

SUPERIOR CENTRAL HIGH SCHOOL
Grades 6 - 12

STUDENT HANDBOOK



2011-2012 School Year

Superior Central School Song
Hail to the conquering Cougars
Hail to the blue and silver
We'll hold our heads up high
And show our loyalty!
Cheer for the mighty Cougars
Cheer for the flying colors
Fight, fight, with all your might
For victory, tonight!

www.superiorcentralschools.org

Table of Contents

- 2011-2012 SCHOOL CALENDAR 5
- FORWARD 6
- INTRODUCTION 7
- MISSION STATEMENT 7
- VISION STATEMENT 7
- EQUAL EDUCATION OPPORTUNITY 7
- PARENT INVOLVEMENT 8
- PARENT/STUDENT RIGHTS AND RESPONSIBILITIES 9
- STUDENT WELL-BEING 10
- HOMEBOUND INSTRUCTION 10
- SECTION I – GENERAL INFORMATION 11**
- ADMINISTRATION 11
- HIGH SCHOOL/MIDDLE SCHOOL OFFICE..... 11
- GUIDANCE OFFICE..... 11
- BUSINESS OFFICE 11
- TECHNOLOGY 11
- MAINTENANCE/FOOD SERVICES..... 11
- BELL SCHEDULE 11
- SCHOOL CANCELLATION 12
- ENROLLING IN THE SCHOOL..... 12
- CLOSED CAMPUS..... 13
- EARLY DISMISSAL 13
- TRANSFER OUT OF THE DISTRICT..... 13
- WITHDRAWAL FROM SCHOOL..... 13
- IMMUNIZATIONS 13
- EMERGENCY MEDICAL AUTHORIZATION..... 13
- USE OF MEDICATIONS..... 14
- CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS 15
- CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES 16
- INDIVIDUALS WITH DISABILITIES 16
- STUDENT RECORDS..... 16
- ARMED FORCES RECRUITING..... 17
- STUDENT FEES, FINES, AND SUPPLIES..... 17
- TEXTBOOKS 17
- STUDENT VALUABLES..... 17
- REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES 18
- MEAL SERVICE 18
- FIRE, LOCK DOWN AND TORNADO DRILLS 18

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS	18
VISITORS	18
STUDENT VISITATION	18
USE OF THE LIBRARY	19
USE OF SCHOOL EQUIPMENT AND FACILITIES.....	19
LOST AND FOUND	19
USE OF TELEPHONES.....	19
EIGHTEEN-YEAR OLD (18) POLICY	19
SCHOOL COLORS	19
SCHOOL FACILITIES POLICIES	19
SECTION II - ACADEMIC POLICY.....	21
FIELD TRIPS.....	22
GRADES	22
GRADING SCALE	22
GRADING PERIODS.....	22
INCOMPLETES	22
PROMOTION, PLACEMENT, AND RETENTION.....	22
HIGH SCHOOL GRADE CLASSIFICATIONS BY CREDITS EARNED	23
ASSISTANCE FOR STRUGGLING STUDENTS	23
GRADUATION REQUIREMENTS.....	24
GRADUATION ELIGIBILITY	24
GRADUATION CEREMONY	24
GRADUATION OPTIONS	24
DIPLOMA.....	24
SUPERIOR CENTRAL HIGH SCHOOL DIPLOMA REQUIREMENTS	25
DUAL ENROLLMENT	26
STUDENT ASSESSMENT	26
DROPPING OR CHANGING CLASSES.....	27
SEMESTER GRADING AND EXAMS	27
CITIZENSHIP GRADE	27
HONOR ROLL.....	28
ADULT EDUCATION/CORRESPONDENCE	28
DIRECTED STUDY	28
INTERSHIPS/OFF CAMPUS COURSES.....	28
ONLINE COURSES	28
VOCATIONAL EDUCATION CLASSES	29
SECTION III – STUDENT ACTIVITIES.....	30
SCHOOL SPONSORED CLUBS AND ACTIVITIES	30

STUDENT COUNCIL.....	30
ORGANIZATIONAL OFFICERS.....	30
EXTRA-CURRICULAR PROGRAM ACADEMIC ELIGIBILITY	30
NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES	31
ATHLETICS	31
STUDENT EMPLOYMENT.....	31
CLASS FINANCES.....	31
DRIVER EDUCATION POLICY.....	32
SCHOOL DANCES.....	32
SECTION IV – STUDENT CONDUCT.....	33
ATTENDANCE	33
SCHOOL NOTIFICATION.....	33
EXCUSABLE REASONS FOR ABSENCE	33
STUDENT VACATIONS DURING THE SCHOOL YEAR	34
UNEXCUSED ABSENCES.....	34
TRUANCY	34
TARDINESS	34
MAKING UP EXCESSIVE ABSENCES.....	35
MAXIMUM ALLOWABLE ABSENCES.....	35
PARENTAL NOTIFICATION OF EXCESSIVE STUDENT ABSENCES	35
ABSENCE MAKE UP LIMITATION	35
ATTENDANCE APPEALS	35
ATTENDANCE WAIVERS	36
MAKE UP WORK.....	36
PERFECT ATTENDANCE	36
SUSPENSION FROM SCHOOL	36
ILLNESS IN SCHOOL	36
CODE OF CONDUCT.....	37
EXPECTED BEHAVIORS	37
DRESS AND GROOMING.....	37
CARE OF PROPERTY.....	38
DISCIPLINE ISSUE GENERAL INFORMATION.....	38
EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE	39
DISCIPLINE.....	47
INFORMAL DISCIPLINE	47
FORMAL DISCIPLINE.....	48
DUE PROCESS RIGHTS	49
DISCIPLINE OF STUDENTS WITH DISABILITIES.....	50
SEARCH AND SEIZURE	50

STUDENT RIGHT OF EXPRESSION 51
STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES 51
BEHAVIOR RUBRIC 53
SECTION V - TRANSPORTATION58
BUS TRANSPORTATION 58
BUS LOADING AND UNLOADING PROCEDURES..... 58
DISCIPLINARY PROCEDURES..... 58
MICHIGAN LAW – STOPPING FOR SCHOOL BUSES 59
RULES GOVERNING STUDENTS RIDING THE BUS..... 60
SELF TRANSPORTATION TO SCHOOL 60
SECTION V – SCHOOL FORMS62

2011-2012 SCHOOL CALENDAR

August	31	1 st Professional Development Day
September	1	2 nd Professional Development Day
September	1	Middle & High School Open House 5:30 PM-7:00 PM
September	6	First Day of School for Students
September	15	Elementary Open House 6:00 PM-7:30 PM
October	14	3 rd Professional Development Day No School for Students
November	4	End of First Marking Period
November	10	Parent-Teacher Conferences 12:30 PM Early Dismissal Conferences 1:00 PM-5:00 and 6:00 PM-8:00 PM
November	11	Veteran's Day Program 10:00
November	23, 24, & 25	No School - Thanksgiving Break
December	22	No School - Holiday Break Begins
January	3	School Resumes Tuesday
January	13	End of First Semester/Early Dismissal at 12:30 PM Professional Development 12:45 PM -3:22 PM
February	13-17	Mid-Winter Break
March	15	Parent-Teacher Conferences 12:30 PM Early Dismissal Conferences 1:00 PM-5:00 PM and 6:00 PM-8:00 PM
March	16	No School for Students / Professional Development
March	23	End of 3 rd Marking period
April	2-9	No School - Spring Break
May	25, 29, & 30	MS/HS Exams
May	27	Graduation at 2:00 PM
May	28	No School - Memorial Day
May	30	Last Day for Students Early Dismissal at 12:30 PM Professional Development for Staff 12:45 PM -3:22 PM

FORWARD

Dear Middle/High School Students and Parents:

Welcome to Superior Central Middle/High School for the 2011-2012 school year. The staff and administration welcome the opportunity to serve you.

The student handbook was created to provide detailed information about certain Board policies and procedures and to answer many of the questions that are commonly brought up throughout the school year. The student handbook contains essential information that you need to know; please become familiar with it and keep it available for reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the principal.

The guidelines and procedures of the school are intended to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and fair treatment as long as they respect those same rights of their fellow students and staff. Students will be expected to follow teacher/staff directions and obey all school rules.

A complete copy of all Superior Central School Board of Education policies is available at the Superintendent's Office.

NOTE: District policies may be revised periodically by the Board of Education and, as revised, students are accountable. All policies and procedures are applicable to students at all times.

Sincerely,

Pam Morris
Superintendent/Principal

Bill Valima
Assistant to the Superintendent/Principal

INTRODUCTION

The Superior Central School District is located in the Upper Peninsula of Michigan. The district was formed in 1987 through the consolidation of the Mathias Township School District, the Rock River Limestone Township School District, and a small portion of Au Train Township.

