St. Charles Middle & High School

881 W. Walnut

St. Charles, MI 48655

Student Handbook
2026-2027



“The Future Belongs To Those Who Prepare For It”

Staff Contact Information

Position	Staff Member	Email

MS Principal	Kutsch, Michael	kutschm@stccs.org
Behavior Interventionist	Skiles, Kristen	skilesk@stccs.org
MS Student Support Specialist	McCarrick, Caleb	mccarrickc@stccs.org
MS Administrative Assistant	Hendrickson, Jill	hendricksonj@stccs.org
5th Grade Teacher	Brissette, Peter	brissettep@stccs.org
5th Grade Teacher	Hall, Michelle	hallm@stccs.org
6th Grade Teacher	Lemanski, Mallorie	lemanskim@stccs.org
6th Grade Teacher	Parrish, Payton	parrishp@stccs.org
MS ELA	Hensler, Nathan	henslern@stccs.org
MS Math	Samyn, Danielle	samynd@stccs.org
MS Science	Schultz, Amy	schultza@stccs.org
MS Social Studies	Knickerbocker, Brandon	knickerbockerb@stccs.org
MS Special Education	Kenyon, Sarah	kenyons@stccs.org
MS Special Education	McQueen, Katie	mcqueenk@stccs.org
MS Ag	Stone, Cassie	stonec@stccs.org
MS Art - 5th/6th	Stephens, Ashlee	stephensa@stccs.org
MS Art - 7th/8th	Pence, Jennifer	pencej@stccs.org
MS Band - 6th/7th/8th	Wicke, Matt	wickem@stccs.org
MS Music - 5th	Swain, Nathan	swainn@stccs.org
MS Health/PE - 5th/6th	Frost, Gabrielle	frostg@stccs.org
MS Health/PE - 7th/8th	Steeves, Cameron	steevesc@stccs.org

HS & Virtual Principal	White, Tom	whitet@stccs.org
HS Academic Advisor	Kushion, Marcie	kushionm@stccs.org
HS Social Worker	Lorencz, Amanda	lorencza@stccs.org
HS Administrative Assistant	Nelson, Stacey	nelsons@stccs.org
HS Administrative Assistant	Tribfelner, Dianne	tribfelnerd@stccs.org
Virtual & Athletic Secretary	Skiendziel, Mary Jo	skiendzielm@stccs.org
HS ELA	Hamilton-Kraft, Katrina	hamiltonk@stccs.org
HS ELA	St. John, Carrie	stjohnc@stccs.org
HS Math	Short, Ashley	shorta@stccs.org
HS Math	Temple, Fayth	templef@stccs.org
HS Science & Computer Science	Distelrath, Jillian	distelrathj@stccs.org
HS Science	Gerding, Janee	gerdingj@stccs.org
HS Science & Ag	Stone, Cassie	stonec@stccs.org
HS Social Studies	DeRop, Corey	deropc@stccs.org
HS Social Studies	Nesbit, Mike	nesbitm@stccs.org
HS Special Education	Dinninger, Jason	dinningerj@stccs.org
HS Special Education	Hemgesberg, Aaron	hemgesberga@stccs.org
HS Special Education	Stimac, Jetta	stimacj@stccs.org
HS Art	Pence, Jennifer	pencej@stccs.org
HS Band	Wicke, Matt	wickem@stccs.org
HS Health and PE	Steeves, Cameron	steevesc@stccs.org

St. Charles Middle/High School
A Message from Your Principals

Dear Students,

Welcome to the 2026–2027 school year! We are excited to welcome both new and returning Bulldogs to another year of learning, growth, and opportunity.

As members of the St. Charles Middle/High School community, we encourage you to challenge yourself academically, get involved in activities, build positive relationships, and make choices that reflect respect, responsibility, and integrity. Every student plays an important role in creating a safe, supportive, and successful school environment.

This handbook outlines the expectations, policies, and procedures that help our school operate effectively. We encourage you to become familiar with its contents and use it as a resource throughout the year.

Our staff is committed to supporting your success, and we look forward to celebrating your accomplishments throughout the year. Together, let's make the 2026–2027 school year a great one.

Go Bulldogs!

Sincerely,

Tom White
High School Principal

Michael Kutsch
Middle School Principal

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.

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.

TABLE OF CONTENTS

IMPORTANT INFORMATION 10
2026 - 2027 District Calendar 11
2026 - 2027 Daily Schedule 12-14

Emergency School Closing Procedures 15
Notice of Non-Discrimination 15-16

ACADEMICS

Advanced Math 17
BULLDOG P.R.I.D.E. 7th and 8th Grade 17-18
Changing Courses 18
Class Selection Procedures 18
Class Standing for High School 18-19
Commencement Exercises 19
Course Requirements 19
Credit Recovery 19
Dual Enrollment (Course Limits, Eligible Courses, Eligible Charges) 19-21
Exams 21
Grading Procedure (Letter Grade/Honor) 21-22
Great Lakes Bay Early College 22
High School Graduation Requirements (Community Service, Credit Requirements) 22-24
Personal Curriculum 24-25
Homeschooling Credits 25
Homework Policy 25
Honor Roll 25
Progress Reports 26
Promotion and Retention Policy - 7th and 8th Grade 26
Report Cards 26
Saginaw Career Complex (SCC) 26
State Proficiencies—Portfolios 26-27
Testing Out 27
Valedictorian/Salutatorian/Top Ten/Graduation Honors 27

ATTENDANCE

Policy Implementation 27-28
Excused Absences 28
Tardy 28
Planned Absences 28
Student Expectations 28-29

BEHAVIOR AND DISCIPLINE GUIDELINES

Student Behavior and Discipline 29
Forms of Discipline and Applicable Due Process 29-30
Detention 29-30
Detention Room Expectations 30

In-School Suspension/Out of School Suspension Process 30
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher 30-31
Removal for More than 10 and Fewer than 60 School Days 31
Extended Suspension - Removal for 60 or more School Days 31-32
Suspension/Expulsion Procedures 32
General 32
In-School Suspension (ISS)/Out of School Suspension (OSS) 32-33
Suspension Procedures-Due Process 33
Expulsion Procedures 33
Student Code of Conduct 34

Explanation of Disciplinary Actions and Levels Applying to the Student Discipline Code 34
Definition of Discipline Actions 35
Severity Level Guide 35
Offenses 35
Academic Code Violation 35
Academic Dishonesty 35-36
AI Misuse 36
Alcohol 36
Arson 36
Truancy 36
Bullying 36
Bomb Threat 36
Bus Misconduct 36
Cafeteria Misconduct 36
Classroom Misconduct 37
Computer Misuse 37
Conduct General 37
Conduct Detrimental 37
Cyberbullying 37
Dress Code 37
Disruption 37
Drugs 37
Driving Violation 37
ECD/Unauthorized use of cellphone/communication/electronic device 37
Extortion 38
False Report 38
Forgery/Falsification 38
Fireworks 38
Failure to Serve Discipline 38
Fighting 38

Gross Misconduct 38
Gambling 38
Gang Activity 38
Hacking 38
Harassment 38
Hazing 39
Insubordination 39
Intimidation 39
Lockdown Violation 39
Littering 39
Leaving Without Permission 39
Network Security Violation 39
Public Display of Affection 39
Physical Assault to Student 39
Physical Assault to Staff 39
Parking Violation 39
Plagiarism 39
Persistent Misconduct 40
Projectiles 40
Pornography 40
Prohibited Items 40
Robbery 40
Unauthorized Recording 40
Retaliation 40
Refusal to Identify 40
Sexual Harassment 40
Skipping Class 40
Social Media Misconduct 40-41
Swearing/Profanity 41
Tardiness 41
Theft 41
Threat to Student 41
Threat to Staff 41
Tobacco/Vape 41
Trespassing 41
Unauthorized Photography 41
Visitor Violation 41
Vandalism 41
VPN Use 41
Weapons 41-42
Dress Code Examples 42-44

Electronic Communication Device Policy 44-45
Sexual Harassment Policy 45
Student Driving Privileges 45-46

GENERAL INFORMATION

After School Activities 46
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers 46
Bicycles 46
Bulletin Board 47
Children's Protective Services Investigations 47
Communicable Diseases 47
Education Records (Student) 47
Right to Request Explanation or Interpretation 47
Right to Request Amendment of Education Records 47
Directory Information 47-48
Disaster Drills 48-49
District-Provided Learning Materials 49
Drivers Education 49
Eighteen-Year-Old Privilege 49
Guardianship 49
Health Policy 49
Identification Badges 49-50
Incident Reporting 50
Law Enforcement Interviews 50
Lockers (Combination, Search, and Seizure) 50-51
Lost and Found 51
Lunch Period (Free and Reduced Lunches and Breakfast, Food Service Charge Policy) 51-52
Medication Administration Procedures 52-53
Permission Slips 53
Physical Examinations 53
Release of Information 53
STC Student Center 53
Technology 53
Telephone 54
Textbooks 54
Transcripts 54
Transportation—School Bus Expectations 54
School Bus Misbehavior 54-55
Riding a Bus Other Than Your Own 55
Unacceptable Items 55
Video Surveillance and Photographs 55

Visitor Permits 55
Work Permits 56

STUDENT ACTIVITIES CLUBS AND ORGANIZATIONS
Assemblies/Pep Assemblies 56
Class Council 56
Class Dues 56
Fundraising 57
Homecoming 57
Junior-Senior Prom 57
Student Activity Funds 57
Student Council 57
School Dances 57-58
Dance Code of Conduct 58

FORMS
St. Charles Community Schools District's Online Systems User Agreement 59-62
Concussion Awareness Educational Material Acknowledgement Form 63
Student Parking Permit Application 64
STC Authorization to Administer Medication 65-66
Device Agreement 67-70

ATHLETICS & EXTRACURRICULAR PHILOSOPHY
Student Athletic Handbook 71-84

A FINAL WORD 84

SIGNATURE PAGE 85

APPENDICES 86
Board of Education Meeting Schedule 87

IMPORTANT INFORMATION

DISTRICT WEBSITE

www.stccs.org

BOARD POLICIES

Board Policies are available at: Board Policies and ByLaws

ADDRESSES

STC Central Administration: 891 W. Walnut St., St. Charles, Michigan 48655

STC Elementary School: 801 W. Walnut St., St. Charles, Michigan 48655

STC Middle/High School: 881 W. Walnut St., St. Charles, Michigan 48655

STC Virtual School: 891 W. Walnut St., St. Charles, Michigan 48655

CONTACT INFORMATION

Main Office: 989-865-9961; grunass@stccs.org
Fax: 989-865-6185
Student Services: 989-865-1013; kushionm@stccs.org

ADMINISTRATION

Superintendent: Ronald Stanley; 989-865-9961; stanleyr@stccs.org
Finance Director: Kelly Cornford; 989-865-2403; cornfordk@stccs.org
Curriculum Director: Beth Harger; 989-865-9991; hargerb@stccs.org
High School & Virtual School Principal: Tom White; 989-865-9991; whitet@stccs.org
Middle School Principal: Michael Kutsch; 989-865-9927; kutschm@stccs.org
Elementary School Principal: Julie Miller; 989-865-9210; millerj@stccs.org
Special Education Director: Jessica Bluhm; 989-865-2005; bluhmj@stccs.org
Athletic Director: Ashley Schlager; 989-865-1043; schlagera@stccs.org
Transportation Director: Brad Lorencz; 989-865-6331; lorenczb@stccs.org
Maintenance: Larry Fath; 989-865-6331; fathl@stccs.org
Food Service Director: Kristine Sullivan; 989-865-1041; sullivank@stccs.org

2026-2027

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**
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.

2026 - 2027 STC Middle/High School Hourly Schedules

(Daily, ½ day, 2-hour delay, Assembly Schedules 1 & 2, Exam Schedules)

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.**

Daily Schedule (7th/8th Grade/High School)		
1st Hour	7:50-8:48	58 min.
2nd Hour	8:53-9:50	57 min.
3rd Hour	9:55-10:52	57 min.
HS Lunch (9-12)	10:52-11:22	30 min.
4th Hour-High School (9-12)	11:27-12:28	61 min.
4th Hour-Middle School (7/8)	10:57-11:58	61 min.
MS Lunch (5/6)	11:25-11:55	30 min.
MS Lunch (7/8)	11:58-12:28	30 min.
5th Hour	12:33-1:31	58 min.
6th Hour	1:36-2:35	59 min.

½ Day Schedule (7th/8th Grade/High School)		
1st Hour	7:50-8:17	27 min.
2nd Hour	8:22-8:49	27 min.
3rd Hour	8:54-9:21	27 min.
4th Hour	9:26-9:53	27 min.
5th Hour	9:58-10:25	27 min.
6th Hour	10:30-11:00	30 min.

2-Hour Delay Schedule (7th/8th Grade/High School)

1st Hour	9:50-10:29	39 min.
2nd Hour	10:34-11:13	39 min.
HS Lunch (9-12)	11:13-11:43	30 min.
3rd Hour-High School (9-12)	11:48-12:26	38 min.
3rd Hour-Middle School (7/8)	11:18-11:56	38 min.
MS Lunch (7/8)	11:56-12:26	30 min.
MS Lunch (5/6)	12:29-12:59	30 min.
4th Hour	12:31-1:09	38 min.
5th Hour	1:14-1:52	38 min.
6th Hour	1:57-2:35	38 min.

Assembly Schedule (7th/8th Grade/High School)		
1st Hour	7:50-8:37	47 min.
2nd Hour	8:42-9:29	47 min.
3rd Hour	9:34-10:21	47 min..
HS Lunch (9-12)	10:21-10:51	30 min.
4th Hour-High School (9-12)	10:56-11:43	47 min.
4th Hour-Middle School (7/8)	10:26-11:13	47 min.
MS Lunch (7/8)	11:13-11:43	30 min.
MS Lunch (5/6)	11:46-12:16	30 min.
5th Hour	11:48-12:35	47 min.
6th Hour	12:40-1:27	47 min.
Assembly	1:27-2:35	68 min.

Exam Schedule (7th/8th Grade/High School) 2026-27

December 16 & June 2		
1st Hour	7:50-8:15	25 min.
2nd Hour	8:20-8:45	25 min.
3rd Hour	8:50-9:15	25 min.
4th Hour	9:20-9:45	25 min.
5th Hour	9:50-10:20	30 min.
6th Hour	10:25-10:55	30 min.
HS Lunch (9-12)	10:55-11:25	30 min.
MS Lunch (5/6)	11:28-11:58	30 min.
HS 5th Hour Exam (9-12)	11:30-1:00	90 min.
MS 5th Hour Exam (7/8)	11:00-12:30	90 min.
MS Lunch (7/8)	12:30-1:00	30 min.
6th Hour Exam	1:05-2:35	90 min.

December 17 & June 3		
3rd Hour Exam	7:50-9:23	93 min.
4th Hour Exam	9:28-11:00	92 min.
Teacher Workday in the Afternoon		

1st Hour Exam	7:50-9:23	93 min.
2nd Hour Exam	9:28-11:00	92 min.
Teacher Workday in the Afternoon		

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 that 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 the local television stations WNEM 5, NBC 25, and ABC 12, as well as on the District website and Facebook pages.

