St. Charles Elementary

Principal, Julie Miller ● Secretary, Zsa Zsa Browne

2026 - 2027 Student Handbook



801 W. Walnut Street
St. Charles, MI 48655

Phone: (989) 865-9210

Fax: (989) 865-2449

www.stccs.org

Elementary School Staff: Contact Information

Staff Member	Position	Staff Email
Miller, Julie	Principal	millerj@stccs.org
Browne, Zsa Zsa	Secretary	brownez@stccs.org
Adams, Alexis	Special Ed. Paraprofessional	adamsa@stccs.org
Buckner, Crystal	GSRP Associate Teacher	bucknerc@stccs.org
Burgess, Allison	GSRP Associate Teacher	burgessasub@stccs.org
Cain, Grace	Special Education Teacher	caing@stccs.org
Coleman, Shaylyn	Kindergarten Teacher	colemans@stccs.org
Crawford, Christie	Paraprofessional	crawfordc@stccs.org
Decker, Erica	4th Grade Teacher	deckere@stccs.org
Farmer, Jessica	Special Education Teacher	farmerj@stccs.org
Fisher, Sarah	Paraprofessional	fishers@stccs.org
Frost, Gabrielle	Physical Ed./ Health Teacher	frostg@stccs.org
Geyer, Katie	Speech Therapist	geyerkisd@stccs.org
Gray, Dana	Monitor / Paraprofessional	grayd@stccs.org
Grunas, Shelby	Preschool Lead Teacher	grunass1@stccs.org
Hafner, Cameron	1st Grade Teacher	hafnerc@stccs.org
Haley, Diane	2nd Grade Teacher	haleyd@stccs.org
Hennemann, Alicia	Special Ed. Paraprofessional	hennemanna@stccs.org
Housey, Valerie	Paraprofessional	houseyv@stccs.org
Kuntz, Jennifer	4th Grade Teacher	kuntzj@stccs.org
LaFrance, Tina	3rd Grade Teacher	lafrancet@stccs.org
Laporte, Sarah	Paraprofessional	laportes@stccs.org
LeFevre, Jon	Student Support & Learning Coach	lefevrej@stccs.org
Lemaire, Madeline	Kindergarten Teacher	lemairem@stccs.org
LeVan, Rachel	1st Grade Teacher	levanr@stccs.org
Lisik, Shana	Paraprofessional	lisiks@stccs.org
Manary, Leanne	Special Ed. Paraprofessional	manaryl@stccs.org
Manning, Rachel	Paraprofessional	manningr@stccs.org
Martin, Christine	Media Center Specialist	martinc@stccs.org
Mellot, Emma	2nd Grade Teacher	mellot@stccs.org
Moore, Dasha	Attendance/Paraprofessional	moored@stccs.org
Petz, Kayla	Mental Health Practitioner	petzk@stccs.org
Poletti, Victoria	Y5 - Kindergarten Teacher	polettiv@stccs.org
Porter, Lacey	4th Grade Teacher	porterl@stccs.org
Prince, Jenny	3rd Grade Teacher	princej@stccs.org
Spaeth-Foreman, Nancy	Paraprofessional	spaethforemann@stccs.org
Stephens, Ashlee	Fine Arts Teacher	stephensa@stccs.org
Swain, Nathan	Music and Technology Teacher	swainn@stccs.org
TBD	Student Support Specialist	
Van Tiem, Jennifer	Academic Intervention Teacher	vantiemj@stccs.org

Webb, Lindsey	Preschool Lead Teacher	webblsub@stccs.org
Wright, Courtney	Special Ed. Social Worker	cwright@sisd.cc
Yoder, Emily	Behavior Interventionist	yodere@stccs.org
Yurgens, Rebecca	Special Ed. Paraprofessional	yurgens@stccs.org

Child Care Staff: Contact Information

Staff Member	Position	Staff Email
Williams, Elizabeth	Child Care Director	
Adams, Linda	Child Care Program Aide	adamslsub@stccs.org
Chase, Sienna	Child Care Program Aide	chasessub@stccs.org
Hafner, Alivia	Child Care Program Aide	
Jones, Tina	Child Care Program Aide	tjones@stccs.org
Lennox, Olivia	Child Care Program Aide	olennox@stccs.org
Losee, Rachel	Child Care Program Aide	rlosee@stccs.org
Moore, Maddison	Child Care Program Aide	mooremsub@stccs.org
Newton, Christine	Bulldogs Kid Care Teacher	newtonc@stccs.org
Payk, Emily	Child Care Program Aide	epayk@stccs.org
Podsiadlik, Julia	Child Care Program Aide	jpodsiadlik@stccs.org
Rodriguez, Arianna	Child Care Program Aide	arodriquez@stccs.org
VanWormer, Alyssa	Child Care Program Aide	vanwormera@stccs.org
Waldron, Brianna	Child Care Program Aide	waldronbsub@stccs.org
Zelinko, Allison	Child Care Program Aide	
Zelinko, Emily	Child Care Program Aide	

Elementary Food Service Staff: Contact Information

Staff Member	Position	Staff Email
Sullivan, Kristine	Food Service Director	sullivankr@stccs.org
Jasztrembowski, Lily	Head Cook	jasztrembowskij@stccs.org
Hedrich, Cindy	Food Service Cashier	hedrichc@stccs.org
Kubic, Dilma	Cook	kubicd@stccs.org
Young, Tiffany	Cook	youngt@stccs.org

District Staff: Contact Information

Staff Member	Position	Staff Email
Stanley, Ron	Superintendent	stanleyr@stccs.org
Bluhm, Jessica	Special Education Director	bluhmjisd@stccs.org
Harger, Beth	Curriculum Director	hargerb@stccs.org
Lorencz, Brad	Transportation Director	lorenczb@stccs.org
Schlager, Ashley	Athletic Director	schlagera@stccs.org

Communication Protocol

This communication protocol is primarily intended for parents and families if/when issues arise.

