



SAND CREEK  
COMMUNITY SCHOOLS

# STUDENT HANDBOOK

School Year  
2016 - 2017

**Student/Parent Handbook**  
for  
**SAND CREEK COMMUNITY SCHOOLS**

*Welcome to the Sand Creek Community Schools. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

**Ruth Mc Gregor Elementary**

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Sand Creek, MI 49279

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**Adopted by the Board of Education on July 20, 2015.  
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**TABLE OF CONTENTS**

COLLABORATING WITH THE COMMUNITY.....4  
EFFECTIVE COMMUNICATION.....3  
EQUAL EDUCATION OPPORTUNITY ..... 1  
FOREWORD..... 1  
IMPLEMENTATION.....3  
INVOLVING FAMILIES IN DECISION MAKING AND ADVOCACY.....3  
LEARNING AT HOME.....3  
MISSION OF THE SCHOOL ..... 1  
PARENT INVOLVEMENT ..... 2  
VISION STATEMENT..... 1  
VOLUNTEER OPPORTUNITIES.....3

**SECTION 1 - GENERAL INFORMATION**

ADMINISTRATIVE GUIDELINES TO ADMINISTER MEDICATION..... 10  
ADVERTISING OUTSIDE ACTIVITIES ..... 19  
ARMED FORCES RECRUITING ..... 15  
COLLEGE VISITS ..... 19  
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS ..... 11  
CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES ..... 12  
EARLY DISMISSAL..... 8  
EMERGENCY CLOSINGS AND DELAYS..... 17  
EMERGENCY MEDICAL AUTHORIZATION..... 8  
ENROLLING IN THE SCHOOL ..... 6  
FAMILY EDUCATION AND PRIVACY ACT ..... 7  
FIRE, LOCK DOWN, EVACUATION AND TORNADO DRILLS..... 17  
HOMEBOUND INSTRUCTION..... 6  
INDIVIDUALS WITH DISABILITIES..... 12  
INJURY AND ILLNESS..... 5  
INSTANT ALERT NOTIFICATION SYSTEM..... 18  
IMMUNIZATIONS ..... 8  
LIMITED ENGLISH PROFICIENCY..... 12  
LOST AND FOUND ..... 19  
MEAL MAGIC/FOOD POLICY ..... 17  
MEAL SERVICE..... 16  
PESTICIDE APPLICATION..... 18  
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS ..... 18  
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES..... 16  
SCHEDULING AND ASSIGNMENT..... 7  
SCHOOL DAY ..... 5  
STUDENT FEES, FINES, AND SUPPLIES ..... 15  
STUDENT FUNDRAISING ..... 16  
STUDENT RECORDS..... 12  
STUDENT RIGHTS AND RESPONSIBILITIES ..... 5  
STUDENT SALES..... 19  
STUDENT TEACHERS ..... 19  
STUDENT VALUABLES..... 16

**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

STUDENT WELL-BEING..... 5  
TRANSFER OUT OF THE DISTRICT ..... 8  
USE OF EQUIPMENT AND FACILITIES ..... 19  
USE OF MEDICATIONS ..... 8  
USE OF TELEPHONES..... 19  
VISITORS ..... 18  
VOLUNTEER AIDES ..... 18  
WITHDRAWAL FROM SCHOOL ..... 8  
WORK PERMITS ..... 19

**SECTION II - ACADEMICS**

6TH - 8TH GRADE HOME WORK PROGRAM: PASS ..... 26  
CLASSIFICATION BY GRADES ..... 23  
CREDIT FOR COURSES ..... 23  
DUAL ENROLLMENT ..... 25  
FAILURE POLICY ..... 22  
FIELD TRIPS ..... 20  
GRADES ..... 20  
GRADING PERIODS..... 21  
GRADE POINT AVERAGE..... 21  
GRADUATION REQUIREMENTS ..... 24  
HOMEWORK ..... 26  
HONOR ROLL ..... 22  
INCOMPLETES..... 21  
MUSIC PERFORMANCE POLICY ..... 22  
NCAA CLEARINGHOUSE..... 25  
PARENT TEACHER CONFERENCES ..... 21  
PROMOTION, PLACEMENT, RETENTION ..... 22  
RECOGNITION OF STUDENT ACHIEVEMENT ..... 26  
SEMESTER GRADES ..... 21  
STUDENT ASSESSMENT ..... 29  
STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY..... 27  
TRANSCRIPTS AND GRADE CHANGES ..... 24

**SECTION III - STUDENT ACTIVITIES**

DANCES ..... 32  
NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES ..... 31  
SCHOOL-SPONSORED CLUB AND ACTIVITIES ..... 31  
SENIOR TRIP RULES AND REGULATIONS ..... 31

**SECTION IV - STUDENT CONDUCT**

ABSENCE NOTIFICATION ..... 35  
CODE OF CONDUCT ..... 39  
CARE OF PROPERTY ..... 40  
DISCIPLINE OF STUDENTS WITH DISABILITIES ..... 62  
DRESS AND GROOMING ..... 39  
DUE PROCESS RIGHTS ..... 62

**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

EXPECTED BEHAVIORS.....	39
GANGS.....	40
PARENT RESPONSIBILITIES .....	33
PHYSICAL EDUCATION DRESS POLICY.....	41
RUTH MCGREGOR ELEMENTARY SCHOOL ATTENDANCE POLICY .....	34
RUTH MCGREGOR ELEMENTARY ABSENTEEISM.....	35
RUTH MCGREGOR ELEMENTARY TARDIES.....	36
SAND CREEK JR./SR. HIGH SCHOOL ATTENDANCE POLICY .....	36
SAND CREEK JR./SR. HIGH SCHOOL EXCUSED ABSENCES .....	37
SAND CREEK JR./SR. HIGH SCHOOL MAKE-UP TESTS AND OTHER SCHOOL WORK.....	38
SAND CREEK JR./SR. HIGH SCHOOL SUSPENSION FROM SCHOOL .....	37
SCHOOL ATTENDANCE POLICY .....	33
SEARCH AND SEIZURE.....	63
STUDENT ATTENDANCE AT SCHOOL EVENTS.....	38
STUDENT DISCIPLINE CODE.....	41-64
STUDENT RIGHTS OF EXPRESSION.....	64

**SECTION V - TRANSPORTATION**

BUS CONDUCT.....	65
BUS DISCIPLINE PROCEDURE .....	67
BUS PASSES.....	67
BUS TRANSPORTATION TO SCHOOL.....	68
LISD TECH CENTER.....	68
PENALTIES FOR INFRACTIONS.....	68
RESPONSIBILITIES OF STUDENTS ON BUS.....	66
SELF-TRANSPORTATION TO SCHOOL .....	68
VIDEO CAMERAS ON SCHOOL BUSES.....	67
VIDEOTAPES ON SCHOOL BUSES.....	68
VERIFICATION OF RECEIPT OF HANDBOOK/NETWORK AGREEMENT.....	70

**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

# **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

## **MISSION OF THE SCHOOL**

Ruth McGregor Elementary and Sand Creek Jr./Sr. High School are committed to delivering an effective 21st century educational program that prepares its students to live happy, healthy, productive and successful lives.

## **VISION STATEMENT**

Sand Creek Community Schools exists to provide an effective educational program that prepares our students to live happy, healthy, productive and successful lives. This is accomplished by establishing and maintaining an effective K-12 instructional program that is data driven and develops the skills that are necessary to be successful during this process. Our educational programs emphasize teaching and successfully learning the academic fundamentals of reading, writing and arithmetic. Our educational programs also emphasize the development of skills that promote safety, good health, individual responsibility, good work ethic and good character. We also offer a variety of extra-curricular choices and experiences for our students that help promote these skills. It is our vision that these core fundamental values will guide our students to be successful adult citizens, family members, spouses, parents and workers.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

*Steven J. Laundra*  
*Superintendent*  
*(517) 436-3108*

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.



# **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 20, 2015 and any of the policies or administrative guidelines referenced herein that are revised after September 1, 2015 the language in or the date the Board of Education adopted the handbook most current policy or administrative guideline prevails.

### **1. PARENT INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision makers in education. The Board believes that students learning is more likely to occur where there is an effective partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

### **1.1. Relationships with Families**

- A. cultivating school environments that are welcoming, supportive, and student centered;
- B. providing professional development for school staff that helps build partnerships between families and schools; <sup>1,2</sup>
- C. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;<sup>1, 2</sup>
- D. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. <sup>2</sup>

### **1.2. Effective Communication**

- A. providing information to families to support the proper health, safety, and well-being of their children;
- B. providing information to families about school policies, procedures, programs, and activities; <sup>1, 2</sup>
- C. promoting regular and open communication between school personnel and students' family members;
- D. communicating with families in a format and language that is understandable to the extent practicable; <sup>1, 2</sup>
- E. providing information and involving families in monitoring student progress; <sup>2</sup>
- F. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>1, 2</sup>
- G. preparing families to be involved in meaningful discussions and meetings with school staff. <sup>1, 2</sup>

### **1.3. Volunteer Opportunities**

- 1.3.1. providing volunteer opportunities for families to support their children's school activities; <sup>2</sup>
- 1.3.2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. <sup>2</sup>

### **1.4. Learning at Home**

- 1.4.1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; <sup>1, 2</sup>
- 1.4.2. working with families to establish learning goals and help their children accomplish these goals;
- 1.4.3. helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1</sup>

### **1.5. Involving Families in Decision Making and Advocacy**

- 1.5.1. involving families as partners in the process of school review and continuous improvement planning; <sup>2</sup>
- 1.5.2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. <sup>1, 2</sup>

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

### **1.6. Collaborating with the Community**

- 1.6.1. building constructive partnerships and connecting families with community-based programs and other community resources; <sup>1,2</sup>
- 1.6.2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. <sup>1,2</sup>

### **1.7. Implementation**

The superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District Plan.

