

# St. Johns Middle School Student/Parent Handbook 2021-2022



**900 W. Townsend Road  
St. Johns, MI 48879  
[www.sjredwings.org](http://www.sjredwings.org)**

<b>Main Office:</b>	<b>989-227-4300</b>
<b>Fax Line:</b>	<b>989-227-4399</b>
<b>Info Center:</b>	<b>989-227-4331</b>
<b>Athletics:</b>	<b>989-227-4307</b>
<b>Attendance Hotline:</b>	<b>989-227-4344</b>

**“Working as a Team to Build the Future”**  
*St. Johns Middle School Motto, Adopted February 25, 2000.*

## TABLE OF CONTENTS

Student-Initiated Passes.....	1	Compulsory School Attendance.....	15
Welcome Letter.....	2	Truancy.....	15
District Mission & Vision.....	3	Passing Time.....	16
Daily Schedule.....	3	After-School.....	16
School Policies.....	3	Lunch Period.....	16
School Cancellations.....	3	Lunchroom Behavior.....	16
Student Telephone/Messages.....	4	Student Dress & Appearance.....	16
Lost & Found.....	4	Care of Books & School Property...	17
Visitors/Guests.....	4	Lockers.....	17
Health Clinic/Medications.....	4	Guest Teacher Policy.....	18
Appointments.....	5	Bicycle/Skateboard/Heelies.....	18
School Records.....	5	Food & Drink.....	18
Assignments.....	5	Gum.....	18
Grading Scale.....	5	Yearbook.....	18
Progress Reports.....	6	Student Discipline.....	18
Report Cards.....	6	Major & Minor Referrals.....	18
Retention Policy.....	6	Classroom Discipline.....	19
Surveys.....	6	Suspensions.....	19
Student Recognition.....	6	Emergency Removal.....	20
Principals' Award.....	6	Restorative Justice.....	20
Foundation for Excellence Award...	6	Types of Infractions.....	20
Academic Excellence Award.....	6	Substance Abuse.....	24
Student-Athlete Award.....	6	Weapons.....	25
Exemplary Attendance.....	7	Detentions.....	26
Honor Roll.....	7	Loss of Privileges.....	27
Honor Card.....	7	Assault (HB 5802).....	28
Student Activities.....	7	Reinstatement Plan.....	29
Builders Club.....	7	Athletics.....	30
Student Council.....	7	Philosophy.....	30
School Dances.....	7	Objectives.....	30
Physical Education.....	8	Tryouts.....	30
Participation/Excuses.....	8	Athletic Physical.....	30
Concussions.....	8	Eligibility.....	30
Student Services.....	8	Academic/Behavioral Policy.....	31
School Counselor.....	8	Conduct of an Athlete.....	31
Info Center.....	9	School Suspension.....	32
Bus Transportation.....	9	Use of Tobacco & Drugs.....	32
Basic Rules.....	9	Activities Offered.....	33
Behavior Expectations on Bus.....	10	Attendance Requirements.....	33
Bus Discipline Policy.....	10	Sportsmanship.....	33
SJMS Bus Passes.....	10	Transportation.....	33
Bus Responsibility for Parents.....	10	Insurance Coverage.....	34
Technology.....	11	Illness & Injury.....	34
Student Devices from Home.....	11	Equipment/Uniform Responsibility.	34
Acceptable Use.....	11	Snow Day Procedure.....	34
Code of Conduct.....	11	Awards.....	35
T.E.A.M. Philosophy.....	11	Concern Procedure.....	35
Behavior Matrix.....	11	Athletic Council.....	35
Student Conduct.....	13	Athletic Boosters.....	35
Attendance.....	14	Participation Fees.....	35
Tardiness.....	14	Nondiscrimination Policy.....	36
Ten Minute Rule.....	15	Notice of Annual Review.....	38

Redwing families,

On behalf of the faculty and staff here at St. Johns Middle School (SJMS), the proud home of the Redwings, it is our pleasure to welcome you to the 2021-2022 school year. We are excited about all we will accomplish together. Our school motto is, "Working as a team to build the future." We firmly believe that the academic, social, and emotional success of our students depends on the *team* efforts of families, teachers, support staff, coaches, and the students themselves. At SJMS, there are opportunities for *all* students to get involved in their education through classroom and co-curricular activities...to express their Redwing pride through creative endeavors, athletic achievements, and service-learning. We are confident that this school year will be one of academic success, personal growth, and meaningful experiences.

The middle school years are special. We truly believe they can be engaging and enjoyable for *every* student. This level in your child's education is so much *more* than a step between elementary and high school. At SJMS, students build on their prior learning in the required subjects (See the *St. Johns Middle School Course Description Guides* for details.) in engaging and increasingly sophisticated ways. They explore their interests in areas such as the industrial and technological arts, living skills, the visual and performing arts, world languages, service, student leadership, and athletics. Students find their niche among friends while learning to make good decisions. They are allowed more freedom and choice, but they also take on more responsibility.

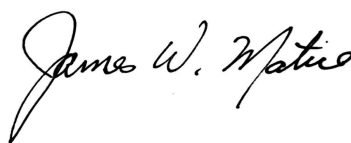
SJMS is providing this handbook to assist you in understanding our policies and procedures, the practices we employ to run our building in a safe, practical, supportive, and respectful way. If you have any questions about the information herein, please feel free to contact the school or visit our website ([www.sjredwings.org](http://www.sjredwings.org)) for more information. Effective communication between school and home, cooperation, and shared expectations are crucial components for student success. We welcome you to visit our school, volunteer, or otherwise take an active role in your child's education.

On behalf of the entire SJMS staff, we look forward to working together with you, the parents and guardians, to support our students' budding independence, academic efforts, and personal discovery throughout the coming year. Feel free to contact us to provide input, ask questions or get involved. This is going to be a great year.

Yours in service,



Mrs. Adel DiOrio, Principal



Mr. James Matice, Assistant Principal  
Athletic Director





**DISTRICT MISSION**

St. Johns Public Schools will provide a standards-based educational experience that prepares all students to achieve their maximum potential in becoming individuals who think critically, lead purposefully, live responsibly, communicate persuasively, and generously serve others in society.

**DISTRICT VISION**

To become schools that embrace change through pursuit, evaluation, and celebration of new knowledge and skills. To provide every student with the choice to undertake advanced learning without remediation.

**BOARD OF EDUCATION**

(989) 227-4002

Dr. Scott Darragh, President  
Richard Drabek, Vice President  
Rhonda Dedyne, Secretary  
Robert Watson, Treasurer

Timothy Jackson, Trustee  
Andrea Hallead, Trustee  
Alan Nelson, Trustee

**SUPERINTENDENT’S OFFICE**

(989) 227-4050

Mark Palmer.....Superintendent of Schools  
Jason Gnegy.....Curriculum Coordinator  
Mary Garrigus.....Director of Special Education  
Kelly Corbett.....Business Manager

**SJMS ADMINISTRATION AND ADMINISTRATIVE SUPPORT**

(989) 227-4300

Adel DiOrio.....Principal  
James W. Matice.....Asst. Principal, Athletics  
Chelsea Peterson.....Secretary to Principal  
Stephanie Boettger.....Secretary to Asst. Principal  
Tabor Vits.....Attendance Secretary

**SJMS GUIDANCE STAFF**

Katie Goff.....Counselor, 6<sup>th</sup> & 7<sup>th</sup> Grade  
Nicole Toft.....Counselor, 8<sup>th</sup> Grade

## 2021-2022 DAILY SCHEDULE

	6TH GRADE	7TH GRADE	8TH GRADE
1st hour	7:50-8:45 (55 minutes)	7:50-8:45 (55 minutes)	7:50-8:45 (55 minutes)
2nd hour	8:50-9:45 (55 minutes)	8:50-9:45 (55 minutes)	8:50-9:45 (55 minutes)
3rd hour	9:50-10:45 (55 minutes)	9:50-10:45 (55 minutes)	9:50-10:45 (55 minutes)
4th block	Careers, Personal Development 10:50-11:13 (23 minutes)	10:50-11:45 (55 minutes)	10:50-11:45 (55 minutes) 11:45-11:50 Passing Break
	A Lunch 11:13-11:43 (30 minutes)		
	11:48-12:43 (55 minutes)	B Lunch 11:45-12:15 (30 minutes)	Careers, Personal Development 11:50-12:13 (23 minutes)
		Careers, Personal Development 12:20-12:43 (23 minutes)	C Lunch 12:13-12:43 (30 minutes)
5th hour	12:48-1:43 (55 minutes)	12:48-1:43 (55 minutes)	12:48-1:43 (55 minutes)
6th hour	1:48-2:43 (55 minutes)	1:48-2:43 (55 minutes)	1:48-2:43 (55 minutes)

**PLEASE NOTE:**

- School doors open at 7:15
- Upon arrival, students report directly to the Auditoria until 7:30 a.m. when they will be dismissed to lockers and classes.
- Students are to exit the building by 2:55 unless under the direct supervision of a teacher, coach or SJMS personnel. This includes all school areas such as the academic wings, gyms, locker rooms, music area, and auditoria.
- Offices close at 3:30.

## SCHOOL POLICIES/PROCEDURES

<p><b>SCHOOL CANCELLATIONS/DELAYS</b> Students and parents are reminded to tune into the following radio and television stations for the latest information regarding school cancellations and/or delays due to inclement weather conditions.</p>	<p><u>Radio Stations</u> 97.5 FM WJIM 1240 AM WJIM 99.1 FM WFMK 94.1 FM The Edge 106.1 FM Q106 94.9 FM WMMQ 99.7 FM WUGN 100 FM WITL 1010 AM WITL</p>	<p><u>Television Stations</u> Ch. 6 WLNS TV Ch. 10 WILX TV Ch. 47 WSYM TV Ch. 53 WLAJ TV</p>
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## **STUDENT TELEPHONE/MESSAGES**

Students may use the office telephones for communication home to parents before and after school hours; students will need a teacher's pass to use the office telephones during the school day. Students may also use their personal cell phones **IN THE OFFICE** to call parents with teacher permission. Other phone calls on personal devices within the school day are not allowed. Please see page 11 of this handbook regarding possession of cellular telephones. *Please make every effort to discuss issues such as transportation and after-school plans with your student prior to arriving at school.*

**LOST AND FOUND:** SJMS has two Lost and Found Areas: (1) in the Assistant Principal's office and (2) in the hallway outside the main office. Students should label all personal items with their full names so they can be returned if lost. Anything believed to have been stolen should be reported to the Assistant Principal's office.

**VISITORS/GUESTS:** All visitors (adults or students) must report to the main office upon entering the school building, register, and pick up their visitor tag. Students wishing to bring guests to school must request permission from the Assistant Principal. The Assistant Principal will consider attendance, grades, and behavior before granting permission for student visitors. The Assistant Principal may also contact the Principal of the guest student's school. If permission is granted, students must then secure permission from each classroom teacher to have a guest. This should be done in advance of the visit. No visitors are allowed on test days, when other schools are not in session, or when prior arrangements have not been made.

Parents who wish to visit their student's classrooms are to contact the office 24 hours prior to the visit and obtain approval from an administrator.

**HEALTH CLINIC/MEDICATIONS:** Any student who becomes ill during school hours must report to the Health Clinic. The Clinic is available for illness and first aid. Students should report to class first and get a pass from their teacher, except in emergencies. If a student needs to go home, a parent must be contacted by the office for permission and to arrange transportation. Students who are too sick to continue will be sent home. It is important that emergency care forms are turned in so that parent(s) can be located when illness or accidents occur.