	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
Grades	Skyward	Classroom Teacher	Principal	Superintendent	School Board
Discipline/Student Behavior	Classroom Teacher	Behavior Interventionist	Principal	Superintendent	School Board
Teaching Curriculum	Classroom Teacher	Principal	Curriculum Director	Superintendent	School Board
Special Education	Caseload Teacher	Special Education Director	Principal	Superintendent	School Board
Transportation (Buses)	School Office	Principal	Director of Transportation	Superintendent	School Board
Food Services (menu, special dietary needs, lunch fees)	School Office	Principal	Director of Food Services	Superintendent	School Board
Student Absence	Classroom Teacher	School Office	Principal	Superintendent	School Board
Student Concerns (Social, emotional, wellness)	Classroom Teacher	Student Support Specialist	Principal	Superintendent	School Board

St. Charles Elementary School
Principal's Message

Dear Parents,

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures. Please place it with other reference materials so that it is available, as questions may occur during the school year.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and the well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

We are glad that you are part of the Bulldog Family! Please feel free to contact me with any questions that may arise over the year. You are welcome to call me at (989) 865-9210 or email me at millerj@stccs.org

Sincerely,

Julie Miller

Julie Miller, Principal
St. Charles Elementary School

MISSION STATEMENT

The staff and students of St. Charles Elementary will:

- Be the Leaders of our Lives.
- Do our personal best.
- Respect ourselves and others.
- Actively listen and participate.

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Important Information

District Website
www.stccs.org

Board Policies
STC Board Policies are available at- Board Policies and Bylaws

Addresses
STC Central Administration Offices - 891 West Walnut Street, St. Charles, Michigan 48655

STC Elementary School - 801 West Walnut Street, St. Charles, Michigan 48655

STC Middle High School - 881 West Walnut Street, St. Charles, Michigan 48655

STC Virtual School - 891 West Walnut Street, St. Charles, Michigan 48655

Contact Information
Main Office: 989-865-9961; grunas@stccs.org

Fax: 989-865-6185

Student Services: 989-865-1013; kushionm@stccs.org

Administration
Superintendent: Ronald Stanley 989-865-9961; stanleyr@stccs.org

Special Education: Jessica Bluhm 989-865-2005; bluhmj@stccs.org

Transportation: Brad Lorencz 989-865-6331; lorenczb@stccs.org

Virtual School: Thomas White 989-865-2415; whitet@stccs.org

Athletics: Ashley Schlager 989-865-1043; schlagera@stccs.org

High School Principal: Thomas White 989-865-9991; whitet@stccs.org

Middle School Principal: Michael Kutsch 989-865-9927; kutschm@stccs.org

Elementary Principal: Julie Miller 989-865-9210; millerj@stccs.org

2026-2027 STC District Calendar	
Monday, Aug. 17	**Teacher Work Day- no students**
Tuesday, Aug. 18 & Wednesday, Aug. 19	**Staff PD Days- no students (19th BULLDOG DAY)**
Tuesday, Aug. 25	**First Student Day of School**
Friday, Sept. 4 & Monday, Sept. 7	**No School**
Friday, Sept. 25	**Homecoming vs. Breckenridge**
Wednesday, Oct. 7	**Fall Count Day**
Thursday, Oct. 15	**End of 1st Marking Period**
Friday, Oct. 16	**No School for Students/Teacher Professional Development**
Thursday, Nov. 12	**Student Half-Day/K- 12 Parent-Teacher Conferences**
Friday, Nov. 13	**No School for Students/Teacher Professional Development**
Wednesday, Nov. 25 - Friday, Nov. 27	**No School Thanksgiving Break**
Thursday, Dec. 17 & Friday, Dec. 18	**½ Days - District-Wide/Teacher Work Days**
Friday, Dec. 18	**End of 2nd Marking Period**
Monday, Dec. 21 - Friday, Jan. 1	**No School Christmas Break**
Monday, Jan. 4	**No School for Students/Teacher Professional Development**
Monday, January 18	**No School**
Wednesday, Feb. 10	**Spring Count Day**
Friday, Feb. 12 & Monday, Feb. 15	**No School, Mid-Winter Break**

2026-2027 STC District Calendar	
Friday, Mar. 18	**End of 3rd Marking Period**
Friday, Mar. 19	**No School for Students/Teacher Professional Development**
Friday, Mar. 26 - Friday, Apr. 2	**No School - Spring Break**
Monday, Apr. 5	**No School for Students/Teacher Professional Development**
Monday, May 31	**No School- Memorial Day**
Thursday, June 3 & Friday, June 4	**½ Days - District-Wide/June 4th LAST DAY OF SCHOOL/Teacher Work Days**

If necessary, makeup days (due to weather, power outages, etc.) may be made up after the last scheduled day at the end of the school year.

Daily Schedule

School staff will supervise students on school grounds (10) minutes before the school day begins and (10) minutes after the school day ends. Unless students are participating in a school activity, school staff will not provide supervision before or after these times.

School Hours

The first bell will ring every day at 7:40 a.m. with classes beginning at 7:50 a.m.
Dismissal of students will be at 2:35 p.m.

- Full day of school - 7:50 a.m. - 2:35 p.m.
- Half day of school - 7:50 a.m. - 11:00 a.m.

Emergency School Closing Procedures

Cancellation or delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administration are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk exists.

St. Charles Community Schools utilizes an all-call system that communicates closings via phone and email. This system allows us to simultaneously notify each household in the event of an emergency, a school delay, a cancellation, or even important announcements. St. Charles Community Schools will also continue to report school delays or closings on local radio station 98.1 and television stations WNEM 5, NBC 25, and ABC 12.

Emergency Drills

St. Charles Elementary 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 the safe, prompt evacuation of the building. Tornado drills, fire drills, and secure drills will be conducted using the procedures and requirements provided by the local and state authorities.

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.

- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.

- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000052

- Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

TITLE IX Coordinator: Thomas White and Kelly Cornford
TITLE IX Coordinator Address: 891 West Walnut Street, St. Charles, Michigan 48655
TITLE IX Coordinator Phone Number: 989-865-9991 or 989-865-9961
TITLE IX Coordinator Email: whitet@stccs.org or cornfordk@stccs.org

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

SECTION 504 Coordinator: Amanda Lorencz
SECTION 504 Coordinator Address: 881 West Walnut St., St. Charles, Michigan 48655
SECTION 504 Coordinator Phone Number 989-865-9991
SECTION 504 Coordinator Email: lorenza@stccs.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

CIVIL RIGHTS Coordinator: Ronald Stanley
CIVIL RIGHTS Coordinator Address: 891 West Walnut St., St. Charles, Michigan 48655
CIVIL RIGHTS Coordinator Phone Number: 989-865-9961
CIVIL RIGHTS Coordinator Email: stanleyr@stccs.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206. https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000195

Attendance

All students should attend school regularly. Regular attendance will allow students to keep up academically since the presentation of materials by teachers in classes takes place in an orderly, sequential style. In addition to missing class time, students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The opportunity to hear and participate in class instruction, discussions, and other related experiences can not be replaced.

Please notify our office before 7:30 a.m. if your child is unable to attend school by the 7:50 a.m. bell. You may report any absence by calling the office or by email. You do not have to wait for the office to be open. The voicemail is available anytime. Absences not reported to the school by a parent or guardian will be considered unexcused. If no contact has been made with the school, a written note stating the date and reason for absence must be submitted to the main office upon the student's return to school, or the absence will remain unexcused. You are able to notify the school of your child's absence in the following ways:

- Call - (989) 865-9210
- Email - moored@stccs.org and copy the student's teacher as well

Students arriving at school after 7:50 a.m. will need to check in at the office. Students are considered tardy if they are not in the classroom when the bell rings. Students arriving after 8:10 a.m. will be marked absent for a half day.

When a child has more than 10 tardies and/or absences in a semester, whether excused or unexcused, it is considered excessive and may be investigated by school officials. If warranted, it will be reported to the Saginaw County Truant Officer. Excessive absences, whether excused or unexcused, may mean your child will not be promoted to the next grade level.

Planned Absences
Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Have a parent sign them out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000209

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000239

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Expectations

1. Students must be sitting in their assigned seats when the bell rings.
2. No student may tamper with property in the classroom unless so instructed by the teacher.
3. The teacher, on an individual basis, will handle repeated misconduct on the part of any student. The following items could be considered examples of misconduct:
    a. Unnecessary talking
    b. Thoughtless disregard for others' feelings or property
    c. Throwing paper wads, pencils, erasers, etc.
    d. Rude speech or actions
    e. Cheating on tests and other classwork
4. Water bottles are allowed with the teacher's permission.
5. Food consumption is allowed when designated by a teacher.
6. Refusing a reasonable request by a teacher or staff will be considered a form of misconduct.
7. The passage between classes and lunch will be quiet, orderly, and prompt. Running in the hall is not allowed.
8. The above rules apply when a substitute teacher takes over the class.

Classroom Visits / Visitors

If you wish to visit your child's classroom while class is in session, please make arrangements with your child's teacher at least one day in advance.
All visitors must check in at the office before visiting the classroom.

Curriculum

Besides the core academic classes of mathematics, language arts, sciences, and social studies, students at St. Charles Elementary are also offered enrichment classes.

- **Performing Arts and Visual Arts:** Creative opportunities are offered weekly in both visual art and performance art classes. Art strengthens the skills and contact of other academic subjects. Art vocabulary often appears on standardized tests even though art is not tested. Children who are exposed to music-performance arts in elementary school develop an appreciation for a wide variety of rhythms, instruments, drama, and songs.
- **Physical Education and Health Education:** Students will participate in both physical education and health. Physical education provides an opportunity for children to gain confidence in their gross motor skills. Health education follows the Michigan Model Curriculum. All students must wear tennis shoes. Students should wear shorts under skirts or dresses.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the

educational environment, is grounds for remedial or disciplinary action.
https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000183

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing; students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

Fundraisers

In lieu of selling wrapping paper, candies, and various other small fundraisers, St. Charles Elementary holds a few fundraisers each year. These funds are used to pay for a variety of activities and projects. It is your choice if you would like to be involved in the fundraiser.

Health and Medications

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or

- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

First Aid, Illness, or Injury at School
Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice
A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parents and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment as long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Immunizations
For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption. https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Adult-and-Childrens-Services/Children-and-Families/Immunization-Information/School-Waiver-Information/MDHHS-Pub--1378_3323-(004).pdf?rev=8e558f58485d46a9a37a3f757f3d1926&hash=59F774C25B621038CA59A0861D692990

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.
https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000263

Medication
Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

- For additional information and requirements, see Policy 5703.

https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000254

Homebound Services

Students that are unable to attend school because of illness and are certified by a physician to require homebound tutor services and are absent in excess of five (5) days may be eligible for homebound tutor services.

Parents are to request services and present the certified physician's form, to the office of the principal. The district will provide up to two 60-minute periods per week to assist the pupil with his/her studies. The parents are expected to be present while the homebound teacher is at the home. Virtual sessions are available when the illness requires them.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Homeless Liaison: Amanda Lorencz
801 West Walnut St., St. Charles, Michigan 48768
Phone: (989) 865-9991
Email: lorencza@stccs.org
For detailed information about Homeless Children and Youth, see Policy 5307.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. 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 programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice.

Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students must keep all personal belongings, including cell phones, coats and backpacks, in their lockers during the school day.

Lost and Found

All lost and found items are to be taken to the gym entrance area. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Meal Programs

All students receive free breakfast and lunch. However, we still ask all families to complete the application forms each year for our district to remain eligible for the free meal program. All information will be kept confidential.