<sup>1</sup> INDICATES IDEA 2004 SECTION 650 & 644 PARENT INVOLVEMENT REQUIREMENTS

<sup>2</sup> INDICATES TITLE I SECTION 1118 PARENT INVOLVEMENT REQUIREMENTS.

## **SECTION I - GENERAL INFORMATION**

### **1. SCHOOL DAY**

Ruth McGregor Elementary School 7:45 a.m. - 3:00 p.m.

Sand Creek Jr./Sr. High School 7:55 a.m. - 2:50 p.m.

### **2. STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the elementary or high office. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

### **3. STUDENT WELL-BEING**

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

### **4. INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Students who feel ill before coming to school in the morning should use good sense about coming. A day at home at the start of an illness can sometime save you several days out of school by not allowing your illness to become worse.

There will be no special room for ill students as such. Parents will be contacted to pick up their sick child at the school. Students will NOT be allowed to go home unless there is an adult there to look after the child. We also ask that students who go home during the day for illness, remain at home for the remainder of the day.

### **5. HOMEBOUND INSTRUCTION**

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

### **6. ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides and are enrolling under the District's open enrollment policy or paying tuition.

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

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

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

Students enrolling from another school must have a copy of their transcript from their previous school in order to have credits transferred. The office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

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

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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

### **7. FAMILY EDUCATION AND PRIVACY ACT**

The Family Education and Privacy Act concerns the rights of non-custodial parents access to their child's school records. In a situation where parents of a student are divorced or separated, each parent (custodial and non-custodial) have equal rights to their child's records unless a court order specifies otherwise. Private agreements between the parents shall NOT be recognized by the school.

### **8. SCHEDULING AND ASSIGNMENT**

#### Elementary level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

#### Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the high school Guidance Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

### **9. EARLY DISMISSAL**

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

### **10. TRANSFER OUT OF THE DISTRICT**

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

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

### **11. WITHDRAWAL FROM SCHOOL**

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

### **12. IMMUNIZATIONS**

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

### **13. EMERGENCY MEDICAL AUTHORIZATION**

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

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

### **14. USE OF MEDICATIONS<sup>1</sup>**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would

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<sup>1</sup> Board Policy 5330

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catherization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must authorize any self-medication by the student.

Only medication in its original container; labeled with date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of a student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body where both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Student may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. there is written approval form the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18) to possess and use the inhaler



## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

**and**

- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

**and**

- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self administer the medication if they meet the conditions stated above.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

### **15: ADMINISTRATIVE GUIDELINES TO ADMINISTER MEDICATION**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - 1. Medication must be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
  - 2. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

will be maintained along with the physician's written instructions and the parent's written permission release.

### **15.1 Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **15.2 Nonprescribed (Over-the-Counter) Medications**

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

## **16. CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

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

**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

**17. CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

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

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

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

**18. INDIVIDUALS WITH DISABILITIES**

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

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

**19. LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

**20. STUDENT RECORDS**

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

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

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:<sup>2</sup>

- a student's name;
- address;
- telephone number;
- date and place of birth;
- major field of study;
- participation in officially recognized activities and sports;
- height and weight, if member of an athletic team;
- height if member of an athletic team;
- weight, if member of an athletic team which requires disclosure to participate;
- dates of attendance;
- date of graduation;
- awards received;
- honor rolls;
- scholarships;
- telephone numbers for inclusion in school or PTO directories;
- school photographs or videos of students participating in school activities, events or programs;

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the superintendent's office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student

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<sup>2</sup> Board Policy 8330

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **21. ARMED FORCES RECRUITING**

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

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **22. STUDENT FEES, FINES, AND SUPPLIES**

Sand Creek Community Schools charges fees for non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage or replacement, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the denial of commencement exercise.

### **23. STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **24. STUDENT VALUABLES**

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

### **25. REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

### **26. MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The school participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available to high school students only.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

Students may also bring their own lunch to school to be eaten in the school's cafeteria.

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

### **27. MEAL MAGIC/FOOD POLICY**

Both buildings use the MEAL MAGIC lunch program. This computerized procedure provides accurate documentation of student lunches and money management. You are encouraged to prepay for all lunch and breakfast (Jr./Sr. High only) purchases. Contact either office with questions.

To create a cost free on-line account go to [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) and click on the sign-up link. You may also complete the Free Reduced Lunch Applications by going to [www.lunchapp.com](http://www.lunchapp.com).

No food will be sold in the Jr./Sr. high school after the start of school except during lunch period. All students are required to stay in the cafeteria area during their lunch period. Students are not allowed in the parking lot or in their cars during the lunch period without permission of a school employee. Students attending the LISD Tech Center may go to the front of the lunch line. Students are encouraged to be in the cafeteria before school. Teachers may allow food/water in the classroom at their discretion. No caffeinated beverages except water are to be opened or consumed in the hallways after first hour. In senior high classrooms only, per teacher discretion, students may have caffeinated beverages. In junior high classrooms, no caffeinated beverages after first hour without administrator approval.

### **28. FIRE, LOCK DOWN, EVACUATION AND TORNADO DRILLS**

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires. It is a PA announcement.

Lock down/Evacuation drills are conducted with the students restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year with one including an evacuation drill. The alarm system for a school lock down is different from the alarm system for fires. It is a PA announcement.

### **29. EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents by an instant alert as well as the



## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

following radio or television stations to assist you in getting information **(if time permits)** :

WLEN - 103.9 FM  
Channel 11

WQTE - 95.3 FM  
Channel 13

WABJ - 1490 AM  
Channel 24

WJR - 760 AM

Parents and students are responsible for knowing about emergency closings and delays.

### **30. INSTANT ALERT NOTIFICATION SYSTEM**

Instant Alert for schools is a tool for notification and communication. It enables school officials to deliver a single, clear message to parents instantly by telephone, cell phone, e-mail, pager, or PDA in any combination. It is crucial that your contact information be kept up-to-date. There is a link located on our website. If you need assistance with your profile, contact either school office.

### **31. PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

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

### **32. PESTICIDE APPLICATIONS**

Public Act 131-93 requires school administrators to notify parents/guardians of children attending the Sand Creek Community Schools of their right to be informed prior to application of pesticides at the school. The notice shall contain information obtained from the person applying the pesticides, which includes a statement that a pesticide will be applied, approximate location of the application, and the date of the application. Notice will be given via the public address system or written announcements.

### **33. VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor (including but not limited to all vendors and contractors) must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior permission from the Principal.

### **34. VOLUNTEER AIDES**

We encourage adults who have the time and desire to work with children to volunteer to assist in the classroom. There will be a criminal background check for all potential volunteers. If you are interested, please contact a classroom teacher or the office for more details.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

### **35. USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

### **36. LOST AND FOUND**

Students who have lost items should check in the office, items may be retrieved if a proper description is given. Unclaimed items will be given to charity.

### **37. STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

### **38. USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **39. ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal.

### **40. COLLEGE VISITS**

Juniors and seniors who have 17 or more units of credit will be allowed one college/service visitation with their parent/guardian. This absence can qualify as "school related" if their College Visitation Request form has been turned into the guidance office one week prior to the absence.

### **41. STUDENT TEACHERS**

Student teachers have the same responsibilities and authority as a regular faculty member.

### **42. WORK PERMITS**

You must have a work permit if you are between 14 and 18 years of age. If you are between the ages of 14 and 16, you must have the school's permission to work during the school term. If your school work becomes poor as a result of your outside work, the school can legally revoke the permit. Work permits are available in the high school office.

**SECTION II - ACADEMICS**

**1. FIELD TRIPS**

Sand Creek Community Schools promote field trips. We feel that field trips are important extensions of the regular classroom curriculum. If written parental permission is not received, the child will not be permitted to leave the school property with his or her class.

Students, however, must earn the opportunity to participate. Children who do not deserve to participate in a field trip will remain at school with regular daily lessons assigned. Any student who has been excluded from bus riding privileges will not be allowed to participate in a field trip, unless the parent provides the transportation for their child.

The classroom teacher arranges for necessary chaperones. Parents are welcome to attend if there is enough room on the bus.

- A. Potential student participants must be considered academically on track to be eligible for a trip.
- B. Potential student participation may be excluded from any trip if past behavior in or out of school is deemed inappropriate by administration. (6th grade discipline records may be used to determine 7th grade trip eligibility).
- C. Potential student participants may be excluded from any trip based on violations of established rules of attendance.
- D. All students agree to give full cooperation to trip chaperones and accept the risk of being sent home at the parent/guardian(s) expense for inappropriate behavior.

**2. GRADES**

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

The school uses the following grading system:

A 100-93 %	C 76-73 %	F = Failure
A- 92-90 %	C- 72-70 %	
B+ 89-87 %	D+ 69-67 %	I = Incomplete
B 86-83 %	D 66-63 %	
B- 82-80 %	D- 62-60 %	P = Acceptable achievement
C+ 79-77 %	F 59.99 % and below	

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

### **2.1 Incomplete**

An "I" or incomplete appears on the report card if the student has failed to meet requirements of the class due to prolonged illness or other reasons. After work is made up, a regular grade is given. Students who fail to make up an incomplete within the specified time will be given an "F" as a permanent grade and will not receive credit for the semester.