MISSION STATEMENT

Superior Central Schools are committed to excellence in teaching and learning for all students. We believe that all students can achieve mastery of basic skills and that our school's purpose and our responsibility is to educate all students while fostering positive growth in social/emotional behaviors and attitudes. We will provide effective instructional leadership, responsible fiscal management, and quality learning environments. We share with our community and parents the responsibility for educating our students so as to enable them to live and work in a rapidly changing world.

VISION STATEMENT

The vision of the Superior Central School District is to build an outstanding learning community by focusing on the assets of students, parents, staff, and the community as a whole. Superior Central will be one of the top-rated academic schools in the state of Michigan. It will be the most desirable school in Alger County, having the highest percentage of "schools of choice" enrollment in the Upper Peninsula. It is essential that we preserve our school as the "heart" of our community. Superior Central will lead the state and nation in becoming the most environmentally friendly "green" school and in having the most technologically advanced campus. Our district will provide a safe and productive learning environment that will enable students to become lifelong problem solvers that will cultivate productive and responsible global citizens.

Students, parents, teachers, school staff, administration, the Board of Education, and the community are all equally accountable for the education in the Superior Central School District.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the building principal.

PARENT INVOLVEMENT

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child;
- F. developing English language proficiency.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a Parent Involvement Plan for the District by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parent Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District (with building/program specific goals as desired) which may include, among others, the following strategies:

- A. Provide child's individual assessment results, reading results, progress reports, report cards, parent conferences.
- B. Provide a description and explanation of the curriculum in use at the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet. The District will also provide each school's discipline plan.
- C. Arrange flexible scheduled parent/teacher conferences and parent requested conferences.
- D. Provide opportunities for parents to share concerns and desires, to better improve the school environment and student achievement. This may result in the formation of an advisory council of staff, parents and students to assure parents and students are

involved in an organized, ongoing and timely way, in the planning, review and improvement of the Parent Involvement Plan.

E. Maintain a consistent, District wide effort to communicate regularly with parents. Teachers contact new students by mailing welcome notes.

F. Schedule at least two (2) student conferences annually with the teacher(s) to inform parents of student's progress.

G. Encourage parents to serve as chaperones for class field trips and other school activities.

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the Board encourages parents to support their child's career in school by:

A. participating in school functions, organizations and committees;

B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;

C. requiring their child to observe all school rules and regulations;

D. supporting or enforcing consequences for their child's willful misbehavior in school;

E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;

F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;

G. reading all communications from the school, signing, and returning them promptly when required;

H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

PARENT/STUDENT RIGHTS AND RESPONSIBILITIES

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal.

Adult students (age 18 or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care need should deliver written notice about such needs along with proper documentation by a physician to the school office.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five days.

Applications for individual instruction shall be made by a physician licensed to practice in Michigan, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION I – GENERAL INFORMATION

ADMINISTRATION

Pamela A. Morris – Superintendent/Principal (906) 439-5532 ext. 243

Bill Valima – Assistant to the Superintendent/Principal
Athletic Director (906) 439-5532 ext. 244

HIGH SCHOOL/MIDDLE SCHOOL OFFICE

Deanne Kanerva – Secretary to the Superintendent/Principal (906) 439-5532 ext. 242

GUIDANCE OFFICE

Joni Peffers - Guidance/Social Worker (906) 439-5532 ext. 248

BUSINESS OFFICE

Teri Lintula – Business Manager (906) 439-5532 ext. 223

TECHNOLOGY

Michael P. Thompson – Technology Director (906) 439-5532 ext. 222

MAINTENANCE/FOOD SERVICES

Tony Decet – Maintenance/Food Service Coordinator (906) 439-5532 ext. 238

TRANSPORTATION

Buck Lancour – Bus Mechanic (906) 439-5995

BELL SCHEDULE

1st hour – 8:00 – 8:56

2nd hour – 9:00 – 9:56

3rd hour – 10:00 – 10:56

4th hour – 11:00 – 11:56 (high school)

Middle School Lunch – 11:00 – 11:22

4th hour – 11:26 – 12:22 (middle school)

High School Lunch – 12:00 – 12:22

5th hour – 12:26 – 1:22

6th hour – 1:26 – 2:22

7th hour – 2:26 – 3:22

SCHOOL CANCELLATION

Should it be necessary to cancel school due to adverse weather conditions, announcements to that effect will be made over the following television and radio stations:

WBUP – TV Channel 10	WGLQ - FM 97	WMQT - FM 107
WCMM - FM 94.7	WHCH - FM 98.3	WNMU - FM 90
WBBC - AM 6.80	WHWL - FM 95.7	WQXO - AM 1400
WDMJ – AM 1320	WJPD - FM 92.3	WYKX - FM 104.7
WFXD - FM 103	WLUC-TV Channel 6	

This announcement will be made by 7:00 a.m. or shortly after. If a two-hour delay is called, buses will run two hours later than their usual time. If school is cancelled in the morning, notification of the postponement of evening activities will occur during the early afternoon.

ENROLLING IN THE SCHOOL

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The guidance counselor or high school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

CLOSED CAMPUS

All middle and high school students will be restricted to the school grounds from the time they arrive in the morning until they leave in the afternoon. The guidelines listed below will be followed:

- Students can either eat school lunch or bring their own lunch to school.
- Students that have entered the school property are not allowed to leave again

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without verbal or written permission by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Superior Central, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

Definition

Medication includes both ***prescription and non-prescription medications*** and includes those taken by mouth, taken by inhaler, taken through injection (epi-pen), applied as drops to eye, ear, or nose, or applied to the skin.

Procedures

1. The student's parent or guardian must provide the school with a written permission form to administer medication. Forms are available in the office.
2. Written instructions that include the student's name, name of medication, dosage, frequency of administration, time to be administered, method of administration, duration of administration, and expiration date, must accompany the medication.
3. Prescription medication must be in the original prescription container. The prescription container must be labeled and display the information in number two (2) above plus the data issued, name of prescribing physician, and pharmacy name, address and phone number.
4. Medication must be administered by one adult in the presence of a second adult, with both individuals being designated by the school administrator. Medication must be administered in the presence of a second adult except in an emergency that threatens the life of the student.
5. Medication must be brought to school by the parent /guardian unless other safe arrangements are necessary and possible.
6. Where the district has, or believes it might have, reason to verify amounts of medication brought to school,(e.g. Ritalin or other controlled substances), the amount of drug received should be immediately counted and the count recorded by designated school staff. The amount of drug should be recounted on a regular monthly basis and this count reconciled with the prior count and medication administration log/record.
7. All medication, except those approved for keeping by students for self-medication, will be kept in a designated location in the school office.
8. A log of medication administration, by individual must be kept. The log will contain the name of the student, the name of the medication, the dosage to be given and the time to be given. The person administering the medication must record the date and time of the administration of medication and initial the log. If an error is made in recording, the person who administered must line out, initial the error, and make the correction in the log. The individual student log shall be kept in the student's records.
9. If an error is made in administering medication, such error shall be reported immediately to the building administrator. The building administrator shall report the medication error to the parent/guardian and suggest consultation with the physician/pharmacist. A report of the error shall be made and filed.
10. If any adverse reaction to medication occurs, the parent/guardian shall be notified and if necessary, 911 shall also be called.
11. No dosage or time administration changes shall be instituted except by written instruction from the physician after the initial request.
12. Parental or guardian request, permission, and physician's instructions shall be renewed annually, or more often, if necessary.
13. Prescription and medication supply renewal shall be the responsibility of the parent/guardian.
14. All efforts shall be made by the parent/guardian to schedule administration of medicine while the student is at home.

15. Any staff person designated to administer medication shall receive training on all district policies and procedures related to this responsibility.

Medication Self-Administration and Self-Possession

Self-administration means that the student is able to consume, apply prescription or non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of a physician the student may carry medication on his or her person to allow for immediate and self-determined administration.

1. The student's parent / guardian must provide written permission and request to the school to allow the student to self-possess and self-administer medication.
2. Written instructions, which include the name of student, name of medication, dosage, frequency of administration, time to be administered, method of administration, duration of administration, and the physician or provider instruction that the student may self-possess and/or self-administer must be provided to the school.
3. The parent / guardian request, permission, and physician's instructions must be renewed annually, or more often, if necessary.
4. Students are permitted to self-administer over-the-counter medication with the completion of an authorization form specifying the instructions included in number two (2) above.
5. All medication must be kept in the original, labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration.
6. The building administrator may discontinue the student self-administration privilege upon advance notification to the parent / guardian.
7. Within the School Code, Section 380.1178 Administration of medication to pupil; liability states:
"A school administrator, teacher, or other employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parents or guardian, and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages, as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct."