Cafeteria Rules

The following rules are designed to assure that all students eat their meals in a comfortable and pleasant atmosphere:

1. Students are expected to clear tables and throw away trash in the appropriate areas. Students who do not dispose of their materials appropriately may be subject to discipline.
2. All food is to be consumed in the cafeteria.
3. Students must remain in the cafeteria or the designated area until the end of the lunch period.

Media Center

Students must check out materials from the media specialist on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine per item may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Parent Organization and Participation

- Opportunities exist for parents to assist in classrooms and school events. We seek help with classroom projects and school-wide special activities. Please look for information in the SCTE weekly announcements, teacher newsletter, and classroom SeeSaw updates.
- We have a very active parent organization at St. Charles Elementary called the Parent Leadership Team. You are welcome to join us. This group meets once a month to discuss current curricular updates and plan for student activities.

Parent /Teacher Conferences

Parent/Teacher Conferences are held in the autumn for elementary students. If, at any other time you wish to meet with your child's teacher, please call or email your child's teacher and a mutually convenient time will be arranged.

Picking Up and Dropping Off Students

Morning Drop Off

The north parking lot, at the front of the school, is designated for student drop-off only. There is no parking of vehicles at or near the front entrance. Parking spots are available behind the front entrance area.

- Your child should be ready to exit the vehicle.
- Please do not get out of the vehicle while in the drop-off line. You may park at one of the two side parking lots if needed.

Afternoon Pick Up

The front of the school is for buses only. Parking is not allowed in the back parking lot.

The west parking lot, the main entrance of the school, is designated for student pick-up. The Pre-K through 6th-grade students will exit the east side door.

- Please do not get out of the vehicle in the pick-up line. Please do not leave your vehicle unattended. Please use a parking spot if you need to exit your vehicle.
- During the school day, the only open entrance is the front of the building near the office. If you need to bring your child to school or pick up your child during this time, please check in at the school office. Your child will be notified and meet you in the office.
- If for any reason your child's routine transportation arrangements will be different on a particular day, please send a note or call the school before 2:00 p.m. If there is not a communication of a change, we will assume the child is to follow the normal routine.
- Please make all transportation arrangements before the school day begins.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Report Cards

Report cards / progress reports are issued four times a year. Please review the contents of the assessments carefully. Access to current and past report cards is available through the student information system. (Skyward)

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Special Services

St. Charles Elementary School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant.

Skyward (Student information system)

You can view attendance, balance of lunch account, grades, report cards, missing assignments, and other school information. We recommend that you log in at least once a week to stay informed. If you need access to Skyward, please stop by the school office for registration information.

- Please keep your information (phone number, email, etc.) up to date in Skyward. Your basic information can be changed by clicking the "edit" icon at any time.
- If you need an address change, please stop by the school office to give us your current information.

Student Education Records
The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000217

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation
A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records
A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000217

Directory Information
The District designates the following information as directory information:

a. student names, addresses, and telephone numbers;

b. photographs, including photographs and videos depicting a student´s participation in school-related activities and classes;

c. date and place of birth;

d. grade level;

e. dates of attendance (e.g., 2013-2017);

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Students shall not use any personal electronic devices (i.e., cell phones) on school property during the school day. Cell phones may be used before 7:50 a.m. and after school. Cell phones are to be turned off and maintained in students' lockers during the school day. If such devices are seen or heard between 8:00 a.m. and 2:45 p.m., unless specifically permitted for an educational activity during class by the teacher, the device will be confiscated and only returned to a parent. A second offense will result in further disciplinary action.

Transportation and Walking Students

St. Charles Community Schools provides transportation for students that reside within the district boundaries. A transportation registration form must be on file with the school, and a student may only be transported to stops designated on the form. You may indicate on this form a regular drop-off site and one alternate drop-off site for your child. Bus passes are not issued.

School Bus Misbehavior

Students and parents must understand that riding a school bus is a privilege, not a right. Safety is our number one concern. All the disciplinary rules and severity levels listed in this handbook apply while riding the bus. Students can be suspended from the bus for time periods or privileges can be forfeited totally based on the actions of the student. The Code of Conduct is in effect on all school transportation. Students who choose to be disruptive on the bus and/or break the rules listed in this handbook will receive consequences from both transportation department and the school pending the circumstances

1. Walking Students: Your behavior is important. Respect yourself and others by walking and riding your bikes on the sidewalks. Remember that you represent STCE School. Plan your time to arrive at school 10-15 minutes before school.
2. Buses: The bus driver is in complete charge of the bus, and students are expected to abide by the rules and respond to the driver's requests. Bus riding is a privilege based directly on your behavior and may be denied for action that may endanger the lives and welfare of others.
3. Student Bus Responsibilities:
    a. Be in the place designated in the morning ready to board the bus on time. The driver is responsible for maintaining a schedule and cannot wait for tardy students.
    b. Refrain from moving around while the bus is in motion and observe classroom conduct.
    c. Obey the driver's requests.
    d. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
4. All students should arrive no earlier than 10 minutes before school begins and should leave before 2:50 p.m. Students are expected to observe all rules of school conduct.
5. When dropping off and picking up your child, please exercise caution and common courtesy for the safety of our students and the smooth operation of our parking lot.

Use of the School Building

Approval for activities in the school building must be obtained from the school administration and/or coordinated with the athletic director. The building must be left in a clean and orderly condition after each function. If clean-up is not satisfactory, school administration or the athletic director will contact the group. To use the St. Charles Elementary School gymnasium for activities, please contact the athletic director, Ashley Schlager at (989) 865-1043.

Student Behavior and Discipline

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that a situation requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

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

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

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, communicate with the student's parent and or guardian to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make

reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days
Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 mandatory factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days
Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days
Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Elementary Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to, suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Detentions and Reset Room Expectations

Minor infractions to the student code of conduct may result in the assignment of a detention. Detentions may be served during the class hour or during recess at the request of the teacher who issued the detention in their classroom.