Recommended time for make-up is as follows:

1. An assignment made the day before an absence is due on the day of return to school.
2. All make-up work is the responsibility of the pupil. The pupil will be allowed to make up work missed for each day the pupil was absent. If pupils are present the day before an announced test is to take place, then absent the day of the test, the test must be made up on the day they return.
3. All incomplete grades (I's) must be made up within two weeks after completion of that marking period, unless extenuating circumstances are authorized by the principal.

### **2.2 Grade Point Average**

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

### **2.3 Semester Grades**

1. Semester grades will be weighted 40% per marking period and 20% on the final exam when applicable.
2. Semester exams are mandatory for all 6-12 grade students. These exams will be cumulative in nature and will be administered on scheduled exam days.

### **2.3 Grading Periods**

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

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

### **2.4 Parent-Teacher Conferences**

Parents are encouraged to meet with their child's teacher to discuss the educational progress of their child. Formal conferences are scheduled in the fall and spring. At the elementary one time slot is allotted per child per conference. As a parent, feel free to take the initiative to contact the teacher if you have questions or concerns throughout the year. 'Open House' is not the best time for parental concerns. Parents may also monitor student

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

progress by utilizing the Home Access Center. Contact the office for more information.

### **2.5 Music Performance Policy**

The performance is an integral part of the musical experience, and there is no substitute for performing at a live concert. Each time a student fails to perform at a concert, marching band performance, festival performance, or any other designated function, his or her grade will be reduced by 40%. Students who accrue multiple unexcused absences on pre-designated performance events may be penalized up to removal from the program. There are, of course, exceptions to the policy. We understand that there are times when it is not possible for our members to perform. Those exceptions are:

1. Serious illness of the student.
2. Family events (e.g. - weddings or funerals).
3. Requests to participate in another activity approved in advance by the director and building principal.
4. In the event that another school approved activity conflicts with the performance, a resolution to that conflict will be decided by the advisor(s), coach(es), and building principal.
5. Students are required to stay at a concert for the entire performance. Failure to do so will result in a grade reduction. Exceptions to this rule will be considered by the instructor in advance of a concert on an individual basis.

### **2.6 Honor Roll**

An honor roll will be prepared at the conclusion of each term to include all students with grades of "B" or better. Jr./Sr. high semester honor roll will also be prepared for those students who have a semester average of "B" or better in each of their subjects, and no incompletes in any subject.

## **3. PROMOTION, PLACEMENT, AND RETENTION**

### **Elementary - Middle School**

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

### **3.1 Failure Policy**

1. If a student in grades kindergarten through 2<sup>nd</sup> is below grade level in math and/or reading, the child may be retained.
2. In grades 3<sup>rd</sup> through 8<sup>th</sup>, if a child fails two curriculum areas (reading, math, science, social studies) the child may be retained.

The building principal must approve all placements and retentions.

### **High School**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

### **4. CLASSIFICATION BY GRADES**

Enrollment for new, transfer or re-entering students will be determined by administration. Grade status for these students will be decided by credit previously earned and all circumstances surrounding each individual. Administration will follow the requirements set up below for each grade level but will review and individualize each student's enrollment application for a grade classification decision.

Sand Creek students, after finishing their freshman year regardless of their credits, will move with their graduating class, unless administration determines otherwise. Students, parents and the guidance counselor share in the responsibility of keeping track of credits earned annually. This process will allow the guidance counselor to better meet the graduation requirements for each student.

### **5. CREDIT FOR COURSES**

1. Courses that last only one semester will be given 1/2 unit of semester credit.
2. All courses that have a two semester duration will be given one unit of credit.
3. Any semester of a required course failed, must be made up prior to graduation.
4. Any junior high student enrolled in a senior high class will receive credit toward the student's graduation requirements and grade point average. A parent may request that the course not count towards graduation if student wishes to retake the course. This decision must be made in writing to the guidance office by the beginning of the next school year.
5. Section 1279 b of Public Act 451 of 1976 as amended by Act 335 of 1994 - The school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam. See Administration / counselor for additional information regarding this option.
6. Credit will be given only once for a course that is taken more than once.
7. Credit from home schools or non-accredited schools.

Students requesting transfer of credit from a home school or non-accredited program must have been in a program that meets the requirements of the Michigan State Department of Education. This includes having made arrangements for home schooling with the local Board of Education or Intermediate School District and meeting the day and hour requirement stipulated by Michigan law.

  - a. Proof must be supplied by the parents / guardians and supervising teacher indicating that the instruction was provided under the direct supervision of a certified teacher and the equivalent days and hours of instruction were provided to the students as required by Michigan law.
  - b. Students in grades 7 and 8 will be placed at the appropriate grade level as determined by reading / mathematics placement / assessment tests.
  - c. Students in grade 9 through 12 will receive credit / grades based on the following:

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

1. Letter grades and credit will be given for "home schooled" courses if that course is consistent in content with Sand Creek High School courses.
  2. In order for those grades to receive credit, grades earned on Sand Creek final exams must be averaged in.
  3. No letter grades or credit will be given for non-comparable courses. Letter grades and credit may be granted up to a maximum of seven credits a year.
  4. In order to be considered for Valedictorian, Salutatorian, or "Top Ten" class rankings, incoming "Home Schooled" students must earn fourteen (14) credits at Sand Creek High School.
8. Pupil days and hours of instruction
- a. Minimum number of instructional hours 1,098 hours.
  - b. Students may reduce a eight period class day to a seven period class day through the Post Secondary Options Act.

### **6. TRANSCRIPTS AND GRADE CHANGES**

Per PA 232 of 1988 the board of a school district shall not permit any board member, superintendent, assistant superintendent, principal, assistant principal, guidance counselor, teacher, or any other person to change a grade given to a pupil by a teacher unless one of the following occurs:

1. The teacher who gave a grade to the pupil is informed of one or more reasons why the grade should be changed and the teacher concurs in the grade change.
2. If a teacher who gave a grade to the pupil does not concur in the grade change, a majority of a review panel, after evaluating the reasons for a requested grade change, approves the grade change and the teacher involved does not appeal the panel's decision. The panel described in this subdivision shall be composed of three teachers selected by the bargaining unit, one board member, and the superintendent of schools or the superintendent's designee.
3. If the teacher involved appeals the decision of the review panel described in subdivision (2) to the board, and a majority of the board members elected and serving approve the grade change at a meeting of the board at which the reasons for changing the grade are reviewed. A decision of the board on the merits of the grade change shall be final.

### **7. GRADUATION REQUIREMENTS<sup>3</sup>**

The following are the requirements for graduation from Sand Creek High School:

1. Credits necessary for graduation are as follows: Class of 2016-26.5 Credits. Class of 2017 and beyond- 27 credits.
2. All students must carry eight (8) classes on their schedules, unless permission is granted by the principal. (See CREDIT FOR COURSES)
3. Vocational education classes will receive 3.0 credits for the year. Co-Op will receive 3.0 credits for the year.
4. Transfer students will have graduation credits adjusted by the counselor/principal.
5. Beginning with the Class of 2016: Science - 3 credits (including Env. Science, Biology and Chemistry or Physics); Mathematics – 4 credits (including Algebra II – must take math senior year); English – 4 credits; Social Studies – 3 credits;

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<sup>3</sup> Board Policy 5460

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

Physical Education – ½ credit; Business Technology – 1 credit; Health – ½ credit; Visual, Performing or Applied Arts – 1 credit; Foreign Language – 2 credits.

6. Permission to earn a high school “certificate of completion” (COC) as opposed to a high school “diploma” must be approved by the high school principal and the superintendent. Listed below criteria for earning a COC at Sand Creek High School. Students who are approved and who meet this criteria, will be allowed the right to participate in commencement exercises with that year’s graduating class. They will receive COC recognition as opposed to “diploma” recognition. Although the COC will look and read differently than the actual diploma, there will be no verbal or visual distinction between the two during commencement exercises. A COC counts against the school’s official graduation rate.

### **Certificate of Completion Criteria**

- Approval of the high school principal and superintendent to earn a COC
  - Student must earn 25 total credits
  - Students must earn a minimum number of subject-specific credits as follows
- 3 credits of English
  - 3 credits of Social Studies
  - 2 credits of Science
  - 2 credits of Math
  - 1 credit of P.E.
  - ½ credit of Economics
  - ½ credit of Government
  - 1 credit of Computers
  - 1 credit of Fine/Practical Arts
  - 11 additional credits

Final discretion for Certificate of Completion will be made by the superintendent. No COC decision should be made on an IEP until at least the end of the 8<sup>th</sup> grade unless special circumstances or SE eligibility allow.

## **8. NCAA CLEARINGHOUSE**

Any high school student-athlete that wishes to compete at the NCAA Division I or II level after high school must apply and be approved for eligibility by the NCAA Clearinghouse. Students should contact their high school counselor by their sophomore year as to the academic requirements of the NCAA and how to apply for eligibility.