The term "medication" includes both prescription and non-prescription medications, such as cough drops and homeopathic remedies. It includes those taken by mouth, those that are inhalable, injectable, applicable as drops to the eye or nose, or applicable to the skin.

- A. No medication or homeopathic remedies will be given without written authorization from both parent and physician. Medication authorization forms are available in the Assistant Principal's office.
- B. The student's parent/guardian must provide the school with written permission and request to administer medication.
- C. A written order from the physician must accompany the medication and include the following:
  1. Student's Name
  2. Name of Medication
  3. Dosage
  4. Time to Administer (the specific time of day or emergency circumstance)
  5. Route of Medication
  6. Duration of Administration
  7. Reason for Medication (diagnosis and anticipated effect)
  8. Undesired Side Effects
- D. The Medication Authorization Form must be renewed each school year. Parental or guardian request/permission and physician's instructions are valid for the current school year only.
- E. Medication shall be transported to and from school by the parent/guardian unless other safe arrangements are made in advance with the school.

- F. A physician’s written order is required for a change in medication dosage or time of administration.
- G. Injectable medication may be self-administered. If the student has an emergency medication to be administered by injection and cannot personally inject it, EMS will be called to the scene. **School personnel will not be expected to administer subcutaneous or intramuscular injections not supplied in the auto-pen form.**
- H. Prescription and medication supply renewal shall be the responsibility of the parent/guardian.

**Procedures for student self-administration/self-possession of Inhalers or emergency medication only:**

**Definition:** Self-administration means that the student is able to administer medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

- A. The student’s parent/guardian must provide written permission and request to the school to allow the student to self-possess and self-administer inhalers or emergency medications.
- B. Written instructions, which include the name of the student, name of the medication, dosage, time to be administered, route of administration, duration of administration, and the physician/provider instruction that the student may self-possess and/or self-administer must be provided to the school.
- C. A new Medication Authorization Form must be renewed each school year. Parental or guardian request/permission and physician’s instructions are valid for the current school year only.
- D. All medication shall be kept in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration. This language also pertains to refills.

*These rules must be followed for all medications including aspirin and other non-prescription drugs.*

**APPOINTMENTS:** Students are not to leave the building during school hours unless released by the office. If a student needs to leave for an appointment, a written request from parents or parent phone call must be received by the attendance office before school. Upon returning to school, students are to report to the attendance office and sign in.

## SCHOOL RECORDS

**DIRECTORY INFORMATION:** Federal and state law requires a school district to release “directory information” for any child upon written request unless the parent or guardian specifically requests in writing that this information not be given. “Directory information” includes the child’s name, address, phone number, date and place of birth, photographs, major and minor fields of study and courses taken, participation in official school activities and sports, honors and awards, height and weight of athletes, dates of attendance, most recent previous schools attended, date of graduation, and other similar personally identifiable information.

At the start of the school year, each student will receive a form entitled “Permission for Release of Directory Information.” To limit the access of directory information to only those who have an educational reason or are approved by the school administration, you must select “Limited Access” on this form. Contact the school if you have questions.

**ASSIGNMENTS:** Parents can call the school office and request assignments for students who are absent for **3 or more days**. Notices will then be sent to the teachers. 24 hours of notice will be allowed for them to prepare these assignments. Please dial 227-4300.

**GRADING SCALE:** SJMS uses the following grading scale:

A	93% and ↑	B	87% - 89%	C	77% - 79%	D	67% - 69%	F	59% and ↓
		+		+		+			

A 90% - 92%    B 83% - 86%    C 73% - 76%    D 63% - 66%  
-  
B- 80% - 82%    C- 70% - 72%    D- 60% - 62%

**PROGRESS REPORTS:** Progress reports will be handed out at Parent/Teacher conferences. Students having earned an incomplete grade or D or F averages will receive their progress report in the mail if not picked up at conferences.

**REPORT CARDS:** Report cards are issued every twelve weeks. Grades are given for scholastic achievement, along with teachers' comments on effort and citizenship.

**RETENTION POLICY:** Students in grades 6, 7, and 8 will be retained when the following criteria have been met:

- A. It has been determined that retention is in the best interest of the student.
- B. Progress of the student has been monitored throughout the school year.
- C. Additional supports have been added and provided and monitored during the school year.
- D. Administrators and teachers have decided the student will benefit from repeating the grade.
- E. Learning will be enhanced by repeating the grade.

**SURVEYS AND SCREENERS:** Students complete surveys regarding their perceptions of the school climate and environment, their interests, and their suggestions to include them in improving their school. In addition, students participate in universal screeners and local assessments to aid in student placement, assessing student needs, and providing student support and data from these assessments are handled in a secure manner. Currently, these assessments include the Student Risk Screening Scale (SRSS), Early Warning Systems (attendance, behaviors, course completion), and the i-Ready Diagnostic assessment in both reading and math. As we develop and improve our school systems, assessment instruments may be added, replaced, or removed.

In addition, every one to three years some students at SJMS take the Michigan Profile for Healthy Youth (MIPHY) survey in their physical education classes. MIPHY is a free, anonymous online survey that assesses our students' health and risk-taking behaviors. Learn more at <http://www.michigan.gov/mde>. Parent permission is necessary for students to participate in the MIPHY survey. A separate letter will be sent home in advance of students completing it. If you have questions, please contact the school principal.

## STUDENT RECOGNITION

**PRINCIPALS' AWARD:** Presented at the end of each year to two full-time eighth grade students, nominated by their teachers and chosen by their principals for exemplary achievement, for overcoming a challenging obstacle, or having made a significant contribution to the quality of life in our school.

**FOUNDATION FOR EXCELLENCE AWARD:** Presented at the end of each year to all full-time 6th, 7th, and 8th-grade students who earned a cumulative grade point average (GPA) of 4.0 since their enrollment at St. Johns Middle School.

**ACADEMIC EXCELLENCE AWARD:** Presented at the end of each year to all full-time 6th, 7th, and 8th-grade students who earned a 3.85 cumulative grade point average (GPA) since their enrollment at St. Johns Middle School.

**STUDENT-ATHLETE AWARD:** Presented at the end of each year to full-time SJMS 8th grade athletes each school year. To earn the medallion and certificate, the 8th-grade boy or girl must:

1. Maintain an overall 3.0 GPA for the first two trimester periods of the 8th-grade year.



2. Have been a member of an SJMS athletic team for two seasons. Not have been suspended (in-school or out-of-school) for behavioral misconduct during the current school year.
3. Complete **all** sports seasons participated in good standing.

**EXEMPLARY ATTENDANCE:** Students are recognized for having been absent no more than three class hours at the end of the year Awards Assembly. All absences, regardless of reason, are included in absence totals for the purpose of this recognition.

**HONOR ROLL:** The honor roll will be posted at the completion of each marking period outside the main office. Students must earn a B+ (3.5) average for the preceding trimester (not cumulative) to be on the honor roll.

**HONOR CARD:** Students earn an Honor Card after each trimester in which they (1) earn a qualifying grade point average or GPA of 3.50 or higher (just like Honor Roll) *or* improve their GPA by 0.5 points from the previous trimester AND (2) earn NO suspensions. Students with an Honor Card receive special rewards throughout the school year, such as movie parties and special Honor Card-only drawings during assemblies.

NOTE: The Honor Card program is made possible through support from families and community members. If you are an adult wishing to support Honor Card, please contact the school to:

- A. Donate your time by joining the Honor Card Committee.
- B. Help collect donations, organize, and run programs.
- C. Donate prizes to hand out to Honor Card students.
- D. Ask family/friends who are local business owners to donate prizes.

## **STUDENT ACTIVITIES**

**BUILDERS CLUB:** In partnership with the Kiwanis Club of St. Johns, SJMS 6<sup>th</sup>, 7<sup>th</sup>, and 8th-grade students may choose to participate in the Builders Club, a student-led service organization for middle school students. An SJMS staff member serves as the school-based advisor, and meetings are held in the SJMS Info Center. The objectives of Builders Club are

- A. To provide opportunities for working together in service to school and community.
- B. To develop leadership potential.
- C. To foster the development of a strong moral character.
- D. To encourage loyalty to school, community, and nation.

**STUDENT COUNCIL:** Students are nominated to run for Student Council through an application process. Members will be chosen from those nominated by an election of the student body. Membership will consist of six students from each grade. Student Council members sent to the Assistant Principal's office for misbehavior and subsequent discipline may be either temporarily suspended from participation or permanently dismissed from the council by the middle school Principal.

**SCHOOL DANCES:** Dances are generally held from 2:45 p.m. to 4:30 p.m. Students are accountable to all rules outlined in the Student/Parent Handbook. Dances are open to full-time enrolled SJMS students only. Once admitted, students may not leave the dance area before dismissal time unless they are met at the door by a parent and are released by a staff member. All students leaving the building prior to the dance will not be allowed re-admittance. Violation of this rule will result in the loss of dance privileges indefinitely. Outside doors are locked at 2:50 p.m. **Note: Middle school students are not permitted to attend High School dances including the Prom and Homecoming dances.**

## PHYSICAL EDUCATION

**PARTICIPATION/EXCUSES:** Participation is required for 6<sup>th</sup> and 7<sup>th</sup>-grade students. 8<sup>th</sup>-grade students are offered optional physical education courses.

- A. Students may be excused due to illness or injury for one or two days with a parent note. If they need to be out of activity for longer than two days, a doctor's release is required. Parents are encouraged to discuss special circumstances with the building principals. In these cases, the input of coaches may be considered.
- B. Students are responsible for providing a T-shirt (no tank tops), shorts, and tennis shoes for physical education. If they are unprepared for class, they will be required to borrow physical education clothes from the teacher's supply.
- C. Athletes are expected to participate in physical education classes if they are going to participate in team practice or a game. If an athlete is not well enough to participate in daily gym class, they certainly should not participate in intense team workouts or competitions.

**CONCUSSIONS:** Effective June 30, 2013, Public Acts 342 and 343 require all students to have a "Parent and Athlete Info Sheet" on file to participate in Physical Education class. The document provides educational information to parents and students and requires a parent signature and student signature (for those at an appropriate age).

If a student sustains any type of head injury or shows any of the signs or symptoms of a concussion, he/she will not be allowed to return to the activity until the school receives a signed "Medical Clearance to Return to Play" (available from the school) document from a health care provider.

## STUDENT SERVICES

**SCHOOL COUNSELOR:** Students who wish to initiate a counseling relationship with the school counselor may do so by following any one of the steps below:

- A. Sign up in the Back Office office using a purple slip.
- B. Give the secretary a note to place in the counselor's mailbox.
- C. Tell the counselor you wish to see him/her.
- D. Ask a teacher, parent, or administrator.

When a student enters into a counseling relationship with the school counselor, the information shared by the student during the counseling session will remain confidential and will not be shared with other school staff or parents. The main purpose of confidentiality is to offer students a relationship in which they will be able to deal with what concerns them without fear of disclosure. Furthermore, school counselors have a similar responsibility in protecting the privileged information received through confidential relationships with teachers and parents. The exceptions to this rule are listed below:

- A. With student permission, the school counselor may share information with appropriate people.
- B. According to the Child Protection Law, a school counselor is required to report suspected child abuse or neglect.