Disposal of Medication

All medication left over at the end of the school year must be picked up by the parent / guardian within seven (7) calendar days. If not picked up within this time period the school will appropriately dispose of the medication and record this disposal of the medication log. A second adult shall witness disposal.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, Whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school guidance counselor to inquire about evaluation procedures and programs.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- Name of Student
- Address of Student
- Phone Number
- Date of Birth
- Name of Parents
- Year in School
- Classes Taken
- GPA

- Class Rank
- Honors Received
- Previous Educational Institutions Attended
- Participation in recognized activities and sports.

In the case of sports, heights of players may be published. Parents are to notify the district by the beginning of the semester if they do not want any information published about their child. Notification should be made to the principal's office.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information.

STUDENT FEES, FINES, AND SUPPLIES

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

The District will provide basic supplies needed to complete the required course curriculum.

The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

TEXTBOOKS

All textbooks issued to students must be returned to teachers at the end of class with no more than normal, wear and tear. Textbooks are expected to last 5-7 years; therefore, if a textbook is damaged beyond normal wear, a fine will be assessed based on the book's age, the original cost, and nature of damage.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.50. Breakfast is available to students for a fee of \$1.00. Milk is available for a fee of \$.50. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that she/he is eligible, contact Tony Decet.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The signal for fire drills consists of an alarm sound.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the PA system.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Maintenance Office upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the High School office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

STUDENT VISITATION

Visitation is allowed only for prospective students and for specific classroom or school projects or events.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the within two weeks.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the high school office. Students who have lost items should check there and may retrieve their items. Unclaimed items will be given to charity at the end of the school year.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

EIGHTEEN-YEAR OLD (18) POLICY

The question arises with each school year as to whether students 18 or older, are autonomous. It is our policy that as long as the student lives under the care of a parent or guardian, a parent or guardian signature for any school-related transaction or function is required. Moreover, if the legal or medical responsibility rests with the parents or guardians, then we reserve the right to require parental authority in all school-related transactions.

SCHOOL COLORS

Our school colors are blue and silver. School emblems, jackets, and graduation gowns, etc. will be in these colors.

SCHOOL FACILITIES POLICIES

- Lockers are the property of the school district. The contents belong to the individual assigned to that locker. Lockers are subject to inspection by a school employee, with another employee as witness, given a "reasonable suspicion" of violating school rules or illegal activity. The district is not responsible for lost or stolen items from hall lockers or gym lockers. Students are advised to purchase locks to secure their property in the gym lockers and to keep hall lockers locked, not "set" to open without the combination.
- No students are permitted to remain in the school buildings after 3:30 p.m. unless under staff supervision.
- Coaches are asked to discourage visitors, particularly non-participating students, from attending practice sessions.
- Students are advised to keep all valuables under lock and key. The school district is not responsible for loss, damage, or theft of any items brought to school or stored in lockers.

- After school use of facilities is encouraged; however, due to problems of scheduling, advance scheduling is required. Each group must be adequately supervised and must assume responsibility for the care of the facilities. Failure to do so will result in forfeiture of future privileges.
- Scheduling for the use of facilities must be done in the high school office.

SECTION II - ACADEMIC POLICY

High School Course Offerings – (some classes are not offered every year)

Classes are worth 1 credit when taken for two semesters- ½ credit per semester

English Language Arts

ELA 9

ELA 10

ELA 11

ELA 12

Mathematics[^]

Algebra I

Geometry

Algebra II

Pre-Calculus

Senior Math Electives[^]

Sciences

Physics

Biology

Chemistry

Environmental Science

Advanced Physics

Astronomy

Social Studies

World History & Geography

US History & Geography

Civics (1 semester ½ credit)

Economics (1 semester ½ credit)

Global Studies

Advanced Placement (AP) History

Sociology

Vocational Education

Drawing and Design

Construction Technology[^]

-*NMU Career Tech @ Jacobetti Skills Center:*

Welding Technology[^]

Aviation Maintenance

Heating & Refrigeration Technology

Cosmetology

Culinary Arts/Hospitality

Internships through MARESA

Health & Physical Education

Health (1 semester ½ credit)

P.E. I-IV

Weightlifting I-IV

Fine Arts

Art I-IV

Computer Graphics (1 semester ½ credit)

Yearbook (1 semester ½ credit)

Band I-IV

Choir I-IV

Computers

Computer Applications

Foreign Language

Spanish I

Spanish II

Michigan Virtual High School (MVHS)*

Many choices available - Common choices:

Employability Skills

Anatomy & Physiology

Business Ethics

Advanced Placement courses

Health Science

Film Studies

German

Latin

Psychology

Sociology

Digital Photography

Accounting

*Online classes must be approved by the Guidance Counselor based on the student's Educational Development Plan.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. All school rules & guidelines apply to students during field trips.

GRADES

Superior Central has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GRADING SCALE

100-94 – A	93-90 – A-	89-87 – B+	86-83 – B
82-80 – B-	79-77 – C+	76-73 – C	72-70 – C-
69-67 – D+	66-63 – D	62-60 – D-	59↓- E

GRADING PERIODS

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

INCOMPLETES

All incomplete grades must be made up within one week of the current marking period unless there are extenuating circumstances (extensions can only be made with the principal's prior approval). If the incomplete is not made up within one week, the final grade will become a failure with no credit granted.

PROMOTION, PLACEMENT, AND RETENTION

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

Sixth grade students will need to pass four courses (out of seven) and at least two of the four core courses (Math, English, Science, and Social Studies) for the year to be considered a seventh grader. Failure to meet these minimum requirements may result in grade level retention.

Seventh grade students will need to pass four courses (out of seven) and at least two of the four core courses (Math, English, Science, and Social Studies) to be considered an eighth grader. Failure to meet these minimum requirements may result in grade level retention.

Eighth grade students will need to pass four courses (out of seven) and at least two of the four core courses (Math, English, Science, and Social Studies) to be considered a ninth grader. Failure to meet these minimum requirements will result in grade level retention.

Middle School students who fail core classes (Language Arts, Math, Science, or Social Studies) will be required to repeat those classes to the extent that scheduling permits. Priority will be given to repeating Math and English courses when there are scheduling conflicts. Mixed grade schedules will therefore be necessary for any middle school students who fail core courses.

The entire middle school Language Arts and Math subject curriculum must be passed prior to earning high school credits in that core subject. Example: 8th grade English must be passed prior to enrolling in English I (Freshman English.) Mixed middle school and high school schedules will therefore be necessary as middle school students who have failed core subjects transition into high school.

In the case where one semester is passed and the other is failed, second semester will be determinative. Students who fail first semester and pass second semester will be considered to have passed. Students who pass first semester and fail second semester will be considered to have failed.

The Administration will make the final determination on retention.

HIGH SCHOOL GRADE CLASSIFICATIONS BY CREDITS EARNED

Freshman - student must have been promoted from 8th grade (see criteria above.)

Sophomore - student must have earned at least 5 high school credits in prior year(s).

Junior - student must have earned at least 10 high school credits in prior years.

Senior - student must have earned at least 16 high school credits in prior years.

Grade classifications will be reassigned once a semester on the first day of each semester.

ASSISTANCE FOR STRUGGLING STUDENTS

The following assistance has been established to help students to successfully proceed through the middle school:

- Individual teachers will communicate with the student and the students' parents as soon as the danger of failing is perceived.
- Student Assistance Program (SAP): Teachers, parents or other concerned adults may make a SAP referral at any time during the school year for a student who is having academic difficulty. The SAP team may consist of teacher(s), an administrator, school counselor, school psychologist, school social worker and paraprofessional staff members. The SAP team will review the student's progress and alternatives. Academic support services may be provided if recommended by the SAP team.

- The services of the school counselor, psychologist, social worker and/or special education teacher(s) will be provided as needed.
- Parents will be notified by the guidance counselor of SAP meetings and may request, or be requested, to attend. Parents will also be involved in the decision to provide academic and behavioral support services to their daughter/son.

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible in the Superintendent office.

GRADUATION ELIGIBILITY

To graduate all students must have successfully completed 23 credits. All students are required to carry a full day schedule. Students must attend at least four years of high school, which includes one semester **as a Senior** at SCHS. All students must successfully complete all required courses.

GRADUATION CEREMONY

All students participating in the graduation ceremony must wear their cap and gown. They must wear the cap and gown as intended by the manufacturer. Caps and gowns for graduation will be in the school colors of blue and/or silver. No stickers, placards, or tape will be visible on the cap or gown. The school band will play entrance music and other selections. The senior class may choose exit music subject to principal's approval. Participation in this important ceremony is a privilege and not a right; if a senior misses more than nine days per semester and has not made up time prior to one week of graduation, he/she will not participate in the graduation ceremony.