## **9. DUAL ENROLLMENT**

Dual Enrollment Public Act 160 - Post secondary Enrollment Options Act - The board of a district shall ensure that each student in the eighth grade or higher be given information about college level equivalent or Advanced Placement courses and permit students in tenth grade to take the PSAT to qualify to take secondary courses.

- A. A student, in grade 11, who has taken the PSAT in October and is accepted into a college or university course in mathematics, science, communications skills, or subject areas for which there are no endorsements, may dual enroll.



## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

- B. A student in grade 12, who has taken the PSAT or MME and is accepted into a college or university course in mathematics, science, communications skills, or subject areas for which there are no endorsements, may dual enroll.
- C. Eligible courses are: a course not offered by the public school, a course not available due to schedule conflict beyond the student's control; and a course not in the subject area of hobby craft, recreation, physical education, theology, divinity, religious education.
- D. The student will have to designate whether the course or courses are being taken for high school credit, post secondary credit, or both. If taking courses for high school credit, grades will count toward student's GPA.
- E. Students participating in a dual enrollment class who stop attending or fail to successfully complete required coursework will be subject to repayment of all or part of the costs paid by the District.
- F. Textbooks and materials for dual enrollment are the financial obligation of the student.

### **10. RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to: academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the building principal.

### **11. HOMEWORK**

Homework helps to increase student achievement. Homework also helps develop the necessary skills for independent study and learning outside the school. The student must assume the responsibility for:

- 1. Asking for assistance and/or clarification.
- 2. Taking the necessary materials home to complete the assignment.
- 3. Completing assignments neatly and on time.
- 4. Returning materials and supplies after completing assignments.
- 5. Obtaining and completing missed assignments.
- 6. Homework will be gathered for a student missing at least 2 days of school due to illness.

#### **6<sup>th</sup>-8<sup>th</sup> Grade Homework Program: PASS (Promoting Academic Student Success)** Homework Completion Program Overview

**Phase 1: The Warning Phase** – When a student does not have an assignment completed they are given a warning and the assignment must be turned in before 8:00 am the next school day. Students will be given two warnings before moving to the next phase. If the student is given a warning and the missing assignment is not completed and turned in the next day that same assignment will count as a second warning. \*Important Note: a minimum of 60% and up to 80% will be given for late work completion.

**Phase 2: Lunch PASS Referral Phase** –Once a student receives their 3<sup>rd</sup> missing assignment in any class they enter the Lunch PASS Phase. A student earns one

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

academic point for any lunch PASS referral. When a student receives a lunch PASS referral he/she will report to the PASS room advisor during their lunch period and begin working on the assignment they missed that day. The student will have until 8:00am the next morning to complete the missing assignment and give it to their classroom teacher. A student will only be permitted to remain in the lunch PASS phase with 3 academic points or less. \*Important Note: During the lunch PASS phase, a student will be able to remove academic points earned by having no missing assignments in any classes for 5 consecutive days. The lunch PASS advisor will be responsible for keeping track of the students academic point totals.

**Phase 3: After School PASS Phase** - When a student has earned a 4th academic point, he/she will be enrolled in the after school PASS program. Once enrolled in this phase, the student will report to the after school PASS room from 3-4 pm each time they miss an assignment for the remainder of the current semester. There will be no further opportunities to remove academic points during this phase. Parents or guardians will be required to provide transportation or identify a transportation contact person. When the student misses an assignment during this phase, a school official will contact the designated transportation person on the contract before 1:30 pm that day to let them know their student will need to be picked up at 4:00 pm. Once assigned to the after school PASS room, the student will remain for the full hour regardless of whether their assignment is completed early or not. The student will miss any after school activity/practice that takes place during that 3-4pm time frame.

### **12. STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY POLICY<sup>4</sup>**

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- C. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- D. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- E. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

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<sup>4</sup> Board Policy 7540.03

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

- F. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  4. Never agree to get together with someone you "meet" on-line without prior parent approval.
- G. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computer/network (e.g., viruses) are also prohibited.
- H. Malicious use of the district's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the district's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- I. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- J. Downloading of information onto a school or student device is prohibited unless approval is received by a teacher or school authorized employee. If a student transfers a file or software program that infects the Network with virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- M. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

- N. Use of the Internet and any information procured from the internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from the Internet sources used in student papers, reports, and projects should be cited the same as references to printed material.
- O. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- P. Students shall receive education about the following:
  - 1. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communication.
  - 2. The dangers inherent with the online disclosure of personally identifiable information.
  - 3. The consequences of unauthorized access (e.g. "hacking") cyber bullying, and other unlawful or inappropriate activities by students online, and
  - 4. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- Q. Please read, sign and return the last page of the handbook. Your child will not be permitted to use the network until the signed form is turned in.

### **13. STUDENT ASSESSMENT**

The Michigan Student of Educational Progress (M-Step), which will include the Scholastic Assessment Test (SAT) for high school juniors, will replace the Michigan Educational Assessment Program MEAP for all students.

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

The MME is made up of the national SAT and tests in Mathematics and English Language Arts.

M-Step testing is divided into three parts. The SAT will be administered in a full day session and the ELA and mathematics tests will be administered on a later day. Make up sessions will be offered by the District Testing Coordinator during the testing window.

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

Freshman and Sophomores may have the opportunity to take the PSAT which is a preparatory assessment primarily used to help students prepare for the SAT.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

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

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

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

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

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

**Elementary/Junior High:** Students in grades third through eighth will take the M-Step exam. Test dates fluctuate each year, but the typical date range for the core subjects usually falls in the spring. Please see your building principal for the specific date of the assigned grade levels.

**Elementary:** Other student assessments include, but not limited to: Dibels, DRA, STAR, MAZE, and DAZE.

**High School:** College entrance testing information can be obtained from the Guidance Office and the school website.

**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**  
**SECTION III - STUDENT ACTIVITIES**

**1. SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

**Sand Creek Community Schools** provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

**2. SENIOR TRIP RULES AND REGULATIONS (Per Board resolution 06-21-90)**

1. These rules will be enforced to ensure a fun, safe trip.
  - a. Students must be on track to graduate to be eligible for the trip. A student may be excluded from the trip if behavior in or out of school is determined to be inappropriate.
  - b. **NO** possession or use of illegal drugs, tobacco products, pseudo tobacco products, narcotics or alcoholic beverages during the trip.
  - c. All members must participate in all scheduled activities.
  - d. Everyone must be in his/her rooms at the curfew and remain until the next morning's schedule. Curfew is determined by the chaperones in accordance with the activities which may be taking place that evening.
  - e. Mature behavior is expected.
  - f. During free time, **DO NOT** go out alone. **DO NOT** go with anyone that you do not know. Stay in groups of three or more, if possible.
2. Penalties for violation:
  - a. Any student violating any of the Rules Section # 1, **may not participate in the graduation ceremony.**
  - b. Any student violating any of the Rules section # 1, **may be dismissed from the trip.**
  - c. Any expenses incurred after dismissal from the trip are the responsibility of the trip member (parent) involved, not the sponsoring organization or school.
  - d. Any student violating any Sand Creek Junior/Senior High School Handbook Discipline Code shall be subject to that penalty upon return.
3. Students not attending the overnight trip will be expected to attend school as usual (Per board resolution 01-16-92).
4. Due Process:
  - a. Penalties for violations will occur after a discussion between the chaperones and principal.
  - b. Trip member (parent) has an opportunity to appeal the decision first to the Superintendent and then to the Board of Education.

**3. NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

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

### **4. DANCES**

All students should conduct themselves in the best manner possible at school dances. After leaving a school dance, students are not permitted to return. No one is allowed to sit in cars or go outside the building. Smoking, drinking, drug use, and overt displays of affection will not be tolerated.

A student may invite one guest. All guests are to be under the age of 21, unless permission is granted by the administration. All guests must have a visitor's pass; which may be obtained from the principal before the day of the dance. The Sand Creek student is responsible for his/her guest's conduct.

Chaperones will have complete authority to refuse anyone from entering a dance and to remove any disciplinary problems from the school property. Seventh and eighth graders will not be allowed at high school dances, nor will 9th-12th graders be allowed at junior high dances.

**SECTION IV - STUDENT CONDUCT**

**1. SCHOOL ATTENDANCE POLICY**

Students are responsible to their parents as well as to themselves for attendance. The school's obligation is to set minimum standards of attendance to obtain credit and to keep parents informed of student absenteeism. The academic progress of a student at Ruth McGregor Elementary School depends greatly on the punctuality and regularity of his/her attendance. A student is expected to be in attendance at all times except during illness or other family emergencies. The individual teacher's grade book is the final authority as to absences.

Classroom attendance instills a concept of self-discipline, exposed a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussions and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instructions, rather than a simple tally of days. The mission of our attendance policy is clearly and effectively communicate the ways in which absences will be defined.

Research shows that chronic absence is directly linked factor contributing to lower test scores, an increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

**2. PARENT RESPONSIBILITIES**

It is the goal of the school district to maximize the amount of learning time for each student while they are in our care. Chronic absence, or missing 10% of the school time, is a substantial predictor of negative outcomes. We ask for your cooperation in helping to ensure that your child does not fall into this category. The following are things that you can do to be a partner in the education of your child.