Notice of Non-Discrimination

The District does not discriminate based on 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. The District's Title IX Policy is attached to this handbook as Appendix A.

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 the investigation procedures described by the Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by the 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: Tom White and Kelly Cornford
TITLE IX Coordinator Address: 881 West Walnut St., St. Charles, Michigan 48655
TITLE IX Coordinator Phone Number: 989-865-9991
TITLE IX Coordinator Email: whitet@stcc.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.

ACADEMICS

Advanced Math
At the conclusion of 7th grade, students may be invited to be a part of the advanced math opportunity. This opportunity includes moving students to the next level (grade) in math to be challenged at a higher

level and provide opportunities to take advanced math coursework once they reach high school age. **Students must complete 4 years of math during high school**. The progression of courses for our advanced students is:

8th grade- HS Geometry
9th grade- Algebra
10th Grade- Algebra II
11th Grade- Trigonometry and Pre-Calculus
12th Grade- Calculus and/or Advanced Math Course

Students will be identified by meeting the following criteria:

- An "A" grade in math on all report card markings for the current school year.
- Advanced score for the previous year's M-STEP Math Assessment.
- High Average or High score on the school math benchmark assessment (70th%tile and up)
- Excellent attendance - missing less than 10 days during the school year
- Current math teacher recommendation

Progress of students is evaluated each year to determine that the accelerated path is the proper placement. Students on the accelerated math track should maintain at least a B average in their math courses and keep up on all assignments. It is expected that they will have regular attendance to be successful in this accelerated program.

BULLDOG P.R.I.D.E. Middle School Grades 5-8
Personal Responsibility in Daily Effort

Defining PRIDE
PRIDE is a program at the middle school that helps to improve students' achievement through enhanced motivation and effort.

Qualifying for PRIDE
Bulldog P.R.I.D.E. (Black)
GPA 3.5-4.0
No discipline
Less than 6 excused absences
No unexcused absences
No more than 2 tardies between classes.

Bulldog P.R.I.D.E. (Red)
GPA 3.0-3.499
No discipline
Less than 6 excused absences
No unexcused absences
No more than 2 tardies between classes.

Students that qualify for Bulldog PRIDE will be recognized at the end of each semester.

Changing Courses
All students identify their elective course preferences and alternates in pre-registration. Changing courses will be permitted only when it is in a student's best interest. Schedule changes must be initiated the first week of each semester and be for one of the following reasons:

1. To meet graduation requirements.
2. Student has been placed in a class already completed for credit.
3. Student has been placed above or below his or her academic capabilities.
4. Principal's discretion.

To initiate a course change, a "Change of Class Request" form should be obtained from the academic advisor's office. No schedule changes will be made after the first week of each semester without the approval of the principal.

Class Selection Procedures
The selection of classes for the following year begins early in the spring. An Academic Advisor attends students' classes and speaks about graduation requirements, where students are at with credits, and the available options for classes. This gives students ample opportunity to become familiar with next year's offerings and consult with parents, counselors, and teachers prior to making choices. Students will then submit their preferences through an electronic submission process.

A great deal of consideration and planning must go into the selection process. Class section decisions, teacher assignments, and school master schedule development are based on student course tallies received in the spring of each year.

Every effort will be made to honor all course requests. There are offerings, however, that are canceled each year due to insufficient enrollment. There are also instances of unresolved conflicts in classes. In such cases, students are placed into a course according to their interests.

Class Standing for High School
Students are assigned high school class standing for class meetings, activities, and functions of this nature, according to the following schedule of credits earned. If a student does not meet the credit requirement to advance to the next level, that student will attend class meetings and functions for the level that he/she has attained class standing for. Transfers to different grade levels will become effective when they are warranted at the end of the semester.

Grade Classification:

Freshman-Grade 9	0-5 credits
Sophomore- Grade 10	5.5-10.5 credits
Junior- Grade 11	11-15.5 credits
Senior-Grade 12	16+ credits

Students must have passed all required courses (English & Math) at each grade level in order to move on to the next grade level.

Commencement Exercises
In order to participate in commencement exercises, **a student of senior status must have completed all requirements for graduation by the date of graduation to walk.** Students who have not completed graduation requirements by date-sensitive items, such as graduation programs and newspaper announcements, will not be included in said items.

Course Requirements
Each student must complete ALL of the required work of a course before he/she is given any credit. Most courses have special assignments or work projects. When assigned as a requirement of the course, the projects must be completed BEFORE the student is given any credit in the course. Students who receive an incomplete grade on their report card will be given **two weeks** after the completion of the marking period to complete the assigned work. Incompletes must be made up within that length of time, or the incomplete will automatically become a failure. The principal will handle extenuating cases, such as prolonged illness. In any case, the student must see that the work is completed on time.

Credit Recovery
Students who do not earn credit in courses required for graduation will be required to participate in a credit recovery option and/or summer school program. Students must participate in our online credit recovery courses after the school day, on their own after school, or during summer school. Students participating in credit recovery outside of the school day will be charged a nominal fee to cover instructor oversight and course management.

Dual Enrollment
Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

DEADLINE FOR PRIORITY REGISTRATION for the upcoming Fall & Winter semesters: February 1st

Eligibility:
1. Recommended 3.0 GPA or higher. Colleges may impose their own GPA requirements
2. Qualify for dual enrollment by taking one of the following assessments: PSAT or SAT.
3. Be enrolled in St. Charles High School, have excellent attendance (missing 10 or less days), and passing all St. Charles High School classes.

Dual Enrollment Readiness Qualifying Assessments and Scores

Assessment	Test Section	Content Area	Minimum Qualifying Score
PSAT 8/9	Critical Reading	Evidence-Based Reading and Writing	410
PSAT 8/9	Mathematics	Mathematics	450
PSAT 10	Critical Reading	Evidence-Based Reading and Writing	430
PSAT 10	Mathematics	Mathematics	480
PSAT/NMSQT 11	Critical Reading	Evidence-Based Reading and Writing	460
PSAT/NMSQT 11	Mathematics	Mathematics	510

SAT	Critical Reading	Evidence-Based Reading and Writing	480
SAT	Mathematics	Mathematics	530

Course Selection:

1. Students may take up to ten college courses throughout high school, with a limit of 6 courses per year.
2. The class can not be offered by the student's high school (or is not available to the student due to an unavoidable scheduling conflict).
3. Students should check the online course catalog of the college for course offerings.
   Delta College Michigan Transfer Agreement
4. St. Charles High School highly recommends that students wait until their junior year to begin their dual enrollment courses. Due to the demands of the courses, it is also recommended that students start with one course to adjust to the rigor and expectations. English, Mathematics, and Natural Science courses should be saved for senior year.
5. **Courses selected cannot be a religious, hobby, craft or physical education course**
6. Courses will most likely be 100-200 level courses unless the one selected is approved by St. Charles High School and the college.
7. Courses must be a minimum of 2 credits.
8. Review prerequisites.

Considerations:

1. Review course equivalencies to determine if/how the course(s) will transfer to the college you plan to attend after high school (https://www.mitransfer.org/michigan-transfer-agreement)
2. Dual enrollment classes are on a 4.0 scale (if taken for high school credit)
3. You have to decide whether you are taking the dual enrollment course for:
   a. High School Credit (calculated into the GPA),
   b. On the transcript as credit only (not calculated into the GPA), for college credit only

   Courses taken for high school and college credit will be reflected in the cumulative grade point average. All courses taken for high school credit will be placed on the student's transcript along with the final grade earned in the course. Courses that count for a graduation requirement must be reflected in the cumulative GPA.

   All courses taken as college credit only will be placed on the student's transcript along with the final grade earned in the course. Courses taken for college credit only will **NOT** be reflected in the cumulative grade point average. Students are allowed a maximum of 2 dual enrollment courses to not be factored into their GPA. Please note that courses that are 4 or more credits count as 2 courses and will take up 2 class slots in a student's schedule.

4. Dual enrollment classes begin your college GPA. This can positively or negatively impact your future depending on your effort and the outcome of the course.
5. Transportation is the responsibility of the student/family.
6. Colleges have various academic calendars and students must attend courses regardless of the differences.
7. St. Charles Community Schools will pay a per course dollar amount toward tuition and mandatory fees. Any outstanding balance with the college is the responsibility of the student/family and between the college and the student/family.

8. Students are responsible for repaying the St. Charles Foundation Allowance for the course(s) if they fail to earn college credit or that they drop after the college's 100% refund drop deadline.
9. Discuss release hours needed for the dual enrollment course with your counselor. Students that are scheduled for dual enrollment hours, and have online courses, in the middle of the school day, will be required to work in the Student Center.
10. A student who is dual-enrolled in a course and withdraws from the course will earn a failing grade (F) for the term. The grade earned will impact the student's cumulative grade point average.
11. If a student fails a dual enrollment course or any course in the prior semester, they may not dual enroll the next semester. They may reapply for dual enrollment following the skipped semester.

Any questions regarding the dual enrollment process can be directed to Mrs. Marcie Kushion (kushionm@stccs.org)

Exams

1. Exam schedules may vary.
2. Final exams are a required part of each course. Failure to take the final exam means failure to meet the requirements of the course and, therefore, failure of the course.
3. Students who are ill and unable to take a final exam at the scheduled time must make arrangements to make up that exam within five school days after the regularly scheduled exam. Semester make-up exams are scheduled with the teacher.
4. Final course marks will be the result of four nine-week marking periods and participation, and two exam grades for year courses: Two nine-week grades and participation, and one exam for semester courses. The final exam will have a one-fifth (1/5) value on the outcome of the final grade.

Grading Procedure

Alphabetical designations, i.e., A, B, C, D, and F, are used to indicate a student's academic performance. Each student will be given a letter grade in each course in which he/she is enrolled at the end of each nine-week marking period. The qualitative value of each grade will be as follows:

Letter Grade Honor

	(Percentage) Points	(Percentage) Points
A Superior Letter	**A (93-100) = 11**	**C (73-76) = 5**
B Above Average	**A- (90-92) = 10**	**C- (70-72) = 4**
C Average	**B+(87-89) = 9**	**D+(67-69) = 3**
D Below Average	**B (83-86) = 8**	**D (63-66) = 2**
D- Try to do better	**B- (80-82) = 7**	**D- (60-62) = 1**
F Failure	**C+ (77-79) = 6**	**F (≤ 59) = 0**

Grades will be calculated using an 11-point scale with 11 points equal to an A, 10 points equal to an A-, etc.

Each marking period will constitute 40% of the semester grade, while the final examination constitutes 20% of the semester grade.

The semester average must be equal to at least 1.0 (fraction of ½ or more will be rounded to the next larger number or above), and the student must pass at least 2 of the 3 components (2 marking period grades, 1 exam grade) to enable a teacher to issue a passing grade.

Great Lakes Bay Early College
Students who have achieved junior status may consider enrolling in the Great Lakes Bay Early College program. Students in the GLBEC program will be considered full-time St. Charles High School students. They will be eligible for all extracurricular programs, awards, and programs like any other student. Students in this program must meet all the expectations of the Michigan Merit curriculum as well as the requirements of the Great Lakes Bay Early College program to be eligible for graduation.

Exception: Great Lakes Bay Early College students who opt to continue the program for a 5th year of high school WILL NOT be eligible for some extracurricular opportunities (such as MHSAA-sponsored sports) and graduation honors such as valedictorian/salutatorian and Top 10 during their 4th year. Students who have met the requirements for graduation but choose to defer for the 5th year ARE eligible to participate in our graduation ceremony during their 4th year.

Please contact our academic advisor, Mrs. Marcie Kushion, for more information about this program at (989) 865-1010 or kushionm@stccs.org.

High School Graduation Requirements

Community Service
Through community service, students are given opportunities to become responsible citizens by helping others while learning selflessness and fostering personal growth. Beginning with the graduating cohort of 2027-2028, every student attending St. Charles Middle/High School is required to fulfill a 20-hour community service requirement outside of their home and family environment in order to graduate. To be counted toward the graduation requirement, this service must commence after the successful completion of eighth grade. All hours must be documented on an STC Community Service Form along with the Student Reflection to be processed. Any activity that meets the STCCS Guidelines will be accepted. All hours documented will be noted on the student's transcript.

Community Service Form & Guidelines

Credit Requirements
Students must earn a total of 22 credits to graduate from St. Charles High School. In addition to a total number of 22 credits, students must earn credits from the following required courses and/or subject areas based on the Michigan Merit Curriculum:

Area of Study	**Class**	**Credits Required Effective Class of 2011**
Language Arts		**4**
Must Include:	English 9	
	English 10	
	English 11	

	English 12	
Social Studies		**3.5**
Must Include:	US History	
	World History	
	Economics/Personal Finance	
	Government .5 credit	
Science		**3**
Must Include:	Biology or Ag Biology	
	Chemistry/Physics	
	One Additional Science Credit	
Mathematics		**4**
Must Include:	Geometry	
	Algebra	
	Algebra II	
	4th Math Credit*	
Physical Education		**0.5**
Health		**0.5**
Online Learning Experience	Embedded in the high school experience	
Career Development		**0.5**
Visual, Performing and Applied Arts		**1**
World Language	**Effective for students graduating through 2024****	**2**
Elective Credits		**3.5**

*Students must take a mathematics class in their senior year, ***even if this means they will graduate with more than 4 math credits***.

- **Formal coursework or an equivalent learning experience in grades K-12 (1 credit) and completion of a department-approved formal career and technical education program **or** an additional visual, performing, and applied arts credit (1 credit)
- Students must complete a minimum of seven (7) high school semesters of coursework before graduation can be considered.
- Any senior not fulfilling graduation requirements will not be allowed to participate in any graduation-related activity.
- Also, seniors who commit infractions of the school code of conduct in the final days of school, where the administration cannot dispense appropriate punishments of detention and/or suspension, can lose the privilege of participating in the graduation commencement.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum by implementing a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The district retains discretion in determining what

modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Mrs. Amanda Lorencz (lorencza@stccs.org) or Mrs. Marcie Kushion (kushionm@stccs.org). For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Initiation

1. Parent/legal guardian contacts the counseling office to obtain a request for a Personal Curriculum modification form.
2. Parent/legal guardian submits completed Personal Curriculum request form to the counseling department for review.
3. A counselor or designee will make a determination to proceed or not proceed with a request for a Personal Curriculum. The advising department will contact parents regarding the decision.

Development Team

1. The development team will consist of the parent/legal guardian, the academic advisor or designee, and the school psychologist (required for a special education student).
2. The team will develop appropriate personal curriculum modifications for the student.

Agreement

1. A written agreement will be created between the local school district and the parent/legal guardian/student related to the personal curriculum.

Credits and Content

1. Must meet as much of MMC as practical.
2. Includes measurable goals to be met in high school.
3. A method of evaluation will be created to assess if the goals are met or not.