**INFO CENTER:** Info Center hours are posted on the Info Center door and on the Info Center web page. On *morning* half days and days preceding vacation and/or long weekends, the Info Center closes 15 minutes after students are released. On *afternoon* half days the Info Center closes at the normal posted time. Students using the Info Center are responsible for watching the clock and reporting to class on time. Students should bring the supplies they will need. Eating and drinking are only allowed in the Info Center with staff approval.

During the School Day: Passes are required during class time unless accompanied by a teacher. Students must timestamp their pass at the circulation desk when they enter and when they leave. If a student needs to use the Info Center during their lunch period, the student must have a pass from a teacher, and they must report to the lunchroom before proceeding to the Info Center.

Before and After School: No passes are needed before school, between classes or after school. If a student needs to use the Info Center in the morning **before students are allowed into the academic wing**, it must be prearranged, and the student must have a written note from a parent or a pass from a teacher. Students working in the Info Center after school must sign in and out at the circulation desk.

Checkout Procedure:

- A. Student ID is required to check out or renew materials.
- B. Replacement IDs must be purchased for \$5.00 in the front office.
- C. Students are responsible for returning materials on time. With few exceptions, items will be checked out for a two-week period. A Due Date receipt will be issued when materials are checked out. If you lose your Due Date slip, ask at the circulation desk.

Info Center Computer Use: (See the section of Handbook for policies on student-owned devices.)

- A. Internet access is only allowed for class-related work.
- B. On the Internet, students may only access:
  - a. Card catalog of Info Center materials
  - b. Research databases subscribed to by St. Johns Public Schools
  - c. Teacher assigned or approved sites
- C. There is a charge for printing (\$.10 per page) unless a teacher has indicated that printing is necessary for an assignment.

## **BUS TRANSPORTATION**

All students that require school district bus transportation to and from school will be provided with a handout from the transportation office on the first day of each school year explaining rules, regulations, and safety procedures. Parents and students should read the information carefully and understand that improper behavior may result in the loss of the "Riding Privilege." Students suspended from school (home suspensions) forfeit the privilege to ride any school bus until the suspension period is served or lifted. Loss of bus transportation due to disciplinary consequences does not excuse a student from attending school. Students will receive an unexcused absence if not in attendance. Students will be regarded as truant and will be referred to the truant officer at Juvenile Court.

**BASIC RULES FOR BUS RIDING SAFETY:** Student misbehavior on the bus, or at a bus stop, may cause a driver to be distracted at a critical time. When this happens, the possibility of an accident increases. The following Conduct Rules for proper behavior while riding a school bus are provided in an effort to help impress upon the student importance of bus safety.

- A. Students being transported are under the authority of the bus driver.
- B. All students should be at their assigned bus stop at least *five minutes prior* to the assigned times.
- C. Students are not allowed to bring the following items on the bus: animals, weapons, skateboards, rollerblades, and hazardous materials.

- D. Students crossing the road to either get on or off the bus shall do so in front of the bus. The driver will indicate when it is safe for the students to cross.
- E. Students are directed to never extend their hands, arms, or head out of the bus windows.
- F. Students should never throw anything, either inside the bus or out the windows.

**BEHAVIOR EXPECTATION ON THE BUS:**

- A. The bus driver is in charge at all times.
- B. Students will be seated as directed by the driver and may be assigned a seat.
- C. Students need to be seated quickly upon entering.
- D. Students may be expected to sit three (3) in a seat when needed.
- E. Do not get out of your seat while the bus is moving. Only switch seats with driver permission.
- F. Only bring items aboard the bus you can hold in your lap.
- G. Keep the bus aisles and emergency exits clear at all times.
- H. No foul or inappropriate language is allowed.
- I. Yelling, loud voices, horseplay, or window misuse is not permitted on the bus.
- J. Eating or drinking on the bus is not permitted.
- K. Help keep the bus clean. Put all trash in the trashcan upon exiting.
- L. You must get on and off at the designated bus stop only.

**BUS DISCIPLINE POLICY:** The following bus discipline policy will be followed. Additional discipline may be assigned at the discretion of the Assistant Principal, depending on the severity of the incident.

- Step 1 - Verbal Warning
- Step 2 - Assigned Seat
- Step 3 - First Conduct Report Issued
- Step 4 - Second Conduct Report Issued, two-day bus suspension
- Step 5 - Third Conduct Report Issued, five to ten-day bus suspension
- Step 6 - Indefinite suspension from bus pending meeting with the Superintendent

Note: Immediate suspension from busing may be issued for the following reasons:

- A. Possession of a weapon on the bus, such as a gun or a knife.
- B. Flammable material on the bus.
- C. Illegal drugs or paraphernalia
- D. Smoking materials
- E. Fighting
- F. Spitting on the bus or on others
- G. Act of taunting or threat by force, or verbalization against a student or employee

**SJMS BUS PASS POLICY:** Parents must notify the school office in writing with parent signature if their student is to ride a bus not assigned to them. If another student is having a student ride their bus, written parent notice is also required. Bus passes will be issued *prior to the first hour* of the school day with *written* parent permission from *both* parties. Students will not be able to make calls home during the school day for permission to ride the bus home to their friend's home.

**BUS RESPONSIBILITIES FOR PARENTS:** Please ensure that children are at the bus stop five minutes before the bus arrives. Be at the designated take-home address when school is dismissed. *If your child misses the bus, do not chase a bus or flash your headlights.* Bus drivers are not authorized to make an undesignated stop. Instead, take your child to school or go to a designated stop further down the route. Accept joint responsibility for the proper conduct of children on the bus and at the bus stop. If your child has been suspended from the bus, the parent or guardian is responsible for providing transportation.

## TECHNOLOGY

**STUDENT DEVICES FROM HOME:** Technology is a wonderful tool to use in our classrooms to access our school district's curriculum. Teachers are finding creative ways to enhance education through the use of devices such as iPads, smartphones, and tablets.

Personal technology use is a privilege, not a right. Students are allowed to bring in devices to school, provided they adhere to the following guidelines:

1. Devices must be clearly labeled with the student's first and last name.
2. If the device has 3G or 4G capability, it must be disabled at school. Disabling the 3G and 4G options ensures that students will be visiting appropriate sites only while at school.
3. With permission, students may text or call parents from their personal devices in the office. ***Students are not to make other personal phone calls or send texts during class or passing.***
4. Assuming they earn the privilege at the start of the school year, students may be allowed to use their devices during lunch hour to play games, read, or listen to music.
5. See more on Personal Electronic Devices under "Student Discipline" below.

Classroom teachers will set times and purposes for student devices. If any student is using a device at an inappropriate time or in an inappropriate way, the device will be confiscated until the end of the day and the student will be referred to the Assistant Principal's office. A parent may be required to pick up the device at the discretion of the Assistant Principal. The proper authorities may be notified depending on any laws that may have been broken. Please refer to the "STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY" policy located in the Technology Plan accessible at: <http://www.sjredwings.org/technology-plan/>

St. Johns Public Schools accepts no liability if a student chooses to bring a device to school. The school district or any employee cannot accept any responsibility for damage, loss, or theft. Families should carefully consider the risks before choosing to send a device to school.

## CODE OF CONDUCT

**THE T.E.A.M. PHILOSOPHY:** St. Johns Middle School employs a "Positive Behavior Interventions and Supports" system, or PBIS that includes "defining, teaching, and supporting appropriate student behaviors to create positive school environments" (<http://www.pbis.org/school>). **In short, working together, we can make SJMS an even better place to learn and work.** Team SJMS developed and adopted the T.E.A.M. acronym to remind us of four things Redwings do all day, every day:

Take responsibility. Ensure safety. Act with kindness. Model positive behavior.

**BEHAVIOR MATRIX:** Students are taught appropriate behaviors for each setting of the school. These expectations are organized below in the Behavior Matrix. They are also on display throughout our school. Expect to see the TEAM Philosophy in action all over campus and anywhere SJMS Redwings are found.

	<b>T</b>	Take Responsibility	<b>E</b>	Ensure Safety	<b>A</b>	Act with Kindness	<b>M</b>	Model Positive Behavior
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Assembly	<ul style="list-style-type: none"> <li>● Be quiet.</li> <li>● Listen and follow directions.</li> <li>● Have an open mind.</li> </ul>	<ul style="list-style-type: none"> <li>● Stay to the right when exiting and entering.</li> <li>● Remain seated unless directed otherwise.</li> <li>● Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>● Face and look at the presenter.</li> <li>● Be positive.</li> <li>● Support your neighbors.</li> </ul>	<ul style="list-style-type: none"> <li>● Participate.</li> <li>● Apply your learning.</li> </ul>
Auditeria	<ul style="list-style-type: none"> <li>● Bring your lunch or have lunch money.</li> <li>● Listen and follow directions.</li> <li>● Pick up your area.</li> </ul>	<ul style="list-style-type: none"> <li>● Walk.</li> <li>● Sit at tables; keep aisles clear.</li> <li>● No projectiles.</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in your place in line.</li> <li>● Use a conversational voice.</li> </ul>	<ul style="list-style-type: none"> <li>● Help others whose hands are full.</li> <li>● Make healthy food and drink choices.</li> <li>● Demonstrate table manners.</li> </ul>
Bus	<ul style="list-style-type: none"> <li>● Get to your bus on time.</li> <li>● Listen to and follow the directions of adults.</li> <li>● Use appropriate volume and language.</li> </ul>	<ul style="list-style-type: none"> <li>● Stay seated and face forward.</li> <li>● Keep hands, feet, and objects to yourself and inside the bus.</li> <li>● No projectiles.</li> </ul>	<ul style="list-style-type: none"> <li>● Be courteous and respectful to the bus driver and peers.</li> <li>● Be supportive to younger passengers.</li> <li>● Be inclusive.</li> </ul>	<ul style="list-style-type: none"> <li>● Leave the environment better than you found it.</li> <li>● Stand up for your peers.</li> <li>● Immediately report inappropriate behaviors.</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>● Be in class and ready to learn on time.</li> <li>● Participate.</li> <li>● Listen and follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Avoid horseplay.</li> <li>● Respect school and personal property.</li> </ul>	<ul style="list-style-type: none"> <li>● Support your peers.</li> <li>● Keep comments positive.</li> <li>● Respect others' personal space.</li> </ul>	<ul style="list-style-type: none"> <li>● Learn from bell to bell.</li> <li>● Take educational risks.</li> <li>● Be a problem solver.</li> </ul>
Computer Lab	<ul style="list-style-type: none"> <li>● Use equipment responsibly.</li> <li>● Bring necessary materials for class.</li> <li>● Listen and follow the teacher's directions.</li> </ul>	<ul style="list-style-type: none"> <li>● Access teacher-approved sites only.</li> <li>● Keep your usernames and passwords secure.</li> <li>● Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>● Support your neighbor.</li> </ul>	<ul style="list-style-type: none"> <li>● Leave the environment better than you found it.</li> <li>● Immediately report inappropriate behaviors.</li> </ul>
Gyms	<ul style="list-style-type: none"> <li>● Listen and follow directions.</li> <li>● Know the expectations for each activity.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Avoid horseplay.</li> <li>● Respect school and personal property.</li> </ul>	<ul style="list-style-type: none"> <li>● Support your peers.</li> <li>● Demonstrate good sportsmanship.</li> </ul>	<ul style="list-style-type: none"> <li>● Show pride in your school.</li> <li>● Welcome and assist guests.</li> <li>● Put equipment away.</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>● Use your time wisely.</li> <li>● Put devices away.</li> <li>● Get your necessary materials between classes.</li> </ul>	<ul style="list-style-type: none"> <li>● Walk on the right, and leave an aisle.</li> <li>● Avoid horseplay.</li> <li>● Keep your locker and combination secure.</li> </ul>	<ul style="list-style-type: none"> <li>● Respect others' personal space.</li> <li>● Use a conversational voice.</li> <li>● Help peers in need.</li> </ul>	<ul style="list-style-type: none"> <li>● Immediately report inappropriate behaviors.</li> <li>● Pick up any trash you pass and put it in a trash receptacle.</li> </ul>
Locker Room	<ul style="list-style-type: none"> <li>● Use your time wisely.</li> <li>● Have appropriate clothing and shoes.</li> <li>● Pick up your area.</li> </ul>	<ul style="list-style-type: none"> <li>● NO CELL PHONE USE!</li> <li>● Keep your locker and combination secure.</li> <li>● Avoid horseplay and physical contact.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep comments positive.</li> <li>● Respect others' personal space and privacy.</li> </ul>	<ul style="list-style-type: none"> <li>● Leave the environment better than you found it.</li> <li>● Immediately report inappropriate behaviors.</li> <li>● Encourage and praise ALL classmates.</li> </ul>