- A. Plan family vacations on weekends or around school breaks. A one week vacation causes each student to miss approximately 35 hours of instruction that his/her classmates will receive. This is a valuable learning that is difficult to make up for when the student returns. Please make every effort to schedule any doctor and dentist appointments after school hours.
- B. Have a plan as well as a backup plan to get your child to school on time every day. Too often a disruption in the morning or transportation issues cause children to miss entire days of school. Communicate to school officials if this is a problem, so that appropriate resources can be sought to help correct issue.
- C. Only allow your child to stay home if they are too sick to come to school. Fever, vomiting, pink eye, or severe viral infections are causes to keep them at home. Complaints of a headache or stomach ache can be signs of anxiety and should be communicated to school officials.
- D. Keep track of your child's attendance. Chronic absence is missing just two days per month, but over the course of the school year equates to about 126



## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

hours of learning. Parents can use a calendar system at home to track attendance, or use the Home Access Center.

- E. Communicate. Most attendance related issues can be solved fairly easily by utilizing the appropriate resources and staff. Talk to your school officials about what is causing attendance problems and remember, we are here to help. We will commit to eagerly work with you to provide the services needed to ensure that your child has the opportunity to have excellent attendance.

### **2. Ruth McGregor Elementary School (Young Fives-Fifth Grade)**

The following procedures will be followed:

#### 2.1. If a student is absent from school he/she:

- A. Should request his/her parents to phone the elementary school office on the day he/she is absent **OR** must bring a note written by a parent/guardian to the elementary office upon returning to school explaining the nature of the absence. Any note not written by a parent/guardian will be considered forged and will result in disciplinary action.
- B. Excused absences are defined as:
- Personal illness: A parent calls in or sends a note to explain the absences within 24 hours.
  - A note from a medical professional excusing student from school for a specific time frame.
  - Funeral visitation – Administration shall approve an appropriate amount of days.
  - Hospitalization
  - Court dates
  - Family emergency
- C. Class work will be allowed to be made up for full credit if work is completed in the allotted time.
- D. Unexcused absences are absences not reported by a parent/guardian.
- E. Absences of extremely extenuating circumstances may be given special consideration by the principal.
- F. All absences will be counted toward the student's absentee record except for absences resulting from school-sponsored events such as field trips, student government meetings, class meetings etc.
- G. Any student leaving school must sign out in the main office and must have parental permission before leaving. Either a note or phone contact must be provided to the principal or secretary before the student is excused to leave the building. The adult in charge must countersign the sign-out signature.
- H. Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school she/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 10 minutes shall be given a tardy by the teacher.
- I. School related absences will be not count against days absent; however, those students absent, school related, are accountable for any and all class work missed.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

- J. Students suspended from school must serve the full length of the suspension. If school is cancelled for any reason, the suspension period will be extended to meet the full term of the suspension.

### **2.2. Absenteeism**

- A. A student will be marked absent for the morning after 9:00 a.m.
- B. A student will be marked absent for the afternoon if they leave before 11:30 a.m.
- C. Upon returning to school after being absent for any reason whatsoever, a student must present a written slip to his/her homeroom teacher or have their parent/legal guardian phone the school office.
- D. This written request for an excused absence will state the full reason for being absent, the date(s) of absence, and will be signed in full by a parent/legal guardian.
- E. If a written explanation or phone call by the parent/legal guardian is made within two days of the absence, an excused absence will be given.
- F. Failure to notify the school/teacher within this time frame will result in the student receiving an unexcused absence.

### **2.3 ABSENCE NOTIFICATION**

- A. All absences will be viewable on the Home Access Center daily.
- B. Absences are report 4 times a year on progress reports.
- C. Absences are reported 4 times a year on report cares.
- D. Letter notification:
  - Step 1:** Any student who reaches 4 absences in a semester will receive a warning letter.
  - Step 2:** Any student who reaches 7 absences in a marking period will receive a letter reminding parents about the importance of regular attendance.
  - Step 3:** Any student who reaches 9 absences a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.
  - Step 4:** After eleven absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members in attendance team. An attendance agreement will be developed with clear expectations from all parties.
  - Step 5:** If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

### **2.4 TARDIES**

A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in class.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

- A. A student who enters class after 7:55 a.m. will be marked tardy. A note will be made in E-school as to the arrival time.
- B. Students who arrive after 9:00 a.m. will be marked absent for the morning.

### **3. Sand Creek Jr./Sr. High School Attendance Policy**

#### **3.1 The following procedures will be followed:**

- A. In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to notify the school of a student's absence, a school alert system will contact the parent or guardian to report the student absent from school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to clarify a student's absence shall result in an unexcused absence and possible skipping consequences.
- B. Excused absences are defined as:
  - 2. Personal illness: A parent calls in or sends a note to explain the absences within 24 hours.
  - 3. A note from a medical professional excusing student from school for a specific time frame.
  - 4. Funeral visitation – Administration shall approve an appropriate amount of days.
  - 5. Hospitalization
  - 6. Court dates
  - 7. Family emergency
- A. All absences, excused and unexcused will count toward the 9 days allowed before failure. Class work will be allowed to be made up for full credit if work is completed in the allotted time.
- B. Student athletes must present a doctor/dentist slip upon returning to school in order to practice.
- C. Unexcused absences are absences not reported by a parent/guardian. Class work may be made up for credit at the discretion of the teacher.
- D. When students are taking out-of-season vacations, they must secure an out-of-season vacation form from the office prior to leaving on vacation. The instructions on the form should be followed, and it must be returned to the principal before leaving on vacation. There will be NO vacation passes given during the 1st or 2nd semester final exam days. Days absent will count toward the nine days allowed before failure.
- E. Absences of extremely extenuating circumstances may be given special consideration by the principal.
- F. Any student missing ten or more days in a given class for the semester will receive a failing grade (F) for the semester in that class. In the event that hospitalization or extended illness days under a doctor's care for three or more consecutive days should cause the absence to extend beyond that limit of ten days, exceptions to the rule may be made by the building administrator at the conclusion of the semester. Any request for extenuating circumstances are due in writing with the

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

proper documentation before final exams. Students with suspensions or excessive tardies may be denied consideration.

- G. Semester exams are mandatory for all 6-12 grade students. These exams will be cumulative in nature and will be administered on scheduled exam days.
- H. All absences will be counted toward the student's absentee record except for absences resulting from school-sponsored events such as field trips, student government meetings, class meetings, etc. All money making or collecting activities must be conducted before or after regular school hours.
- I. Any student leaving school must sign out in the main office and must have parental permission before leaving. Either a note or phone contact must be provided to the principal or secretary before the student is excused to leave the building. The adult in charge must countersign the sign-out signature. A student missing ten minutes or more will be marked absent for the class period.
- J. Students who are suspended from Sand Creek High School will also be suspended from the LISD Tech Center. Students who are suspended from the LISD Tech Center will also be suspended from Sand Creek High School.
- K. Students suspended from school must serve the full length of the suspension. If school is cancelled for any reason, the suspension period will be extended to meet the full term of the suspension.
- L. Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 10 minutes shall be given a tardy by the teacher. Students who are more than 10 minutes late will be considered absent for that instructional period. Three tardies will equal an absence for purposes of the ten day fail policy and three day exam policy.
- M. School related absences will not count against days absent; however, those students absent, school related, are accountable for any and all class work missed.
- N. TRANSFER STUDENTS – Attendance from previous school will transfer and be applicable to existing handbook attendance policy.
- O. Examination schedules will be determined by the administration. Seniors who lack more than 1 credit must attend school through the end of the regular school year.

### **3.4 Suspension from School**

Absence from school due to suspension shall be considered an excused absence.

A suspended student will be responsible for making up school work lost due to suspension. It is required that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from respective building office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

student will be given credit for properly-completed assignments and a grade on any made-up tests.

A suspension allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

### **3.5 Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their classroom teacher(s) as soon as possible to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school. Students will be given the number of days of absent within which to make-up work.

If a student misses a teacher's test due to absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the guidance office to arrange for taking the test.

## **4. STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that elementary and middle school students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

### **5. CODE OF CONDUCT**

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

#### **5.1 Expected Behaviors**

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 when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, 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 in the school.

#### **5.2 Dress and Grooming**

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

Students should consider the following questions when dressing for school:

Does my clothing expose too much? Cleavage? Tight to body? (Yoga Pants/Pencil skirts)

Does my clothing advertise something that is prohibited to minors?

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

Am I dressed appropriately for the weather?

Do I feel comfortable with my appearance?

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

The following styles or manners of dress are prohibited:

- A. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- B. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- C. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- D. Hats, coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day. These items will be confiscated, and

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

students will be permitted to pick them up in the office at a later. Items may be held up to the end of the school year.

- E. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- F. Sleeveless shirts may be worn as long as the straps are a minimum of 3 fingers in width and undergarments cannot be seen (junior/senior high only).
- G. The length of shorts must be no shorter than knuckle length all the way around.
- H. The length of skirts must be no shorter than fingertip length all the way around.
- I. Yoga pants/spandex are not permitted unless the top garment comes down to knuckle length, all the way around.
- J. Appropriate footwear must be worn at all times. Bedroom slippers are not permitted.
- K. If there is any doubt about dress and appearance, the building assistant principal will make the final decision.
- L. No wallet chains or studded neck, wrist or ankle collars.
- M. Students may not wear costumes unless approved by the administration.
- N. No undergarments or midribs will be exposed.
- O. Backpacks are allowed in classrooms. Teachers have the discretion to designate a place in the classroom for students to put their backpacks and they also have the right to prohibit backpacks in their room if they feel they pose a distraction or danger to the students.
- P. No sandals or shorts are permitted at the **elementary** building from November 1<sup>st</sup> to April 1<sup>st</sup>.