EDP Alignment

1. The Educational Development Plan must be used to align modifications with students' post-high school planned outcomes.
2. For special education students, the IEP may be used to identify supports, accommodations, modifications, and courses of study to align with the student's post-secondary goals.

Monitoring

1. Parents/legal guardians must meet quarterly with each teacher of the modified curriculum area to monitor students' progress.

Revision

1. Revision to the Personal Curriculum may be made using the same process identified above.

NOTE: The Michigan Merit Curriculum must be attempted before a personal curriculum can be requested.

Homeschooling Credits

Students enrolling or returning to St. Charles High School from a home school educational situation will need to adhere to the following policy to obtain high school credit:

1. Present documentation that the home-schooled student has spent 90 hours with a certified teacher or state-certified program and received credit.
   —OR—
2. Successfully passed St. Charles High School's final assessment in core classes (math, science, English, social studies).
   —OR—
3. Successfully pass the High School Merit examination. Credits may be earned by passing each part successfully (math, science, language arts, and social studies).

Homework Policy
Homework is a vital part of the total high school educational experience. Homework is defined at St. Charles Middle/High School as all material outside of the regular classroom for which the student is responsible, including preparation for tests and quizzes. Homework will reinforce and enrich the classroom activity and will be corrected or acknowledged by the instructor.

Homework enables the student and teacher to determine whether the material is being mastered and helps determine the areas requiring special attention and effort. We feel that there is a direct correlation between academic success and personal discipline, which is developed through proper study skills utilized outside the regular classroom setting.

The amount of homework a student will have will vary depending on the courses taken. Students may have homework every night in all classes. Consequences for failure to turn in assigned homework will be based upon each teacher's homework policy. Continual failure to turn in assignments will result in a parent conference with the classroom teacher and building principal.

Honor Roll
The honor roll is computed and published every nine weeks and is based primarily on the student's achievements in his/her nine-week classes. The student must attain a 3.00 – 3.49 to qualify for the honor roll and 3.50 – 4.0 to qualify for the high honor roll each nine weeks.

Progress Reports
Students' progress in their classes can be monitored via Skyward Family Access. Parents and students can apply for an account, giving them access to their student's attendance, grades, and transcript information.

To obtain a Skyward Family Access account or receive assistance with your account, please contact the office and ask for Mrs. Stacey Nelson or Mrs. Dianne Tribfelner. 989-865-999.

Promotion And Retention Policy 7th and 8th Grade
To ensure student success and maximum achievement at the 7th and 8th grade level, we have implemented the following promotion and retention policy. This policy will eliminate social promotion and ensure course mastery at every level.

Initially, semester average grades determine whether a student will be promoted or retained. The semester average grade for a subject is determined by the average of the first and second nine-week grades and the exam for that subject. A grade of 59% or below, an F, is considered failing. Students receiving a D or below at the end of the first and/or second semester will be required to master the required standards through summer school. Students referred to summer school must pass those required courses (at 70%, a C- average) or may repeat the course the following school year. Students

who are referred and do not attend summer school may be retained at the current grade level for the next school year.

Report Cards
Report cards are printed and mailed once each semester. (Report cards are published in Skyward family & student access every nine weeks, at the end of the marking periods). These cards list the grade received in each class, citizenship, teacher comments, attendance record, marking period point average, and overall grade point average.

Saginaw Career Complex (SCC)
Juniors and seniors who are eligible may consider attending SCC for part of their school day. Students must be on track for graduation, shall not have violated the attendance policy during the semester immediately prior to application, and apply for a curriculum that matches their Educational Development Plan. Please contact our academic advisor for more information about this program and the deadlines for application at (989) 865-1010 or kushionm@stccs.org.

State Proficiencies
The state of Michigan requires state testing each spring. Students will take the following required assessments:
Grade 5 - M-STEP Summative Tests (English Language Arts, Mathematics, Science, and Social Studies)
Grade 6 - M-STEP Summative Tests (English Language Arts & Mathematics)
Grade 7 - M-STEP Summative Tests (English Language Arts & Mathematics)
Grade 8 - PSAT 8/9 (English Language Arts & Mathematics) M-STEP Summative Tests (Science & Social Studies
Grade 9 - PSAT 8/9 (English Language Arts & Mathematics)
Grade 10 - PSAT 10 (English Language Arts & Mathematics)
Grade 11 - SAT (English Language Arts & Mathematics), M-STEP Summative Tests (Science & Social Studies, WIN Work Readiness Assessments

Testing Out
Students may "test out" of certain classes in the high school curriculum with an 80% on the designated test. Students must still meet the requirements of the Michigan Merit Curriculum when testing out. April is designated as the application processing time for "testing out." Applications may be picked up in the advisor's office. If you wish to learn more about "testing out" of a course, please contact the high school academic advisor.

Valedictorian/Salutatorian/Top Ten/Graduation Honors
Top academic honors for graduates will be determined utilizing the following formula: [(GPA x 250) + (SAT divided by 1.6)]. The formula takes into account the student's Grade Point Average (GPA) at the end of the 7th semester during their senior year and the student's best earned composite SAT score earned by the December test date of their senior year. The formula is commonly used by organizations such as the Saginaw News, TV-5 "Best of Class", colleges, and many other mid-Michigan high schools to determine the top students based on grade point average (GPA) and students' SAT scores. To receive such an honor, it is required that graduates be full-time St. Charles High School students for at least their junior and senior years of high school. Information regarding top academic honors will be announced at appropriate times and places.

Student Example

GPA= 4.0 SAT= 1200
GPA 4.0 x 250 = 1000
SAT 1200 / 1.6 = 750
Total Score = 1750

ATTENDANCE

Students are expected to attend school every day that school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student cannot attend school, the student or parent must report that absence by calling the school (989-865-9991) to inform us that your child will be absent on those days. If we do not receive a call, parents will be contacted via Skyward about their child's absence. If you are not home during school hours, please request to be called at work or at a number of your convenience.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the parent notifies the office, or the student is an emancipated minor or 18 years old.

Policy Implementation

- Students may be absent a maximum of 10 times per school year, which is in accordance with Saginaw County Truancy Guidelines.
- Attendance is taken, recorded, and reported each hour.
- Specific classes or programs may have additional attendance requirements for which students in these programs are responsible:
    - S.C.C. (Saginaw Career Complex): Students enrolled in the S.C.C. program must attend ALL classes that day in school in order to attend S.C.C.
    - Edgenuity/EdgeX: Online courses may have deadlines and/or schedules that differ from our regular schedule.
    - Dual Enrollment: Students enrolled in dual enrollment courses should be aware of the course schedule and college enrollment. Semester schedules will most likely not coincide with St. Charles Community School's schedule.
    - ATHLETICS: Players must attend all day the day of a contest unless prearranged permission to be absent has been granted.
- Absences in excess of ten (10) days are subject to parent notification and interventions by the administration. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc.
- When a student has more than ten (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 Truancy Officer.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- the student´s physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student´s family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;

- college planning visits;
- A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Tardy
Students who are more than 5 minutes late to their assigned location are considered absent. Parents may excuse up to three (3) tardies per semester, with a total of six (6) per year.

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.

Student Expectations
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.
- Sign out of school at the office if leaving during the day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.
- It is the student's responsibility to communicate with staff regarding missed work and assignments for any and all absences. Any missing quizzes, tests, or exams must be made up at the teacher's discretion, based on their availability.

For more information, see Policy 5301.

BEHAVIOR AND DISCIPLINE GUIDELINES

Discipline policies enacted by the St. Charles Community Schools Board of Education take precedence. These apply to all St. Charles High School/Middle School students, regardless of age, during school hours and at school-sponsored events including, Travel to or from school, on school property, on school transportation, or if engaging in misconduct toward staff or Board members.

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 considering specific factors and possible use of restorative practices.

If an administrator determines that an emergency 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 involved in extracurricular activities and engaging 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 that may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

Detention BSD/ASD/LD:
BSD: Before School Detention (7:05–7:35 a.m.)
ASD: After School Detention (2:45–3:15 p.m.)
LD: Lunch Detention – served during lunch period

Level I infractions of the student code of conduct may result in the assignment of a detention. Students will receive notification of detention and where detention will be served in advance. The expectation is that a detention will be served on the next available detention date. Each detention earned by a student will result in verbal, electronic, and/or written notification to the parent or legal guardian by the student, the staff member assigning the detention, and/or the Principal. A copy of the detention slip will be given to the student or mailed to the parent to verify their assigned detention. Students must take responsibility for notifying their parents of an impending detention, as their parents are responsible for the student's transportation home if the detention occurs after school. No excuses will be accepted for missing a detention.

Detention Room Expectations
Students serving a detention will be logged in and out of the detention room for tracking. Students should adhere to the following guidelines:

1. Must have schoolwork to work on. NO CELL PHONES ARE ALLOWED.
2. No one can leave the detention room for any reason.
3. No one may enter the room after the set time.
4. No eating food, drinking beverages, or chewing gum.
5. NO TALKING.
6. Students are expected to serve their detention as scheduled. If conflicts occur, it is the student's responsibility to contact the principal. **Failure to serve a detention or multiple level I infractions (3) will result in the assignment of an in-school suspension and a parent notification.** Should students disregard the expected standards of behavior for serving a detention listed above, they will be dismissed from the detention room. A student who is dismissed from the detention room will receive in-school suspension and a parental conference with the principal.

In-School Suspension (ISS)
Level 2 infractions of the student code of conduct. Detention Room Expectations apply. Immediate Parent notification The building administrator may require a student to serve an in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not serve their In-School Suspension or are removed from it will be given an out-of-School Suspension.

Out of School Suspension Process (OSS):

Level 3 infractions of the student code of conduct. Immediate parent notification. When a student has to be suspended, the parent is contacted immediately to come and pick their student up from school. If the parent is unable to pick up that student immediately the student will be held in the ISS room until parent comes or until the end of the day and then the OSS will start the next full day of school.

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 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 communicate with the student's parent and/or guardian as soon as possible following the suspension to discuss it.

Superintendent Level Hearing:
Level 4 infractions of the student code of conduct. Immediate parent notification. A superintendent level hearing will be required if a student receives 2 level III offenses, 1 level IV offense or multiple level I or II offenses, within the same school year. (any student that receives multiple level III or IV offenses during their entire time in the district will be subjected to an automatic hearing). The Hearing will include Superintendent, Principal, School Social Worker, Special Ed Director (if student is Special Ed), Behavior Interventionist, Student and Parent/Guardian. The Hearing will be held during the suspension period - A determination will be held after the hearing for the final disciplinary recommendation, the determination can result in a long term suspension, or up to a recommendation for expulsion.

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's 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.

Extended Suspension: 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.

Expulsion:
Expulsion is the exclusion of a student from school for disciplinary reasons for a period of 60 days or more. The administration shall recommend cases for expulsion to the Board of Education.

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. 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) or guardian(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) or guardian(s) allege prejudice or unfairness.
4. Separation procedures shall be conducted in accordance with the Open Meetings Act.

5. A school hearing is not a court proceeding; consequently court procedures and rules of evidence shall not be enforced.
6. Students who choose to stay out of school will not receive credit for their daily work for the period of their suspension in all classes.

Explanations of Terms

In-School Suspension (ISS) – student remains on campus but out of regular classes in the detention room.
Students serving ISS must report to the ISS room upon arrival at school or after eating breakfast. Students will remain in the ISS room until the end of the school day (2:35 p.m.) Students are expected to comply with the ISS rules or be subject to suspension from the school premises. The ISS program will be supervised at all times. Attendance and discipline records shall be kept by the supervisor and will be reported to the principal. Students who are assigned to the ISS room but refuse to report are considered insubordinate and will receive an OSS.

Out of School Suspension (OSS) -– student is removed from campus.
Students serving OSS will not be allowed on campus for any reason unless approved by administration. Students are expected to comply with the OSS rules or be subject to additional escalating discipline up to Expulsion.

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 is 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 or if a discipline hearing is necessary due to multiple level 3 offenses or a level 4 offenses.

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 except for level 3 and level 4 offenses may not be appealed.
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 at their own expense.

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 of the hearing shall be kept.
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 student's 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.

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 School 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.

EXPLANATION OF DISCIPLINARY ACTIONS AND LEVELS APPLYING TO THE STUDENT DISCIPLINE CODE:
Any violation of the discipline code may subject the student to disciplinary action listed below, including suspension and/or expulsion from school. Application of disciplinary actions and levels may be at the discretion of the administration.

Definition of Discipline Actions
- BSD: Before School Detention (7:05–7:35 a.m.)
- ASD: After School Detention (2:45–3:15 p.m.)
- LD: Lunch Detention – served during lunch period
- ISS: In-School Suspension – student remains on campus but out of regular classes
- OSS: Out-of-School Suspension – student is removed from campus
- EXP: Expulsion – permanent or time-bound removal from school

- SH: Superintendent-Level Hearing – formal review for serious offenses
- CON: Parent/Guardian or Student Conference – required family meeting
- CONTR: Disciplinary/Attendance Contract – outlines student expectations
- LEO: Law Enforcement Officer – Possible Referral

Severity Level Guide

Level 1	Minor Misconduct	LD / BSD / ASD / Restorative - *(3 or more ISS/OSS)*
Level 2	Moderate Misconduct	Up to 1–5 Day ISS - *(3 or more OSS/SH)*
Level 3	Serious Misconduct	Up to 1–5 Day OSS / LEO - *(2 or more SH)*
Level 4	Severe Misconduct	Up to 10 Day OSS / SH / LEO - *(Possible Expulsion)*

Offenses

Code	Offense	Level	Definition
ACC	Academic Code Violation	2	Failure to comply with classroom, course, testing, or academic integrity expectations established by the teacher, school, or district.
ACD	Academic Dishonesty	2	Any act of cheating, plagiarism, fabrication, falsification, unauthorized collaboration, or other dishonest behavior intended to gain an academic advantage.
AIM	AI Misuse	2	Unauthorized or inappropriate use of artificial intelligence (AI) tools to complete, generate, edit, or assist with assignments, assessments, or other academic work in violation of teacher expectations or district policy.
ALC	Alcohol	4	Possession, use, distribution, sale, purchase, or being under the influence of alcoholic beverages or alcohol-related products while at school, on school transportation, or at school-sponsored events.
ARS	Arson	4	Intentionally setting or attempting to set a fire or causing an explosion that endangers people or damages property.