Info Center	<ul style="list-style-type: none"> <li>● Be productive.</li> <li>● Bring necessary materials, including your ID card.</li> <li>● Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Avoid horseplay.</li> <li>● Respect school and personal property.</li> </ul>	<ul style="list-style-type: none"> <li>● Support your peers.</li> <li>● Use an inside voice.</li> <li>● Use manners and a polite tone of voice.</li> </ul>	<ul style="list-style-type: none"> <li>● Leave the environment better than you found it.</li> <li>● Immediately report inappropriate behaviors.</li> </ul>
Office	<ul style="list-style-type: none"> <li>● Visit the appropriate office.</li> <li>● Listen and follow directions.</li> <li>● Ask permission to use school or cell phone. Leave a message if no answer.</li> </ul>	<ul style="list-style-type: none"> <li>● Know your phone number.</li> <li>● Only use hall between offices with permission.</li> <li>● Check for passersby before opening hallway doors.</li> </ul>	<ul style="list-style-type: none"> <li>● Enter quietly and wait to be addressed.</li> <li>● Use an inside voice.</li> <li>● Use manners and a polite tone of voice.</li> </ul>	<ul style="list-style-type: none"> <li>● Address staff members by name.</li> </ul>
Online	<ul style="list-style-type: none"> <li>● Follow teacher directions.</li> <li>● Before you post, THINK: "Is it Thoughtful, Honest, Intelligent, Necessary, and Kind?"</li> <li>● Use appropriate grammar.</li> </ul>	<ul style="list-style-type: none"> <li>● At school, use SJPS Wi-Fi.</li> <li>● Access teacher-approved sites only.</li> <li>● Keep your usernames and passwords secure.</li> </ul>	<ul style="list-style-type: none"> <li>● Support your peers.</li> <li>● Keep comments positive.</li> <li>● Be empathetic.</li> </ul>	<ul style="list-style-type: none"> <li>● Immediately report inappropriate behaviors.</li> </ul>
Outside (School Grounds)	<ul style="list-style-type: none"> <li>● Listen to and follow the directions of adults.</li> <li>● Use appropriate volume and language.</li> <li>● All school rules apply.</li> </ul>	<ul style="list-style-type: none"> <li>● Use the sidewalks and crosswalks.</li> <li>● Keep hands, feet, and objects to yourself.</li> <li>● Respect school and personal property.</li> </ul>	<ul style="list-style-type: none"> <li>● Be courteous and respectful.</li> <li>● Help peers in need.</li> </ul>	<ul style="list-style-type: none"> <li>● Show pride in your school.</li> <li>● Welcome and assist guests.</li> <li>● Immediately report inappropriate behaviors.</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>● Use the restroom during your passing time or during lunch when possible.</li> <li>● Keep the floors clear of the trash.</li> <li>● Respect school and personal property.</li> </ul>	<ul style="list-style-type: none"> <li>● NO CELL PHONE USE!</li> <li>● Avoid horseplay.</li> <li>● Wash your hands with soap and water.</li> </ul>	<ul style="list-style-type: none"> <li>● Respect others' personal space and privacy.</li> <li>● Knock before entering the stall.</li> </ul>	<ul style="list-style-type: none"> <li>● Leave the environment better than you found it.</li> <li>● Immediately report inappropriate behaviors.</li> </ul>

**STUDENT CONDUCT:** A major component of the educational program at SJMS is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with the established standards included in this Handbook.

At school, each student shall be expected to:

- A. Abide by national, state, and local laws as well as the rules of the school;
- B. Respect the civil rights of others;
- C. Act courteously to adults and fellow students;
- D. Be prompt to school and attentive in class;
- E. Work cooperatively with others to accomplish a common goal regardless of others' ability, gender, race, religion, or ethnic background;
- F. Complete assigned tasks on time and as directed;
- G. Help maintain a school environment that is safe, friendly, and productive;
- H. Act at all times in a manner that reflects pride in self, family, and school.

According to the Michigan Statute, “*at school*” is defined as “in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.” *In addition, school discipline may apply to student conduct that interferes with the school environment, regardless of location.*

**ATTENDANCE:** Students are expected to be in school and on time every day school is in session. Parents are to call the **Attendance Hotline at 227-4344 by 8:30 a.m.** each day of the absence. If a phone call has not been made to the Attendance Hotline, a note must be sent by the parent when the student returns the following day. If an absence is not cleared within 72 hours of the student’s return to school by a note or phone call the absence will be considered unexcused.

**Excused Absences:** Absences from school will be excused for the following reasons:

- A. Personal illness
- B. Death in the family
- C. Dental and medical appointments (Please provide documentation.)
- D. Other requests for excused absences will be handled individually by the Assistant Principal.

**Unexcused Absences:** Absences due to oversleeping and missing the school bus are considered *unexcused*. Accumulation of unexcused absences will result in disciplinary consequences. Note: Loss of bus privileges *does not excuse* a student from attending school. Students will receive an unexcused absence if not in attendance.

**Prearranged Absences:** These are absences that students, parents, or guardians know about ahead of time, such as family vacation. Parents are urged to schedule absences during regularly scheduled breaks. When this is not possible, arrangements should be made in advance in the Main Office. Students should bring a note from home or have a parent call the attendance office (989-227-4306). Students will be given a pre-arranged absence form that must be taken to each teacher to make plans for classroom work to be made up. The form must be signed by each teacher involved and returned to the Main Office before the absence occurs. Then upon return to school, students may go directly to classes. No additional phone call or note from home will be necessary.

**Make-Up Work:** Students who are absent will be required to make up work missed in each class. This work should be made up immediately. In case of prolonged absence, extra time may be granted at the teacher’s discretion. A day’s absence does not excuse students from their responsibilities for the day they return. It is the student’s responsibility to obtain all make-up work from their teachers immediately upon return to school. Homework can be obtained by contacting the teacher through email/website.

**TARDINESS TO SCHOOL:** Late students should report directly to the Main Office when they arrive and sign in **before** attending classes. Students arriving late for school will be marked tardy if they arrive within 10 minutes after the start of the first hour (by 8:00 a.m.). Later arrival will be recorded as an absence and require an excuse. All tardies to school will be considered unexcused unless accompanied by an appointment slip. Special consideration will be made when weather conditions create unsafe driving conditions.

**TARDINESS BETWEEN CLASSES:** It is every student's responsibility to be in class when the bell rings. Individual teachers will record between-class tardies. *Students who are detained by the Principal, Assistant Principal, or the counselor will be given a pass. Teachers will not record these tardies. Teachers who hold students after class causing them to be tardy are responsible for providing them with an excused note to their next class.*



**TEN MINUTE RULE:** Any student that misses more than 10 minutes of a class will be considered absent (unless detained by and/or given a pass from a staff member.)

**CONSEQUENCES:** Infinite Campus auto-dialer will notify parents of all tardies. In addition, St. Johns Middle School adheres to the following consequence schema to encourage prompt arrival to class while providing progressive consequences for repeated tardiness in a single week. Every week a student's standing resets, allowing for a fresh start. In this way, we lessen the number of consequences while providing timely feedback on attendance patterns. Tardy counts are PER WEEK rather than PER CLASS:

One tardy in the week prior:	Infinite Campus call home
Two tardies in the week prior:	Lunch Detention & Infinite Campus call home
Three tardies in the week prior:	Two Lunch Detentions & Infinite Campus call home
Four tardies in the week prior:	Three Lunch Detentions & Infinite Campus call home.

More than four tardies in the week prior: Additional Lunch Detentions or other disciplinary consequences as assigned by the Assistant Principal.

**SKIPPING CLASS OR SCHOOL:** Any student whose absence is related to skipping will be referred immediately to the Assistant Principal. Students will be required to make up the time missed during Lunch Detention (total hours skipped) and will be suspended progressively in-school beginning on the second offense with the loss of school privileges on the second suspension. Persistent skipping will result in notification to the Clinton County Truancy Officer for review.

**COMPULSORY SCHOOL ATTENDANCE:** Regular attendance at school is very important in assisting children in mastering basic skills and in facilitating academic progress. When students are absent from school, they miss essential classroom instruction. Although students can make up work missed when absent, they are not able to replace the interaction that occurs between the teacher and the student.

**TRUANCY GUIDELINES** (Revised October 8, 2013): St. Johns Middle School follows the Truancy Guidelines set forth for all CLINTON COUNTY PUBLIC SCHOOLS (Bath, DeWitt, Fowler, Ovid-Elsie, Pewamo-Westphalia & St. Johns Public Schools).

1. After 10 absences, a letter (#1) will be sent to the parents encouraging regular attendance.
2. After 15 absences, a letter (#2) will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Attendance Officer and the Attendance Officer will make contact with the parents of the truant student.
3. After 20 absences, a letter (#3) will be sent to the parents. A copy of the letter will be sent to the Attendance Officer, plus he/she will be notified by phone. The Attendance Officer will notify the Clinton County Prosecuting Attorney, and the Attendance Officer will make a second contact with the parents.
4. Upon 25 absences, the County Prosecuting Attorney will be requested by the Attendance Officer to issue a warrant.
  - Each case will be evaluated individually. Consideration will be given to unusual circumstances, including:
    - Extended illness
    - Death in the family
    - Prearranged family vacations

- Other unusual circumstances
  - Absences will be accumulated from one school year to the next for purposes of these guidelines. These guidelines will include all absences during a consecutive twelve-month period.
  - For purposes of these guidelines, absences will be counted from previous school districts for students new to the districts.
  - Tardies do not count as additional absences.
5. A meeting with the school officials, parents, and Attendance Officer can be arranged at any point during this protocol.

**PASSING TIME:** To keep noise and confusion at a minimum, students are asked to be especially courteous, show respect for fellow students, and make the change as quickly and orderly as possible. The time allotted for changing classes is adequate if not wasted.

**AFTER SCHOOL:** Students are to exit the building by 2:55 unless under the direct supervision of a teacher, coach, or SJMS personnel. This includes all school areas such as the academic wings, gyms, locker rooms, music area, and Auditorium. Students waiting for parent pickup should report to the main entrance foyer by the Principal's Office. Students returning to the building after hours should be accompanied by a parent. Problem behaviors after school may result in loss of after-school privileges or additional consequences.