Students who are representing Sand Creek Community Schools at an official function or public event, may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **5.3 Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### **5.4 Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

### **6. PHYSICAL EDUCATION DRESS POLICY**

1. You must dress in athletic shorts (no lycra conditioning shorts), T-shirts, sweat pants, and athletic shoes.
2. Non-dress - discipline policy is consecutive per year, not per semester
  - a. 1st failure to dress is conference with teacher
  - b. 2nd failure to dress is discipline notice to principal, conference, and contact to parent. The student will remain in the main office for the class period and will receive a silent lunch.
  - c. 3rd failure to dress student will receive an unexcused absence and an in school detention.
  - d. 4th failure to dress student will receive up to a three day suspension from school per violation.
3. If you cannot participate, written documentation from a medical professional must be provided.
4. A medical note will be needed to return to physical education.
5. Students that provide written documentation may be required to complete an alternate assignment.

### **7. STUDENT DISCIPLINE CODE**

#### **Preamble**

A primary responsibility of the Sand Creek Community Schools, and its professional staff, is the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

The school is a community, and the rules and regulations of the school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the education program. The principal is authorized by statute to suspend students for cause. The teacher has the authority to temporarily separate students from a class for cause. The following regulations, rules, and due process procedures' statements are designed to protect all members of the educational community in the exercise of their rights and duties. Nothing in this statement of student rights shall be held to limit the due process rights of educators, non-certified school employees, nor their use of recognized or established school grievance procedure.



## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

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

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

### **Philosophy**

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching learning activities. Discipline may be defined as the control or conduct by the individual or external authority. It includes the entire program of adapting the individual child to life in society and involves two major emphasis:

1. To guide pupils so that they enhance the immediate efforts of teachers and other pupils in the learning situation and, therefore, do not threaten either the classroom or the instruction.
2. To assist the pupil in becoming a responsible, productive, and self-disciplined citizen within the school, in preparation for assuming adult responsibilities. IT IS EXPECTED THAT STUDENTS WILL ASSUME RESPONSIBILITY FOR THEIR OWN BEHAVIOR.

The Sand Creek Community School system has a responsibility to assist each individual pupil to become more responsible for their actions as he/she gains maturity and experience. While it is recognized that children and youth can be controlled through fear and actual physical restraint, the purpose of our school is to help students develop self-control and self-discipline. For this reason:

- A. Discipline and control must be treated as an individual matter for each pupil. Each student must be dealt with as an individual according to age and maturity, experience, abilities, interests and values.
- B. The best discipline is preventative in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors, including: the student's self-image, active participation in both curricula and extracurricular activities, the student's motivation to learn, and the understanding and support that is received from parents, teachers, and other adults. Every effort should be made by the staff to solve disciplinary problems within the school setting, without excluding a student from school. If this cannot be accomplished, suspension or exclusion may be necessary.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

### **Informal Discipline**

Informal discipline takes place within the school. It may include (but not limited to):

1. change of seating or location;
2. lunch-time;
3. after-school detention;
4. in-school detention;
5. detention/suspension
6. writing assignments

### **Detentions**

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

### **In-School Discipline**

Assigned students will attend a continuous seven hour period, during which time they will be permitted bathroom breaks. Each student shall arrive with sufficient educational materials to remain busy during this seven hour study period. The student will not be counted absent and the work completed in detention will be accepted at full credit.

A student missing any portion of his/her assigned time in in-school detention/suspension may lead to a suspension from school for a period not to exceed one day. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to in-school detention/suspension:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.

### **Formal Discipline**

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The building principal then takes testimony and determines if a

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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

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

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

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

#### **7.22 Aiding or abetting violation of school rules**

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

#### **7.2 Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

#### **Violation**

Possession of, use of, or under the influence of an alcoholic beverage (includes any beverage with alcoholic content)

#### **Penalty**

1st offense:

Up to 10 days suspension;  
student will be referred to  
substance abuse agency

Repeated offenses:

Expulsion

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

Sale or supplying of an alcoholic beverage (Includes any beverage with alcoholic content) 1st offense: Up to 10 days suspension

Repeated offenses: Expulsion

### **7.32 Bullying and Other Aggressive Behavior<sup>5</sup>**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### **Notification**

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

Parents or legal guardians of the alleged victims, as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of

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<sup>5</sup> Board Policy #55.17.01

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with the legitimate free speech rights of any individuals. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is a victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to the teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is he target of bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated.

## SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK

Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### Prevention/Training

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training and preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

### Definitions

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

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or to other related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the students in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. **Physical:** hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student involvement, unwelcome physical contact.
- B. **Verbal:** taunting, malicious teasing, insulting, name calling, making threats.

**Psychological:** spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media posing, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or other engaged in District business, and others not directly subject to school control and inter-district or intra-district athletic competitions or other school events.

### 7.34 **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

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

### **7.19 Damaging property**

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

#### **Violation**

Defacing and/or vandalizing school property (under \$100.00)

#### **Penalty**

1st offense: Up to 5 days suspension  
Student cleans up & restitution

Repeated offenses: Up to 10 days suspension  
Student cleans up & restitution

Over \$100.00

1st offense: Up to 10 days suspension  
Student cleans up & restitution

Repeated offenses: Up to 10 days suspension  
Student cleans up & restitution

### **7.18 Disobedience**

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

#### **Violation**

**Failure to comply** with a reasonable request of any school employee

#### **Penalty**

1<sup>st</sup> offense: Up to 1 day suspension

Repeated offenses: Up to 3 day suspension

**Rude, abusive or disruptive behavior** to an Sand Creek student or employee

1<sup>st</sup> offense: Up to 1 day suspension

Repeated offenses: Up to 3 day suspension

#### **Persistent disobedience and/or gross**

**misconduct**, The foregoing list of behavior, which may result in student discipline, shall not be considered all inclusive. The Board of Education, by statute, may authorize or order the suspension or expulsion from school of a student guilty of gross misdemeanor, or persistent disobedience, in its judgment, the interest of the school may demand it.

Up to Expulsion

### **7.23 Displays of affection**

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



**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

school or possibly expulsion.

**7.29 Disruption of the educational process**

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

**Violation**

Conduct that is disruptive to the educational environment or presents a danger to the health, safety, or welfare of the school.

**Penalty**

1st offense:	Up to 1 day suspension
2nd offense:	Up to 3 days suspension
Repeated offenses:	Up to 5 days suspension

**7.1 Use of drugs**

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

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

**Violation**

Possession and/or use of controlled substance or other substances as prohibited by law including, but not limited to marijuana, illegal pills, and narcotics, and pseudo drugs.

**Penalty**

1 <sup>st</sup> offense:	Up to 10 days suspension parent conference at the time of the offense.
Repeated offenses:	Referral to substance abuse agency. Expulsion

Sale or supplying of a controlled substance or other substances as prohibited by law including, but not limited to marijuana, illegal pills, and narcotics, and pseudo drugs.

1<sup>st</sup> offense: Expulsion

**7.38 Excessive Tardies**

To promote qualities of punctuality, reliability, and dependability, school policy states that tardiness is not acceptable. Any student who is habitually tardy to class should be reported by the teacher to the Dean of Students. The Dean of Students will contact both student and parent. If pattern continues after student and parent contact has been made then it is left to the Dean of Students to take further action including (but not limited to) detention, make up time and suspension.

**7.15 Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and

## SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK

dangerous. Violations of this rule could result in suspension or expulsion.

### Violation

Possession of fireworks (to include, but not limited to: poppers, smoke-bombs, etc.)

### Penalty

1<sup>st</sup> offense:

Up to 3 days suspension

Use or sale of fireworks (to include, but not limited to: poppers, smoke-bombs, etc.)

1<sup>st</sup> offense:

Up to 10 days suspension

### 7.11 **Extortion**

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

### Violation

Taking money and goods from another student or staff member by force or threat of force.

### Penalty

1<sup>st</sup> offense:

Up to 10 days suspension, restitution, and parent conference at time of offense

2<sup>nd</sup> offense:

10 day suspension with board hearing concerning expulsion

### 7.14 **False alarms, false reports, and bomb threats**

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

### 7.13 **Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

The Honor Code is created to establish a common understanding among staff, students and parents as to what defines cheating. The penalties are intended to promote growth in character and not simply to punish students.

Honesty and integrity will be expected from all students. The Honor Code serves as a guide to uphold academic honesty. Personal integrity is essential to a quality education and a healthy academic environment.

To promote personal integrity, students are reminded of the proverb, "A good name is sooner lost than won." It is easier to maintain a good reputation than it is to regain a lost one.

## **DISHONESTY**

**A. Cheating:** Intentionally giving, receiving or using any unauthorized information or other materials. Cheating includes, but is not limited to, the following:

- Copying another student's work.

## SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK

- Allowing another student to copy your work.
- Having materials in your possession that could be of assistance during a quiz, test, or another form of evaluation.
- Having material written on skin or clothing which is considered to be of assistance in completing an assignment.
- Revealing or receiving test materials via personal electronic devices or Ipads.

**B. Plagiarism:** Intentionally presenting someone else's words, ideas or work as your own. Plagiarizing includes, but is not limited to, the following:

- Presenting the works or the opinions of someone else without proper acknowledgement.
- Borrowing the sequence of ideas, the arrangement of materials, or a pattern of thought without proper acknowledgement.
- Having another person write an essay or do a project which is then submitted as your own work.
- Using the Internet to locate prepared essays or papers which are then submitted as your own work.