ATT	Truancy	2	Unauthorized absence from school or failure to attend school as required by state law and district attendance policies.
BLG	Bullying	3	Repeated written, verbal, physical, electronic, or social behavior that intentionally intimidates, humiliates, threatens, or harms another student and creates a hostile educational environment. **The District Bullying Policy** can be read at: https://policies.sparqdata.com/michigan/browse/stcharlesset/stcharles/z20000203
BTH	Bomb Threat	4	Making, communicating, or causing a false or credible threat involving explosives or explosive devices.
BUS	Bus Misconduct	2	Failure to follow school bus rules or driver directions, including behavior that disrupts safe transportation
CAF	Cafeteria Misconduct	1	Behavior that disrupts the safe, orderly, or respectful operation of the cafeteria or lunch periods.
CLS	Classroom Misconduct	1	Behavior that interferes with teaching, learning, classroom procedures, or the orderly operation of the classroom.
CMP	Computer Misuse	2	Improper use of school-issued devices, computers, software, or technology resources, including activities that violate district technology policies.
CON	Conduct General	3	Student misconduct that violates school expectations but is not otherwise specifically identified within this Code of Conduct.
CSE	Conduct Detrimental	3	Behavior that negatively impacts the safety, welfare, reputation, educational environment, or orderly operation of the school.
CYB	Cyberbullying	3	Bullying or harassment through electronic communication, social media, text messages, email, websites, gaming platforms, or other digital means.

DCD	Dress Code	1	Failure to comply with the school's student dress and appearance expectations. **See examples below.
DIS	Disruption	2	Conduct that interrupts or interferes with instruction, school activities, transportation, or the orderly operation of the school.
DRG	Drugs	4	Possession, use, sale, distribution, purchase, transfer, manufacture, or being under the influence of illegal drugs, controlled substances, look-alike substances, or unauthorized prescription medications.
DRV	Driving Violation	2	Unsafe or unauthorized operation of a motor vehicle on school property or during school-sponsored activities. **See details below.
ECD	Unauthorized use of cellphone/communication/ electronic device	2	Possession or use of a cell phone, smartwatch, earbuds, communication device, or other electronic device in violation of Board Policy or school procedures during the instructional day. **See details below.
EXT	Extortion	4	Obtaining or attempting to obtain money, property, favors, or services through threats, intimidation, or coercion.
FAL	False Report	3	Knowingly making a false report, accusation, emergency claim, or complaint that causes unnecessary concern, disruption, or investigation.
FOR	Forgery/Falsification	3	Altering, creating, submitting, or using false information, records, signatures, documents, or school-related materials.
FRW	Fireworks	3	Possession, use, ignition, sale, or distribution of fireworks, explosives, or similar devices.
FSD	Failure to Serve Discipline	1	Failure to report for or complete assigned disciplinary consequences, including detention, restorative practices, or other assigned interventions.

FTG	Fighting	3	Mutual participation in a physical altercation involving two or more individuals.
GMB	Gross Misconduct	4	Serious misconduct that substantially disrupts school operations or violates major school expectations.
GMBL	Gambling	3	Participating in games of chance or wagering money, valuables, or other items of value on school property or at school events.
GNG	Gang Activity	3	Displaying gang affiliation, recruiting, intimidating others, or participating in gang-related behaviors, symbols, clothing, gestures, or activities.
HCK	Hacking	3	Gaining or attempting unauthorized access to computers, networks, accounts, or digital systems.
HRM	Harassment	3	Unwelcome verbal, written, physical, visual, or electronic conduct that interferes with a person's educational experience or creates a hostile environment.
HZG	Hazing	3	Any intentional act expected of a student joining or participating in a group that humiliates, degrades, abuses, or endangers physical or emotional well-being.
INS	Insubordination	2	Willful refusal to comply with lawful directions or authority of school personnel.
INT	Intimidation	3	Conduct or communication intended to frighten, threaten, coerce, or pressure another individual.
LDV	Lockdown Violation	3	Failure to follow staff directions or established emergency safety procedures.
LIT	Littering	1	Improper disposal of trash or other materials on school property.
LWT	Leaving Without Permission	2	Leaving school grounds, a classroom, or a supervised activity without authorization.
NSV	Network Security Violation	3	Attempting to bypass, disable, compromise, or interfere with district network security measures.

PDA	Public Display of Affection	2	Engaging in inappropriate physical affection, including kissing or prolonged intimate contact inconsistent with a school environment.
PHA	Physical Assault to Student	4	Intentional physical contact intended to intimidate, provoke, or harm another person that may not rise to the level of fighting.
PHS	Physical Assault to Staff	4	Intentional physical contact to a staff member or any contracted individual intended to intimidate, provoke, or harm another person that may not rise to the level of fighting.
PKV	Parking Violation	1	Failure to follow school parking rules, permit requirements, or traffic regulations.
PLA	Plagiarism	2	Presenting another person's words, ideas, work, or AI-generated content as one's own without proper acknowledgment.
PMB	Persistent Misconduct	2	Repeated or habitual violations of school rules despite prior interventions or disciplinary action.
PRJ	Projectiles	2	Throwing or launching objects in a manner that disrupts school activities or creates a risk of injury or damage.
PRN	Pornography	2	Possessing, displaying, creating, distributing, accessing, or sharing sexually explicit or inappropriate images, videos, or other content. This conduct may also be referred to law enforcement when required by law.
PRP	Prohibited Items	2	Possession or use of items prohibited by school rules that are not otherwise classified as weapons or illegal substances.
RBE	Robbery	4	Taking or attempting to take property from another person through force, violence, or intimidation.
REC	Unauthorized Recording	2	Recording audio or video of students, staff, or school activities without authorization when permission is required.
RET	Retaliation	3	Taking adverse action against a person for reporting misconduct or participating in an investigation.

RID	Refusal to Identify	2	Refusing to provide accurate identification or truthful information to authorized school personnel.
SXH	Sexual Harassment	4	Sexual harassment is defined as any unwelcome conduct, advances, requests for sexual favors, or other verbal, visual, written, or physical behavior of a sexual nature that creates an intimidating, hostile, or offensive learning environment. https://policies.sparqdata.com/michigan/browse/stcharlesset/stcharles/z20000060
SKP	Skipping Class	2	Failure to report to an assigned class or leaving class without permission during the school day.
SOC	Social Media Misconduct	3	Use of social media or other online platforms in a manner that substantially disrupts the school environment or targets students, staff, or school operations.
SWV	Profanity	2	Use of vulgar, obscene, offensive, or abusive language or gestures that disrupt the educational environment.
TAR	Tardiness	1	Arriving late to school, class, or an assigned activity without an approved excuse.
THE	Theft	3	Taking, possessing, or attempting to take another person's property without permission.
THR	Threat to Student	3	Any verbal, written, physical, electronic, or implied threat to cause harm to a student.
THS	Threat to Staff	3	Any verbal, written, physical, electronic, or implied threat to cause harm to a staff member or school employee.
TOB	Tobacco/Vape	3	Possession, use, distribution, sale, or being under the influence of tobacco, nicotine, vaping devices, e-cigarettes, or similar products.
TRS	Trespassing	3	Entering or remaining in a school building, school grounds, or restricted area without authorization.
UPH	Unauthorized Photography	2	Taking, possessing, or sharing photographs of students, staff, or school activities without permission when prohibited by school policy.

VIS	Visitor Violation	2	Allowing unauthorized visitors into the building or failing to follow established visitor procedures and security protocols.
VND	Vandalism	3	Intentional or reckless destruction, defacement, or damage to school property or the property of others.
VPN	VPN Use	3	Using a VPN, proxy, or similar technology to bypass district internet filters, monitoring systems, or network restrictions.
WPN	Weapons	4	Possession, use, sale, transfer, or threat involving firearms, knives, dangerous instruments, look-alike weapons, or any object used or intended to cause bodily harm, consistent with Board Policy and applicable law.

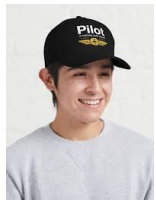
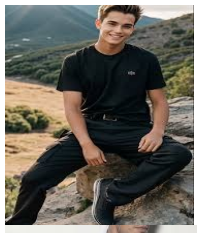
Dress Code

Backpacks/Coats/ Jackets	Backpacks, bags, purses, coats, and outerwear jackets are not permitted in any classroom. Students are advised to dress appropriately for the weather conditions. The teacher/principal may make an exception to the no coats/jackets rule if the temperature in the classroom makes it necessary.
Headwear	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 after the school day. If brought to school, they are to be kept in your locker during the school day.
Logos/graphics/ wording	Logos/graphics/wording that 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.
Lower Wear	Students are expected to wear pants that fit appropriately, ensure that no underwear or portions of the buttocks or genitals are showing, and that there is no risk that the pants will fall down.

	All shorts must fit appropriately and ensure that no underwear or portions of the buttocks or genitals are showing. Shorts should not be shorter than the fingers when the arms are placed in a relaxed manner at one's side. Running shorts are not permitted, and spandex shorts may be worn only under pants, shorts, and skirts.
Upper Wear	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). Sleeveless garments must extend to the end of the shoulders and fit closely under the arms all the way around (no racerbacks, mesh, or open-backed shirts are allowed). The following are examples of inappropriate shirts/tops for school: strapless, extreme backless, halter-tops, garments with spaghetti straps, "see-through," low-cut, cut-off shirts, or shirts that expose one's midriff.
Shoes	Everyone must wear shoes or sandals. Stocking feet and bare feet are prohibited at school due to safety issues.
Sun or Opaque Glasses	Students are not permitted to wear sunglasses or opaque glasses in school unless they have a prescription, and for medical reasons, are required to wear such glasses.
School officials reserve the right to confiscate any inappropriate clothing items. Students wearing inappropriate clothing or jewelry will not be allowed to disrupt the teaching and learning environment.	

The high school and middle school communities believe 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/Guardians should assist the school in enforcing these standards by sending students to school each day in proper attire.

Dress Code Guidelines

	✔ DO's ✔	✖ DON'TS ✖
HEADWARE	 	  
UPPER GARMENTS	    	   
LOWER GARMENTS	     	    

***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.

***Sexual Harassment**

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://policies.sparqdata.com/michigan/browse/stcharlesset/stcharles/z20000060

***Student Driving Privileges**

Students who are permitted to drive will park in the high school lot. Due to parking lot space restrictions, the following priorities have been established:

- Seniors who are scheduled to have school-to-work release time.

- Athletes/extra-curricular activities approved by the principal.
- Juniors & Seniors taking classes at the Saginaw Career Complex.
- Seniors with after-school employment that necessitates driving.

Students must complete a Student Parking Permit Application Form (located in the back of the student handbook). ***Driving rules and regulations are included on the application.*** This form must be signed by both the student and parent for approval by the principal before the beginning of the second full week of school. Upon acceptance of the student parking permit application, a fee of $3 will be charged for the issuance of a parking permit. This permit must be displayed on the rearview mirror or in the window. Using school parking lot facilities without a St. Charles High School sticker or without prior authorization from the high school general office, or loitering in your vehicle, before or after school, may result in consequences.

*When filling out the parking form, list every vehicle that you might be driving.

Any student whose vehicle is searched and is found to have drugs or drug paraphernalia, alcohol, stolen property, or firearms/weapons present in the vehicle will be subject to having their parking permit revoked immediately, and no refund will be issued. Police referral with consequences. See areas of Drugs and Alcohol in the Handbook.

Using the high school parking lot is a privilege. Students leaving the school grounds without permission, or otherwise abusing this privilege, will have their parking permits revoked, no refund will be issued.

GENERAL INFORMATION

After-School Activities

Students who remain after school must be involved in an adult-supervised activity. Students who remain after school, waiting for an after-school activity, must wait in the foyer area outside of the middle/high school office. Students may not stay beyond an hour after the end of the school day. Students found loitering or not in the designated location are subject to disciplinary action, up to and including inability to stay after school. Students may not leave this designated area until a supervising adult is present for the after-school activity.

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 parents. 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.

Bicycles

Students may ride their bicycles to school. Because of the serious problems we have with parent and bus traffic, students will park their bikes as soon as they arrive at school. The school will not be responsible for stolen or damaged bikes.

Bulletin Board
All posters publicizing forthcoming activities are to be placed on the bulletin boards for not more than two weeks. Permission should be granted from the principal's office before posting items on the bulletin board.

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.

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.

Education Records (Student)
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. 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.

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

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following 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. major field of study;
e. grade level;
f. enrollment status (e.g., full-time or part-time);
g. dates of attendance (e.g., 2013-2017);
h. participation in officially recognized activities and sports;
i. weight and height of athletic team members;
j. degrees, honors, and awards received; and
k. the most recent educational agency or institution attended.

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.

Disaster Drills

During each school year, in accordance with the Michigan state laws, the school will conduct fire, tornado, and security drills. These drills will be posted on the school website as mandated by law. Fire drills are conducted as practice in order to help the student body prepare for a fire emergency. Each student should expect to assume a mature and cooperative attitude during such drills in order that each student would be properly prepared in the event of a real emergency. Early in the school year, each classroom will be provided with an exit route. Follow the route during the drill. There is to be no talking while in the building. The signal for fire is a continuous and prolonged sounding of the fire alarm. This warning MUST NOT be sounded except in the event of fire or upon orders of the school administration as a fire drill. Serious punishment can result from a false alarm.

AT THE SOUND OF THE FIRE ALARM:

1. Walk, single file, into the hall and out the exit with your group.
2. First students exiting the building will hold doors open for all others leaving by that exit.
3. Get well away from the building.
4. The faculty will please see that doors and windows are closed when the room is vacated, taking attendance books with them as they accompany their class from the building.

Tornado drills are held in order to acquaint you with the shelter area and the route to the area. Early in the year, you will be told of the route to the area. A sketch showing the area will be posted in each classroom. ABSOLUTE QUIET is necessary during a drill and while in the shelter area.
Security drills are held in order to help practice campus security. During these drills outside doors and classroom doors will remain closed and locked.

District-Provided Learning Materials

Textbooks, Chromebooks, and basic art supplies will be provided in class. Students are responsible for their care during the year and return at the end of the school year any of the textbooks, Chromebooks, and supplies checked out to them. Any damage or loss will be charged to the student. Any fees incurred must be paid in order for students to participate in graduation. Diplomas will be held until fines are resolved.

Drivers Education

St. Charles currently works cooperatively with Michigan Driving School to provide driver's education classes. Please go to www.michigandrivingschoolnorth.com to register or call to re-register at (989) 893-8403. Questions regarding eligibility criteria and course offerings should be directed to Michigan Driving School. Students suspended from St. Charles Schools are ineligible to participate in driver's education classes held at St. Charles High School during the duration of their suspension.

Eighteen-Year-Old Privilege

Students who turn 18 during the school year may receive the privilege to sign school documentation on behalf of their parents. This is not an automatic privilege. **There must be written permission from the parents or guardians on file with our office before students may begin to act on their own behalf.** This policy will allow them to sign into school and out of school for official appointments or business.

Since St. Charles High School is a closed campus, students **will not** be allowed to sign out for lunch. Misuse or abuse of this privilege will result in its loss to the student. As always, the student must notify the secretary or the principal before leaving the building.

Guardianship

The policy at St. Charles High School requires that all students who are not living with their natural parents must have.

1. Guardianship papers signed by the Probate Court.
2. A delegation of Powers by parents to act as guardians shall be prepared by an attorney, signed by the parents, and notarized.

A copy of these papers shall be kept by the school in the student's records.