GRADUATION OPTIONS

A senior student, after the age of sixteen, may take adult education courses to earn extra credits. Any student earning fewer than the required units of credit after attending four years of high school may, at his or her discretion, be issued a Certificate of Attendance. Students, who at the end of the first semester of their senior year are not on track to graduate, will not be allowed to participate in the graduation ceremony. A student may return to high school the following year in order to earn the minimum credits for a diploma or to complete his or her credits in adult education. Any student attending more than four years of high school may earn sufficient credits to graduate at the end of the first semester.

DIPLOMA

In order for a student to receive a Superior Central High School diploma, the student must attend our school for at least one year (with at least one semester during the senior year) and fulfill the credit

requirements. Credits could be earned at Superior Central that would be transferred to the previously attended school for the issuance of a diploma.

SUPERIOR CENTRAL HIGH SCHOOL DIPLOMA REQUIREMENTS

CLASSES OF 2011 – 2015

<u>Michigan Merit Curriculum Requirements</u>	<u>Local District Requirements</u>
4 English Language Arts (ELA 9, ELA 10, ELA 11, ELA 12)	1 Business Management & Administration
4 Math (1cr Algebra, 1cr Geometry, 1cr Algebra II, 1cr final year in HS)	.5 PE
3 Science (1cr Biology, 1cr Physics or Chemistry, 1cr additional)	4.5 Electives*
Social Studies (.5cr Civics, .5cr Economics, 1cr US	
3 History & Geography, 1cr World History & Geography)	1 Visual, Performing and Applied Arts
1 Physical Education & Health	
1 Visual, Performing and Applied Arts	
16 Total Required MME Credits	7 Total District Requirements

TOTAL REQUIRED CREDITS = 23

CLASSES OF 2016 AND BEYOND

<u>Michigan Merit Curriculum Requirements</u>	<u>Local District Requirements</u>
4 English Language Arts (ELA 9, ELA 10, ELA 11, ELA 12)	1 Business Management & Administration
4 Math (1cr Algebra, 1cr Geometry, 1cr Algebra II, 1cr final year in HS)	.5 PE
3 Science (1cr Biology, 1cr Physics or Chemistry, 1cr additional)	2.5 Electives
Social Studies (.5cr Civics, .5cr Economics, 1cr US	
3 History & Geography, 1cr World History & Geography)	1 Visual, Performing and Applied Arts
1 Physical Education & Health	
1 Visual, Performing and Applied Arts	
2 World Language	
18 Total Required MME Credits	5 Total District Requirements

TOTAL REQUIRED CREDITS = 23

DUAL ENROLLMENT

Under certain conditions, a Superior Central Junior or Senior may attend a public or private degree granting post-secondary institution. Eligible students in grades 11-12 must have a 3.0 GPA and have earned their state endorsements in the core areas. The district is obligated to pay a portion of Dual Enrollment tuition according to the State Department of Education formula. Interested students and/or parents should contact the guidance counselor for additional information. Students may not leave from a high school class period early for dual enrollment.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Parents and students should watch school newsletters and the local press for announced testing times.

Sophomores will have the opportunity to take the ACT/PLAN. A preparatory assessment primarily used to help students prepare for the ACT. Taken during the sophomore year, the test includes four (4) sections: a thirty (30) minute English; a forty (40) minute math; a twenty (20) minute reading; and a twenty-five (25) minute scientific reasoning section. The entire test takes approximately one (1) hour and fifty (55) minutes. Students interested in ACT/PLAN should contact the guidance counselor early in their sophomore as the test is administered in the fall of the student's sophomore year.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Superior Central will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

Test Dates:

Wednesday, October 5th – PLAN Test – Sophomores
Tuesday, October 11th – 7th Grade Reading MEAP
Tuesday, October 11th – 8th Grade Reading MEAP
Tuesday, October 11th – 7th Grade Reading MEAP
Wednesday, October 12th – 8th Grade Reading MEAP
Thursday, October 13th – 7th Grade Writing MEAP
Tuesday, October 18th – 6th, 7th, & 8th Grade Math MEAPS
Tuesday, October 18th ASVAB – Juniors
Wednesday, October 19th – 7th Grade Writing MEAP
Wednesday, October 19th – 8th Grade Science MEAP
Wednesday, October 19th – 6th Grade Social Studies MEAP
Wednesday, October 19th – 9th Grade Social Studies MEAP
Tuesday March 6th – Thursday March 8th - Michigan Merit Exam/ACT – Juniors

DROPPING OR CHANGING CLASSES

Pre-registration for each school year will occur during the spring semester of the previous year. Students desiring to change or drop/add classes must do so during the final registration period prior to the start of fall classes. Changes after the start of the school year will be allowed only in extenuating circumstances. After the deadline, the guidance counselor and the principal have the right to change classes for the student only after consulting with the teacher(s).

SEMESTER GRADING AND EXAMS

Final grades will be given on a semester basis. All classes will have a final exam. Exam grades shall count as 1/5 of the final grade. Final exams are not to be given early. Anyone not able to take a final exam at the scheduled time will have to make arrangements with the teacher to make up the exam after the scheduled time period.

CITIZENSHIP GRADE

All students in the sixth through twelfth grades will receive a class grade and a citizenship grade. The basis behind the **citizenship** grade is to establish what makes a student a good citizen in the school, at home, in the community, and to have students live up to that criterion.

Each student will receive a citizenship grade every two weeks from each of his or her teachers. The classroom teacher will notify parents if their child receives a four (4) or five (5). The grades will also be posted for parents to view on the grade-pro system. The grades will be as follows:

- 1 Excellent
- 2 Good
- 3 Fair
- 4 Needs Improvement
- 5 Unacceptable

The citizenship grade will be based on the following criteria in the classroom:

- Follows directions
- Respects themselves and others
- Follows classroom rules

All citizenship grades of four (4) or five (5) will be reported to the office. If a student receives a grade of two fours (4) or one five (5) from the teacher reports, the student will not be eligible to participate in or attend any extracurricular activity sponsored through the school for the following two-week period.

Students receiving two fours (4) or one five (5) will not be permitted to get a hall pass in any class for the following two-week period. Students caught in the hall during their restrictions will receive additional consequences. Middle School Promotion and Retention

HONOR ROLL

Students passing all classes and an overall 3.0 average with no grade below a C will qualify for the honor roll. A student with a GPA of 3.665 and above will be designated as High Academic Honors.

ADULT EDUCATION/CORRESPONDENCE

A senior, sixteen years of age, may earn up to two extra credits toward graduation under the adult education program, or through correspondence courses. These credits must be in courses unavailable to the student in the regular schedule. See the guidance counselor regarding this opportunity.

DIRECTED STUDY

A directed study, under the supervision of a faculty member, may be granted on a limited basis through the principal's office to a junior or senior. A written plan, designed by the teacher and student will be submitted to the principal for approval. The directed study will require grading by the teacher.

INTERSHIPS/OFF CAMPUS COURSES

Seniors in good academic standing (**min GPA 2.5**) may work as an intern for credit. Students interested in working as interns must apply in the semester prior to the desired internship. Students driving to internships or off campus courses will be required to have a Superior Central School District Parking Registration Form on file in the office

ONLINE COURSES

Courses delivered over the Internet are available to supplement our regular course offerings. Online classes may not substitute for courses offered at Superior Central unless a student has an irresolvable

scheduling conflict and the course is needed to meet a graduation requirement. We have a limited number of slots so priority will be based on need. Online courses are provided at a cost to the district, so students who fail an online course will be barred from enrolling again.

VOCATIONAL EDUCATION CLASSES

Seniors (and in exceptional cases, juniors) in good academic standing (**min GPA 2.5**) may enroll in vocational education classes for credit. Students interested in enrolling in vocational education classes must apply in the semester prior to the desired class.

SECTION III – STUDENT ACTIVITIES

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Superior Central School provides students the opportunity to broaden their learning through curricular-related activities.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

STUDENT COUNCIL

The student council will be recognized as the governing body for the students. It may consist of 18 students: two (2) representatives from each class (6 through 12), and four officers. Any registered student in grades 6 through 12 who has attended Superior Central for at least the semester previous to the election is eligible to become a representative on the Student Council.

ORGANIZATIONAL OFFICERS

Every student organization, club, or class must have an advisor. Each class and student organization in the school will select officers for the year, who conduct the meetings. No student may be President of more than one organization at a time. All must have attended Superior Central School the semester previous to the election.

Each student who runs for a representative must obtain a petition from the Principal or Advisor and must have ten signatures from his or her classmates to be nominated. No student may sign more than two nominating petitions, and they must be only from his or her own class. The election must be held before September 30th. Vacancies may be filled by appointment by the President of the Student Council with the consent of the advisor.

The officers include president, vice-president, secretary, and treasurer. Any person from grades 10 through 12 who has attended Superior Central for at least the semester previous to the election is eligible to be elected an officer of the Student Council. Any person running for an officer's position must obtain a nominating petition from the advisor. He or she must get 20 signatures from the members of the student body to be nominated for office. If elected as an officer for the Student Council, a student may not be a class officer. All offices are held for one year.