**C. Lying:** Purposely misrepresenting the truth by either changing the facts or withholding the facts upon request of a staff member.

Violations of this policy will be dealt with as stated in the Discipline Code.

### **Violation**

Falsifying signatures (passes, notes from parents, usernames, passwords, etc.); also phone calls.  
Dishonesty-Cheating/Plagiarism/Lying

### **Penalty**

1<sup>st</sup> offense:

Loss of Credit for the assignment. Up to failure of the marking period

Up to 3 days suspension and in-school parent conference prior to return

\*Repeated offenses do not have to occur in the same year.

\*Repeated offenses:

Up to 5 days suspension and in-school parent conference prior to return

### 7.25 **Fighting**

A physical conflict between two or more students.

### **Violation**

Fighting

### **Penalty**

1<sup>st</sup> offense:

Up to 3 days suspension

Repeated offenses:

Up to 5 days suspension

### 7.12 **Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

### 7.30 **Harassment**

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

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent's office at 517-436-3108. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

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

### **Violation**

Harassment of Students

### **Penalty**

1st offense:

Up to 3 days suspension

Repeat offense:

Up to 10 days suspension.

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

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

### **7.31 Hazing**

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

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

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

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;

**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

**7.7 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.

**7.24 Leaving the building without proper authorization**

<b><u>Violation</u></b>	<b><u>Penalty</u></b>	
Leaving the building without proper authorization	1 <sup>st</sup> offense:	Warning & parent contact
	Repeated offenses:	1 day suspension
Skipping classes	1 <sup>st</sup> offense:	2 hours of make-up before or after school for each hour skipped
	Repeated offenses:	4 hours of make-up before or after school for each hour skipped.

**7.39 Network Use Violation**

Students are expected to abide by the guidelines set up under the school network use agreement. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline.

<b><u>Violation</u></b>	<b><u>Penalty</u></b>	
Failure to comply with the network/internet use agreement	1 <sup>st</sup> offense:	Warning Parent Contact
	2 <sup>nd</sup> offense:	In-school detention
	3 <sup>rd</sup> offense:	Removal of internet privileges
Any Violation of Letters B, C, D, E, G and H of network/internet use agreement		See "Gross Misconduct"

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

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

<b><u>Violation</u></b>	<b><u>Penalty</u></b>	
Physical assault of a student defined by intentionally causing or attempting to cause physical harm to another through force or violence. P.A. 102, Sections 1308 & 1310 of 1999.	1 <sup>st</sup> offense:	Up to 180 days suspension
Physical assault of a Sand Creek student or employee. Section 1311 of Public Act 250 of 1995 . . . A pupil commits criminal sexual conduct in a school building or on school grounds; the school board, or the designee of the school board as described in subsection (1) shall expel the pupil from the school district permanently. If there is reasonable cause to determine if the student is handicapped, the pupil	1 <sup>st</sup> offense:	Permanent expulsion and report filed with appropriate state and local law enforcement agencies

## SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK

shall be evaluated immediately by the intermediate school district of which the district is a constituent in accordance with Section 1711.

Physical assault of a school employee, volunteer, or contractor defined by intentionally causing or attempting to cause physical harm to another through force or violence P.A. 104, Section 1311 a(1) of 1999.	1 <sup>st</sup> offense:	Permanent expulsion and report filed with appropriate state and local law enforcement agencies.
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### 7.33 **Possession of a Firearm, Arson, and Criminal Sexual Conduct**

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

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

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### 7.37 **Profanity**

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

### 7.8 **Purposely setting a fire**

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

<u>Violation</u>	<u>Penalty</u>	
Setting off fire alarm system or fire extinguisher	1 <sup>st</sup> offense:	Up to 10 days suspension, restitution, and parent conference at time of offense
	2 <sup>nd</sup> offense:	10 days suspension with board hearing concerning expulsion
Arson in a school building (to include buses) or on school grounds (to include dugout, garages, and restrooms).	1 <sup>st</sup> offense:	Expulsion

Section 1311 of Public Act 250 of 1995 . . . A pupil . . . commits arson . . . the school board, or the designee of the school board as described in subsection (1) on the behalf of the school board, shall expel the pupil from the school district permanently. If there is a reasonable cause to believe that the pupil is handicapped . . . The pupil shall be evaluated immediately by the intermediate school district of which the district is a constituent in accordance with Section 1711.

## SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK

### 7.21 **Refusing to accept discipline**

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

### 7.35 **Safety Concerns**

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

### 7.4 **Student disorder/demonstration**

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

### 7.17 **Theft**

When a student is caught stealing school or someone's property, s/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 from the building principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### **Violation**

Theft - Under \$100

#### **Penalty**

1<sup>st</sup> offense: Up to 5 days suspension, restitution

Repeated offenses: Up to 10 days suspension, restitution

Over \$100

1<sup>st</sup> offense: Up to 10 days suspension, restitution

Repeated offenses: 10 days suspension, restitution

### 7.3 **Use of tobacco**

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



**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

**Violation**

Use and/or possession of tobacco products or pseudo or tobacco products on bus or school property and/or school at school-sponsored activities. P.A. 134 or 1988, Section 2A. Persons under 18 years of age shall not possess or smoke cigarettes or cigars, or possess or chew, suck, or inhale chewing tobacco or tobacco snuff; or possess or use tobacco in any other form on a public highway, street, alley, part or other lands used for public purposes . . .

**Penalty**

1<sup>st</sup> offense: 1 day suspension or completion of a health promotion or risk reduction program approved by administration  
Repeated offenses: 3 day suspension

**7.16 Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

**7.20 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.

**Violation**

**Penalty**

Up to 10 day suspension

**7.6 Use of an object as a weapon**

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

**Violation**

Possession and use of any object that may be Considered to be a weapon.

**Penalty**

Up to 3 day suspension or subject to an expulsion

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

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

**Violation**

Verbal Assault against a school employee, volunteer, or contractor defined by any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Verbal assault includes, bomb threats or any serious threat to school property or activities. P.A. 104, sections 1311a (2) of 1999.

**Penalty**

1<sup>st</sup> offense: Up to 180 days expulsion

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

### **7.28 Violation of bus rules**

Please refer to Section V on transportation for bus rules.

### **7.27 Violation of individual school/classroom rules**

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

### **7.5 Possession of a weapon**

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

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

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

#### **Violation**

Possession of any weapon or dangerous weapon to include: a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles

#### **Penalty**

- A. 1994, as amended by P.L./103-382 (Section 14601, Part F), requires states receiving funds under the Elementary and Secondary Education Act to enact a state law requiring school districts to expel, for a period not less than one year, any students who bring a weapon to school
- B. Public Act 2150 of 1995 – updates the Michigan Weapon Free School Zone to:
  1. A homebound education program may be provided to these expelled students.
  2. Alternative programs must provide that these are physically separated at all times during the school day from the general school population.
  3. Petition for reinstatement at any time after expiration of 150 school days subsequent to the date of expulsion to committee consisting of two school board members,

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

one administrator, one teacher, and one parent of a pupil attending the school district.

Possession of any weapon or instrument fashioned  
weapon not listed above. Public Act 211 or 1987  
requires a district to report a dangerous weapon.      1<sup>st</sup> offense:      Up to Expulsion

### **7.26 Possession of Wireless Communication Devices (WCDs)**

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated. A 6-12 grade student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during class periods it remains off and out of sight. Elementary students in grades Y5-5 must keep all cell phones (WCDs) off and out of sight during school hours.

Students' use of electronic devices in class is allowable upon teacher discretion for academic purposes under the "Bring Your Own Device Policy." (See below).

#### **Bring Your Own Device Policy (BYOD)**

Personal electronic devices are used during different activities in the classroom. Sand Creek Jr. / Sr. High School "Bring Your Own Device" (BYOD) policy means that when a student enters the classroom he/she will put his/her electronic device in a designated crate until he/she needs it. If he/she doesn't use the electronic device, it is his/her responsibility to pick it up from the crate. If he/she is caught using the electronic device at an inappropriate time or misusing it when he/she has the ability to use it, it will result in a violation under the Sand Creek Student Handbook Electronic Device Policy. During PE classes, students are not allowed to have cell phones in their possession. The must be powered off and stored in personal or gym locker. Cell phones should never be on in the locker room.

All violations and resulting disciplinary actions are cumulative from day one of each school year.

School personnel reserve the right to view or listen to content contained on any electronic device. Viewing, listening to, or sharing content inappropriate for an educational setting, as determined by the administration, may result in the student receiving any of the disciplinary actions listed above.

This policy was based upon the following concerns that school districts must deal with:

- A. Personal electronic devices allow students to be connected to every resource in world.
- B. Cell phone and wireless technology has expanded the concern beyond simple, annoying telephone rings to text messaging, digital photographs,

**SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

and video and Internet usage.

- C. Cell phones and other electronic devices have the ability to:
  - distract from and disrupt the educational process.
  - store information that can be used to cheat on tests and assignments.
  - photograph and upload inappropriate pictures of self and others.
  - be used to harass and bully others

The Sand Creek Community School cannot be responsible for any lost or stolen personal electronic devices. The choice to use these expensive personal electronic devices during any time is at the student’s own risk.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD. Law enforcement may be contacted if necessary.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

**Violation**

Electronic Device  
Illegal possession or use of during school hours is prohibited

**Penalty**

1<sup>st</sup> offense:

Electronic device will be confiscated and turned into the office where it will be noted in the students discipline file as a violation of the Electronic Device Policy. The device will be returned to the student at the end of the day.