Health Policy

1. Medical personnel are not assigned to the middle/high school. Students are urged to contact the general office if medical problems exist or arise.
2. Emergency treatment is available through the offices of local physicians or the emergency facilities of the nearby hospitals. Treatment, however, is usually initiated only after consent of a minor's parents or designated guardian.
3. All communicable diseases must be reported at once to the high school office.

Identification Badges

St. Charles Middle and High School students will have a student identification (ID) badge made and distributed to them (at no cost) at the beginning of each school year. ID badges may be required for purposes such as (but not limited to) borrowing Chromebooks and/or chargers. Additionally, students may be required to show their student ID badge for admittance to extracurricular functions such as school dances. (Lost or stolen ID badges are to be replaced at the cost of $5 to cover additional printing expenses.)

Incident Reporting
Students needing to report any situations they deem inappropriate may fill out an incident report form available in the office. This form may also be used to request conversation with the principal or counselor.

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.

Lockers
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.

Lockers are to remain locked at all times. Locks used on these lockers must be issued by the office. Students are required to secure their lockers with a school-issued lock. Students should not share locker combinations. One student per locker. Any other lock will have to be removed, or it can be cut off after a warning to the student is given. Seniors are responsible for the return of school-issued locks. Failure to return locks will result in the student covering the cost of the lock.

Combination Lockers - Students MAY NOT block open their lockers or adjust the locking mechanism in any way. Lockers must be kept locked while not in use. Like school textbook materials, locks and lockers are on loan to students from the school district. They are reused by other students the following years. Consequently, payment will be required for lost locks, damaged locks, and or damaged lockers. Failure to pay fines will result in the loss of the ability to participate in graduation. Diplomas will be held until fines are resolved.

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.

BACKPACKS, PURSES, BAGS OF ANY KIND SHALL BE KEPT IN LOCKERS THROUGHOUT THE SCHOOL DAY AND ARE NOT ALLOWED IN CLASSROOMS, LUNCHROOM, OR GYM.

Lost and Found
Any lost articles should be reported to the office. Any article found shall be turned in at the same office. Students who have lost their books or other articles should check to see if the office may have them.

Lunch Period
Due to the **CLOSED CAMPUS POLICY**, no student will be permitted to leave the school grounds for lunch period without permission from the building principal, and only due to an emergency. Cars will not be allowed out of the school parking lot without permission from the building principal.

A fully equipped cafeteria is provided in the Middle/High School building. Lunch is available to students free of cost.

We expect our students to conduct themselves in a mature manner and fully understand that we need everyone's cooperation if we are to have a clean and pleasant area in which to eat. Students will return trays, milk cartons, napkins and other waste material to the proper location. Throwing food or other objects will result in disciplinary action. Persistent disobedience and failure to follow rules will result in progressive disciplinary action.

Students are not to return to the high school building from their lunch period until the bell rings, indicating the lunch period has ended.
At no time during lunch period will students be permitted in any areas of the high school except the gym, and must be accompanied by a staff member.

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

Food Service Charge Policy
The goal of the school breakfast and lunch program is to provide healthy meals for all students each day. The district's participation in the Federal USDA Child Nutrition Program does not, however, require by law that students be served a meal without payment. Nonetheless, it is not the intent of the program to deny a student a meal. However, if a student receives a meal, it must be paid for. Free and Reduced applications are always available throughout the year to help families in need.

Due to excessive charges, St. Charles Community Schools finds it necessary to establish a written system policy for meal charges for all students.

1. All students are given a food service account based on their student ID number.
2. Any student who receives free or reduced lunch benefits must use a foodservice account to get those benefits.

3. Any parent who does not want a foodservice account for their student, or needs a special request (ex., no a la carte, cash only, doctor-approved food allergy) must request that in writing and send to :

St. Charles Community Schools
Food Service
891 West Walnut St
St. Charles, MI 48655

4. All foodservice IDs must be entered at the cash register to access the account.
5. The food service staff will let the students know when their account balance is low.
6. Students will be allowed to charge up to $5.00, which will be applied to his or her account as a grace amount to bring money in the next day.
7. St. Charles Community Schools also offers an online payment program that gives parents the opportunity to pay for meals in advance through credit or debit cards and view their student's account at any time. This can be accessed at www.sendmoneytoschool.com.
8. Seniors must pay all charges to enable them to walk with their class for graduation.
9. Parents/legal guardians who are applying for the free or reduced benefits are responsible for the full lunch price of the student's meal until the free and reduced meal application is approved and parent or legal guardian is notified. (All students with free or reduced benefits from the prior year will remain that way for the first 30 school days).
10. All positive and negative balances remaining at the end of a school year will be carried into the following school year. Refunds will be issued if the parents or legal guardians request this due to leaving the district.

Allowing charges to accumulate continuously can lead to tremendous deficits for the school food service program and is unfair to the households that do pay for their meals. Therefore, the district reserves the right to revoke the charging privilege if it becomes excessively abused, and the student will either have to bring their meals from home or receive a cheese sandwich, an apple, and milk.

Medication Administration Procedures

Whenever possible, parents should arrange student medication schedules to eliminate the need for the 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.

Permission Slips

Throughout the course of the school year, there are activities that require a "signed" parent permission slip and/or fee. It is our expectation that students turn in permission slips and fees on or before the designated due date. Those who miss the deadline may be excluded from the activity. Parents may fax permission slips to 989-865-8185. If, at any time, paying for an activity poses a financial hardship for your family, please call the office at 989-865-9991.

Physical Examinations
It is recommended that all students taking physical education should have a medical examination. This exam is the responsibility of the student and parents. Students desiring to participate in the school's interscholastic athletic program and cheerleading or pompons are required to have a medical examination.

Release of Information
At various times throughout the year, the school may publish school yearbooks containing photographs of our students and activities. We may also release to the media or place on our school website, information regarding a student's involvement in activities and/or a photograph of students. Please make sure to check and sign the appropriate statement on the Permission Forms sent home with your student the first week of school, indicating your preference as to the release of information.

STC Student Center
1. The student center is a place for reading, research, and studying.
2. The student center is open during the school day from 1st through 6th hours.
3. Students may utilize their Chromebooks as the Internet is accessible.
4. All student center materials may be checked out for student use. Fines will be charged for each school day that materials are overdue.
5. Students will be notified of overdue materials and fines. It is the student's responsibility to clear student union debts and return materials on time so that other students may use them.
6. If a student is unable to return a book or materials on or before the due date because of illness or absence, no fine will be charged if the school is notified when returning the materials.
7. If a book or materials are damaged or lost, arrangements must be made with the school for payment. Failure to pay fines will result in the loss of the ability to participate in graduation.
8. The student union should be an aid and tool for all students. If you need help, ask your teacher.
9. The school uses *Destiny* Library Resource Manager as the circulation tool. *Destiny* will allow students to search the collection from any computer with a web-based browser. Students must have their student ID to check materials out of the library.

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 must 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.

Telephone
The office phone is listed as a business phone and must be regarded as such. Students are permitted to use the office phone only in case of an emergency. Permission from the principal or a secretary must be obtained in all cases. In the event of an emergency, the office staff will communicate with students directly.

Textbooks
Basic textbook materials are supplied to all students by the St. Charles School District. These are on loan for a semester to year duration. Students are totally responsible for the care of these materials; and if damage or loss occur, they are liable for the cost of the book.

The condition of the textbook--at the time of issue and upon its return--is recorded by the classroom instructor. Textbooks issued by a given teacher should be returned to the same teacher at the conclusion of the course.

Transcripts
The Family Education Rights and Privacy Act (FERPA) declares that the school is forbidden to release information from a student's record without written permission of the student (if age 18) or the consent of a parent of a minor student.

Consequently, students' transcripts may be obtained and/or sent to a third party only after a release form has been signed. Parental signature is necessary for students under the age of 18.

Transportation—School Bus Expectations
The St. Charles Schools' transportation department is charged with the responsibility of transporting many students safely to and from school each day. Students riding buses also have some responsibilities, a few of which are listed below:

- Be in your designated place and ready to board the bus on time.
- To remain seated while the bus is in motion.
- To obey the driver.
- To treat school buses and other district equipment with utmost care.

Your privilege to ride a bus to school is based directly on your behavior while on the bus. It may be denied for actions that jeopardize the lives and welfare of others.

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 who choose to be disruptive on the bus and/or break the rules listed in this handbook will receive the following additional consequences:

Level 1	Minor Misconduct	LD / BSD / ASD / Restorative
Level 2	Moderate Misconduct	Up to 1–5 Day Bus Suspension
Level 3	Serious Misconduct	Up to 1–5 Day Bus Suspension
Level 4	Severe Misconduct	Up to 10 Day Bus Suspension

1st Offense - Warning (Level 1 Offenses ONLY) - Level determines consequence up to 10 days off bus

2nd Offense - Level determines consequence up to 10 days off bus

3rd Offense - Level determines consequence up to 10 days off bus

4th Offense - Remainder of the marking period or possibly the school year off the bus.

Riding A Bus Other than Your Own
If you wish to ride a different bus, come to the middle/high school office for a permit to do so (only if deemed necessary by the principal). Bus drivers are not to accept any students who are not their regular passengers without such a permit.

Unacceptable Items
Student possession of items such as laser lights, squirt guns, rubber bands, yo-yo's, thumb tacks, and other potentially dangerous items are not allowed in school, on school grounds, on buses, bus stops, or at any other school-sponsored event. These items will be taken, and the student may be subject to disciplinary measures.

Unacceptable items are susceptible to being confiscated by school staff and may only be returned to the parent. The St. Charles Community School District does not assume any responsibility for loss, theft, or damage to these items when brought to school. Students who violate these rules may be subject to additional disciplinary consequences ranging from warnings to detentions to suspensions.

Video Surveillance and Photographs
The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy. The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations. Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Visitor Permits
Visitors to St. Charles Middle & High School must check into the office upon entering the building. You will need to sign in and get a visitor's name tag. Please sign out and return the visitor's name tag before you leave. For the safety and security of your students, all doors to the building are locked. Visitors must enter the main entrance by the office and push the button to gain access.

Work Permits
A student between the ages of fourteen and eighteen years is required to have a work permit for employment. The minor shall obtain the "Offer of Employment" form (CA-6D) from the principal's office.

The issuing office (high school office) must have legal proof of age, such as a birth certificate or driver's license, before issuance of the working permit. If a birth certificate is unobtainable, the parent or guardian of the minor must make every effort to obtain the legal birth record. The procedures and stipulations covering the legal employment of minors in Michigan are regulated by the Michigan Department of Labor.

STUDENT ACTIVITIES CLUBS AND ORGANIZATIONS

School clubs give St. Charles students with special interests and talents a chance to express these in a wholesome and constructive manner. Information about active clubs is available through the office. Students are encouraged to listen to the announcements for sign-ups and important dates.

Assemblies/Pep Assemblies

Several general assemblies are planned during the school year. Scheduled pep assemblies may be held before some of the varsity athletic contests. Each assembly must be sponsored by one of the student organizations, and under the direct supervision (for planning purposes) of an advisor. The advisor and the principal will review plans and decide whether the occasion justifies the expenditure of class time.

Since our assemblies will vary in nature and no doubt appeal to a different group of students each time, it is each student's duty to show utmost courtesy while attending the program. Refrain from conversing with your neighbor while the program is in progress. The good citizen never makes unnecessary remarks or noise and pays attention to whatever is being presented. Uncooperative students will be asked not to attend and may be subject to disciplinary action.

Class Council

Each class is organized for the purpose of planning and carrying out social functions and other activities as part of the school program. Class officers are elected with the assistance of the class advisors to conduct the business of the class in an efficient and democratic manner.

Class Dues

Class dues for the school year are as follows:

Freshmen	$5.00	Juniors	$ 5.00
Sophomores	$5.00	Seniors	$10.00

Total dues for all four years: $25.00

Dues help support class expenses such as:

- Homecoming float & Coming Home cart
- Incidentals (funerals, fires, etc.)
- Graduation flowers
- Senior Shirt
- Senior luncheon

Dues should be paid yearly to the class advisor by cash or check. Checks should be made payable to St. Charles Community Schools.

Fundraising

All fundraising activities carried out by classes, clubs, and other school-sponsored organizations must have the advance approval of the building principal and should be placed on the St. Charles Middle/High School common fundraising calendar. Whenever practical, funds should be raised within the school and not through solicitation in the community. School-related sponsors and associations should submit their fundraising events and dates to the Middle/High school to be placed on the common fundraising calendar.

Homecoming

Each year, a certain designated football game will be set up for the Student Council-sponsored Homecoming game and parade. It is the responsibility of each class or the class reps to acquire and decorate cars for the reps. A float may be entered by each class as well as other school and

community organizations. The Homecoming King & Queen, Homecoming Court, and Class Reps will be selected and presented during the half-time activities. Each class should work together to construct their floats during the weeks prior to Homecoming week.

Junior-Senior Prom
The Junior class will sponsor the junior-senior prom. Only students with Junior or Senior status may purchase tickets to attend the prom. All regulations governing dances at St. Charles High School are in effect for the junior-senior prom and post-prom activities, regardless of the location of the event.

Student Activity Funds
All funds earned by classes and other student clubs and organizations are quasi-public funds and are subject to the control and direction of the Board of Education in the same manner as all other public funds.

Written orders on activity funds will be honored only when the account involved has sufficient balance to cover the expenditure (the advisor/sponsor and treasurer signing the written order are responsible for balancing that account).

Student Council
This is an elected student government organization to assist in maintaining the high standards of the school, to promote better citizenship, and to enable the student body to gain practical experience in self-government.

School Dances
Application

1. The sponsor of the organization that desires to conduct a dance must fill out an activity request form at least one month prior to the dance. This form when completed shall be given to the building principal for their approval.
2. All school dances must be sponsored by a class or organization and are under the direction of the sponsor/advisor of that group.

Attendance – Dance

1. All regularly enrolled St. Charles High School students, grades 9-12, may attend school dances.
2. Students must obtain a guest pass from the office when bringing a friend who is not a student of St. Charles High School. You are responsible for the actions of your guests. Guests may not be more than 19 years of age. Guest passes must be approved no later than 24 hours prior to the event.
3. Students that chose to leave a dance prior to the end of the dance will not be allowed to re-enter the dance.
4. Middle School students are <u>not</u> allowed to attend high school dances as well high school students are not allowed to attend middle school dances.
5. All regularly enrolled St. Charles Middle School students, grades 7-8, may attend middle school dances. No guest passes are allowed for Middle School dances.

Dance Code of Conduct
All policies set forth in the student handbook, including the dress code policy, are in effect for all dances. In addition, the student acknowledges and agrees that he/she will obey the Code of Conduct as stated below.

CODE OF CONDUCT:

1. Students will remain inside designated areas of the dance facility at all times.
2. Students will follow the requests of designated chaperones.
3. No inappropriate or provocative dancing.
4. Alcohol use will not be tolerated prior to, during, or after the event.
5. Each person in attendance shall observe the general rules of courtesy and conduct at all times.