Each detention earned by a student will result in verbal, electronic, and/or written notification to the parent or legal guardian by the student, staff member assigning the detention, and/or the principal. A copy of the detention slip will be given to the student as verification of their assigned detention.

Explanation of Terms Applying to the Student Discipline Code

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

Arson

Students who commit arson on/in district property or at district or school sponsored events shall receive the following:

Consequences

Suspended for 10 days and recommended to the Board of Education for suspension/expulsion from the St. Charles Community Schools. The incident will be referred to the criminal justice system and/or appropriate county department of social services or community mental health agency. The parent, legal guardian, and/or student shall also be notified of the referral. Students subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis. This policy statement is the board's assurance that the district is in compliance with both PL 103-382 and MCL 380.1311.

Bomb Threat

A student who issues, by word, gesture, or writing, the intention to do damage or harm by bombing, including the issuance of a false alarm, will be subject to the following disciplinary consequence:

Consequences
10-day suspension, legal action taken, and barred from any and all school functions for 30 days. (When this 30-day period extends into another year, the principal may drop the remaining days.) Students subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

Bullying/Extortion/Blackmail/Coercion

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The intimidation of others, often repeated, by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-down, extortion of money or possessions by violence or threat of violence, forcing someone to do something against his/her will by force or threat of force, and exclusion from peer groups within school." Such conduct is disruptive to the educational process and, therefore, is not acceptable behavior in this District, and is prohibited. Students will be subject to the following disciplinary guidelines and may be subject to possible legal action.

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

The District Bullying Policy can be read at
https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000181

Cafeteria Behavior

Students are to assist in maintaining a clean and safe environment, including lunch room tables. All students are expected to clean up any tables and the floor area where they consume food. Students are not permitted to sit on or place their feet on tables. Students may not throw food, condiments, or any other items in the cafeteria. Failure to follow these stated rules will result in the following disciplinary actions:

1st Offense	2nd Offense	3rd Offense	4th Offense
1-2 recess detentions and parent contact Restorative Practice	2-3 recess detentions and parent contact	1 day suspension and parental contact	2 or more day suspension and possible recommendation for expulsion

Cheating/Academic Plagiarism to include use of AI (Artificial Intelligence)

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating are prohibited. Plagiarism is taking and using someone else's words and passing them off as your own. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework
- Copy and pasting words, sentences, and paragraphs from the internet
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's homework, quiz, or test answers
- Allowing another student to look at or copy answers from your homework, quiz, or test
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or to give to others
- Taking papers from other students, publications, or the internet

Consequences
● Credit or denial of credit for work completed will be at the discretion of the classroom teacher/principal. ● Contact with parent or guardian. ● May result in up to a three days suspension

Confronting/Intimidation/Threatening Behavior

Confronting is the act of engaging in face-to-face hostility so as to create a disturbance to the educational setting or school school-sponsored event.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-3 day suspension and parental contact	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible

Restorative Practice	Police Referral	Police Referral	recommendation for expulsion

Criminal Sexual Conduct

Consequences
Students who commit an act of sexual criminal conduct on district property or at district or school-sponsored events shall be suspended for 10 days and recommended to the Board of Education for expulsion from the St. Charles Community Schools. The incident will be referred to the criminal justice system and/or the appropriate county department of social services or community mental health agency. The parent, legal guardian, and/or student shall also be notified of the referral. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis.

Dress Code

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment, or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.
https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000183

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing; students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Backpacks/Coats/ Jackets	Backpacks, **bags, purses**, coats, and outerwear jackets are not permitted in any classroom. Students are advised to dress appropriately for weather conditions. Teacher/principal may make an exception to the no coats/jackets rule if the temperature in the classroom makes it necessary.
Hats/Caps	No hats, caps, hoods, or any head coverings are allowed to be worn by students in the building except for a medical or religious purpose. Hats or caps may be worn at extracurricular activities. If brought to school, they are to be kept in your locker during the school day.
Logos/graphics/ wording	Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; ● Is obscene, sexually explicit, indecent, or lewd;

	● Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors; ● Incites violence; ● Contains “fighting words”; ● Constitutes a true threat of violence; ● Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class;
Pants/Shorts/ Skirts/Dresses	Students are expected to wear pants that fit appropriately, ensure that no underwear or portions of the buttocks are showing, and that there is no risk that the pants will fall down. **Running shorts are not permitted, and spandex shorts may be worn only under pants, shorts, and skirts.**
Shirts/Tops	Students must recognize that brief and revealing clothing is not appropriate apparel in school. All shirts/tops should extend past the waistline to completely cover the wearer at all times, regardless of activity (sitting, bending, or standing). The following are examples of inappropriate shirts/tops for school: strapless, extreme backless, halter-tops, garments with spaghetti straps, “see through", cut low, cut-off shirts, or shirts that expose one’s midriff. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms all the way around (no racer backs, mesh, or open backed shirts are allowed).
Shoes	Everyone must wear shoes or sandals. Stocking feet and bare feet are prohibited at school due to safety issues.
School officials reserve the right to confiscate any inappropriate clothing items. Students wearing inappropriate clothing/jewelry will not be allowed to disrupt the teaching and learning environment.	

CONSEQUENCES FOR NOT FOLLOWING THE DRESS CODE:

1st Offense	2nd Offense	3rd Offense	4th Offense
Students must change clothes or call home. Warning given	Students must change clothes or call home. Students will serve two detentions.	Students must change clothes and call home.	Students must change clothes and call home.

The elementary school believes standards of neatness, modesty, and appropriateness in clothing and accessories encourage an atmosphere conducive to learning, work, and discipline. Adherence to the dress code is expected of all students. Parents should assist the school in enforcing these standards by sending students each day in proper attire.

Electronic Communication Devices

Students **may not** use cell phones or other electronic communication devices (ECDs) during school hours, including no use during lunch or between classes. Examples of ECDs are given in the final segment of this Policy.