**LUNCH PERIOD:** We have closed campus, which means that ~~no~~ students are not allowed to leave the Middle School grounds during the instructional day. Students must eat their lunches in the Auditoria. In special cases, a note from a parent to the principal *may* allow the student to check out from the Main Office during his/her lunch hour, but the student must return in time for his/her next class. Students are expected to:

- A. Follow all school rules and behavior expectations.
- B. Scan their student IDs or enter their PINs to purchase lunch or a la carte items. Students *may not* use another student's PIN or ID card number for any reason to purchase lunch items.
- C. Go to their locker and the restroom on the way to lunch.
- D. Leave the Auditoria only with permission.
- E. Keep aisles and doorways clear.
- F. Take care of their own trays and any messes or spills on tables or the floor.
- G. Wait in line appropriately and respectfully.
- H. Bring beverages in break-proof containers, such as plastic or metal. **No glass bottles are permitted in school.**
- I. Students are reminded that all food products (candy, chips, cookies, pop, juice, etc.) are to be consumed in designated eating areas only. These areas are the Auditoria and teacher-supervised classrooms. Abuse of this privilege can result in immediate confiscation and disposal of those food products. **Also, student sale of candy, food, or drink products at any time while school is in session is prohibited.**

**LUNCHROOM BEHAVIORS:** Students *unable* or *unwilling* to conduct themselves properly in the Auditoria during lunch hour and having been warned and/or disciplined by the lunchroom supervisor with unsatisfactory progress, will be referred to the Assistant Principal. At the discretion of the Assistant Principal, a student may be assigned an alternate location to eat lunch for repeated misbehavior.

**STUDENT DRESS AND APPEARANCE:** Students are expected to wear their clothing and manage their appearance in a manner that does not disrupt teaching and learning. *Dress shall not be extreme, exhibitionistic, or immodest in style, and shall be worn in good taste.* Student dress styles and appearance should not affect the orderliness of the school environment, endanger the health and safety of other

students, promote vulgarity, or advertise products or make statements that are contrary to the commonly recognized and established standards of the school and/or community.

Items depicting drugs, tobacco, alcohol, weapons, profanity, offensive words, innuendo or pictures depicting the same, any style of clothing that is gang-related, shirts with sleeves rolled up, jerseys without a T-shirt underneath, sagging pants, short shorts, short tops exposing the midriff, clothes when walking exposing underwear, tank tops (unless worn with a T-shirt underneath), heavy or large link wallet chains, and bandanas are examples of inappropriate dress and will not be allowed. Students must wear shoes at all times. *Hats/hoodies and sunglasses may not be worn during regular school hours.*

Cleanliness of body and clothing are students' responsibilities, as they prepare for school each morning. Good grooming and appropriate choices of apparel contribute to a more successful school experience. Responsible decisions will ensure better health and proper personal hygiene.

Specialized learning areas, such as science laboratories, industrial arts shops, and physical education classes have specific rules of dress in compliance with state regulations supporting safety and health precautions. Students are expected to comply with all health and safety rules.

**CARE OF BOOKS AND SCHOOL PROPERTY:** Textbooks are issued at the beginning of the year by the teachers. Students and their parents are responsible for damage to textbooks, library books, and school property. Students will be charged for excessive damage at the end of the school year.

**LOCKERS:** Students must use the locker assigned to them. We do not have shared lockers. Students moving to another locker without permission from the Principal are subject to progressive disciplinary consequences.

Students must keep their lockers neat, clean and operational. Report problems to the office immediately. Jamming of locker doors is generally a result of improperly maintained lockers. Any purposeful mistreatment or damage to lockers or locks will result in fines and school suspensions. Students placing an object (i.e. pencil or pen) in the lock mechanism on the inside of the door are subject to disciplinary consequences.

*Do not share your locker combination with anyone.* Keeping your combination secret is your only guarantee of a secure locker. Do not preset for easy opening; spin dial one complete turn after each closing. Locker combinations and locker assignments will not be changed during the school year. *Students will be suspended for tampering with other students' locks or opening unassigned lockers.* Displaying inappropriate pictures, posters, and/or photographs on the inside area of your locker will result in disciplinary consequences and possible suspension. No food or drink is to be stored in lockers overnight.

School Board Policy 5102: MCL 380.1306

*Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.*

*Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.*

**GUEST TEACHER POLICY:** Students are reminded that their cooperation with a guest teacher is *essential* in order for classroom instruction to continue effectively in the absence of the regular classroom teacher. A maximum of three warnings by the Guest Teacher will yield a visit to the Assistant Principal's office. Extreme acts of misbehavior or disrespect will result in an immediate visit to the Assistant Principal's office. Consequences may range from suspension for the hour to multi-day suspension and/or parent conference.

**BICYCLES/SKATEBOARDS/HEELIES:** Students riding their bicycles to school *must* park their vehicles in the bike rack located in the north parking lot outside the band hallway entrance. Students may not ride their bikes through the middle school parking lots. Students must walk their bikes on the sidewalk when arriving or departing to/from the middle school. It is the responsibility of the student to secure his/her bike to the rack using a chain lock system to minimize theft. Skateboards and hee-ees are not to be brought to school.

**FOOD AND DRINK:** To lessen our ecological footprint and to keep students in the learning environment, students are encouraged to bring a reusable water bottle to school. Food and drink purchased before school and at lunch in the Auditoria must be consumed in the Auditoria. Students are not allowed to eat or drink in the hallways.

**GUM:** Gum chewing is a privilege. It should neither be seen nor heard. It is at the discretion of the teacher whether to allow chewing gum in the classroom. Gum should be discarded appropriately.

**YEARBOOKS:** The SJMS yearbook is a special and enduring chronicle of your child's middle school years. It is a historical document of memories to share with family and friends for generations. It is the student's inherent responsibility to be respectful and positive when signing another's yearbook. Students maliciously defacing others' yearbooks with profane and obscene notations will be disciplined (up to suspension) and may be required to financially compensate for its value or replacement. Students are encouraged to be selective when requesting signatures from others and to make good choices when signing.

## STUDENT DISCIPLINE

Students must develop self-discipline to further their learning experiences. We ask that parents discuss with their children the importance of and need for good behavior and a good attitude while at school. This responsibility extends to participation and/or attendance at school-sponsored events; going to and from school; and inappropriate actions and behaviors performed on school district property, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

**MAJOR AND MINOR REFERRALS:** As part of their formal education, we believe that students can learn appropriate behaviors. However, in order to improve student behaviors, the school must employ a consistent system that involves both the parents and the office, while at the same time empowering teachers and students.

**If the teacher deems the behavior MINOR:**

- 1st Offense: Warning to student
- 2nd Offense: Phone call home and documentation in student's behavioral record (FYI Referral).
- 3rd Offense: Referral to the office.

**If the teacher deems the behavior MAJOR:**

- 1st Offense: Referral to the office. Consequences, including progressive discipline for repeated behaviors, may include (but are not limited to) one or more of the

following administrative actions:

- A. A telephone call to parents to discuss issues of misconduct and/or concern.
- B. A conference with the student and any of the following: parent, teacher, administrator, counselor.
- C. Lunch Detention
- D. After-School Assignments
- E. In-School Restriction (ISR)
- E. Out-of-Suspension (OSS) – generally one to ten days
- F. Expulsion –removal from St. Johns Public Schools up to 180 school days or more, pending Board of Education evaluation and directive.

**CLASSROOM DISCIPLINE** and management are at the discretion of the teacher and generally include telephone calls to parents, progress reports mailed to parents, parent/teacher/student conferences, detentions, and special assignments as deemed appropriate with the support of parent/guardian. However, inappropriate behavior reported via referral to the Assistant Principal will be subject to the aforementioned administrative guidelines and actions.

School Board Policy 5106E: MCL 380.1309

*A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student:*

- *intentionally disrupted the class, subject, or activity;*
- *jeopardized the health or safety of any of the other participants in the class, subject, or activity; or*
- *was insubordinate during the class, subject, or activity.*

*Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.*

*Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.*

**SUSPENSION:** Assuming the responsibility granted by law, the St. Johns School District Board of Education has established categories of misconduct that generally result in the immediate suspension from school, including but not limited to those listed below. Engagement in these actions may result in suspension or expulsion from St. Johns Public Schools. Suspensions range from one day to ten days depending on the degree and/or the frequency of misconduct, generally **one to three days for the first offense, three to five days for the second offense, and five to ten days for the third.** A ten-day suspension may be imposed on the first offense if the misconduct by the student is of a severe nature and warrants a maximum disciplinary consequence.

**EMERGENCY REMOVAL, SUSPENSION & EXPULSION:**

Consistent with Board Policy (5610), a student may be removed from the classroom, suspended, or recommended for expulsion for persistent disobedience or gross misconduct. If suspension (or expulsion) for persistent disobedience or gross misconduct beyond 10 school days is considered, the Superintendent (or his/her designee) shall consider the following factors:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Superintendent (or his/her designee) will exercise discretion over whether or not to suspend (or recommend for expulsion) a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent (or his/her designee) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the above factors will be considered.

**RESTORATIVE JUSTICE:**

If the Superintendent (or his/her designee) determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

**TYPES OF INFRACTIONS:**

**Arson:** purposely setting a fire that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension and/or expulsion.

**Cell Phone: Board Policy 5209 Student Use of Cell Phone and Electronic Communication Devices  
MCL 380.1303(2)**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or another electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The Superintendent, building principals, and teachers are authorized to develop building level and classroom rules for students' use of cell phones and other electronic devices. Those rules must be clearly communicated to students. A student who violates the rules of this Policy is subject to corrective or disciplinary action, consistent with the Policy and the student code of conduct.

School administrators and teachers may confiscate a student's cell phone or another electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

**Cheating:** Students caught cheating will meet with the Assistant Principal. On the first reported incident, parents will be informed by letter or phone. Students will receive an "F" for the assignment and detention may be assigned. On the second and all other reported incidents, a suspension of one to three days will be imposed. This applies to a student who gives information and/or assignments as well as those who receive.

**Classroom Disruptions:** Behavior that disrupts the education process and disregards the suggestions and corrective efforts of the teacher.

**Disobedience/Insubordination** – 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.

**Disrespectful Actions,** whether verbal, written, or gestured at any school personnel, including teachers, administrators, secretaries, aides, and maintenance employees.

**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 may result in suspension or expulsion.

**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 may 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 may result in suspension or expulsion.

**Fighting:** Engaging in a physical confrontation with another student (for any reason) during school hours, while going to and from school, and at any school-sponsored event will result in immediate suspension and possible expulsion.

**Forgery and Deception:** Falsely using in writing the name of another person (such as falsifying correspondence purported to be from parents regarding attendance verification, permission slips, bus transfers, and notes of parental authorization including athletic department responsibilities such as the handbook contract and emergency care forms) or making fake telephone calls to deceive school administration regarding any school issue.

**Harassment/Taunting/Bullying:** [Complete Details in Board Policy 5207](#)

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The physical/verbal harassment of other students or members of the staff or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Students guilty of this offense may be suspended and/or expelled on the first offense. This includes spreading false, indecent, and malicious rumors, racial slurs, etc. ***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 employees, the exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.***

The following guidelines will be observed:

- A. Any student reported to verbally or physically harass another student will be reported immediately to the Asst. Principal's office.
- B. The Asst. Principal will investigate. If harassment can be proven, the student will receive an immediate disciplinary consequence, up to and including suspension. Parents will be notified immediately.
- C. Even though unproven, all subsequently reported offenses per student will result in a letter informing the parents of our concerns that their child has been reported taunting, teasing, or harassing other students on two or more occasions.
- D. It is known that students policing themselves with regard to harassment is the most effective way to eliminate the problem. Therefore, we are asking you to no longer be a bystander, but rather a part of the solution. If you can't help a friend or classmate in need, who will?

