately implement the "building evacuation plans".
3. All students, including those who walk to school and have their own transportation, will board buses and be transported to Coloma High School, 300 St. Joseph Street, Coloma.
4. No students will be released during the evacuation.

Parents, you can help ensure a safe evacuation by adhering to the following:

1. Update your child's emergency contact information.
2. Do not call the schools. Phone lines will be needed.
3. Do not go to school (unless directed to do so).
4. Listen to local radio and TV for instructions.
5. Do not call 911.
6. Talk to your child about school emergency plans.
7. Have a family emergency preparedness plan.
8. Do not "panic" – school personnel are trained to handle emergencies.

Parents may pick up their child at the Coloma High School Reception Center. We thank you for your cooperation as we take these important steps to ensure the safety of your children and our staff.

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record, which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:
 Family Policy and Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920
5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from: Sue Patzer, 3275 Lincoln Ave., St. Joseph, MI 49085.
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education of the has designated the following personally identifiable information contained in a student's education record as "directory information:"
 List directory information as designated by Board Policy
 Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.
7. You have 2 weeks from the receipt of this notice to advise the school district in writing of any or all of

those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to: Allison Koch, 2521 Stadium Dr., St. Joseph, MI 49085

STUDENT PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas as ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom the students have close family relationships;
 - 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 - 8. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of –*
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 - 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use –
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

INSTRUCTIONAL MATERIAL

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING

The United States Armed Forces recruiters, including their reserve component and the United States Coast Guard, have a right to access the high school campus and to student directory information, as is provided to other entities offering educational or employment opportunities to students. If a student or the parent guardian of a student submits a signed, written request to the school that indicates he/she does not want the student's directory information to be accessible to official recruiting representatives, including the armed forces of the United States, the school shall not allow access to the student's directory information.

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact Allison Koch at (269) 926-3211 or Greg Blomgren at (269) 926-3204.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA). As prescribed by this Act, the Environmental Protection Agency (EPA) issued the Asbestos Containing Materials in Schools: Final Rule and Notice on October 20, 1987. This Rule required that all K-12 Public Schools develop a comprehensive approach to identifying asbestos containing building materials, commonly referred to as "ACBM", located within school buildings. School districts were also required to develop a Management Plan for dealing with the identified ACBM.

The St. Joseph Public Schools retained Villa Environmental Consultants, Inc., to conduct a thorough inspection for and testing of all building materials suspected of possibly containing asbestos. This firm also prepared the Management Plan and Re-inspection Report for all district owned buildings. Both the inspection and the Management Plan and Re-inspection Report that deal with individual buildings are available for viewing in the Principal's office of that building. Individuals who wish to review the Management Plan and Inspection Report may do so at any time during normal office hours.

Asbestos containing building materials within the St. Joseph Public School Buildings have been identified as follows:

- High School Tunnel area pipe insulation, roof drain fittings, fire doors
- Upton Middle School Floor tile, fire doors
- Brown Elementary School Transite board in faculty bathroom, floor tile, fire doors
- Clarke Elementary School Floor tile, fire doors
- Lincoln Elementary School Fire doors, pipe insulation
- North Lincoln School Pipe and boiler insulation, floor tile, fire doors
- Bus Garage No asbestos detected
- Vehicle Storage Building No asbestos detected

The Management Plan and Re-inspection Report recommend appropriate response action.

Further information regarding the inspections and/or Management Plan and Re-inspection Report can be secured from:

Grounds, Maintenance and Custodial Director (Mike King)
St. Joseph Public Schools
2521 Stadium Drive
St. Joseph, MI 49085
(269) 926-3391

During the past several years, the District has spent several hundred thousand dollars to remove known asbestos containing building materials located in ceilings and around heating systems. It is our intent to continue to remove ACBM as necessary and to maintain all existing ACBM in the safest possible condition to avoid risk of exposure by students, staff and others who might enter our buildings.