To maintain a focused and safe learning environment:

- Personal cell phones or other ECDs must remain **powered off** and stored in lockers or vehicles (where applicable) throughout the entirety of the school day.
- Use of cell phones or other ECDs during school hours is **prohibited** unless expressly authorized by administration.
- Use of cell phones or other ECDs in locker rooms and restrooms is strictly forbidden and will result in disciplinary action by school officials, and possibly law enforcement.

Possession of a personal ECD is a **privilege**, which **will be revoked** if a student fails to comply with this Policy. Students are responsible for the care and security of their devices. The District assumes **no responsibility** for theft, loss, or damage to personal devices brought onto school property.

Consequences for electronic device violations are as follows:

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
Confiscation of the device(s) for the rest of the school day. The student will sign a written warning, and a parent or guardian will be notified. The student will pick up device(s) at the school office at the end of the school day.	Confiscation of the device(s) for the rest of the school day, to be picked up by a parent or guardian at the school office, with whom the matter will also be documented. The student will sign a written warning and serve a one-day detention in ISS the next school day.	No cell phone or ECD will be allowed on school grounds for thirty (30) days. The device(s) will be confiscated for the school day, and picked up at the school office by and documented with a parent or guardian. The student will sign a written warning and serve three (3) detentions in ISS beginning the next school day.	No cell phone or ECD will be allowed on school grounds for the rest of the semester. The matter will be documented with a parent or guardian, who will also pick up the device(s) at the school office. The student will sign a written warning and is to serve a one-day suspension beginning the next school day.

- **Any Other Additional Offenses**—The consequences will be repeated as listed under the 4th offense criteria, but take note that progressive suspensions will occur for persistent disobedience and failure to follow the cell phone and ECD Policy, and further loss of cell phone and ECD privileges will also occur.

Explosives
Possession or use of explosives, including firecrackers, stink bombs, and smoke bombs is prohibited.

Consequences
● Students found in violation will be subject to up to a 10 day suspension, parent conference, possible recommendation for expulsion, and involvement with police. The principal may vary the length of suspension based on circumstances.

Extortion/Blackmail/Coercion:
Obtaining money and/or property by violence or threat of violence, or forcing someone to do something against his / her will by force or threat of force will result in:

1st Offense	**2nd Offense**	**3rd Offense**
3 day suspension and parental contact Police Referral	6 days suspension, possible legal action	10 day suspension, possible legal action

False Alarms

Issuing by word or act of a false or misleading report of an emergency.

1st Offense	**2nd Offense**
May result in a 10-day suspension, parent conference, legal action taken, and barred from any and all school functions for 30 days. When this 30-day period extends into another school year, the principal may drop the remaining days.	If a second offense occurs, a recommendation may be made to the Board of Education for a long-term suspension or expulsion from school, and legal action taken.

Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
Up to 1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact Police Referral	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Forgery

Falsely using another name, falsifying dates, grades, and/or time, and unauthorized possession of modification of school records, such as attendance, hall passes, or notes from parents, may result

1st Offense	2nd Offense	3rd Offense	4th Offense
Up to 1-3 day suspension and parental contact Restorative Practice	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Gambling

Participation in any game of chance which involves the exchange of money and/or personal property.

Consequences
May result in a warning up to 3 day suspension.

Gross Misbehavior

Deliberate or willful conduct detrimental to the normal functioning of a class or school activity.

1st Offense	2nd Offense	3rd Offense	4th Offense
Up to 1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Illegal Substances or Paraphernalia, including Alcohol

Possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs

1st Offense	2nd Offense

• Up to 10 day suspension. Police referral and barred from any and all school functions for 30 days. (When this 30 day period extends into another school year, the principal may drop the remaining days.) • Counseling may be a precondition for the student to return to school. • The student will be informed by the principal about the required rehabilitation online course and fee required for return to in-person instruction.	A recommendation will be made for expulsion from school.

Indecency

Offensive acts, which includes acts of immoral conduct against commonly recognized standards of propriety or good taste as interpreted by the administration and teaching staff, may result in:

1st Offense	**2nd Offense**
Detention to 5-day suspension Restorative Practice Police Referral	6-10 day suspension. Seek legal and professional help.

Insubordination/Disrespect

The failure to respond to or carry out a reasonable request by a staff member, and/or disrespect toward a staff member, may result in:

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
Up to 1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Leaving Building Without Permission

For the purpose of safety and security, students may not leave the building for any reason without first signing out in the high school office. Failure to sign out, without permission, will result in the following:

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**

Up to 1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Leaving Lockdown

For the purposes of safety and security, the building may be placed under lockdown. Students who leave the classroom and/or building while it is under a lockdown pose a safety and security risk to themselves and others.

1st Offense	**2nd Offense**
Up to 10 day suspension from school.	Disciplinary hearing with the Board of Education, with a recommendation for long-term suspension or possible expulsion from school

Obscenity/Profanity

The act of using obscene, abusive, and/or profane language in verbal or written form or in pictures or caricatures, or possession of music containing profanity in or on school property or at a school-sponsored event may result in:

(Student to Student)

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
Up to 1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

(Student to Staff Member)

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
1-3 day suspension and parental contact Restorative Practice	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Police Referral			

Persistent Misbehavior

Repeated misbehavior in complying to the rules and regulations of the school and/or instructional staff will result in:

1st Offense	2nd Offense	3rd Offense	4th Offense
Up to 1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Physical Assault

Any student in grade 6 or above who commits a verbal, physical, written or electronically transmitted threat of assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a person(s) may be suspended or expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

(Student to Student)

1st Offense	2nd Offense	3rd Offense	4th Offense
3 day suspension and parental contact Restorative Practice Police Referral	5 day suspension and parental contact	7 day suspension and parental contact	Suspension or Expulsion up to 180 school days Police Referral

Pornography

Possession of any form of pornography is unacceptable and will result in:

1st Offense	2nd Offense
Up to10 days suspension Police referral	10 day suspension, police contacted, and possible recommendation for or

	long-term suspension/expulsion from school.