**Sexual Harassment:** Conduct constituting sexual harassment may take different forms, including but not limited to the following:

- A. Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other persons associated with the District.
- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, rumors, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other person associated with the District.



**Inappropriate Physical Contact:** Physical contact, whether it be on purpose or as a result of “horseplay” that results in students making physical contact with another student.

**Indecency:** Engaging in conduct that is contrary to commonly recognized and established standards of proper behavior. This includes students entering opposite-sex restrooms or locker rooms and/or the inappropriate touching of another student.

**Intimidation:** Threat by force or verbalization against fellow students or school personnel.

**Laser Pointers:** Due to the potential of an eye injury, students found in possession of laser pointers will have pointers confiscated and not returned. If a student is caught flashing a pointer at another student, they may be suspended.

**Littering:** Willfully littering on school property or on private property while going to or coming from school.

**Lying:** Intentionally giving false or misleading information.

**Matches and Lighters:** Students found in possession of matches or lighters will receive a one-day suspension on the first offense and be suspended progressively on all subsequent violations.

**Obscenity:** Using vulgar language/profanity in verbal or written form (notes to other students) or in pictures, caricatures, or gestures (including sexual innuendo) that are offensive to the general standards of the school or community including possession and/or distribution of obscene or pornographic material.

**Offensive & Nauseous Odors:** Due to the increased health risk associated with asthma and allergic reactions to excessive odors, including but not limited to: perfumes, colognes, aftershave, and hairspray will not be allowed for use in the hallways and/or classrooms. Furthermore, students are reminded that proper hygiene should be used to avoid offensive odors.

**Overly Affectionate Behavior:** Students found kissing, holding hands, hugging, or showing overly affectionate behavior will be warned that school is not the time and place for such actions. On the 1<sup>st</sup> offense, parents will be notified and a warning will be issued to students. On the 2<sup>nd</sup> offense, students will be given a detention assignment. Any further subsequent offenses may result in the suspension of students.

**Physical Assault:** Physically attacking any student or school staff member on school property or while going to or from school, or at any school-sponsored activities. Students guilty of this offense may be suspended or expelled for 180 school days or more.

**Projectiles:** Students will be held responsible for using an item i.e. (including but not limited to the following) pen, pencil, eraser, rubber bands, spit wads, snowballs, coins, and rocks outside as a projectile, which could subsequently harm another person causing injury.

**Search and Seizure:** The school retains ultimate control over student lockers and desks and reserves the right to inspect lockers and desks at any time without notice and without student consent. School administrators may institute a student search if there are reasonable grounds to believe that a search will reveal evidence that the student has violated or is violating either the law or the rules of the school.

**Smoking or Chewing Tobacco:** Use and/or possession of tobacco/nicotine products are prohibited at all times in buildings, on school grounds, school buses, and at school activities. This also includes electronic cigarettes or any variation thereof. Students violating this policy are subject to the following School

Board regulations.

1. The first offense will carry an immediate 6-day suspension from school, or 42 hours of school service, or a combination of both.
2. The second offense will carry an indefinite suspension and a letter may be sent to the parents requesting a conference with all parties.
3. If there is a third offense, the student will receive an indefinite suspension, with the possibility of School Board involvement.

**Substance Abuse:** Possession, under the influence, use of or transfer of any stimulating, depressing or behavior-altering drug, including marijuana (or evidence of marijuana residue), controlled prescription drugs, and alcohol, is strictly prohibited on school property or at any school-sponsored function whether at or away from school. Possession of drug paraphernalia is also prohibited and subject to suspension. Sellers will be dealt with severely and will receive a maximum of ten (10) days of suspension. Malt beverages labeled as "non-alcoholic" may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct. Possession or distribution of "look-alike" drugs will result in immediate suspension and will be subject to the same disciplinary action and consequence as if it were the real drug.

#### **SUBSTANCE ABUSE POLICY**

##### **A. First Offense (Possession, Use, and/or Under the Influence)**

1. Ten (10) day suspension. The suspension may be modified, under extenuating circumstances, at the discretion of the supervising administrator, with voluntary participation in a drug assessment approved by the school administrator. A minimum five (5) day suspension from school is mandatory. Board policy on suspension and expulsion shall be followed, including the right to appeal.
2. The school may recommend the following for parent consideration:
  - a. Drug assessment evaluation
  - b. Enrollment in drug education classes
  - c. Out-Patient therapy/counseling
  - d. Residential treatment at a certified rehabilitation center
3. The appropriate law enforcement agencies may be informed of the incident at the discretion of the administrator in charge.

##### **B. Second Offense (Possession, Use and/or Under the Influence) or First Offense for Transfer and/or sale of Drugs**

1. Recommendation for expulsion from St. Johns Public Schools for two (2) concurrent trimesters from the date of infraction, according to Board policy on suspension and expulsion.
2. A student may be reinstated upon the recommendation of the Superintendent of Schools and documentation of rehabilitation.
3. The school may recommend the following for parent consideration:
  - a. Drug assessment evaluation
  - b. Enrollment in drug education classes
  - c. Out-Patient therapy/counseling
  - d. Residential treatment at a certified rehabilitation center
4. The appropriate law enforcement agencies may be informed of the incident at the discretion of the administrator in charge.

Subsequent Violations will result in a recommendation of permanent expulsion, according to the Board's Policy on suspension and expulsion, and immediate notification of the appropriate law enforcement agency.

NOTE: Suspension will be served immediately and may be concurrent with inpatient treatment or

counseling.

**Skipping School** and/or classes including leaving the school building.

**Spitting:** Purposeful ejection (or attempted ejection) of mouth saliva on other student or school property will result in a minimum of detention on the first offense and suspension on subsequent offenses.

**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 without prior authorization of the Principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

**Trespassing:** Although schools are public facilities, the law does allow the school to restrict access to school property without the authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school where the student may not be. Violation of this rule may result in suspension or expulsion.

**Truancy/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 work. Excessive absence may lead to suspension from school (See Clinton County Truancy Policy page 15).

**Unauthorized Presence/Trespassing/Loitering:** Being in or around any area of the building including other grade level areas without a pass, when the student has no legitimate reason to be there; the act of congregating or lingering in a school building or on school property without permission of a staff member.

**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. Violations of this rule may result in suspension or expulsion.

**Vandalism:** Willful destruction of or damage to property belonging to the school or others while under school jurisdiction. Accidental damages due to unacceptable behavior will result in immediate compensation to replace damaged property.

**Verbally Threatening a Staff Member/Student/Person Associated with the District:** Any statement or noncontact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault. Verbal threats or assault will result in suspension and expulsion.

## WEAPONS

The St. Johns Board of Education has approved a Weapon/Firearms and Expulsion Policy. This policy is required by both State and Federal law. The St. Johns Public School's policy regarding the possession of a dangerous weapon or firearm states the student possessing dangerous weapons or firearms in district buildings or at school district events shall be expelled from school and referred to the criminal justice system. Expulsion is mandatory unless a pupil can prove in a convincing manner he/she:

- A. Did not know the object was a weapon.
- B. Did not intend to use it as a weapon.
- C. Did not knowingly possess the weapon.

- D. Possessed the weapon with the requestor with the express permission of the district administrator or the police.

**SALE/POSSESSION OR USE:** Selling, carrying, using, handling, storing, or threatening with weapons or other dangerous objects in a school building or on school grounds. Weapons are identified in (3) categories: (1) dangerous weapons that require expulsion: (firearm, dirk, dagger, stiletto, knife with a blade in excess of three (3) inches, knife opened by a mechanical device, iron bar, brass knuckles); (2) other weapons commonly used or designated to inflict bodily harm or to intimidate including but not limited to: air guns, blackjacks, billy clubs, bludgeons, gas-ejecting devices, knife with a blade three(3) inches or less in length, stun grenades, chains, clubs, and martial arts weapons; (3) articles designated for other purposes that are used to inflict bodily harm or to intimidate, including but not limited to: belts, box-cutters, combs, pencils, files, razors and compasses. A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. 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 will make 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 expelled from school for a period of one (1) year if he/she 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 student may be considered a weapon. *This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, pocket knife opened by a mechanical device, iron bar, or brass (metallic) knuckles, etc.* Heavy or large link wallet chains are potentially dangerous to the health and welfare of other students and staff if used as a weapon during a physical assault (Okemos Chippewa Middle School, 1996). Accordingly, wallet chains may not be worn during regular school hours or at extracurricular events. *Furthermore, chains confiscated from students will not be returned.* 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.

*Note: Students are reminded that all pocket knives (regardless of blade length) are prohibited at school and will be confiscated.*

## **DETENTIONS**

Detention may be used for improper behavior, class disturbance, attendance violations, or other violations of school policy. Teachers or administrators may issue detentions for after school or during the noon hour.

**Before-School Detention:** Students misbehaving at school prior to the first hour, whether it be in the

hallways or elsewhere on school grounds, may lose their before-school privileges and be assigned detention in the Assistant Principal's office or the Auditoria until the first bell rings at 7:45 a.m. Students assigned before school detention will report directly to the assigned area (office or Auditoria) as soon as they arrive and may be required to sign in each morning of the detention period.

**Lunch Detention:** Students assigned lunch detention are to get their lunch and report directly to the In-School Restriction room. Misbehavior during lunch detention may result in further consequences.

**After-School Detention:** Teachers assigning After-School Detention will do so as a *last resort* and only after a verbal warning to the student, a telephone call to the parents of the student, progress reports, and other disciplinary efforts have failed to alter classroom misbehavior. ASDs will generally take place the day after the detention is issued so that parents are aware of the problem and the student can make arrangements for transportation home if needed. It is recommended that the detention time be used for study or for work around the school. The teacher or administrator assigning the student to detention will be responsible for the student during the detention period. Also, students who do not complete written disciplinary assignments requested by a teacher and/or administrator for misconduct will be sent to the Assistant Principal's office for immediate completion. All hours spent in the office while completing disciplinary assignments will be recorded as suspension time.

## LOSS OF PRIVILEGES

St. Johns Middle School believes behaviors, like academics, can be taught and reinforced and that all students can learn and grow. In order to encourage behavioral growth and provide incentives for positive behavior choices, students who accumulate suspensions (in school and out of school) will lose privileges and subsequently forfeit the right to attend and/or participate in field trips (at the discretion of the Principal and Asst. Principal), dances, assemblies, and extracurricular activities (both intramural and interscholastic) under the following guidelines:

**1st suspension** = loss of privileges during the suspension period

**2nd suspension** = loss of privileges for the remainder of the trimester

### MICHIGAN SCHOOL CODE REVISION ENROLLED HOUSE BILL NO. 5802 Amendment to School Safety Legislation Students Grade Sixth or Above Summer 2000

**Parents and Students are hereby advised of the recent school safety legislation, (listed and defined below), that may result in the “expulsion” from school up to 180 days or more. Please review the Michigan School Code Laws (adopted summer 2000) with your son and/or daughter and appreciate the seriousness of these offenses in order to avoid future loss of school privilege. Parents seeking further clarification may contact the building Principals at (989) 227-4300.**

### **Physical Assault – Student to Adult**

Section 1311A (1) 2000 of the amended school code, addresses “Physical Assaults” upon school employees, volunteers, or contractors. Similar to the mandatory expulsion for dangerous weapons, criminal sexual conduct, and arson, any student in grade six or above who physically assaults a school employee, volunteer or contractor may be suspended or expelled up to 180 school days or more, subject to possible reinstatement review after 180 school days. This statute defines “physical assault” as intentionally causing or attempting to cause physical harm to another through force or violence. The law also requires school officials to report all assaults to appropriate state and local law enforcement agencies.