CONSEQUENCES:

1. A student shall be detained until parent contact can be made. Students will not be allowed to leave until a parent or emergency contact is made.
2. If a student is removed from the dance, the cost of admission to the event will not be refunded.
3. For students who fail to demonstrate appropriate school dance behavior, the administration reserves the right to ban students in violation of this agreement from any/all future dances.

ST. CHARLES COMMUNITY SCHOOLS DISTRICT'S ONLINE SYSTEMS USER AGREEMENT

Please read this agreement carefully. This agreement describes the basic responsibilities you are required to observe as a student in using District Online Systems. The District believes this agreement strikes a fair balance between its interests and your needs and expectations. This agreement has been made to protect both you and the District by being as clear and precise as possible.

This Agreement, effective as of the date shown below, by and between the District and you, as a student:

Section 1
Use Of The District's Online Systems

The District's online systems (including but not limited to online services, e-mail,
Internet access, computers – networked or stand-alone alone, hardware, and software) increase the District's efficiency and improve student achievement, but they can become a time-waster instead of a learning-enhancer if used without policy guidelines. The District has total discretion over students' access privileges and the nature of public discussions on the online system, making it a productive and stable environment.

The District's online systems are district properties to be used for general educational purposes, to increase district efficiency, and to improve student achievement only. To ensure the use of the District's online systems in an educational manner, a list of guidelines has been incorporated. All students are required to abide by the guidelines; any improper use of district online systems is not acceptable and will not be permitted.

Section 2
Online Systems Policies

2.1 Monitoring Tools. The District routinely monitors usage patterns for its online communications. The reasons for monitoring are for leveraging online learning as well as for better planning and management of network resources.

2.2 Blocking of Internet Access. Different access and service levels for different student groups may be given to students depending on the nature of the work. The District reserves the absolute right to block access to certain Internet sites if it becomes necessary.

2.3 Reasons for Policies.

- **a.** To collect data for Internet access and to ensure that usage is for general educational purposes.
- **b.** To track and control the flow of traffic
- **c.** To improve capacity planning
- **d.** To decrease network slowdown and keep productivity up
- **e.** To maintain good availability of network bandwidth
- **f.** To reduce cost

Section 3
Ownership Of Electronic Communications

3.1 All Communications Over District Online Systems Are Property of the District. All messages created, sent, or retrieved over the district online systems are the property of the District, and students should not assume electronic communications are totally private. The District reserves the absolute right to access and monitor all messages and files on the District's online systems.

Section 4
Maintaining A Hospitable Environment

4.1 Maintaining A Hospitable Environment. To ensure district online systems are a productive and stable environment, it is not permitted to transmit, retrieve, or store information that is discriminatory or harassing, obscene, pornographic ,or X-rated. It is not permitted to use district online systems for personal gain or any other purpose which is illegal, against district policy, or contrary to the district's best interest.

Section 5
Non-discrimination

5.1 Non-Discrimination. It is not permitted to transmit messages with derogatory or inflammatory remarks about a person's race, color, sex, age, disability, religion, national origin, physical attributes, and/or sexual orientation.

Section 6
Confidential Information

6.1 Communication Of Messages Disclosing Confidential Information Is Prohibited. Do not communicate the personal address, phone number, or other personally identifiable information of yourself or of any other student(s) or school personnel. Do not reveal

information that indicates the physical location of yourself (or anyone else) at a given time other than attendance at a particular school or participation in a school activity.

Section 7
Maintaining System Security

7.1 Keeping the Online System Secure From Computer Viruses. Any downloading/uploading or installation of software or files on District computers must be free of any viruses in order to prevent viruses from entering the District's online systems. If you are unsure about any programs or files, check with Technology Support before installing or downloading/uploading. The goal of any software loaded on District Systems must be for educational purposes. The Building Principal must authorize all software downloaded and/or installed. The software must be a legal copy, either registered to the District or the user.

7.2 Infringement Risk. Student usage of unauthorized software is illegal and, therefore, is strictly prohibited.

7.3 Usernames and Passwords. Students are solely responsible for user names and passwords assigned to them. Sharing passwords and usernames with any other person is prohibited. Students are accountable for any misuse of the system done under their log in.

7.4 Vandalism. Vandalism is prohibited. Vandalism, as it applies to this policy, includes, but is not limited to, the following:

- Any unauthorized action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, regardless of system location or time duration.
- The deletion, examination, copying, or modification of files and/or data belonging to other users or the district system without permission.
- The introduction of computer “viruses” or other disruptive/destructive programs onto the district system or into external networks.

Section 8
District Public Image

8.1 Students' Conduct in Public. District online systems are a public place for educational communications, and all communications over district online systems reflect district image. All students are, therefore, responsible to maintain and enhance the district’s public image, and no abusive, discriminatory, harassing, inflammatory, profane, pornographic or offensive language or other materials are to be transmitted through the district online system.

8.2 Students' Identity. No message can be transmitted without the student's identity. Transmitting messages with anonymous or fictitious names is prohibited.

Section 9
Copyright

9.1 Copyright Infringement. No copying, downloading, or distributing of any of the copyrighted materials, including but not limited to messages, e-mail, text files, program files, image files, database files, sound files, and music files through the district online systems is allowed.

Section 10
Internet Safety Policy

10.1 Introduction. It is the policy of St. Charles Community Schools to:

- Prevent user access to, or transmission of, inappropriate material over its computer network via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use, or dissemination of the personal identification of minors.
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

10.2 Technology protection measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are: Obscene, as that term is defined in section 1460 of title 18, United States Code
- Child Pornography, as that term is defined in section 2256 of title 18, United States Code
- Harmful to minors

10.3 Harmful to Minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

10.4 Sexual Act; Sexual Contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the St. Charles Community Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
- Unauthorized access, including so-called 'hacking', and other unlawful activities
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the St. Charles Community Schools' staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this

policy and the Children's Internet Protection Act. Procedures for the disabling of or otherwise modifying any technology protection measures shall be the responsibility of the System Administrator or designated representative.

Adoption
This Internet Safety Policy was adopted by the Board of St. Charles Community Schools at a public meeting, following normal public notice, on February 7, 2001.

Section 11
Violations

11.1 Failure To Comply. Failure to comply with this policy may result in disciplinary action up to and including expulsion and/or legal action. Refer to the student handbook for more details.

CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge, in accordance with Public Acts 342 and 343 of 2012, that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by _____
Sponsoring Organization

_____	_____
Participant Name Printed	Parent or Guardian Name Printed
_____	_____
Participant Name Signature	Parent or Guardian Signature
_____	_____
Date	Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents, please review and keep the educational materials available for future reference.

Parents & Students Must Sign & Return the Educational Material Acknowledgment Form.

Permit Number _____

ST. CHARLES HIGH SCHOOL STUDENT PARKING PERMIT APPLICATION

Driver's Name _____

License Plate # _____ Make of Car _____

Color of Vehicle _____ Year of Vehicle _____

Auto Insurance Co. _____

I, _____, request permission to drive to school for the following reason(s): _____

It is my understanding that in order to drive to school I must abide by all local, state, and school laws. Any violation of these laws will automatically result in the revocation of my driving privileges on school property. **I also understand that the fee for an accepted parking permit is $3.00 which will be forfeited if my parking permit is revoked.**

1. All automobiles parked on school grounds must be registered with the general office and must display the current sticker on the rearview mirror or in the front window. No ATVs, snowmobiles or unlicensed motorcycles may be driven on school grounds.
2. Parking is strictly limited to the student parking area located directly in front of the high school.
3. The speed limit is 10 miles per hour in school areas.
4. Students will not be permitted to drive, carry passengers or be in the parking area from 7:55 a.m.-2:40 p.m. without special permission.
5. Students should not be in or near parked cars during school hours.
6. Students' vehicles may be subjected to search if there are reasonable grounds to believe that drugs, alcohol, or stolen property might be present in the vehicle.
7. Student vehicles must be parked appropriately, taking only one parking space-pulled in forward and between the lines. Any vehicle parked outside the lines may result in the driver being issued a detention.
8. Parking and driving regulations are strictly enforced. Failure to follow the above rules may result in a loss of driving privileges and possibly having the vehicle towed away at owner's expense. Additional disciplinary consequences may also be enforced depending upon the severity of the infraction (detention to suspension).
9. Students will not be permitted to sit in their vehicle at any time.
10. Any student whose vehicle is searched by administrators, law enforcement officials, and/or canines and is found to have drugs or drug paraphernalia, alcohol, stolen property, or firearms/weapons present in the vehicle may be subject to having their parking permit revoked immediately.

I have read and understand the above application. I have also received a copy and agree to abide by the rules and regulations as stated above. It is strongly recommended that students lock their vehicles upon arrival at school as the district will not be responsible for any missing items.

Student's Signature _____ Date_____

Parent's Signature _____ Date_____

Principal's Approval _____ Date _____

ST. CHARLES HIGH SCHOOL AUTHORIZATION TO ADMINISTER MEDICATION

Michigan law requires a physician's written order along with the parent/guardian's signature of authorization for the administration of all prescribed medications. A parent/guardian signature of authorization and confirmation of medication's appropriateness by a licensed physician is required for all non-prescription medications Medication includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applies as drops to eyes, nose, or medications applied to the skin. (STC BOE Policy 2780 & 2780-R-6).

Student's name: _____ Today's Date:_____

Signature of physician and parent/guardian required for ALL prescribed medications.
Signature of parent/guardian and confirmation by a licensed physician required for ALL Over the Counter (OTC) medications.

	Medication Name	Dose	Time Given	Form/Route*	Side Effects	Adverse Reactions	Self-Administer Y or N
1							
2							

* Routes – oral(pill/capsule/chewable/liquid); inhaled(nebulizer/inhaler); topical skin application; topical drops(eye/ear/nose); injection; other(list)

List minimal frequency between doses (especially if prn):
_____

If prn list symptoms/conditions under which medication is to be given:
_____

Start date: _____ Stop date:_____

_____ _____

Physician's Signature **Date**

_____ _____

Physician's Printed Name **Physician's Phone #:**

I request that the above medication be administered at school according to school policy (see reverse side)

_____

Parent/Guardian Signature _____ Date_____

Authorization of Parent/Guardian Concerning the Administration of All Listed Medications by School Personnel

1. No prescription medications will be given without a physician's order, signed by the physician.

2. All prescription bottles must be labeled by the pharmacy with a current date, the name of the student, name and strength of the medication, dosage and frequency of administration.

3. Over-the-counter (OTC) medications must be contained in a labeled, original container.

4. The medication in any bottle must be the same medication as stated on the label.

5. No Over-the-Counter (OTC) medication will be given without a parent/guardian signature and confirmation by a licensed physician.

6. Any change in prescription medication, including a change in dosage, or the discontinuation of the medication, must be accompanied by a physician's order.

7. After consultation with the parent(s)/guardian(s), a building administrator may discontinue a student's right to self-administer and self-possess medication if there is misuse by the pupil.

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 https://stccs.revtrak.net/hs/technology-fees-/#/list, 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 $20.00 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 _____

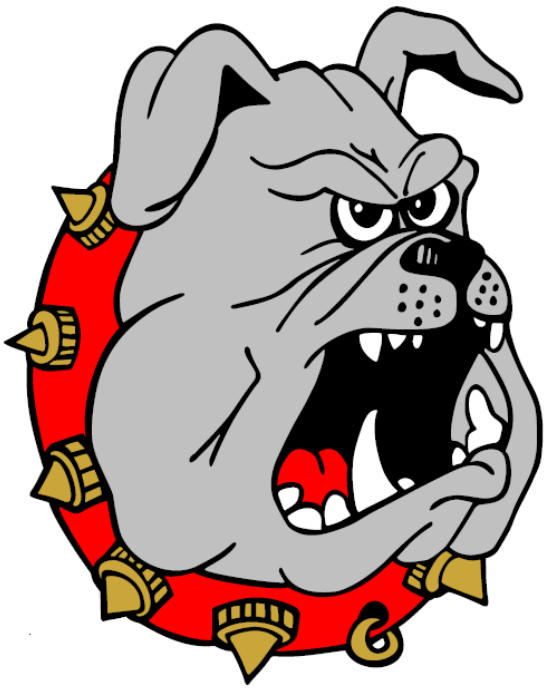
Student Signature _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

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

St. Charles Community Schools Athletic/Extracurricular Handbook



Go Bulldogs!

St. Charles High School
881 W. Walnut
St. Charles, MI 48655
Athletic Office: (989) 865-9941
Fax Number: (989) 865-6185

Ashley Schlager, Athletic Director
Email: schlagera@stccs.org

Mary Jo Skiendziel, Athletic Secretary
Email: skiendzielm@stccs.org

Athletic Philosophy

A strong interscholastic athletic program is an essential part of the high school experience, promoting not only physical fitness but also character, teamwork, and school pride. This Athletic Handbook is designed to provide student-athletes, parents, and coaches with clear expectations, guidelines, and resources to ensure a positive and successful experience for everyone involved.

Participation in athletics is a privilege that comes with important responsibilities. Student-athletes are expected to demonstrate commitment, discipline, and respect—both on and off the field. Through competition and collaboration, students have the opportunity to develop leadership skills, build lasting relationships, and learn valuable life lessons that extend far beyond sports.

This handbook outlines the standards of conduct, eligibility requirements, training expectations, and safety protocols that guide our athletic programs. By working together—students, families, coaches, and school staff—we can create an environment that fosters growth, integrity, and excellence in all aspects of athletics.

We are proud of our athletic tradition and excited to support each student-athlete in reaching their full potential. Welcome to a program where dedication, sportsmanship, and teamwork define success.

NOTE TO THE PARENT

Participating in interscholastic athletics is a great educational opportunity for your son or daughter. With that opportunity there are certain responsibilities. In order to provide a quality program for all, we have outlined the major policies governing our interscholastic athletic program. It is our intention to provide the best possible program in which your child can participate, and we need your cooperation as parents to help us meet our goals.

As parents, you can help your child learn that dedication and commitment are crucial to the athletic experience, and that sacrifices made now will continue to pay off in future years. The athletic coaches who serve as your child's "teacher" on the athletic field make enormous sacrifices of time and energy and need your support as well.

Parents should model desirable behaviors to students, and the St. Charles athletic department asks for your cooperation in demonstrating positive sportsmanship to others at all times. After reading this handbook and reviewing it with your student, the consent form must be signed and returned to the coach before participation begins.

NOTE TO THE STUDENT

Participating in interscholastic athletics is an outstanding educational opportunity. For the majority of people, the opportunity only presents itself for a few short years while in school. It is a privilege to represent your school and your community by wearing the red and black uniform. With this privilege comes responsibility.

Responsibility to yourself and your team involves the commitment of self-sacrifice and discipline. An athlete's responsibility to him/herself includes the maintenance of good grades, regular school attendance, positive personal conduct, and the ability to say no to harmful substances such as alcohol, tobacco and other drugs.

Responsibility to your family includes setting positive examples to younger students, upholding your family's reputation by putting forth your best effort on a daily basis, and maintaining positive conduct and behavior on and off the playing surface.

