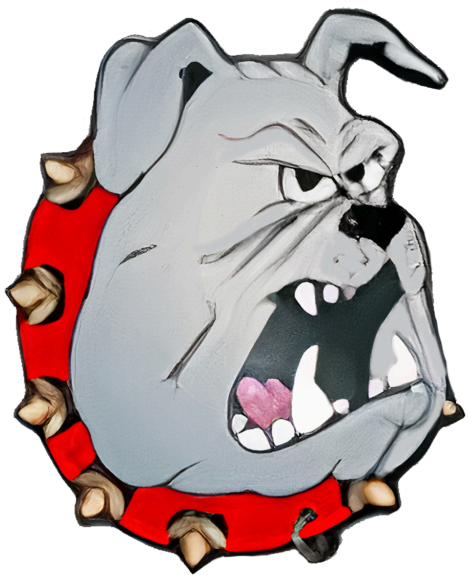
St. Charles Virtual School

891 W. Walnut

St. Charles, MI 48655

Student Handbook
2026-2027



Staff Contact Information

Position	Staff Member	Email	Phone Number
Special Education Teacher	Dinninger, Jason	dinningerj@stccs.org	(989)865-9991
Title IX Coordinator	White, Thomas	whitet@stccs.org	(989)865-9961
	Cornford, Kelly	cornfordk@stccs.org	(989)865-9991
Superintendent, Civil Rights Coordinator	Stanley, Ronald	stanleyr@stccs.org	(989)865-9991
SSD (Services for Students with Disabilities) Coordinator	Bluhm, Jessica	bluhmj@stccs.org	(989)865-9991
Advising Office Secretary	Tribfelner, Dianne	tribfelnerd@stccs.org	(989)865-2415
St. Charles Board of Education President	Kendall, Marcia	kendallm@stccs.org	(989)865-9961
SECTION 504 Coordinator	Lorencz, Amanda	lorencza@stccs.org	(989)865-9991
Secretary / Mentor	Skiendziel, Mary Jo	skiendzielm@stccs.org	(989)865-2415
Virtual School Principal	White, Tom	whitet@stccs.org	(989)865-2415

IMPORTANT INFORMATION

DISTRICT WEBSITE
www.stccs.org

BOARD of Education POLICIES
Board of Education Policies are available at: Board of Education 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; grunas@stccs.org

Virtual School Office: 989-865-2415; stcvirtual@stccs.org

Fax: 989-865-8185

Principal's Message

Welcome to the 2026-2027 school year at St. Charles Virtual School!

We are excited to begin another year and are committed to supporting your success as a virtual learner. This student handbook has been prepared to help you understand the expectations, resources, programs, and procedures that will guide your experience at St. Charles Virtual School. Please take time to review the handbook carefully and share it with your parents or guardians so everyone is familiar with our school expectations and opportunities.

We encourage you to take pride in your education and in being a member of the St. Charles Virtual School community. Success in a virtual setting requires responsibility, organization, communication, and a consistent commitment to your learning. The effort and dedication you put into your education today will create opportunities that benefit you and your community for years to come.

Your experience at St. Charles Virtual School will be shaped by the choices you make. We encourage you to take ownership of your learning, advocate for yourself when you need support, and make thoughtful decisions about your courses and future career pathway. Believe in your ability to grow, challenge yourself, and achieve your goals.

We are proud to have you as part of St. Charles Virtual School and look forward to supporting you throughout the school year. Please do not hesitate to reach out if you have questions or need assistance.

Tom White, Principal (989) 865-2415
St. Charles Community Schools

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the St. Charles Community School District, hereby further referred to as 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.

Virtual 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 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.

St. Charles Virtual School Vision Statement

Our vision is to empower students to transfer knowledge, skills, and core values in becoming productive members of society.

Virtual instruction will align with all state and District standards and guidelines. Learning will parallel the rigors of the daily instruction delivered in our District school buildings. Although we cannot offer everything that our traditional classroom can, students in grades K-8 will receive what they need to be prepared for high school. Students in grades 9-12 will be able to access the courses necessary for graduation and will be prepared for future endeavors.