### **Physical Assault – Student to Student**

Section 1310 (1) 2000

If a student in grade six or above commits a physical assault against another student that occurs on school property, at any school-sponsored activity, or on any school-related vehicle and the assault is reported to the Board of Education, the board may suspend or expel the student for up to 180 school days or more, subject to possible reinstatement review after 180 school days. The law requires school officials to report all assaults to the appropriate state and local law enforcement agencies.

### **Verbal Assault**

Section 1311A (2) 2000

This act provides for suspension or expulsion up to 180 school days or more for any student in grade six or above who commits a “verbal assault” against a school employee, volunteer, or contractor. A “verbal assault” is defined as any intentional threat or offer to do bodily injury to another by force, under circumstances that create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. “Verbal assault” can also include any statement or act, oral and written, which can reasonably be expected to induce in another person(s) and apprehension of danger of bodily injury or harm. Although the board may expel the student for verbal assault, the expulsion length is discretionary up to 180 school days.

**ST. JOHNS MIDDLE SCHOOL  
REINSTATEMENT PLAN**

This contract entered into between \_\_\_\_\_ and St. Johns Middle School

on this date, \_\_\_\_\_. Student, initial each expectation below.

\_\_\_\_\_ I will come to class on time and attend school regularly.

\_\_\_\_\_ I will bring the required materials to class.

\_\_\_\_\_ I will sit in my assigned seat during class.

\_\_\_\_\_ I will not disturb others with inappropriate behavior.

\_\_\_\_\_ I will try my best to complete assignments and turn them in.

\_\_\_\_\_ I will speak to others with respect.

\_\_\_\_\_ I will participate in class activities appropriately.

\_\_\_\_\_ I will respect the rights and privacy of others.

\_\_\_\_\_ I will follow all of the rules of the school.

By returning to my classes, I, \_\_\_\_\_, (student name) agree to follow the Code of Conduct that has been outlined for all students and to avoid behavior that will lead to Detention, In-School Restriction (ISR), or Out-of-School Suspension (OSS).

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE

## ATHLETICS

**PHILOSOPHY:** The St. Johns Middle School athletic philosophy is to help young people develop mentally, physically, emotionally, and intellectually to their fullest potential. Programs are designed to encourage meaningful participation and provide experiences in a variety of activities. While winning is an important part of any athletic event, winning at any cost is not part of the SJMS athletic philosophy. **Academics, participation, and sportsmanship take precedence over winning.**

**OBJECTIVES OF THE ATHLETIC PROGRAM:** The SJMS athletic program is dedicated to:

- A. Providing athletes with quality teaching/coaching personnel will give the athletes a sound basis to build and develop essential skills.
- B. Providing athletes the opportunity to learn and develop the skills necessary to improve in their sport.
- C. Providing athletes with facilities that will enhance their skills.
- D. Providing opportunities for athletes to participate equally with their teammates.
- E. Building a positive image of school activities of which the community, parents, and students can be supportive and proud.

**TRYOUTS/CUTS:** There are open tryouts. Anyone interested in participating in an interscholastic sport is encouraged to try out. Because of limited facilities and a limited budget, there may at times, be a need to make cuts. Each athlete will be given a skills test. The results of this test will weigh heavily in deciding who will be on the team to represent the school and community.

Athletes cut from any team will be spoken to individually by the head coach. They will be encouraged to improve the skills in which they are weak. Students will be encouraged to try out for the team again the following year.

**ATHLETIC PHYSICAL:** A physical examination is required to participate in any team tryout or practice. The physical exam certification must be on file in the athletic office. A current year physical is one given on or after April 15 of the previous school year. (MHSAA guideline). If a student-athlete misses the first day of tryouts due to no physical, they will not be eligible to try out.

### ELIGIBILITY REQUIREMENTS

#### 1. AGE: Section 2 -- Regulation 3 MHSAA:

(A)--A seventh-grade student who competes in any interscholastic athletic contest limited to seventh graders must be under fourteen (14) years of age, except that a student whose (14<sup>th</sup>) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. Any seventh-grade student born before September 1, 2007, is ineligible for interscholastic athletics in Michigan except that he or she may play on the 8th-grade squad of that junior high school or on a team of combined seventh and eighth-grade students.

(B)—An eighth-grade student who competes in any interscholastic athletic contest limited to eighth-graders must be under fifteen (15) years of age, except that a student whose (15<sup>th</sup>) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year. Any eighth-grade student born before September 1, 2006, is ineligible for interscholastic athletics in Michigan except that he or she may play on the ninth-grade squad of that junior high school, provided all other regulations pertaining to eligibility are met.



**2. ACADEMIC/BEHAVIORAL POLICY:** The following statement is a brief overview of the Middle School academic and behavioral eligibility expectations of all athletes participating in interscholastic sports. (Special Education students are subject to the latitude of IEP accommodations.)

Students participating in interscholastic athletics will be evaluated every week on Monday. Students who accumulated 20 demerit points based on the following rubric will be deemed ineligible. Teachers will be required to update their Infinite Campus grade books bi-weekly by 8:00 AM on the Monday of eligibility evaluation. The athletic office will run a report regarding academic eligibility each Monday. Academic standing is calculated as follows:

A, B, C	Work is average or above.	0 points
Ds	Warning. - Work is below average but not failing.	5 points
F	Failing.	10 points

A. Athletes will be ineligible to participate in the week's athletic contests if they accumulate 20 or more points on their weekly eligibility check.

B. Athletes who are eligible and are failing any one class may be excused from the first half-hour of practice at the discretion of their coach to work with their teacher to bring the grade up.

C. The athlete's name on the ineligibility list during the season will result in the following consequences:

1. *The first time on the list will result in loss of privileges to play in the following week's scheduled contests. The athlete may practice and travel with the team at the coaches' discretion but may not dress for or play in the events or wear a game jersey to school on game day.*
2. *The second time on the list will result in loss of practice and game privilege. Athletes may not practice, travel, or participate in the week's event. The focus will be on academic improvement. Students should use the time from practice/games to study, do homework, and participate in the Homework Lab after school to regain eligibility.*
3. *The third time on the list will result in dismissal from the team with a total focus on academic responsibilities to improve grade standing.*

***Athletes who are ineligible should report to the Information Center after school each day for help and study time to catch up on academics. Athletes sent to the Assistant Principal's office for misbehavior and subsequent discipline may be suspended from participation or dismissed from the team.***

**CONDUCT OF AN ATHLETE:** A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. Being a member of an athletic team is a privilege. An athlete's conduct should reflect positively upon himself, his family, school, and community.

- A. On the field of competition, the behavior should reflect good sportsmanship.
- B. In the classroom, good citizenship, the highest individual academic effort, and social responsibility should exemplify the conduct of a good athlete.
- C. The athlete is responsible for equipment and facilities used in performing the activity.
- D. Dropping out of a co-curricular activity is a serious matter. As a courtesy, the athlete and parents should discuss this decision with the coach, counselor or athletic director before making a final decision. Athletes choosing to leave a team in mid-season may forfeit their opportunity to participate on other athletic teams during the school year.
- E. Middle school athletes should use good judgment in emulating only those college and professional athletes who display positive qualities of sportsmanship.
- F. An athlete should respect and adhere to the expectations of the coach as outlined in the sport's written guidelines.

**SCHOOL SUSPENSION:** Athletes who are suspended from school for violation of school rules and/or policies will adhere to the following disciplinary guidelines:

- A. First Suspension (1-10 days): Athletes may *not practice* during the suspension period. The athlete may *not participate* in games/events during the suspension period. The athlete may resume practices when reinstated to classes.
- B. Second Suspension (1-10 days): Loss of interscholastic sports privileges for the current season.
- C. Third Suspension (1-10 days): Possible exclusion for the remainder of the year depending on the degree of the violation.

**USE OF TOBACCO, DRUGS, STEROIDS, AND ALCOHOL:**

Students may not possess and/or use any tobacco products including electronic cigarettes, vaping devices, paraphernalia or supplies, drugs, including drug paraphernalia, steroids, and/or alcoholic beverages. Consequences for violating rules pertaining to the use and/or possession of alcoholic beverages, illegal drugs, including drug paraphernalia, steroids or tobacco substances, including electronic cigarettes, vaping devices, paraphernalia, or supplies:

1<sup>st</sup> offense: Suspension from all extra-curricular activities for 40% (2/5) of the contests or competitions in the current season and/or the next season of competition. **Alternative Penalty:** The Students/parents may choose a 20% loss of the contests or competitions plus 20 hours of community service to be completed *before* the student may resume competition.

2<sup>nd</sup> offense: Suspension from all extra-curricular activities for 60% (3/5) of the contests or competitions in the current season and/or the next season of competition. **Alternative Penalty:** The student/parent may choose a 40% loss of the contests or competitions plus 40 hours of community service to be completed *before* the student may resume competition.

3<sup>rd</sup> offense: Suspension from all extra-curricular activities for one calendar year. If one calendar year passes without any participation in extracurricular activities, the suspension for an activity code violation is negated.

4<sup>th</sup> offense: Suspension from participation in all arranged competitions at St. Johns Middle School for the remainder of the student's high school career.

NOTE: A scrimmage with another school may not count as a scheduled interscholastic competition.

NOTE: A student suspended from interscholastic competitions must continue to demonstrate the qualities of sportsmanship outlined in this Handbook.

NOTE: If a suspension cannot be completed in the present season, the suspension will be carried over to the student's next sports season. The amount of dates to be suspended will be determined by the Activities Director.

NOTE: Offense for steroid use: Any student suspected of steroid use will be required to submit to a drug test. Failure to take or pass this test will cause removal from the team for the balance of the season. Any further participation in high school athletics must be approved by the Athletic Council.

NOTE: Suspensions for Activity Code Violations assessed by other school districts will be carried over to St. Johns Middle School for transferring students.

NOTE: Actions displayed on the internet are considered a source of evidence in determining a violation of the Activity Code of Conduct.

NOTE: Parents of students involved in any drug, alcohol or tobacco-related offenses, including the use of electronic cigarettes, vaping devices, paraphernalia or supplies, that may result in a suspension will be notified prior to the suspension of the student-athlete. Any student or parent has the right to call for a hearing with the Athletic Director on any of the above steps. Proof of notification or attempts to notify the parents will be documented in writing. Within three (3) school days following the assessment of a penalty, a student or student's parent/guardian may file an appeal in writing with the student's principal.

**REINSTATEMENT**

- A. Suspended students may not participate in practice activities while serving a suspension.
- B. A student violating any substance rule will be required to attend a substance abuse program approved by the school and arranged and funded at the student/parent’s expense.
- C. Once a student has violated the activity code of conduct, he/she may not join an athletic team if 20% of the season has elapsed including practice time.