2<sup>nd</sup> offense:

Electronic device will be confiscated and turned into the office where it will be noted in the students discipline file as a violation of the Electronic Device Policy. Student will receive an in-school detention. The device will be returned to the student at the end of the day.

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

Repeated offenses: The Electronic device will be confiscated and turned into the office where it will be noted in the students discipline file as a violation of the Electronic Device Policy. The electronic device will be kept in the office during school hours for up to one month and student may be suspended up to 3 days. A Parent or Guardian will be required to pick up the device at the end of the day.

### **8. DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

### **9. DUE PROCESS RIGHTS**

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

#### **9.1 Suspension from School**

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

During the appeal process, the student shall not be allowed to remain in school.

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

#### **9.2 Long-term suspension or expulsion from school**

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

- the charge and related evidence;
- the time and place of the Board meeting;

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

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

The long-term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Sand Creek Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **11. SEARCH AND SEIZURE**

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

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

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

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

### **12. STUDENT RIGHTS OF EXPRESSION**

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

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar;
  - 2. advertises any product or service not permitted to minors by law;
  - 3. intends to be insulting or harassing.
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

## **SECTION V - TRANSPORTATION**

### **1. Bus Transportation to School**

The transportation schedule and routes are available by contacting the transportation supervisor at (517) 436-3121.

### **2. Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

#### **Previous to loading (on the road and at school)**

*Each student shall:*

- be on time at the designated loading zone (5-10 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up 10 feet single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- go immediately to a seat and be seated.
- Students may be required to walk up to half a mile to one mile to the bus stop if necessary.

#### **During the trip:**

*Each student shall:*

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

#### **Leaving the bus**

*Each student shall:*

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.



## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

In order to provide safe transportation, it is vital that all bus rules be followed at all times. Bus rules have been adopted by the Board of Education and are strictly enforced by the driver with full support of the school administration.

### **2.1 RESPONSIBILITY OF STUDENTS ON BUS:**

1. Occupy the seat assigned by the driver and refrain at all times from moving around while the bus is in motion.
2. The bus driver will not release students at places other than their regular stop at home or at school unless the student has proper authorization from school officials.
3. Observe good conduct rules while riding and getting on or off the bus.
4. Obey the bus driver promptly and cheerfully at all times.
5. Warn the driver of approaching danger.
6. Be in the place designated, both morning and evening, ready to board the bus at the time shown on the schedule in the bus. Students may be required to walk as far as one half to one mile to bus stops if necessary (State Law). The driver is responsible for the maintenance of this schedule and cannot wait for tardy students.
7. While waiting for the bus, step off the highway.
8. Wait until the bus stops before attempting to get on or off.
9. Enter or leave the bus only at the front door, except in the case of an emergency.
10. Cross the highway after leaving the bus in the following manner:
  - a. Be sure the bus is stopped.
  - b. After leaving the bus, go to the front of the bus within the sight of the driver, and wait for the signal to cross.
  - c. Upon signal from the driver, or from a personal escort, look both to the right and left and then proceed across the highway in front of the bus.
11. Keep your hands and head inside the bus at all times.
12. Inform the driver when absence is expected from school.
13. Report any damage to the bus driver immediately.
14. Help keep the bus clean. No eating or drinking on the bus.
15. A student may be denied the privilege of riding the bus and may be required to furnish his/her own transportation for misconduct such as teasing, pulling hair, scuffling, using profanity, etc. Such action could result in the student being barred from riding the bus upon a joint agreement of the bus driver, transportation supervisor and the building principal. If the student's conduct endangers others, the bus driver is duty bound to forbid him/her to ride the bus.
16. Buses to away games; the driver is required to report conduct problems. Upon return to the school, students must have transportation home since coach will not leave until all students are

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

gone. If the coach needs to take anyone home or wait an excessive period of time, the student will not be allowed to ride the bus again. Students who go by bus on trips of any kind are required to return on the same bus.

17. Do not get on the bus until bus driver is on the bus.

### **2.2 VIDEO CAMERAS ON SCHOOL BUSES**

School bus drivers are charged with supervision of the students, as well as oversight of student safety, while students are on a school bus. In order to help students have a safe trip, and to assist bus drivers to observe and monitor student activities and conduct while on the bus, video cameras have been installed on school buses. The video camera will assist bus drivers and the School District in the enforcement of the rules for student conduct. Pictures and film taken during a bus trip may be reviewed by School District personnel, including bus drivers, to determine whether students have followed the rules of student conduct and School District policies. To assist bus drivers and the School District in the enforcement of the rules for student conduct, as well as the oversight of School District employees by School District administrators, the installation and use of video cameras on School District buses have been authorized.

### **3. BUS DISCIPLINE PROCEDURE**

After a verbal warning by the driver, the following procedure will be used:

**1st Offense:** Referral slip sent to building principal. A conference will be held with the student.

**2nd Offense:** Same as first only a student may be suspended from riding the bus.

**3rd Offense:** Same as first and second and student may receive up to a three-day suspension from riding the bus.

**Serious Offense:** When a serious infraction of the rules occurs, the penalties of the above may be revoked and more severe consequences may result. Repeat offenders may result in a permanent loss of bus riding privileges.

### **4. BUS PASSES**

Students who find it necessary to come or leave the school on a different bus than assigned to them at the beginning of the school year, must have a signed note from a parent/legal guardian explaining the change and then obtain a bus pass from the office. Bus drivers have been instructed NOT to let any student ride their bus unless they have obtained a pass from the office. NO PHONE CALLS HOME BECAUSE A STUDENT FORGOT HIS/HER BUS PASS.

Parents should not make a habit of calling the school repeatedly for their child to go to a place other than where he/she gets off regularly. ALL PHONE CALLS SHOULD BE MADE PRIOR TO 2:00 P.M. TO ENSURE THE PROPER DROP OFF, UNLESS THERE IS AN EMERGENCY. We enlist your cooperation in this matter.

## SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK

### 5. **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education may install video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### 6. **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### 7. **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply: The student must obtain a free permit from the high school office which is good for the entire school year.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal.

### 8. **LISD TECH CENTER**

Students participating in the vocational program in Adrian will be provided transportation from the high school to the Tech Center. ALL STUDENTS ATTENDING THE TECH CENTER WILL RIDE THE BUS PROVIDED. Students will receive 3.0 credits for each year course completed.

1. All students receiving credit at Sand Creek High School or the LISD Tech Center **MUST RIDE THE BUSES ASSIGNED TO AND FROM THE TECH CENTER.** Those students who have graduated from school, or who qualify for training at the Tech Center, through age 20 years, and who request to ride the Sand Creek Tech Center Bus will be held responsible for complying with all rules and regulations pertaining to the transportation of students to and from the school.
2. Written permission to drive may be granted by the office staff of the high school and \the Tech Center. If permission is granted, **ONLY THE PERSON DRIVING MAY BE PRESENT IN THAT CAR.**
3. If this policy is violated the following discipline will be administered.
  - a. **1st offense - one day suspension**
  - b. **2nd offense - two day suspension**
  - c. **3rd offense - removal from the Tech Center program**
4. Those students who have special permission to ride the Sand Creek bus but who are no longer students of Sand Creek High School, will be dropped from

## **SAND CREEK COMMUNITY SCHOOLS STUDENT HANDBOOK**

the transportation program if they do not comply with all rules and regulations pertaining to the transportation program.

5. All students are accountable for both the Sand Creek and Tech Center Codes of Conduct.
6. All Codes of Conduct extend to the bus ride to and from the Tech Center.
7. Students suspended for violating the discipline code at Sand Creek High School are also suspended from the Tech Center. Likewise, students suspended from the Tech Center are also suspended from Sand Creek High School.

# SAND CREEK COMMUNITY SCHOOLS

## *Verification of Receipt of Sand Creek Community Schools Student Handbook*

***Complete one form per family.***

**PLEASE COMPLETE AND RETURN TO THE STUDENT'S HOMEROOM TEACHER**  
After the student and his or her parent/guardian reviewed the Student Handbook and Network & Internet Acceptable Use and Safety Policy, this page must be signed, dated and returned to the student's homeroom teacher.

**Network Use Policy and Student Handbook:** In consideration of the privilege of using the Network, I hereby release the Sand Creek Community School District, its employees, agents and individual members of Sand Creek Community School Board of Education from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. I agree to use the Network responsibly and to abide by the rules and regulations set forth in the student handbook and as may be added from time to time by the district.

I have reviewed the Network Policy and the Student Handbook with my parent or legal guardian.

Student Name	Grade	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As the student's parent or legal guardian, I have read and agree to the Network Use Policy and have discussed it with my son or daughter. I understand that Network access is a privilege provided for educational purposes. I understand that it is impossible for the district to restrict access to all controversial material. I hereby release the district, its employees, agents and individual members of the board of education from any and all claims or causes of action arising out of my use or misuse of the Network or Network equipment. In addition, I agree to indemnify the district from any fees, expenses or damages incurred as a result of my child's use or misuse of the Network or Network equipment.

I have reviewed this Network Use Policy with my child.

_____	_____	_____
Print Name	Signature	Date