Public Display of Affection

St. Charles Elementary School, being a public institution, expects that students will conduct themselves in a manner which would not unintentionally offend others. Any consensual kissing or body contact beyond handholding is not allowed in the elementary school, school buses, or school activities. Consequences for any public displays of affection, e.g., holding hands, hugging, kissing, etc., are as follows:

1st Offense	2nd Offense	3rd Offense	4th Offense
1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Roughhousing/Physical Contact

Students are not to be pushing/shoving, wrestling, or having any other type of physical contact with friends or other students at school, at school activities, or on school buses. If students are referred to the office, the following may apply:

1st Offense	2nd Offense	3rd Offense	4th Offense
Up to 1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Sexting

Distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.

Potential Consequences

Suspension and/or expulsion Parent Notification Restorative Practice Police Referral

Sexual Harassment and Intimidation

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation (including but not limited to verbal or physical sexual harassment or intimidation). The district's Title IX Sexual Harassment Policy is available at the following link: https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000045

Striking or Threatening School Personnel

Consequences for Threatening School Personnel
Any student in grade six or above who commits a verbal assault on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district may be expelled by the Board. The Board may modify the expulsion period on a case-by-case basis.

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

Theft

Stealing of school or personal property of others will result in:

1st Offense	2nd Offense	3rd Offense	4th Offense
Up to 1-3 day suspension, parental contact, and repayment. Restorative Practice Police referral	4-5-day suspension, parental contact, and repayment. Legal action may be taken on the first or subsequent offense.	6-7 day suspension, parental contact, and repayment. Legal action may be taken on the first or subsequent offense.	8-10 day suspension and possible recommendation for expulsion and repayment. Legal action may be taken on the first or subsequent offense.

Truancy/Skipping Class

Truancy is the act of unauthorized absence from school for any period of time; chronic tardiness may be considered as truancy. Daily attendance of all students is required in accordance with state laws and school board policy.

1st Offense	2nd Offense	3rd Offense	4th Offense
Up to 1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Unauthorized Demonstration

Any group activity, such as walk-outs, sit-ins, etc., which is disruptive to school functions may result in:

Consequences
Up to 10 days suspension from school.

Vandalism/Malicious Mischief:

The act of willful destruction of school or personal property. Defacing school property will result in up to:

1st Offense	2nd Offense	3rd Offense	4th Offense
1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact Police Referral	6-7 day suspension and parental contact Police Referral	8 or more day suspension and possible recommendation for expulsion

Verbal Assault/Threatening Behavior

Verbal assault shall be defined as any willful verbal and/or written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. A student in grade 6 and up who commits verbal assault will be suspended for up to 10 school days and possible legal action taken. Each student may be subject to expulsion for up to 180 days and shall have their situation reviewed by the superintendent on a case-by-case basis.

1st Offense	2nd Offense	3rd Offense	4th Offense
1-3 day suspension and parental contact Restorative Practice Police Referral	4-5 day suspension and parental contact	6-7 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Weapons

Board policy will be followed for the determination of consequences. Board policy is subject to change at any time. As of the time of printing (August 2023), current policy states the following:

Consequences
Students in possession of a dangerous weapon/firearm or a look-a-like weapon on or in district property/building or at district or school-sponsored events shall be suspended for 10 days and recommended to the board of education for permanent expulsion from the St. Charles Community Schools. The incident will be referred to the criminal justice system and/or the appropriate county department of social services or community mental health agency. The parent, legal guardian, and/or student shall also be notified of the referral. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis.

Suspension/Expulsion Procedures

General

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in St. Charles Community Schools.

1. The exercise of disciplinary measures shall be consistent and will comply with the Section 1310d Disciplinary Factors as outlined in the MCL 380.1310d.
2. Every effort shall be made by the administration and faculty to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parents or guardian.
3. The Board of Education will be informed by the administration whenever a student is suspended from school for a period in excess of three days.
4. A student shall be given an opportunity for a hearing with the school administrator or Board of Education, whichever level is in accordance with school board Policy 5206A, if the student's parent(s) indicate the desire for one. A hearing shall be held to allow the student and their

parents or guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and their parent(s) allege prejudice or unfairness.
https://z2policy.ctspublish.com/michigan/browse/stcharlesset/stcharles/z20000196

5. Separation procedures shall be conducted in accordance with the open meeting act.
6. A school hearing is not a court proceeding; consequently court procedures and rules of evidence shall not be enforced.
7. Students who are given a choice of serving their assigned suspension in-school or out of school and choose to stay in-school will receive full credit for their daily work. Students who choose out of school will not receive credit for their daily work for the period of their suspension in all classes.

Suspension Procedures - Due Process

The following procedural guidelines will govern the suspension process:

1. Students shall be informed of the specific charges causing the basis for disciplinary action to be taken against them.
2. Students shall have the right to present to the appropriate school administrator any relevant information that will support their defense.
3. If a student is suspended from school, the principal will:

(a) Notify the parents by writing and by telephone, if possible, of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.

(b) Meet with the parents or guardian and the student to plan the satisfactory return of the student to school if a conference is deemed necessary by the principal and/or requested by the parents or guardian.

4. If the parents or guardian are dissatisfied with the action taken by the principal, they may appeal to the superintendent to review the decision.
5. If the principal feels an extended suspension should be considered, he/she will refer the matter to the superintendent, who, in turn, may recommend a special meeting of the Board of Education.

Expulsion Procedures

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and the student's parents or guardian, and included within this notice shall be a statement of the date, time, and place for the hearing.
2. A parent or guardian is expected to be present at the hearing.
3. A student, parent, or guardian may be represented by legal counsel.
4. Students shall be given an opportunity to give their version of the facts and their implications. They shall be allowed to offer the testimony of other witnesses and other evidence.
5. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
8. The findings of the hearing authority shall be put in writing and sent to the student and the students parents or guardian within five days.