**ACTIVITIES OFFERED:**

<u>FALL SEASON</u>	<u>WINTER SEASON</u>	<u>SPRING SEASON</u>
<u>Boys:</u> 7th & 8th-grade Football  <u>Girls:</u> 7th & 8th-grade Volleyball  <u>Co-Ed:</u> 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade Cross Country	<u>Boys:</u> 7 <sup>th</sup> & 8th-grade Basketball 6 <sup>th</sup> , 7 <sup>th</sup> & 8th-grade Wrestling  <u>Girls:</u> 7 <sup>th</sup> & 8th-grade Basketball	<u>Co-Ed:</u> 6 <sup>th</sup> , 7 <sup>th</sup> & 8th-grade Track & Field  6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> grade Spring Musical

**ATTENDANCE REQUIREMENTS:** Athletes must be in school during the last four class periods of the day event is scheduled unless they are participating in school-sponsored functions. If there are extenuating circumstances to an athlete's attendance, the school attendance office/athletic director will determine eligibility. Athletes absent or late the day following a contest will report the reason to their coach in writing before participating in practice or contests. Playing time in the next scheduled game or meet may be affected by this violation at the discretion of the coach. Athletes who accumulate two unexcused absences from team practice or game(s) on a scheduled school day may be dismissed from the team. *Athletes who miss practice may miss a portion or all of the playing time in that week’s contest.*

**SPORTSMANSHIP:** Athletics in St. Johns schools has earned an outstanding reputation for good sportsmanship. Athletes and fans (students and adults) have always conducted themselves commendably. Everyone is proud of this reputation and works hard to uphold it. Please review the following:

- A. A student spectator represents his school the same, as does the athlete.
- B. The good name of the school is more valuable than a game won by unfair play.
- C. Accept decisions of officials without dispute.
- D. Recognize and show appreciation of fine play and good sportsmanship by opponents.
- E. Advocate those spectators or athletes who continually demonstrate poor sportsmanship be excused from the athletic program.

**TRANSPORTATION (BUS CONDUCT):** Athletes are required to travel to and from athletic events using transportation provided by St. Johns Public Schools. Athletes leave as a team and return as a team, win, lose or draw. This requirement may be waived by the parents submitting a completed transportation release form to the athletic director’s office one day (mandatory) before the event. No handwritten requests will be accepted. Transportation Release forms are available on our SJMS website and from the coach.

Bus Behavior Expectations:

- A. Appropriate noise level.
- B. Stay seated.
- C. Keep the bus clean/your area picked up.
- D. Open windows by permission only.
- E. Observe all bus safety rules.
- F. Parents are expected to pick up their student-athlete as scheduled at the estimated return time at SJMS.
- G. Athletes will ride to and from events on the bus assigned unless the parent has turned in Transportation Release Form one day prior to the scheduled event.
- H. Inappropriate behavior is subject to school discipline according to SJMS Code of Conduct.

**INSURANCE COVERAGE:** Parents or guardians of athletes are required to obtain adequate medical insurance coverage for their children. All students participating in athletic events must carry some health and accident insurance.

- A. The St. Johns Public Schools Board of Education does not assume liability for injuries suffered by students while participating in athletic activities. The responsibility for the expenses incurred in athletics for doctors, ambulance, or medical expenses for injury must be assumed by the parent or guardian.
- B. The athlete's family's employer's insurance must provide coverage in the case of any injury suffered while participating in athletics in the St. Johns Public School system.
- C. The school district offers the opportunity for athletes to purchase reasonably priced insurance coverage from an independent carrier. Inquire at the middle school's student activity office.

**ILLNESS & INJURY:** Student athletes that leave school sick and are not in attendance the last four class periods may not participate in scheduled practices or games. Students absent from practice due to extended illness or disabling injury must be recertified in writing by their physician for re-admittance to practice, scrimmage, and contests. Students excused from Physical Education Class due to illness or injury with a note from parent or physician may not participate in the game, scrimmage, or practice on the same date.

**EQUIPMENT RESPONSIBILITIES:** Anyone who fails to return, in good condition, any equipment issued shall be ineligible for any award and for any other sport until equipment is returned or the Athletic Department reimbursed. The theft of school equipment is larceny and Michigan law regards larceny as a felony. Practice equipment and game uniforms will be worn and displayed properly at all times and as directed by the coach.

**UNIFORM RESPONSIBILITIES:** Athletes are to be responsible for the care of the school-issued uniform at all times. Uniforms are not to be taken home for any reason. All school-issued uniforms will be collected at the end of each competition and laundered by school personnel. Parents and/or guardians are not to alter or attempt to repair uniforms in any way. Please report any issues to the coaching staff or athletic director. Student-athletes may be subject to replacement cost if uniforms are altered and/or damaged beyond repair and repair costs may be assessed if deemed necessary.

**SNOW DAY PROCEDURE:** If school is called off during the school day, no athletic games or practices will be held. Tournament games may be held if weather conditions allow. If school is called off before the start of the day (first day), no athletic games or practices will be held. If school is called off before the start of the school day (second day or more), all teams may practice following the gymnasium snow day schedule, unless otherwise notified by the administration.

## AWARDS

**INTERSCHOLASTIC SPORTS AWARD:** All sixth, seventh, and eighth-grade students who complete an interscholastic sports season satisfactorily and in good standing will qualify for and receive an SJMS award certificate for their accomplishments. This award certificate will be presented at the athletic award programs following season play. *In addition, student-athletes may be eligible for the Student-Athlete Award. See the Student Recognition section for details.*

### **CONCERN PROCEDURE - LINE OF COMMUNICATION:**

If an athlete, parent, coach, administrator, or fan has a concern or question regarding an athletic situation, that individual should talk with the person along the communication line that is the source of concern.

- A. TALK WITH THE COACH.
- B. Talk with the director of athletics.
- C. Talk with the principal.
- D. Meet with the athletic council.
- E. Talk with the superintendent or designee.

**ATHLETIC COUNCIL:** The SJMS Athletic Council will be composed of the Athletic Director, the Middle School Principal, all Head Coaches, and a non-coaching faculty member (teacher or counselor). The Athletic Council has the authority to review all cases involving the behavior of student-athletes that is considered detrimental to the reputation of the team, school, or community.

**ATHLETIC BOOSTERS:** Parents of students who are members of SJMS athletic teams are automatically members of the Middle School Athletic Boosters Club. Consequently, they will be asked to assist with concession sales at least once during an athletic event per season that their child is participating in. It is important that Booster Concession Stands be made available during each season, as the money raised is our primary source of revenue to purchase new uniforms and update sports equipment for the Middle School Athletic Program.

**PARTICIPATION FEES:** Each middle school student participating in athletics will be required to pay a \$110.00 one-time fee with a family cap of \$200.00 at SJMS. This will be assessed for the first time of participation per school year. Students who receive free and reduced lunch will pay a \$25.00 one-time fee with a family cap of \$50.00.

Each middle school student participating in the spring musical will be required to pay a one-time fee of \$50.00. If the student has paid an athletic participation fee during the current school year, the \$50.00 fee will be waived.

The “pay to participate” athletic fee must be paid on or before the first day of practice in sports that do not have a “cut” process. All sports with a “cut” process will expect payment of the fee once the teams have been established prior to the first competition. All fees will be collected by the Athletic Director’s office with checks made payable to St. Johns Public Schools.

No student will be ineligible to participate in athletic or musical programs solely due to the inability to pay the registration fee. Parents may apply for the fee waiver or an alternative form of payment by contacting the Athletic Office directly. Fee waiver information and alternative payment arrangements shall be confidential in nature.

**Condition for a refund for Middle School Only:**

The Middle School Athletic Director must approve all participation fee refunds for a student as follows:

Student-athlete quits the squad:  First day of practice: 100% refund.  The remainder of the season: 0% refund	Student-athlete transfers out of district:  First day of practice to the first contest: 50% refund  After the first contest: 0% refund	Student-athlete drops for a disciplinary reason and/or Code of Conduct violation:  0% refund  <b><i>Absolutely no exceptions.</i></b>
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**Payment of the registration fee does not guarantee a specific position on a team nor imply that a student-athlete will receive equal playing time.**

**NONDISCRIMINATION POLICY**

[Complete Details in Board Policy 5202](#)

Following is the St. Johns Board of Education policy as it relates to educational programs to eliminate discrimination and denial of services on the basis of race, color, national origin, gender, and disability. Anyone who wishes to file a complaint as it relates to this policy may obtain a copy of the procedures to file such a grievance from the Board of Education offices, or see the procedure as provided later in this document:

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of gender, should be directed to:

*Title IX Coordinator  
Network Supervisor  
District Technology Office  
St. Johns Middle School  
900 W. Townsend Road  
St. Johns, MI 48879  
(989) 227-4086*

*Title IX Coordinator  
Human Resource Specialist  
District Business Office  
St. Johns Public Schools  
501 W. Sickels Street  
St. Johns, MI 48879  
(989) 227-4018*

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to:

Regarding Facilities:  
*Section 504 Coordinator  
Director of Operations  
St. Johns Public Schools  
501 W. Sickels Street  
St. Johns, MI 48879  
(989) 227-4058*

Regarding Educational Services:

*Director of Special Education  
Section 504 Coordinator  
District Administration Office  
St. Johns Public Schools  
501 W. Sickels Street  
St. Johns, MI 48879  
(989) 227-4050*

*Civil Rights Coordinator  
District Technology Office  
St. Johns Middle School  
900 W. Townsend Road  
St. Johns, MI 48879  
(989) 227-4086*

Civil Rights Compliance - Title VI: "The St. Johns Public Schools, located at 501 W. Sickels Street, St. Johns, MI 48879, will receive and use Federal funds and the United States Department of Agriculture donated foods. No person because of race, color, national origin, sex, age, or disability shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination to our United States Department of Agriculture donated foods and child nutrition programs, or be discriminated against in any of the above ways, in any program that receives Federal financial assistance."

Any person who believes they have been discriminated against should write immediately to:

*Superintendent  
St. Johns Public Schools  
501 W. Sickels Street  
St. Johns, MI 48879  
(989) 227-4050*

*Network Supervisor  
St. Johns Middle School  
900 W. Townsend Road  
St. Johns, MI 48879  
(989) 227-4086*

Vocational Nondiscrimination: Be advised that St. Johns Public Schools offers vocational opportunities to all students regardless of race, color, national origin, sex, disability, or limited English proficiency. Any person who believes they have been discriminated against should write immediately to:

*Superintendent  
St. Johns Public Schools  
501 W. Sickels Street  
St. Johns, MI 48879  
(989) 227-4050*

*Network Supervisor  
St. Johns Middle School  
900 W. Townsend Road  
St. Johns, MI 48879  
(989) 227-4086*

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

SECTION I:

If any person believes that the St. Johns Public School District, or any part of the school has inadequately applied the principles and/or regulations of:

- (1) Title VI of the Education Amendment Act of 1972
- (2) Title IX of the Education Amendment Act of 1972
- (3) Section 504 of the Rehabilitation Act of 1973

He and she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators:

*Title IX Coordinator  
Network Supervisor  
District Technology Office  
St. Johns Middle School  
900 W. Townsend Road  
St. Johns, MI 48879  
(989) 227-4086*

*Title IX Coordinator  
Human Resource Specialist  
District Business Office  
St. Johns Public Schools  
501 W. Sickels Street  
St. Johns, MI 48879  
(989) 227-4018*

**SECTION II:**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall, in turn, investigate the complaint and reply with an answer to the complaint within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of the answer to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools or administrator within five (5) business days after receipt of the coordinator response. The superintendent or administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty-five (25) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4: If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights and/or Secretary of Agriculture.

**NOTICE OF ANNUAL REVIEW**  
**This handbook is subject to annual review.**  
**Reviewed June 17, 2021.**