EXTRA-CURRICULAR PROGRAM ACADEMIC ELIGIBILITY

A student participating in an extracurricular program must be eligible. An extracurricular program is defined as any program that is under the sponsorship or advisement of school policies and personnel and not part of an academic curriculum. Requirements are as follows:

- Students must be passing in all classes and have a minimum of a 1.0 GPA (D average) on a 4.0 point scale or they will be declared ineligible.

- Each class will be tracked from the beginning of each semester.
 - Eligibility lists will be based on weekly reports. On Friday, teachers will report these students to the principal.
 - If a student does not meet these minimum requirements, he or she will be ineligible for the following week of participation (Sunday-Saturday).
 - A student must attend all practices and meeting sessions at the discretion of the advisor or coach.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

ATHLETICS

Superior Central School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. Athletic fees need to be paid before participation in each season. Guidelines of all athletes are posted in the Athletic Handbook. The Athletic Handbook is posted on-line or can be picked up in the high school office.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that she/he must maintain a job outside of his/her home in addition to going to school, she/he must first turn in a work permit that can be obtained from the high school office.

CLASS FINANCES

Class funds are school funds and will be deposited with the business office and should be handled with the following in mind:

- Each class shall set its own policy on class dues.
- If an individual does not contribute to the fund, he should not expect a return.
- The class advisor must approve all purchases. Money may be spent on class activities and for graduation materials, but no personal items.
- A minimum of \$100.00 should be left in the senior account until the final audit for unforeseen expenses.

- Any money remaining in the senior class account at the start of the next school year will revert to the Student Activity Fund or may be designated for a school related purchase. The class should decide prior to the end of the year which of these options they prefer.
- Seniors must pay all class and school-related fee obligations prior to receiving graduation materials.

DRIVER EDUCATION POLICY

Driver Education is not offered by the Superior Central School District; however the District does allow the use of its facilities for Driver Education classes.

SCHOOL DANCES

Each class and organization will be entitled to hold one dance during the school year.

Scheduling of the dances will be made with the approval of the principal and the class advisor.

Middle school dances are for 6th through 8th grade students only. High school dances are attended by 9th through 12th grade students. The Junior / Senior Prom is for juniors and seniors. Freshmen and sophomores may attend the Prom by invitation and with parent and principal approval.

Students/guests that do not attend Superior Central School may attend the Prom by invitation and with parent, prom advisor and administrative approval. No middle school students or those 21 years of age or older will be permitted to attend.

High school dances must end by midnight. Middle school dances must end by 10:00 pm.

An individual guest of another school may be invited if arrangements are made in advance with the chaperones. A guest permit must be obtained in advance.

Each dance must have a minimum of six chaperones. One chaperone must be a faculty member, and two must be parents of students in this district. All chaperones must be at least 21 years of age.

The entire west end of the elementary gym (stage, locker rooms, balconies, etc.) will be off-limits.

Any unruly behavior may jeopardize student participation in future dances.

Chaperones have complete authority at all school functions, and all have the right to refuse admittance or remove students. Abusing the school dance privileges may result in curtailment of future dances.

The gym must be cleaned and the tables and other equipment must be put away as soon as possible after the dance, never later than 9:00 a.m. the following morning.

The chaperones must make arrangements to sell tickets from the time that the door is opened until 10:00 p.m. after which the doors are to be locked, and no one is to be admitted, except parents.

An alcohol detection system may be available at school dances and events.

Any student attending a school-sponsored activity is expected to remain in the building. Once a student has left, he or she may not return.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

The purpose of the Superior Central High School attendance policy is to maintain high standards of reliability for earning grades and credit. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

SCHOOL NOTIFICATION

Parents of students in grades 6 through 12 are required to call the High School office (906-439-5532) by 9:00 a.m. whenever their son or daughter is absent from school. Parents may also leave a message on school voice mail or send an e-mail (dkanerva@maresa.org) to inform the office of their son or daughter's absence. If prior contact is not possible, the parents should provide a written excuse. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

EXCUSABLE REASONS FOR ABSENCE

The District accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the administrator and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

A. Personal Illness

The administrator may require a doctor's confirmation if s/he deems it advisable.

B. Illness in the Family

C. Quarantine of the Home

This is limited to the length of the quarantine as fixed by the proper health officials.

D. Death of a Relative

E. Observance of Religious Holidays

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

F. Absence During the School Day for Professional Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. the student shall have a statement to that effect from his/her parents;
- 2 . the student shall report back to school immediately after his/her appointment if school is still in session.

Absences that do not accumulate against this guideline include field trips.

STUDENT VACATIONS DURING THE SCHOOL YEAR

Family vacations are discouraged during the school year. Vacation absences will count toward the total attendance record and will not be considered for an attendance waiver

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. A student shall be considered truant each day or part of the day s/he is unexcusably absent from his/her assigned location. Absence is defined as nonpresence in the assigned location any time beyond the tardiness limit.

Truancy demonstrates a deliberate disregard for the educational program and IS considered as a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

A student shall be considered an "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated ten (10) truanancies during a school year.

Truant students are to be reported to the Department of Human Services.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the school office before proceeding to his/her first assigned location. Any student who is late (unexcused) up to 10 minutes shall be marked as tardy

Students who have unexcused tardies shall be disciplined as follows:

- 3 tardies = 1st offense a ½ hour detention
- 6 tardies = 2nd offense a 1 hour detention
- 9 tardies = 3rd offense a 1 ½ hour detention
- 12 tardies = 4th offense a 2 hour detention
- 15 tardies = 5th offense a ½ day of ISS
- 18 tardies = 6th offense a ½ day of ISS
- 21 tardies = 7th offense a ½ day of ISS
- 24 tardies = 8th offense a ½ day of ISS
- 27 tardies = 9th offense a 1 day of ISS
- 30 tardies = 10th offense 1 day of ISS
- 31 or more tardies = 11 or more offenses = 1 or more days out of school suspension

MAKING UP EXCESSIVE ABSENCES

Students can make up absences, beyond the nine allowed, by completing 60 minutes of prearranged subject work for each class period missed. Arrangements must be made with administration to make up time.

MAXIMUM ALLOWABLE ABSENCES

If a student misses 12 days of a course their grade will be lowered by one grade for that course. For every 3 days missed over 12, the student's grade will be lowered by an additional grade for that course. (Example: You have a B in your Math class and you are absent for 12 days in your Math class, you will now have a C in that class)

PARENTAL NOTIFICATION OF EXCESSIVE STUDENT ABSENCES

Parents will be notified by mail by the Middle/High School Secretary:

- A student misses 5 class scheduled class periods for a semester.
- A student misses 7 scheduled class periods for a semester.
- A student misses 9 or more scheduled class periods for a semester.

ABSENCE MAKE UP LIMITATION

Make-up time must be completed within one (1) week of the current grading period unless there are extenuating circumstances and only with the approval of the principal. If not completed within the timelines, the final grade will become a failure with no credit granted.

ATTENDANCE APPEALS

The parent or guardian of a student may appeal attendance decisions by utilizing the following process:

1. Submit a written notice of appeal to the assistant to the superintendent/principal within ten calendar days of the issuance of the semester report card.

2. Hearing with the Attendance Advisory Committee (membership to consist of the assistant to the superintendent/principal and three teachers.)
3. Hearing with Principal/Superintendent of Schools.
4. Hearing with the Superior Central School Board of Education.

ATTENDANCE WAIVERS

The superintendent/principal must approve any exceptions to this attendance policy. In some cases, approval is upon confirmation by parents, guardian, or medical/legal authorities for absences beyond the control of the parents or student. Written documentation will be required for all attendance waivers.

MAKE UP WORK

All missed assignments must be made up within a reasonable amount of time (as determined by the individual classroom teacher). Failure to make up missed assignments will result in a failing grade for the work not completed. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

PERFECT ATTENDANCE

Perfect attendance will be recognized with a certificate and will consist of an attendance record that has no absences during a given school year. Perfect attendance will be recognized as follows:

- Single year during grades 6 through 11: certificate
- At the conclusion of senior year, providing at least one year perfect attendance occurs during grades 9 through 12
- A pin for one to five years cumulative school career attendance
- A plaque for six to eight years
- A trophy for nine years and up, which will be awarded at the annual Awards ceremony.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments (due on the 1st day of return) and a grade on any made-up tests.

ILLNESS IN SCHOOL

If a student is too ill to attend class, parents will be notified and he or she is expected to go home. If parents are unavailable, persons listed on the student's emergency card will be contacted.