Responsibilities to your school and your community are numerous. Putting forth your best efforts in every practice and competition will bring your school honor, regardless of your win/loss record. Your conduct, positive or negative, is a direct reflection on your school and your community. In addition, the sportsmanship you exhibit demonstrates the amount of class and dignity your school and community possess. Help continue the positive tradition of St. Charles athletics by maintaining the highest self-standards possible, and not only will St. Charles receive a positive reputation, but you, as an individual, will also.

Many community members, fans, teachers, parents and administrators constantly observe the conduct of student-athletes. As a student-athlete, you are highly visible in many situations, both on and off the playing field. The use of profanity, inability to control temper, demonstrations of poor sportsmanship, and disrespect for officials are all unacceptable. In the classroom, a student-athlete should show class by striving for academic success and demonstrating respect for teachers, administrators, and other students.

Finally, the athletic facilities, equipment, and transportation represent an enormous amount of financial investment in you as a student-athlete. Proper care and maintenance of these will significantly improve the quality of the athletic program. Take pride in yourself, your team and your school by being respectful of the facilities and equipment that have been made available to you through the hard work and dedication of others.

Athletic Philosophy by Level

Varsity
The varsity team should be composed of athletes who are the most developed in their skill level, mentally and physically, and best fulfill the needs of the team. There should be continued development in the team concept and character with an emphasis on winning.

Junior Varsity/Freshman
As the Sub-Varsity programs, its concentration should be on preparation for the varsity level. Using the schemes and concepts that will be employed at the varsity level. There needs to be a development of skill, character, team and the winning concept.

Middle School
Middle school athletics focus should be to promote athletics at a young age, instill the passion of sport into the students, and maintain a high retention rate within the program from year to year. Winning is not a main concern.

St. Charles Interscholastic Sponsored Athletics

St. Charles offers a varied program of interscholastic athletics. Participating in interscholastic athletics is a privilege. The purpose of these programs is to aid in the development of leadership, cooperation, sportsmanship, competitive spirit, and physical well being. All teams listed below are dependent upon participation numbers.

Boys Fall Sports

Cross Country

Varsity and Middle School (6, 7, 8)

Football

Varsity, Junior Varsity

Girls Fall Sports

Volleyball

Varsity, Junior Varsity, Middle School (7, 8)

Cross Country

Varsity and Middle School (6, 7, 8)

Sideline Cheer

Varsity, Junior Varsity

Boys Winter Sports

Basketball

Varsity, Junior Varsity and Middle School (7, 8)

Bowling

Varsity, Junior Varsity

Wrestling

Girls Winter Sports

Basketball

Varsity, Junior Varsity and Middle School (7, 8)

Bowling

Varsity, Junior Varsity

Competitive Cheer

Varsity

Swimming (Co-Ed, Co-Op w/ Chesaning)

Varsity and Middle School (7, 8)

Swimming (Co-Ed, Co-Op w/ Chesaning)

Boys Spring Sports

Baseball

Varsity, Junior Varsity

‘Track and Field

Varsity and Middle School (6, 7, 8)

Girls Spring Sports

Softball

Varsity, Junior Varsity

Track and Field

Varsity and Middle School (6, 7, 8)

Governing Affiliations

St. Charles Board of Education

The St. Charles Board of Education sets policies regarding the education components of athletics and the policies specific to St. Charles Community Schools

MHSAA Membership

St. Charles Community Schools is a member of the Michigan High School Athletic Association(MHSAA). This governing body determines the rules and regulations for all of our interscholastic sports and sponsors tournaments at the end of each season(High School Only). The MHSAA classifies all schools by enrollment.

Mid-State Activities Conference Membership

St. Charles Community Schools is a member of the Mid-State Activities Conference(MSAC). The MSAC Constitution and By-laws govern many aspects of the relationship between member schools. Members of the MSAC include: Ashley, Breckenridge, Carson City Crystal, Coleman, Fulton, Merrill, Montabella, Mt. Pleasant Sacred Heart, St. Charles, and Vestaburg.

Annual Sports Participation Fee

St. Charles Community Schools annual sports participation fee at the following rates:

High School Sports:$80.00

Middle School Sports: $60.00

Family Cap: $200.00

All fees must be paid before the first contest of the first sport participating in. Fees can be paid in the High School Athletic Office, High School Main Office, or Middle School Office, or on FinalForms. Please contact the athletic office with any questions or concerns.

Requirements for Participation:

St. Charles Middle/High School Athletic and Extra-Curricular Participation and Eligibility Requirements

1.) Students and Parents must read and agree to abide by all policies set forth in the Parent and Student Handbook. Students who demonstrate an inability to fulfil the policies of the handbook will not be eligible to participate in athletics.

Duration

Athletes are subject to the Athletic Requirements and Rules for Participation at **all times and places during the calendar year.** Violations will carry over from middle school to high school and from one year to the next in high school.

St. Charles Student-Athlete Academic Eligibility Policies

It is the goal and responsibility of the athletic program to promote sound education responsibility for students. They must receive a quality education in the classroom first and a quality education in extracurricular activities second.

To be eligible to participate in interscholastic athletics and extracurricular activities at St. Charles Middle/High School, students must meet all of the following requirements:

1.) Academic Performance
- a.) Must be passing all classes (SCC, Online, Delta, etc.)
- b.) A student must maintain a minimum grade point average(GPA) of 2.0 during the semester. Students participating in any sport/extracurricular that overlaps more than one(1) semester must be compliant in maintaining at least a 2.0 GPA in both semesters. In the case of spring and fall sports that do not overlap semesters, students must have met the academic requirements of at least a 2.0 GPA and not have failed more than one(1) class the previous semester.
- c.) Evaluation of student-athlete academic progress will be conducted as follows:
  - i.) Weekly after the 2nd week of classes
  - ii.) Students must be passing five/six (5 / 6) classes weekly
  - iii.) Grades will be checked by the Athletic Director (Student Athletes) or Building Principals for non-athletic activities based on feedback from advisors/sponsors and teachers every Thursday afternoon at 3:00pm during the school year.
  - iv.) The athletic/extracurricular suspensions will run Monday through Sunday of that following week
  - v.) Students may not request to have grades updated once eligibility has been run for the week
- d.) Students are considered to be in good academic standing, defined as maintaining a minimum 2.0 GPA and having no more than one(1) failing grade during the grading period. Students failing to meet this standard will not be eligible to participate in any extracurricular activities, including but not limited to practices, meeting, and team workouts until the administration has met the standard for eligibility.

2.) Homework and Academic Responsibilities
- a.) Students must be current on all assigned homework, projects, and academic obligations.
- b.) Teachers must report to the Athletic Director and/or Principal any student-athlete or extracurricular participant who do not meet academic requirements. This could result in temporary ineligibility until deficiencies are resolved.

3.) Attendance
- a.) Student-athletes are required to be in attendance during the **ENTIRE** school day on the day of a contest or event. No Student-Athlete will be permitted to practice or participate in an event if they are absent for any part of the school day; unless they are **given permission** by the Principal or Athletic Director.
- b.) Students must have no more than two(2) unexcused absences and not have chronic or habitual tardies.
- c.) Absences approved by the administration for extenuating circumstances (e.g., medical emergencies) may be reviewed on a case-by-case basis by the building Principal.

4.) Behavioral Standards

a.) Discipline of athletes shall be administered in accordance with the general **SCHOOL HANDBOOK,** as it applies to middle and high school students. All discipline is to be served concurrent with school sanctioned consequences.

b.) Students who have been suspended from school by the school administration are **NOT ALLOWED TO ATTEND ANY SCHOOL ACTIVITIES** on school property except by permission of school administration. This includes the following:

i.) The student athlete shall not be allowed to practice or participate in an athletic event for the term of the suspension. Additional disciplinary action toward the student shall rest in the hands of the coach involved.

ii.) The student athlete will <u>not</u> be allowed to attend the contest/practice on the day of the suspension.

iii.) In a case involving a serious infraction of school rules or local laws, the athlete may be placed on probation by the Principal and Athletic Director at their sole discretion.

c.) These violations pertain to all sports and/or extracurricular groups, clubs, etc. (i.e., violations in basketball carry over to drama, etc.)

d.) Unexcused absences from practice or games due to discipline or academic in eligibility could result in further disciplinary action and loss of playing time at the discretion of the specific coach.

5.) Ineligible Students (Academics, Behavior, Attendance, etc.)

a.) Ineligible students are allowed to attend but may not participate in competitions, performances, events, and practices. Also disallowed are riding on a team bus, sitting on a team bench, being on the sidelines, participating in pep rallies or Homecoming parades, wearing school issued property(uniforms) until eligibility is restored. As members of the student body, students will be allowed to attend school spirit and competitive events.

6.) Appeals and Probation

a.) Students and/or parents/guardians may submit a written appeal to the school administration if it is believed that extenuating circumstances exist within three(3) calendar days upon receiving the notice.

b.) At the discretion of the administration, students may be placed on a probationary period with clearly defined expectations and timelines for regaining eligibility.

c.) St. Charles Community Schools is committed to the holistic success of all students. To that end, the District will make every reasonable effort to provide or facilitate tutoring and mentoring opportunities for students who require additional academic or personal support.

d.) Eligibility may be reinstated once the student demonstrates compliance with all requirements outlined in the Student/Athletic Handbook and verified by school administration (Superintendent, Principal, or Athletic Director).

7.) Insurance Coverage

a.) It is strongly recommended that anyone interested in participating in athletic competition at St. Charles first contact their insurance carrier to evaluate their current liability coverage. In order to be eligible and able to participate in interscholastic athletic program, students must meet all of the guidelines set forth by the Michigan High School Athletic Association (MHSAA).

b.) St. Charles Community Schools does not assume financial responsibility for any medical, physician, hospital, or ambulance expenses incurred because of athletic injuries that occur during practice, weight training, or contests.

c.) Athletics is a voluntary program in which the student may participate if he/she so desires, but the student does so at his/her own risk of injury.

MHSAA Eligibility Rules

The following are brief summaries of the information presented in the MHSAA Handbook, which is on file in the Athletic Directors office. For clarification of questions, or further details on the following regulations, please contact the Athletic Director BEFORE participation begins

Minimum athletic eligibility is determined by meeting the Michigan High School Athletic Association(MHSAA) guidelines for eligibility found at http://www.mhsaa.com

Enrollment

Students must be enrolled in school prior to the fourth Friday after Labor Day(1st Semester) or the fourth Friday of February(2nd Semester). Students must be enrolled for at least 20 credit hours. A student must be enrolled in the school for which he/she competes.

Transfers

A student enrolled in grades 9-12 who transfers from one high school to another high school is ineligible to participate in interscholastic athletic contest or scrimmage in the school to which the student transfers unless they qualify under a MHSAA transfer exception or the Sport-Specific Transfer Regulation. Please check with the Athletic Director on all transfers.

Age

Be less than nineteen(19) years of age at the time of the contest unless the nineteenth(19th) birthday occurs on or after September 1 of a current school year, in which case a student is eligible for the balance of that school year in all sports. Middle school students must be under 15 for eighth graders and under 14 for seventh graders unless that birthday occurs on or after September 1st of the current school year.

Semesters of Enrollment

Students are not eligible for participation if they have been enrolled in grades 9-12 inclusive for more than eight semesters. The seventh and eighth semesters must be consecutive.

Semesters of Competition

A student, once enrolled in grade 9, shall be allowed to compete only four(4) first semesters and four(4) second semesters.

Undergraduate Standing

A student who has graduated from high school is not eligible to compete in interscholastic athletics.

Limited Team Membership

A student who is a member of a high school team may not compete in any “non-school-sponsored” athletic event in the same sport during the same season. For exceptions to this rule, please contact the Athletic Director.

Physical Examination and Sports Registration

For the 2026-2027 school year, an MHSAA pre-participation sports physical is required for all students who participate in athletics. A physical examination must be completed on or after April 15th, 2026 to be considered a valid physical for the 2026-2027. The form must be complete and must be signed/dated by the MD or DO, Physician’s Assistant, or Nurse Practitioner who administers the physical examination. A STUDENT SHALL NOT PARTICIPATE IN ANY PRACTICE SESSION OR CONTEST UNTIL A VALID PHYSICAL HAS BEEN TURNED INTO THE ATHLETIC OFFICE OR UPLOADED INTO FINALFORMS.

College Eligibility

If an athlete intends to practice and/or play their freshman year at an NCAA college, they must satisfy the requirements of NCAA Initial-Eligibility Clearinghouse. Check with the Guidance Counselor to obtain a Clearinghouse form.

Social Media

It is expected that each member of an athletic team will express a high degree of loyalty toward the members of the team and the coach. Excessive displays of disloyalty could result in disciplinary action. Student athletes are not to upload or post to social media content, including, but not limited to, any comments, photographs, videos, or other materials that reflect negatively upon themselves, the team, or the school. Consequences for violating this policy may include dismissal from the team, suspension from school, or expulsion.

It is the avowed purpose of the coaching staff and/or teachers to treat every alleged offense and offender as an individual and unique case; to not act in haste, and to safeguard the rights and interests of every individual as well as the overall interest of the squad, school, and community. It is equally important that all rules and regulations be enforced the same for all athletes. The disposition of each offense will be treated in a private manner within the confines of the athletic department, team activity, and family. Every effort will be made to keep publicity tasteful and minimal.

Students or parents of students who feel that they have been treated unfairly by a coach may apply, in writing, to the athletic events coordinator for a hearing on their case. A panel consisting of the athletic events coordinator, principal, and one impartial teacher will hear the case at a specified time (convenient to all parties) not to exceed ten (10) days from the written application. A two-thirds vote will render a decision by the panel. If the athlete cannot attend the scheduled hearing, another hearing will not be scheduled unless extenuating circumstances exist. If the athletic events coordinator was directly involved in the case, a third impartial party will take his/her place on the panel. It is the right of the athlete to take his/her case to the superintendent if he/she still feels slighted by the panel's decision. All athletes will be subject to suspension from the sport until the final decision of the case has been handed down.

Mid- State Activities Conference (MSAC) Sportsmanship Expectations

The members of the MSAC stand unified in our pursuit of sportsmanship at all of our athletic events and venues.
We believe that "Good Sports are Winners" and expect everyone attending and participating adhere to the guidelines identified below:

- Unless authorized by school officials, spectators are not allowed on the playing surface at any time (before, during, or after competitions).
- Student sections must sit or stand in the bleachers.
- Standing on the floor at indoor events is not permitted.
- "Rushing" the field or court is not allowed at any time.
- Cheer positively for your team and not against the opponent or officials.
- Cheers and taunts directed at individual athletes on opposing teams will not be tolerated.
- Profane language is strictly prohibited.
- Signs are to be positive and respectful.
- No whiteboards are permitted.
- At all indoor events, artificial noisemakers and/or amplifiers are not allowed.
    - Artificial noisemakers, (including but not limited to horns, cowbells, bells, buzzers, shakers, clickers, thunder sticks, rattles, and instruments not part of a band).
- At outdoor events, no "boom boxes" or music is permitted by any team besides the home press box.
- Backpacks, large purses, or bags may be subject to search.