9. The student and the student's parents or guardian shall be advised of their right to appeal the decision of the Board of Education to the appropriate appellate authority.

St. Charles Community Schools
2026-2027 Student Device Agreement

Purpose

St. Charles Community Schools believes that providing students with state-of-the-art technology will enhance the overall learning experience, improve student achievement, and better prepare our children to be successful contributors in a society dependent on technology. St. Charles Community Schools will assign each student a device as a tool in their educational experience.

Terms of Agreement

With each device assigned comes an increased level of responsibility. While these devices are the property of St. Charles Community Schools, the student and parents/guardians must ensure the device is properly cared for and remains in good working condition. In addition, it is important that each student practice good digital citizenship and make responsible choices when using the device. By signing this form, both the student and parents/guardians agree to abide by the following terms:

1. Any use of this device must fully comply with the St. Charles Community Schools Code of Student Conduct.
2. The use of the device is a privilege; with that privilege, all users have no expectation of privacy, as noted in Board of Education policies 5208 and 3116.
3. Students will use the device as part of planned instruction at any time during the school day designated by the teacher.
4. If the device is allowed to be taken from school, the student is responsible for transporting it to and from school on a daily basis. The device is expected to be fully charged when it arrives at school in the morning.
5. Students will not trade devices with other students.
6. Student agrees to use the device for educational purposes only, as defined within the district's Acceptable Use Policy. Policy 3116
7. If the device is damaged, it must be reported to the office, a teacher, or a building administrator immediately.

8. Students should only connect to the designated St. Charles Community Schools wireless network while at school and are NOT to connect to any other wireless network, including personal wifi hotspots.
9. Students are NOT to personalize the device and/or case with stickers, labels, markers, etc. unless their teacher advises them for district purposes.
10. St. Charles Community Schools has the right to assign apps or software to the device.
11. Student is responsible for remembering their username and password and changing their password.
12. Students shall only use their St. Charles Community Schools credentials when adding software to the device, if required and supervised by the teacher.
13. St. Charles Community Schools reserves the right to block any apps deemed inappropriate for the classroom or a distraction to the learning environment.
14. Student is responsible for backing up their data that exists on the device. St. Charles Community Schools will NOT back up the content stored on the device.
15. The St. Charles Community Schools Information Technology department can remotely manage the device and may need to track, lock, and/or wipe it for security reasons.
16. Student is responsible for returning the device and associated peripherals to the school by graduation, the last day of the school year, or *immediately* upon leaving the district, whichever applies.
17. St. Charles Community Schools has the right to inspect the content of any device at any time.
18. Students are not to delete or remove any apps or profiles assigned by St. Charles Community Schools unless otherwise instructed to do so.

Repair/Replacement Program

Device Protection Plan

- All families are encouraged to pay for the Device Protection Plan through St. Charles Community Schools. Families that do not pay for the Device Protection Plan are responsible for the full cost of any repairs/replacement needed due to accidental or intentional damage to the equipment or due to loss. Manufacturing defects are repaired by the school district at no cost to the family. *(Payment can be made online (link will be provided soon), in cash, or by check through the main office of your student's school).*
- If you elect to use the Device Protection Plan, you must pay before picking up the device. Payments can be made starting on July 1, 2025, until the device pick-up date. If an option is not elected by the Friday of the second week after the start of school, you will be automatically opted out of the Device

Protection Plan program, and a device will be issued to the student once a signed device agreement is received.

- Yearly Device Protection Plan - The annual premium for the Device Protection Plan will be $20 per student.
- Along with the annual premium, there is no per-incident co-pay, with the exception of devices that are lost, stolen, or beyond economical repair due to negligence or extreme damage:
    - In the above instance, the family is billed the full cost of repair or replacement (whichever is cheaper).

Replacement and Repair Costs are as Follows:

District Provided Electronic Device Full Replacement……..$275.98 (no touch)
$326.44 (touch screen)
Charger and/or Screen Replacement…… $40.00
Repairs (glass, home button, LCD, etc.).....$170.00
*Other charges are based on damages.

- The power adapter is not covered by the Device Protection Plan.
- In case of theft, a police report **must** be filed and submitted to the student's school before a new device is issued.
- Intentional damage or damage caused by gross negligence is not covered by the Device Protection Plan and will be billed at full repair or replacement cost, whichever is least expensive.
- <u>The full replacement cost must be paid to replace the device in the event of loss or theft.</u>
- Appeals of a disposition of gross negligence or intentional damage will be heard by the Associate Superintendent of School Administration and Innovative Programming. The appellate decision is final.

If the device requires repairs or replacement, the student will be issued a loaner device, subject to availability. St. Charles Community Schools will make every attempt to ensure the device is returned to the student as soon as possible.

I have read and understand the terms defined within the St. Charles Community Schools Student Device Agreement. I will ensure that my student abides by these terms, and therefore, to the following:

☐ I agree to the terms defined within this user agreement and opt IN to pay the Device Protection Plan this year. I will then decide each year whether or not to opt in or opt out of the Device Protection Plan program. ($20 per student).

☐ I agree to the terms defined within this user agreement but **opt NOT to pay** the Device Protection Plan. By choosing this, I understand and agree that I will be responsible for the cost of all repairs to or loss of the device.

Building _____

Year of Graduation _____

Student First and Last Name _____

Student Signature _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

A copy of this agreement may be accessed on the St. Charles Community Schools website.

Notice

2026 Board of Education Meeting Schedule

January 7th	6:00 p.m.	MS/HS Student Center	Organizational
January 19, 2026	5:30 pm	MS/HS Student	Special

ST. CHARLES COMMUNITY SCHOOLS

All meetings conducted by the Board of Education are accessible to the public. At every meeting, community members can voice their concerns to the Board. To obtain meeting agendas, minutes, and policies, please contact the superintendent's office at 989-865-9961 or visit our website at www.stccs.org.

Executive Board