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2026 - 2027

Monday, August 17	Teacher Work Day- no students
Tuesday, August 25	First Day of School
Friday, Sept 4 & Monday, Sept 7	No School
Friday, Sept 25	Homecoming
Wednesday, October 7	Fall Count Day
Wednesday, Nov. 25- Friday, Nov. 27	No School Thanksgiving Break
Friday, December 18	End of 1st Semester
Monday, Dec. 21 - Monday, Jan. 4	No School Christmas Break
Wednesday, February 10	Spring Count Day
Monday, March 26 - Monday, April 5	No School - Spring Break
Monday, May 31	No School- Memorial Day
Friday, June 4	LAST DAY OF SCHOOL

EMERGENCY SCHOOL CLOSING PROCEDURES

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

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

Notice of Non-Discrimination

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

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

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

- Race, color, and national origin harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- Disability harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- Sex-based harassment can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202.

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

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

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

Changing Courses

Changing courses will be permitted only when in the best interest of a student. If a virtual student is having genuine difficulty in a subject or anticipates problems, he/she should discuss the matter with the Academic Counselor and the teacher. Changing courses MUST be accomplished during the first week of school and/or the specified date, and can be done only on the approval of the Administrator, Mrs. Selich and/or Academic Counselor. No changes will be made unless absolutely necessary.

Class Selection Procedures

The selection of classes for the following year begins early in the spring. An Academic Counselor speaks with students 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 work with the Academic Counselor to select classes.

Every effort will be made to honor all course requests. Students are notified in cases that a selected class is unavailable and will be asked to make alternate selections.

Class Standing for High School
Students are assigned high school class standing for class functions, 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 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

All students must have passed all required courses 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, such as graduation programs and newspaper announcements, by their deadline(s), will not be able to participate in the commencement exercises.

Course Requirements
Each virtual student must complete ALL of the required work of a course, including special assignments or work projects, before he/she is given any credit. Some examples of these are term papers, research papers, workbooks, memorization, and so forth. When assigned as a requirement of the course, the projects must be completed BEFORE the student will be given any credit at all 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. Extenuating cases, such as prolonged illness, will be handled by the Principal. In any case, it is the student's responsibility to see that the work is completed on time.

Credit Recovery
Virtual 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.

Dual Enrollment Course limits: Up to 10 courses overall can be covered under the Postsecondary Enrollment Options Act.

- For a student that dual enrolls in 11th or 12th grade, not more than six courses per year
- The Michigan Legislature on April 1, 1996, enacted a bill, which requires school districts to pay for eligible students to take certain courses at postsecondary institutions for high school or postsecondary credit.
- An "eligible student" is one in 11th grade or higher who is enrolled in at least one high school class and has passed the PSAT (Preliminary Scholastic Aptitude Test) or MME (Michigan Merit Examination) with a college ready score in the area that they want to dual enroll in. Foreign exchange students are excluded. Students who have not completed the state-endorsed diploma requirements may take courses in areas in which they have completed the requirements, courses in computer science or foreign language not offered by their school district, and courses in fine arts as approved by their school districts. A student must have written approval to dual enroll in a specific course a minimum of 30 days prior to the start of the college or university's term they are planning to dual enroll.
- An "eligible course" is one not offered by the school District, or one offered by the school District but unavailable to a student due to a scheduling conflict beyond the student's control. It must be an academic course not ordinarily taken as an activity course, is a course the postsecondary institution normally applies toward satisfaction of degree requirements, is not a hobby, craft, or recreational course, and is in a subject other than physical education, theology, divinity, or religious education.
- An "eligible post secondary institution" is a state university, community college, or independent non-profit degree-granting college or university in Michigan that chooses to comply with the bill.
- "Eligible charges" for which school districts are responsible include tuition, mandatory course fees, material fees, and late fees. **Virtual students are responsible for the application fee charged by the college or university.** They do not include transportation costs, parking costs, activity fees, textbook or material costs. **Students who fail dual enrollment courses will be expected to reimburse the District for the cost of the course.**
- A virtual 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.
- If a virtual student fails a dual enrollment course, they may not dual enroll the next semester. They may reapply for dual enrollment following the skipped semester.

Exams

1. Exams will be given in all classes, both semesters.
2. Exam schedules may vary.
3. 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.
4. Final course marks will be the result of two nine-week grades and one exam for semester courses. Final exam will have one-fifth (1/5) value on the outcome of the final grade.

Grading Procedure

Grades Kindergarten - 2:

Abbreviated designations are used to indicate students' academic performance. Each student will be given an abbreviated designation in each course in which he/she is enrolled at the end of each semester.