School officials retain the right to refuse admittance or remove a person(s) from an event due to inappropriate behavior. Spectators who are removed will not be able to attend the next event and will be reinstated at a time determined by local school officials.

Transportation

1.) Teams will use school transportation to away contest unless otherwise authorized by the administration
2.) All student athletes must travel to away contests on school provided transportation. After the contest the athletes may ride home with parents/guardians **only if the parents have contacted both the athletic office and coach**

24 hours prior to the event in writing AND present themselves to the coach coach. Varsity coaches can have a team rule for all players to return to school on the transportation provided.

3.) When food is taken on the bus, it will be the responsibility of the coach and athlete to make sure all refuse is picked up and deposited in a container.
4.) Student-Athletes are to remain in their seats when on the bus. This means no walking around, standing up and banging on the ceiling, hanging out the window, yelling out the bus or making any obscene gestures from inside the bus to passerby.

School Policies

1.) All athletes are expected to follow all school policies and regulations. Violations will be addressed by the coach and Athletic Director.

School Property (Including Athletic Equipment)

1.) Athletes are expected to treat school property in a respectful manner
2.) Any athlete that does not turn in all issued equipment at the end of the season or pay any applicable fines/athlete purchased uniform expenses will not be issued a uniform/equipment for their next sport.

Injuries

Athletes should immediately report any injury to the coach. If an athlete sees a medical doctor for any reason, illness or injury, they may not return to play/practice until the athlete has clearance from their physician.

St. Charles Athletic Training Rules:

Use of Alcohol, Tobacco, Vapes, other Drugs, etc.

Any student who is participating in the school athletic program shall not consume, possess, use, buy, or sell or give away intoxicating beverages, marijuana, or any "controlled substance" pursuant to federal and/or State statute, Steroids, human growth hormones, or other performance enhancing drugs, Substances purported to be illegal, abusive, or performance enhancing, i.e., "look-alike" drugs, DRUG PARAPHERNALIA, All forms of VAPE/VAPOR pens, electronic cigarettes, and the products used in them, Tobacco or tobacco products of any form. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for students own use by his/her doctor. Use of prescribed and over-the-counter medications must be administered per the school policy. It is important to understand that these training rules are in effect **12** months **a year,** and violations are cumulative throughout a student-athlete's career. Violations will be observed by the following: members of the coaching staff, faculty, administrators, parents of the athlete, and law enforcement agents. Reports of a violation should be made to the Athletic Director within a timely fashion of the violation.

1.) First Violation:
   a.) Thirty (30) days of no extracurricular activities and/or next season if the offense occurs out of season to be served concurrent with school sanctioned consequences.
2.) Second Violation:
   a.) Sixty (60) days of no extracurricular activities and/or next season if the offense occurs out of season to be served concurrent with school sanctioned consequences.
3.) Third Violation:
   a.) Permanent ban from all extracurricular activities and/or next season if the offense occurs out of season to be served concurrent with school sanctioned consequences.

In all cases, the parents of student violations will be consulted by the building principal and the athletic coordinator about the incidents. All coaches in active roles will be consulted on the incident and what activities the student athlete will miss. It will be the responsibility of the coach to continue to counsel the athlete and to keep them actively engaged in the team activities. It is the design and direction of these rules that the athlete be given a support system to aid in behavior change. This will be done with the combined efforts of athletes, teammates, parents, coaches, and administrators. However, repeated violations will not be tolerated.

Dual Sport Athletes

A dual sport athlete is defined as a student-athlete who participates in two sports simultaneously during the same season. An example would be a member of the Girls' Volleyball team in the fall also running on the Cross Country team. It is the policy of the district to discourage dual sport participation rather than to promote it. In St. Charles we want as many of our

students participating in sports in a meaningful way. However, from time to time there may be a student-athlete who benefits from dual sport participation. It is for the benefit of the student-athlete and not the program that dual sport participation is allowed.

1.) **The following criteria have been established to protect individuals and coaches when a dual sport athlete is being used:**
   a.) Any coach may decline to allow a dual sport athlete if he/she believes that missed practice time would hinder the integrity of the sport or if limited participation would hinder the effectiveness of team morale. A coach may not decline participation because he/she believes it will affect the student-athletes' ability to perform at his/her best. The physical well-fare and educational standing of the student will be taken into consideration when considering a dual sport request. Coaches will need to be prepared to defend their position with the Athletic Director. In addition, the physical well-fare and educational standing of the student will be taken into consideration when considering a dual sport request.
   b.) A student-athlete who wishes to participate as a dual sport athlete must fill out the appropriate paperwork with all necessary signatures before he/she will be allowed to participate.
   c.) One of the sports must be a varsity sport in order for a student to participate in dual sports.
   d.) A student-athlete must declare a primary sport and a secondary sport. The primary sport has final say on any practice time or games missed. For this reason it is very important that all parameters of the arrangement are established before the season begins.

ATHLETIC AWARDS 9th-12th

Each Head Varsity Coach will be responsible for determining the criteria for earning an athletic award for that sport and for explaining the criteria to the participants prior to the start of the season.

1.) **LETTERS AND CERTIFICATES**
   a.) Freshman participants on a freshman team will receive a certificate and a pin. Freshmen who participate at the Junior Varsity or Varsity level will receive the corresponding certificate.
   b.) Junior Varsity participants will receive a J.V. Letter, certificate, and pin. An athlete will receive only one J.V. letter during his/her career, but will receive a certificate and pin for each sport in which he/she earns an award.
   c.) Varsity participants will receive a Varsity Letter, certificate, and pin. An athlete will receive only one Varsity letter during his/her career, but will receive a certificate and pin for each sport in which he/she earns an award.
   A MVP award will be given to the player selected as the team MVP. That player will receive a certificate. The player who is selected as having demonstrated the most amount of improvement over the course of the season will receive a Most Improved Player certificate.
   d.) 5th Quarter (Varsity): 5th Quarter players must participate in at least 50% of Varsity contests in order to receive their Varsity Letter as a 5th Quarter player.

2.) **MOST VALUABLE PLAYER AWARDS (Based on Coaches decision if this award is given)**
   a.) A MVP award will be given to the player selected as the team MVP. That player will receive a certificate.
3.) **MOST IMPROVED PLAYER AWARD (Based on Coaches decision if this award is given)**
   a.) The player who is selected as having demonstrated the most amount of improvement over the course of the season will receive a Most Improved Player certificate.
4.) **SENIOR ATHLETE AWARD**
   a.) One male and one female athlete will be selected to receive this honor. To be considered for this award, athletes must participate in the three sports seasons during their senior year. Other factors to be considered include athletic awards and achievements, conduct, academics and athletic participation. The recipients of the Senior Athlete Award will be given a plaque.
5.) **CHAMPIONSHIP TEAM AWARDS**
   a.) Members of a conference championship team (this includes conference, district, regional, and state) will be given one championship letter, per sport, during their high school careers. Families may purchase additional letters at cost if they wish to do so. MHSAA regulations prohibit athletes from accepting awards, which are greater in value than $40.00, unless the athlete pays the difference in value above $40.00 before accepting the award.

AFTER-SCHOOL PRACTICES AND GAMES

Coaches and parents are advised that students staying after school for an athletic practice and/or event MUST sit in the designated area outside of the MS/HS Office. Students MAY NOT go to the locker room and/or access any other part of the building until a coach is in attendance. Students must be under adult supervision at all times while on school property.

ATTENDING HIGH SCHOOL ATHLETIC EVENTS

St. Charles Middle School students are welcome and encouraged to attend St. Charles High School athletic events. Students are expected to be well-behaved, since they represent St. Charles Middle School and the community of St. Charles. Parents are encouraged to accompany their child to all events. Students should be seated in the stands/bleachers to watch and support our team using good sportsmanship.

Use of Facilities

Facilities are available for use ONLY when one or more staff members are present. Use of facilities by outside organizations must be approved by the administration.

Inclement Weather Days (Snow Days)

In the event that school is canceled due to inclement weather for St. Charles School District, the safety of our students, staff, and fans is the utmost priority; with that in mind, the following procedures will be adhered to:

1.) **Contests**
   a.) Every effort will be made to compete in MHSAA Scheduled events.
   b.) Every effort will be made to compete in Varsity MSAC contests under the approval of both schools Athletic Directors, Superintendents and Transportation Directors.
   c.) In the event that cancellations impact the schedule, all scheduled conference events will take priority in being rescheduled over non-conference events.

2.) **Practice**
   a.) No decisions on practices will be made prior to 12pm in collaboration with the Principal, Superintendent, and Athletic Director
   b.) Any practice that does take place must be voluntary, Varsity will be priority.
   c.) All Middle School practices will be cancelled.

Parent/Coach/Player Communication

1.) All communication between Coaches, Parents, Players should be done through the SportsYou app.
2.) All communication should begin at the lowest level (e.g. Player/Coach, Player/Coach/Parent, etc.)
3.) Please do not attempt to confront a coach before, during, or immediately after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution and never go well, as many things that are said remain long after the issues are resolved. We ask that you practice the " 24- hour cooling off period".
4.) When parent-coach conferences are necessary or you have a concern to discuss with the coach the following procedure should be followed to help promote a resolution to the issue of concern.
   a.) The student-athlete should speak with the coach to bring the concern to the coach.
   b.) If the player-coach meeting does not resolve the issue, the parent should then contact the coach to set up a meeting. The student-athlete is required to attend the parent-coach meeting.
5.) What can a parent do if the meeting with the coach did not provide a satisfactory resolution?
   a.) Call and set up an appointment to meet with the Middle/High School Principal and Athletic Director to discuss the situation
   b.) At this meeting a next step will be determined.

Parental/Student Consent

A form stating that the parent and the student read and agree to abide by the policies set forth in this handbook will be issued to all athletes. This form must be completed and returned to the coach or Athletic Director prior to participation beginning.

Annual Review

There will be an annual review of the St. Charles Community Schools Athletic Handbook

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION - Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration
Not "Feeling Right"	Pressure in the Head	Double Vision	Sluggishness
Blurry Vision	Memory Problems	Feeling Irritable	Nausea/Vomiting
Fogginess	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	"Feeling Down"	Sleep Problems

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning, or sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1.) **SEEK MEDICAL ATTENTION RIGHT AWAY**
   a.) A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

2.) **KEEP YOUR STUDENT OUT OF PLAY**
   a.) Concussions take time to heal. Don't let the student return to play on the day of injury and until a healthcare professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3.) **Tell the School about any previous concussion**
   a.) Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about the assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if, after a bump, blow, or jolt to the head or body, s/he exhibits any of the following danger signs:

*One pupil is larger than the other
*Is drowsy or cannot be awakened
*A headache that gets worse
*Repeated vomiting or nausea
*Has unusual behavior
*Slurred speech
*Convulsions or seizures
*Cannot recognize people/places
*Weakness, numbness, or decreased coordination
*Becomes increasingly confused, restless, or agitated
*Loses consciousness (even a brief loss of consciousness should be taken seriously).

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing, or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

A FINAL WORD

Our sole purpose in all our thinking and planning is to provide a friendly and safe place where you may secure the best educational experience your community can provide. With your cooperation, we can make our school one of which we can all be proud of. Remember, there is a reason for each rule. No regulation is aimed to cause anyone discomfort. Policies, as developed, are an attempt to reflect a standard of conduct which is acceptable to those living in our school service area. **Be responsible for your words and actions**. We hope you will respect these rules for the betterment of our school. If you fail to see the reason for a regulation, ask the principal. She will be glad to discuss it with you. We want and need your cooperation and contributions.

ST. CHARLES MIDDLE/HIGH SCHOOL
881 W. Walnut, St. Charles, MI 48655
Phone: (989) 865-9991 Fax (989) 865-8185

Student/Parent Handbook
Signature Page

I hereby acknowledge that I have received a hard copy of the St. Charles Middle/High School handbook. I also acknowledge that I can access the St. Charles Middle/High School Student Handbook at www.stccs.org or the QR Code below.

I understand that the rules and regulations for our school are explained in this handbook.

I understand that I will be held accountable for these rules and regulations.

_____	_____
Student Signature	**Date**
_____	_____
Student Printed Name	**Date**
_____	_____
Parent Signature	**Date**

Note: Please return this form to the main office by Thursday, September 4, 2026, or click here to acknowledge that you have received this information.

Tom White
Principal
St. Charles Middle/High School

Please scan for a digital copy of the handbook.

Appendices

Community Service Guidelines
Community Service Guidelines

STC Community Service Form
STC Community Service Form

Reflections for Community Service Form
Reflections for Community Service Form

Communication Protocol
STCCS Communication Protocol

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 Center	Special
January 21st	6:00 p.m.	MS/HS Student Center	Regular
Febuary 18th	6:00 p.m.	STC MS/HS Student Center	Regular
March 18th	6:00 p.m	STC MS/HS Student Center	Regular
April 22nd	6:00 p.m	STC MS/HS Student Center	Regular
May 13th	7:15 p.m	STC MS/HS Student Center	Regular
June 24th June 24th	5:45 p.m. 6:00 p.m.	STC MS/HS Student Center	Budget Hearing Regular
July 22nd	6:00 p.m.	STC MS/HS Student Center	Regular
Aug. 19th	6:00 p.m.	STC MS/HS Student Center	Regular
Sept. 16th	6:00 p.m.	STC MS/HS Student Center	Regular
Oct. 21st	6:00 p.m.	STC MS/HS Student Center	Regular
Nov. 18th	6:00 p.m.	STC MS/HS Student Center	Regular
Dec. 9th	6:00 p.m.	STC MS/HS Student Center	Regular



Allison Brady- bradya@stccs.org

Mike Goschka- goschkam1@stccs.org

Marcia Kendall- kendallm@stccs.org

Angie Lewis- lewisa@stccs.org

Joseph McNaughton- mcnaughtonj@stccs.org

James McPhail- mcphail@stccs.org

Kevin Ritenburg- ritenburgk@stccs.org

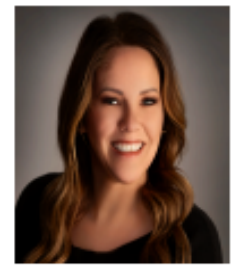
ST. CHARLES COMMUNITY SCHOOLS

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



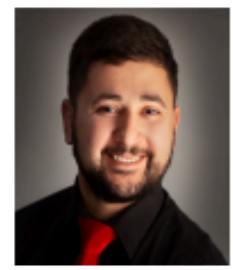
President, Marcia E. Kendall
Feb. 2023 - Dec. 2026



Vice President, Allison Brady
Nov. 2024 - Dec. 2028



Secretary, Angie Lewis
Nov. 2018 - Dec. 2028



Treasurer, Kevin Ritenburg
Oct. 2025 - Dec. 2026

Trustees



Joe McNaughton
Feb. 2024 - Dec. 2028



Mike Goschka
Feb. 2024 - Dec. 2026



James McPhail
Nov. 2024 - Dec. 2026

2025-2026 Student Board Members

Gabe Kelley