CODE OF CONDUCT

A major component of the educational program at Superior Central is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

- Undergarments should not be visible or worn as shirts. Shirts with open backs, spaghetti straps, or plunging necklines will not be allowed. Crop tops (belly shirts) must reach the top of the pants when standing naturally, with arms at sides.
- Shirts with inappropriate slogans, mottos, or pictures are not allowed. This includes but is not limited to alcohol, drugs, tobacco, or sexual references, even if veiled, or shirts with similar implications; swear words; or messages of acts of hate, intolerance, or immoral acts.
- Jackets are to be kept in lockers and not to be worn in class. (Teacher can make an exception in winter months or when temperatures in classrooms warrant a jacket)
- Length of shorts or skirts must reach the middle of the thigh, between the inseam and the knee. Slits in skirts must be no higher than this level.
- Headgear (hats, hoods, bandanas, etc) are not to be worn in the building during school hours.
- Shoes or sandals must be worn at all times.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

DISCIPLINE ISSUE GENERAL INFORMATION

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staffs responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/ or special circumstances of the situation.

Teachers will apply discipline in their classrooms according to their established classroom rules. When necessary, the teacher will complete the requested information on the *Discipline Notice* form and submit the form to the Assistant to the Principal/Superintendent. After review of the information on the form the student will be assigned appropriate consequences according to the behavior rubric.

Discipline code violations are listed in the following section. If a student engages in behavior that is unacceptable or behavior not listed in the policy, Assistant to the Principal/Superintendent shall deal with the violation fairly and in a fashion that reflects the spirit of the code. Any illegal, or potentially illegal acts, reported to school authorities will in turn be reported to the police.

DISRUPTIONS AND CLASSROOM RULES VIOLATIONS NOT NECESSITATING REMOVAL FROM CLASS

1. Written warning, if appropriate, optional.
2. Student loses privileges (no talking, no out of seat, or other) and written notice home.
3. Assignment of a task and written notice home.

DETENTION

If a student is assigned a detention, it will be held from 3:30 p.m. to 4:30 p.m. on assigned days. A student assigned to after school detention is expected to show up on time and with homework or other work to complete. There will be no talking, eating, drinking, individual electronic devices, or bathroom breaks during the detention hour.

If a student fails to show up for the assigned detention, that student will automatically be assigned a one-day in school suspension to be served the next scheduled school day.

IN SCHOOL SUSPENSION (ISS)

If a student is assigned to ISS they will be expected to have class work to complete.

If a student is assigned to ISS for the entire day they must bring a bag lunch or make arrangements with the office for lunch from the cafeteria.

There will be no talking, drinking, eating, or individual electronic devices in ISS.

SUSPENSIONS

The administrative team can suspend students based on violations as outlined in this handbook. When a student is suspended, his or her parents will be notified as to the reason and the length of the suspension.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/ or expulsion from school.

Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association.

Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the counter medication to another student.

Use/possession of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, jewelry and so on. Intentional injury to another can be a felony and/ or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

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

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at

unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft

When a student is caught stealing school or someone's property, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

Disobedience

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

Disregard/Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

Unauthorized use of school or private property

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

Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Possession of Wireless Communication Devices (WCDs)

Communication Devices include cell phones, pagers, walkmans, CD players, cameras, i-Pods, music devices and other similar electronic devices. The use of these items is prohibited during the school day.

If one of these devices is in your possession, they must be turned off and put away or they will be confiscated, handed over to the principal, and result in a discipline referral. First offense, the device may be retrieved at the end of the school day by the student. Second offense, the device may be retrieved at the end of the school day by a parent/guardian. Third offense, the device may be picked up at the end of the school day by a parent/guardian and after a collaboration meeting with the parent, student and administrator. Repeated violations of this policy may result in disciplinary action against the student.

The student who possesses an electronic device shall assume responsibility for its care. At no time shall the District be responsible preventing theft, loss, or damage.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the exam and/or be suspended.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a day suspension, loss of privileges, and may be recommended for expulsion.

Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Violation of bus rules

Please refer to Section V on transportation for bus rules.

Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being.

This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e .g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or

off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. .

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant to the principal.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/ or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/ or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et.seq.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing - any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – continual intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F blocking or impeding student movement;
- G. electronically transmitted acts - i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes she/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the Superintendent/Principal or Assistant to the Superintendent/Principal.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notification

Notice of this policy will be annually, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

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

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes:

- change of seating or location;
- lunch-time detention
- after-school detention;
- in-school suspension.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student or his/her parents are responsible for transportation.

If a student is assigned a detention, it will be held from 3:30 p.m. to 4:30 p.m. on assigned days. A student assigned to after school detention is expected to show up on time and with homework or other work to complete. There will be no talking, eating, drinking, individual electronic devices, or bathroom breaks during the detention hour.

If a student fails to show up for the assigned detention, that student will automatically be assigned a one-day in school suspension to be served the next scheduled school day.

In-School Suspension (ISS)

If a student is assigned to ISS they will be expected to have class work to complete.

The following rules shall apply to ISS:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, or electronic devices will be allowed in the room
- No food or beverages shall be consumed. (except for lunch)

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the administration and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Principal then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, she/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Assistant to the Principal/Superintendent. The request for an appeal must be in writing.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- The charge and related evidence
- The time and place of the Board meeting
- The length of the recommended suspension or a recommendation for expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians, and counsel
- A statement that the student may give testimony, present evidence, and provide a defense
- A statement that the student may request attendance of school personnel who were party to the action or accuse the student of the infraction

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Superior Central School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Assistant to the Principal/Superintendent.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHT OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal/Superintendent twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND 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. Written suggestions may be presented directly to the principal/superintendent or to the student government.

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. Any suggestions, concerns, and grievances may be directed to the principal/superintendent or to the student government.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

The following behavior rubric was developed as a tool for administration to use AFTER all attempts have been made by the classroom teacher to correct student behavior.

Behavior	1st Offense	2nd Offense	3rd Offense
Aiding & Abetting (willfully helping another student break a school rule)	<ul style="list-style-type: none"> • Warning • Student calls parents 	<ul style="list-style-type: none"> • 1 hour after school detention • Student call parents 	<ul style="list-style-type: none"> • 1/2 day ISS working on class assignments • Student calls parents
Classroom rules violation/Disrupting the educational setting	<ul style="list-style-type: none"> • Remainder of the hour in ISS working on class assignments • Student calls parents 	<ul style="list-style-type: none"> • 1/2 day ISS working on class assignments • Student calls parents 	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parents • Parent conference
Dress Code Violation (see dress code policy)	<ul style="list-style-type: none"> • Warning • Student will be asked to change 	<ul style="list-style-type: none"> • Student will be asked to change • 1 hour after school detention • Student calls parents 	<ul style="list-style-type: none"> • Student will be asked to change • 1 day ISS working on class assignments • Student calls parents
Hats/Headgear (hat/headgear must be removed during school hours)	<ul style="list-style-type: none"> • Hat/headgear taken to office; can be picked up at the end of the day 	<ul style="list-style-type: none"> • Hat/headgear taken to office; can be picked up in 5 school days 	<ul style="list-style-type: none"> • Hat/headgear taken to office; can be picked up in 5 school days • 1 hour after school detention
Inappropriate hall behavior (loitering, running, horseplay, etc...)	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • 1 hour after school detention • Student calls parents 	<ul style="list-style-type: none"> • 1/2 day ISS working on class assignments • Student calls parents
Idleness (student refusal or failure to complete a reasonable amount of coursework in class when time is allotted)	<ul style="list-style-type: none"> • Remainder of hour in ISS working on class assignment • Student calls parents 	<ul style="list-style-type: none"> • Remainder of hour in ISS working on class assignments • Student calls parents 	<ul style="list-style-type: none"> • 1 day in ISS working on class assignments • Student calls parent • Parent conference
Loitering (remaining within the school building after 3:30 p.m. unless in school sanctioned and supervised activity)	<ul style="list-style-type: none"> • Warning • Student escorted from building 	<ul style="list-style-type: none"> • Student escorted from building • Parents notified 	<ul style="list-style-type: none"> • Student escorted from building • Parents notified • 1 hour after school detention
Prohibited Electronics (see prohibited electronics policy)	<ul style="list-style-type: none"> • Student can retrieve device at the end of the school day • 1/2 hour after school detention 	<ul style="list-style-type: none"> • Device must be retrieved from school by parent • 1 hour after school detention 	<ul style="list-style-type: none"> • Device will remain confiscated for a period of two weeks • Device must be retrieved from school by parent • 1 day ISS working on class assignments