GA	**Goes Above Requirements**	**(90-100%)**
MR	**Meets Requirements**	**(80-89%)**
SS	**Minimal Requirements**	**(70-79%)**
BGL	**Below Grade Level**	**(60-69%)**

Grades 3-12:

Alphabetical designations, i.e. A, B, C, D and F, are used to indicate virtual students' academic performance.

At the end of each semester, each virtual student will be given a letter grade in each course in which he/she is enrolled. The qualitative value of that grade will be as follows:

Letter Grade Percentages and Grade Point Average Values

		Percentage GPA Value	Percentage GPA Value
A	**Superior Letter**	**A (93 – 100) = 4.00**	**A- (90 – 92) = 3.70**
B	**Above Average**	**B+ (87 – 89) = 3.30**	**B (83 – 86) = 3.00**
		B- (80 – 82) = 2.70	
C	**Average**	**C+ (77 – 79) = 2.30**	**C (73 – 76) = 2.00**
		C- (70 – 72) = 1.70	
D	**Below Average**	**D+ (67 – 69) = 1.30**	**D (63 – 66) = 1.00**
D-	**Strive to do Better**	**D- (60 – 62) = 0.70**	
F	**Failure**	**F (≤ 59) = 0.00**	
CR	**Credit**		
NC	**No Credit**		

Grades 9-12

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

The semester grade will constitute 80%, while the final examination constitutes 20% of the semester grade.

Credit Requirements

Virtual students must earn a total of 22 credits to graduate from St. Charles High School. Virtual students must earn credits from the following required courses and/or subject areas based on the Michigan Merit Curriculum (MMC):

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**
Must Include:	US History	
	World History	
	Economics .5 credit	
	Government .5 credit	
Science		**3**
Must Include:	Biology	
	Chemistry	
	Physics	
Mathematics		**4**
Must Include:	Algebra	
	Geometry	
	Algebra II	
	Elective*	
Physical Education		**½**
Health		**½**
Online Learning Experience	Embedded in high school experience	
Career Development		**½**
Visual, Performing, and Applied Arts		**1**
World Language	**Effective for students graduating in 2024 and beyond**	**2**
Elective Credits		**3 ½**

*Virtual 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)
- Virtual 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 take part in any activity related to graduation.

- 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 participation in the graduation commencement.

Personal Curriculum

For some virtual students, it may be appropriate to modify the MMC through implementation of a Personal Curriculum. All virtual 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 virtual student if the student is age 18 or older. Any modification to the MMC must be consistent with Michigan law and must incorporate as much of the MMC content standards as practicable for the virtual student. The District retains discretion to determine what modifications to the MMC are appropriate for a particular virtual student through a Personal Curriculum. A virtual student who successfully completes an approved Personal Curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Mrs. Jane Jordan (jordanj@stccs.org). For additional information about the MMC and Personal Curriculum, see Policy 5409.

Initiation

1. Parents contact the counseling office to obtain a request for a Personal Curriculum modification form.
2. Parent submits completed Personal Curriculum request form to the counseling department for review.
3. Counselor or designee and determination will be made to proceed or not proceed with request for Personal Curriculum. Parents will be contacted by the advising department regarding the decision.

1. Development team will consist of the parent, the Academic Counselor 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/student related to the Personal Curriculum.

Development Team

Credits and Content

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

Educational Development Plan Alignment

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

Monitoring

1. Parents must meet quarterly with each teacher of the modified curriculum area to monitor student's progress.

Revision

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

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

Progress Reports

A virtual student's progress in their classes can be monitored via Imagine Learning Family Access. Parents and students in virtual school can apply for an account which will give them access to their virtual student's grades.

To obtain an Imagine Learning Family Access account or receive assistance with your account, please contact the office and ask for Mrs. Mary Jo Skiendzel. See page 3 for contact information.

Promotion and Retention Policy for Kindergarten through 6th Grade

To ensure the success of virtual students and maximize achievement in Kindergarten through the 6th 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, yearly grades determine whether a student will be promoted or retained. A grade of 59% or below, an F, is considered failing. Virtual students receiving a D or below at the end of the year will receive the opportunity to master the required standards through summer school.

Virtual students also may be placed under a promotional review when they fail to master core concepts or objectives necessary for success at the next grade level. Virtual students who fail to meet a 90% attendance rate will be placed under promotional review.

MSTEP (Michigan Student Test of Educational Progress) test scores, NWEA (Northwest Evaluation Association), Brigance test scores, Study Island scores, semester assessment test scores, and Explore test scores will also be included in the determination of student success or mastery at their current grade level. These scores will be considered in the determination of individual virtual students' level of preparation for the next grade level, and consequent recommendation for promotion or retention.

Report Cards

Report cards are issued to all virtual students at the end of each semester. 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. The application process for this program begins in February. 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 Counselor for more information about this program. See page 3 for contact information. The deadline for the SCC application is the last Friday in April.

School Policy on Incompletes
Students who receive an incomplete during a marking period must make up the incomplete within ten school days. If they do not, they will receive zero for that work, which was not made up. This zero is to be averaged with the student's other grades for the marking period. Students of teachers using the A-B-C-I grading system must have a plan to complete the course for their grade. The teacher will notify the office of this plan and shall not exceed the ten school days time period.

State Proficiencies
All 3rd grade through Juniors will take the M-STEP (formerly the MEAP) and Juniors will also take the SAT (Scholastic Aptitude Test). Any other student desiring to take the Merit Exam for Dual Enrollment or to improve their original score should contact the high school Academic Counselor. See page 3 for contact information.

Testing Out
Students may "test out" of certain classes in the high school curriculum. If you wish to find out more about "testing out" of a course please contact the virtual school Academic Counselor. The month of April is designated as the application processing time for "testing out." Applications may be picked up in the advisor's office.

ATTENDANCE
Students are expected to attend school every day school is in session. If a student is unable to attend school, the student or parent must report that absence by calling the school (989-865-2415) to inform us that on those days your child will be absent. If we do not receive a call, parents will be contacted via Skyward of their child's absence. If you are not home during school hours, please request to be called at work or number of your convenience.

POLICY IMPLEMENTATION
- Students may be absent a maximum of nine times per semester, which is in accordance with Saginaw County Truancy Guidelines.
- Attendance is taken, recorded, and reported each day.
- Specific classes or programs may have additional attendance requirements, for which students in these programs are responsible:
    - Saginaw Career Complex (SCC): Students enrolled in the SCC program must attend ALL classes that day in order to attend SCC
    - Dual Enrollment: Students enrolled in dual enrollment courses should be aware of the class schedule of both the course and the college enrolled in. Semester schedules will most likely not coincide with St. Charles Community School's schedule.

- Absences in excess of ten days are subject to parent notification and interventions by Administration. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc.
- When a student has more than ten 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:

- the student´s physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- 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.

PLANNED ABSENCES

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Parents should make every attempt to schedule medical and other appointments outside of school hours.

VIRTUAL STUDENT EXPECTATIONS

Students are expected to:

- Students and parents will be required to attend a St. Charles Virtual School orientation, which will cover course maps, due dates, on-track, falling behind, etc.
- Students are required to follow St. Charles Virtual School handbook policy when utilizing technology provided by the District. All students are expected to use their school-issued device and computer networks responsibly per the handbook and technology agreement. St.Charles Virtual School reserves the right to monitor all technology resource activity. (See Pages 25-33)
- Students are responsible for the content posted through their login and account activity. Sharing or using usernames and passwords with others or using other's usernames and passwords is strictly prohibited.
- Students must check their student email account and Edgenuity, Calvert, or Edmentum formats daily.
- Students must respond to any email from staff/teacher to remain in constant communication. You must answer questions in detail as requested by staff.
- Students with a cell phone, we request you give your number to the school for easier communications.

- Students must maintain a log of usernames and passwords for all virtual learning platforms.
- Students are to advocate for personal needs and additional support when needed.
- Students are expected to make progress in each class assigned. We require that each class assigned remains in the “on target” status for the duration of the semester enrolled. The student will be able to access their progress on their dashboard each day they log in.
- Students/parents are responsible for contacting the virtual school staff on any weekday you will not be working in your classes.
- Students are to report any technical issues to stcvirtual@stccs.org.
- **Students are required to attend State mandated testing dates** at the appropriate grade level.

PARENT EXPECTATIONS

In order for a student to be a successful virtual learner, a true partnership must be established between the student, parent, and virtual teacher/support staff. It is imperative that all contact information be kept current in Skyward. Virtual staff will be communicating regularly with parents. Responsibilities of the parent are outlined below. These expectations must be agreed upon and followed for your child to participate in virtual learning through St. Charles Community Schools.