Behavior	1st Offense	2nd Offense	3rd Offense
Public Display of Affection	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • 1/2 day ISS working on class assignments • Student calls parents 	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parents • Parent conference
Presence in Unauthorized Area	<ul style="list-style-type: none"> • Warning • Student calls parents 	<ul style="list-style-type: none"> • 1/2 day ISS working on class assignments 	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parents
Unauthorized use or misuse of school equipment	<ul style="list-style-type: none"> • Warning • Student calls parents 	<ul style="list-style-type: none"> • 1 hour after school detention • Student calls parents 	<ul style="list-style-type: none"> • 1/2 day ISS working on class assignments • Student calls parents
Tampering with school security equipment (moving/interfering with securing cameras)	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parents 	<ul style="list-style-type: none"> • 3 days ISS working on class assignments • Parent conference 	<ul style="list-style-type: none"> • 3 days out of school suspension • Parent Conference
Unsafe Behavior (pushing, shoving, grabbing, poking: not serious in nature)	<ul style="list-style-type: none"> • Lunch detention • Student calls parents 	<ul style="list-style-type: none"> • 1/2 day ISS working on class assignments • Student calls parents 	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parents • Parent conference
Unsafe Shop Behavior (safety glass violation)	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • Removal from shop class on next day 	<ul style="list-style-type: none"> • 1 day ISS
Belligerent Behavior (hostile or aggressive behavior, whether physical or verbal, toward school personnel)	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parents 	<ul style="list-style-type: none"> • 3 days ISS working on class assignments • Student calls parents • Parent conference 	<ul style="list-style-type: none"> • 3 days out of school suspension • Parent Conference • Conflict resolution with counselor
Bullying (taunting, teasing, or bullying another student; intimidation or insulting, harassing or persistent ridicule and criticism of fellow students)	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parents • Parent conference • Conflict resolution with counselor 	<ul style="list-style-type: none"> • 3 days out of school suspension • Student calls parents • Parent conference • Conflict resolution with counselor 	<ul style="list-style-type: none"> • 5 or more days out of school suspension • Student calls parents • Parent conference • Conflict resolution with counselor
Vulgarity/Profanity (verbal or gestures)	<ul style="list-style-type: none"> • 1 hour after school detention • Student calls parents 	<ul style="list-style-type: none"> • 1/2 day ISS working on class assignments • Student calls parents 	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parents • Parent conference

Behavior	1st Offense	2nd Offense	3rd Offense
Cheating/Plagiarism	<ul style="list-style-type: none"> ● Student will receive 0 for assignment/test ● 1 day ISS working on class assignments ● Student calls parents 	<ul style="list-style-type: none"> ● Student will receive 0 for assignment/test ● 3 days ISS working on class assignments ● Student calls parents ● Parent conference ● Removal from school leadership positions 	<ul style="list-style-type: none"> ● Student will receive 0 for assignment/test ● 3 days out of school suspension ● Student calls parents ● Parent conference
Destruction of School Property (deliberate misuse or abuse of school equipment or school property)	<ul style="list-style-type: none"> ● Restitution or correction ● Student calls parents ● 3 days ISS working on class assignments 	<ul style="list-style-type: none"> ● Restitution or correction ● Student calls parents ● Parent conference ● 3 days out of school suspension 	<ul style="list-style-type: none"> ● Restitution or correction ● Student calls parents ● Parent conference ● 5 days out of school suspension
Forgery (forging excuses or passes – changing or falsifying school records)	<ul style="list-style-type: none"> ● 1 day ISS working on class assignments ● Student calls parents 	<ul style="list-style-type: none"> ● 3 days ISS working on class assignments ● Student calls parents ● Parent conference 	<ul style="list-style-type: none"> ● 3 days out of school suspension ● Student calls parents ● Parent conference
Hazing (any group initiation that could result in harm to another individual)	<ul style="list-style-type: none"> ● 1 day ISS working on class assignments ● Student calls parents ● Parent conference ● Conflict resolution with counselor 	<ul style="list-style-type: none"> ● 3 days out of school suspension ● Student calls parents ● Parent conference ● Conflict resolution with counselor 	<ul style="list-style-type: none"> ● 5 or more days out of school suspension ● Parent conference
Injurious Behavior (the act of pushing, shoving, kicking, or physically harassing another student, resulting in injury, whether or not accidentally caused)	<ul style="list-style-type: none"> ● 1 day ISS working on class assignments ● Student calls parents ● Parent conference ● Conflict resolution with counselor 	<ul style="list-style-type: none"> ● 3 days out of school suspension ● Student calls parents ● Parent conference ● Conflict resolution with counselor 	<ul style="list-style-type: none"> ● 5 or more days out of school suspension ● Parent conference
Insubordination (refusal to cooperate or respond to a reasonable request made by an adult authorized or employed by the school)	<ul style="list-style-type: none"> ● 1 day ISS working on class assignments ● Student calls parent 	<ul style="list-style-type: none"> ● 3 days ISS working on class assignments ● Student calls parent ● Parent conference 	<ul style="list-style-type: none"> ● 3 days out of school suspension ● Student calls parent ● Parent conference

Behavior	1st Offense	2nd Offense	3rd Offense
Lying (dishonestly responding to school personnel, being deliberately deceptive, misleading, or distorting facts)	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parent 	<ul style="list-style-type: none"> • 3 days ISS working on class assignments • Student calls parent • Parent conference 	<ul style="list-style-type: none"> • 3 days out of school suspension • Student calls parent • Parent conference
Theft/Possession of Stolen Property	<ul style="list-style-type: none"> • 3 days ISS working on class assignments • Student calls parents • Parent conference • Return or make restitution for stolen property • Possible referral to law enforcement 	<ul style="list-style-type: none"> • 3 days out of school suspension • Student calls parents • Parent conference • Return or make restitution for stolen property • Possible referral to law enforcement 	<ul style="list-style-type: none"> • 5 days out of school suspension • Student calls parents • Parent conference • Return or make restitution for stolen property • Possible referral to law enforcement
Skipping (leaving class before dismissal, leaving without a pass, not reporting to assigned room, or leaving school grounds without permission)	<ul style="list-style-type: none"> • 1 day ISS working on class assignments • Student calls parent 	<ul style="list-style-type: none"> • 3 days ISS working on class assignments • Student calls parent • Parent conference 	<ul style="list-style-type: none"> • 3 days out of school suspension • Student calls parent • Parent conference
Unexcused Absence (absence not cleared by parent)	<ul style="list-style-type: none"> • Written warning 	<ul style="list-style-type: none"> • 1 hour after school detention 	<ul style="list-style-type: none"> • 1 day ISS
Threats to School (bomb threats, false fire alarms, explosives)	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Parent conference • Referral to law enforcement 	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Parent conference • Referral to law enforcement 	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Parent conference • Referral to law enforcement
Breaking and Entering (breaking & entering of school property)	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Parent conference • Referral to law enforcement • Restitution for property 	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Parent conference • Referral to law enforcement • Restitution for property 	<ul style="list-style-type: none"> • Immediate out of school suspension and expulsion based on Board of Education policies • Parent conference • Referral to law enforcement • Restitution for property

Behavior	1st Offense	2nd Offense	3rd Offense
Burglary/Robbery (stealing from an individual using threats and force)	<ul style="list-style-type: none"> ● Immediate out of school suspension and expulsion based on Board of Education policies ● Parent conference ● Referral to law enforcement ● Restitution for broken/stolen property 	<ul style="list-style-type: none"> ● Immediate out of school suspension and expulsion based on Board of Education policies ● Parent conference ● Referral to law enforcement ● Restitution for broken/stolen property 	<ul style="list-style-type: none"> ● Immediate out of school suspension and expulsion based on Board of Education policies ● Parent conference ● Referral to law enforcement ● Restitution for broken/stolen property
Tobacco/Alcohol/Drugs (possession, concealment, distribution, or consumption of alcohol, tobacco, drugs, or look-alike drugs; possession of incendiary devices, possession of drug-related paraphernalia, in school, on school buses, on school property, or at school sponsored events)	<ul style="list-style-type: none"> ● 3 days out of school suspension ● Parent conference ● Referral to law enforcement 	<ul style="list-style-type: none"> ● 5 days out of school suspension ● Parent conference ● Referral to law enforcement ● Hearing by the Board of Education 	<ul style="list-style-type: none"> ● 10 days out of school suspension ● Parent conference ● Referral to law enforcement ● Hearing by the Board of Education
Severe Physical Contact or Harassment (behavior that may injure others; threatening, extortion, intimidation, molestation, racial, ethnic, sexual or other forms of harassing behaviors that create a “fearful climate”)	<ul style="list-style-type: none"> ● 3 days out of school suspension ● Parent conference ● Possible referral to law enforcement ● Conflict resolution with counselor ● <i>Please note consequences may be greater based upon what the student has done and board policy</i> 	<ul style="list-style-type: none"> ● 5 days out of school suspension ● Parent conference ● Possible referral to law enforcement ● Conflict resolution with counselor ● <i>Please note consequences may be greater based upon what the student has done and board policy</i> 	<ul style="list-style-type: none"> ● 10 days out of school suspension ● Parent conference ● Possible referral to law enforcement ● Conflict resolution with counselor ● <i>Please note consequences may be greater based upon what the student has done and board policy</i>

© There is obviously no way to include every possible behavior that may have a pre-determined consequence. The above consequences are provided as guidance to administration. Administration may determine the appropriate consequence based on specific situations and board policy.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION

The Board of Education is responsible for the efficiency and economy of the school bus system as determined by the selection of bus routes, the scheduling of bus trips, and the authorization of bus stops.

The Administration is responsible for establishing proper standards of safety in the operation of buses and shall ensure their enforcement by the bus supervisor.

The Administration shall be responsible for the execution of the transportation policy and regulations adopted pursuant thereto. They may delegate this duty to the transportation manager.

Parents are responsible for the safety of their children while walking or riding in vehicles other than school buses between home and school or home and the authorized bus stop. Parents are also responsible for the behavior of their children while waiting at the bus stop.

Bus routes will be established so that an authorized bus stop is available within a reasonable walking distance of the home of every resident student entitled to transportation.

BUS LOADING AND UNLOADING PROCEDURES

1. Stay off the traveled roadway at all times while waiting for the bus.
2. Wait until the bus has come to a stop before attempting to get on or off.
3. Leave the bus only with the consent of the driver.
4. Enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. Cross the road, if necessary after leaving the bus, in the following manner:
 - a. Make sure the bus is stopped.
 - b. After exiting the bus, go to the front of the bus within sight of the driver and wait for proper signal for crossing.
 - c. Look both to the right and left and proceed across the road in front of the bus.
 - d. Walk (not run) in FRONT of the bus when crossing the road.

DISCIPLINARY PROCEDURES

- | | |
|---------------|--|
| 1st violation | Driver / student conference with parent contact, written warning in student file |
| 2nd violation | Student bus privilege revoked for one (1) day, with notice to parent |
| 3rd violation | Student bus privilege revoked for up to three (3) days with notice to parent |
| 4th Violation | Driver notifies principal of continuing problem. Principal may remove student from bus for remainder of semester with notice to parent |

MICHIGAN LAW – STOPPING FOR SCHOOL BUSES

1. You are required to stop when overtaking or meeting a school bus, which has stopped and is displaying two alternative flashing red lights.
2. Stops must be made at least 10 feet in front of or to the rear of the bus and you may not proceed until: (a) School bus resumes motion or (b) Visual signals on bus are no longer actuated.
3. You need not stop for a stopped school bus at an intersection controlled by a police officer or stop-and-go signal, but may pass the bus at a speed not greater than 10 miles an hour and with due caution.
4. The driver of a vehicle upon any highway which has been divided into two roadways by leaving an intervening space, or by a physical barrier, or clearly indicated dividing sections so constructed as to impede vehicular traffic, need not stop upon space, barrier or section.
5. The school bus driver is required to actuate two amber flashing lights for the purpose of receiving or discharging school children. Cars may pass, with caution, a school bus preparing to stop, while it has amber lights flashing. Upon stopping the school bus, driver is required to actuate alternate flashing red lights until children are safely on the bus. Vehicle traffic from both directions must stop for buses when red lights are flashing. In some instances where a school bus can stop without interrupting traffic flow; buses may be stopped only with amber lights flashing. Motorists may pass a stopped school bus with amber lights flashing. The key for motorist is simple:
 - Amber lights mean caution red lights mean stop!
 - Michigan law now requires new school buses to be equipped with a stop arm in addition to flashing lights. This arm will project from the driver's side of the bus and will be another indication that all traffic should stop.
 - The law says that children alighting from a school bus who must cross the roadway shall do so in front of the bus. However, children are unpredictable and impulsive and will not always do what the law says. So just as you must depend on other motorist to protect you children or your friend's children, please protect theirs by being especially careful and expecting the unexpected when a school bus is stopped.
 - Rear end collisions occur all too frequently when vehicles strike other vehicles, which have already stopped for stopped school buses. Such accidents often happen when the motorist is inattentive or driving too fast for conditions. This means the presence of a school bus is a warning that preceding traffic may come to a stop and you should be prepared to do likewise.

RULES GOVERNING STUDENTS RIDING THE BUS

It is the objective of the Superior Central School District to provide safe, pleasant transportation to and from school for all of the eligible students in the District. When a student steps on a bus, he or she is under the authority of the School District. The building Principal or Dean of Students is responsible for dealing with inappropriate student conduct exhibited while riding school transportation. The bus driver has the same authority in the bus that a teacher has in the classroom. Any breach of rules that the drivers deem serious enough will be referred to the student's principal. The rules for riding buses at Superior Central are:

1. All students will sit in seats as assigned by the driver. No one will move after they are seated.
2. Students will use a normal tone of voice when talking. No shouting.
3. All students will obey the driver's command properly and promptly.
4. Students shall wait in designated places for buses.
5. It is each student's responsibility to help keep the bus clean.
6. Students lining up to board the bus must avoid pushing and crowding and the lead student in line must not move toward the door of the bus until the bus has come to a complete stop.
7. Students will not leave the bus by the rear door, unless it is an emergency situation.
8. Always cross in front of the bus when crossing the road.
9. Each student must ride the bus to his or her own stop. If a student rides to a place other than their usual stop, they must have written consent from one of their parents.
10. Students will keep hands and head inside the bus at all times.
11. All rules regarding student behavior at school are in force during transportation.

SELF TRANSPORTATION TO SCHOOL

Driving to school is a privilege, not a right. The administration reserves the right to grant or deny permission to the students to operate motor vehicles on school property. When possible, the students should avail themselves of the provided bus service and refrain from driving to school as any resulting tardiness or absenteeism related to vehicle problems is unexcused. The rules pertaining to parking privileges are as follows:

- Students driving to school will be required to have a Superior Central School District Parking Registration Form on file in the office.
- Vehicles must be parked in areas assigned to students.
- Students are not permitted to drive cars during regular school hours. Once the car arrives in the morning, it is not to be moved until the driver is leaving school for the day, unless the student is leaving to attend a school-related function (such as an internship).
- Cars must be vacated and locked immediately upon arrival at school.
- Students are not allowed to sit in parked cars at anytime.
- The administration reserves the authority to check the contents of the automobiles parked on school grounds. The school will not be responsible for theft, but will attempt to safeguard vehicles while on school property. Student assistance is needed in maintaining surveillance and reporting problems in the parking area.

- A motorcycle, four-wheeler or snowmobile will be operated in the same safe manner as cars and the same rules apply. All ORVs/Snowmobiles will be parked in the parking lot in the designated area reserved for ORVs/Snowmobiles. ORVs/Snowmobiles are not to be parked near the school entrances. ORVs/Snowmobiles are only permitted on the designated trails and in the parking lot.
- Failure to comply with the rules related to motor vehicles will result in loss of driving privileges ranging from one week to permanent loss.

SECTION V – SCHOOL FORMS

**Superior Central School District
Parking Registration Form**

Please Print:

Student Name: _____ Grade: _____

Address: _____

Student Driver License Number: _____

Make of Vehicle: _____ Model of Vehicle: _____

Color of Vehicle: _____ Year of Vehicle: _____

License Plate Number: _____

Vehicle Registration Number: _____

Insurance Company: _____

Insurance Policy Number: _____

Driver Agreement:

I certify that all of the above information is correct. I have read the Superior Central School District's Motor Vehicle Policy in the Student Handbook and agree to abide by the regulations.

Student Signature: _____ Date: _____

Parental Permission:

I give my child permission to drive a vehicle to school. I have read and reviewed the Superior Central School District's Motor Vehicle Policy with my child and understand that my child shall abide by all of the rules established by the state of Michigan and the Superior Central School District.

Parent Signature: _____ Date: _____

Please return this form to the high school office. If any of the above information changes, please notify the office.

Dear Parents,

Superior Central is on the Internet at: www.superiorcentralschools.org

We have a home page on the World Wide Web. The purpose of this home page is to inform people about our school and to share work created by students and staff.

Your child's teachers are considering putting student photos, writing or art work on our school home page. If names are used, only first names will be included. Please complete and return this form to express your wishes.

I give permission for my child's:

 Yes No
Photo _____

Writing_____

Art work_____

to be included on the Superior Central Schools internet home page. I understand that this document is located on the World Wide Web and can be seen throughout the world.

Student Name_____

Parent Signature_____

Date_____

SUPERIOR CENTRAL SCHOOL

HIGH SCHOOL AND MIDDLE SCHOOL HANDBOOK

Dear Parents/Guardians,

Students and parents/guardians need to be aware of the policies and guidelines that apply to all who attend Superior Central Middle and High School. Please read and discuss the handbook with your child. After reading the handbook please sign and return the form at the bottom of this page as soon as possible.

Call the school at 439-5531 if you have any questions.

Sincerely yours,

Pamela A. Morris
Superintendent/Principal



We have read the 2011-2012 Superior Central High School/Middle School Handbook and have discussed the policies with our child.

Parent / guardian Signature Date

Student Signature Date