- A parent and the student who will participate in virtual learning will be required to attend a virtual orientation.
- Parents are expected to set up and maintain a daily work schedule for the student in accordance with the classes they are currently enrolled in. You will be required to submit the schedule to virtual school staff. * See Appendix C.
- Parents are expected to provide St. Charles Virtual School with the most current contact information, including phone numbers, emergency contacts, email addresses, home addresses, and the student's phone number, if applicable.
- Parents are expected to maintain open lines of communication (phone or email) with the virtual staff and communicate any concerns or questions.
- Parents are to arrange transportation if needed for tutoring, support, and standardized testing.
- Parents/guardians are expected to ensure the student follows established rules and expectations for virtual learning as outlined in the St. Charles Virtual School handbook.
- Parents/guardians are expected to read, review, follow, and sign the St. Charles Community Schools Acceptable Use of Technology Policy. (See Appendix B)

END OF SEMESTER EXAM POLICY

Students are required to take an exam for each class. All exams that are not completed within 5 school days of the exam day will be given an ‘F’ grade.

BEHAVIOR AND DISCIPLINE GUIDELINES

Student Behavior and Discipline
The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that 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.

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

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

FORMS OF DISCIPLINE AND APPLICABLE DUE PROCESS

Definition of Terms
Age of Majority: The guidelines are written for and apply to all students of St. Charles Virtual School, regardless of age, during school hours and at school-sponsored events.

Expulsion: Expulsion is to exclude 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.

Extended Suspension: Removal for 60 or More School Days
Before the Board of Education 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 of Education 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 of Education will not suspend or expel the student unless, following the hearing, a majority of the Board of Education 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 of Education Policy and that suspension or expulsion is the appropriate consequence. The Board of Education will consider the seven factors noted in the Student Code of

Conduct (see below) before suspending or expelling a student. The Board of Education's decision is final.

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

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 virtual 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 TERMS APPLYING TO THE STUDENT DISCIPLINE CODE:
Each of the behaviors described may subject the student to disciplinary action, including suspension and/or expulsion from school. A virtual student is in the District during count days and state assessment days that require students to test in person.

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

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

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

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

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

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

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

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

1st Offense	2nd Offense	3rd Offense	4th Offense
1 After-school detentions and parent contact Restorative Practice	3 day suspension and parental contact Restorative Practice	5 day suspension and parental contact Police Referral	7 or more days suspension and possible recommendation for expulsion Police Referral

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

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

Consequences
● Credit or denial of credit for work completed will be at the discretion of the classroom teacher/the Principal. ● Contact with parents. ● May result in up to a 3-day suspension

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

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

Criminal Sexual Conduct
The term sexual assault refers to sexual contact or behavior that occurs without the explicit consent of the victim.

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

Dress Code
In general, clothing should be clean and appropriate for the climate and the situation. Virtual student dress, hair style, makeup, cleanliness, or personal appearance that threatens the safety, health, or welfare of others, violates any statute, Policy 5101, or the Dress Code, or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment is grounds for remedial or disciplinary action.

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

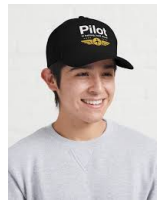
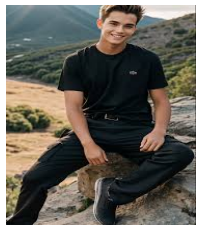
Virtual students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing; students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result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

Backpacks/Coats/ Jackets	Backpacks, bags, purses, coats, and outerwear jackets are not permitted in any classroom. Students are advised to dress appropriately for weather conditions. The teacher or 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. 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 not be shorter than the end of one’s fingertips (fingertip length) 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). The following are examples of inappropriate shirts/tops for school: strapless, extreme backless, halter-tops, garments with spaghetti straps, “see-through", cut low, cut-off shirts, or shirts that expose one’s midriff. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms all the way around (no racer backs, mesh, or open-backed shirts are allowed).
Shoes	Everyone must wear shoes or sandals. Stocking feet and bare feet are prohibited at school due to safety issues.
Sun or Opaque Glasses	Students are not permitted to wear sun 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/jewelry will not be allowed to disrupt the teaching and learning environment.	

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
Students must change clothes or call home. Warning given.	Students must change clothes or call home.	Students must change clothes or call home.	Students must change clothes or call home.

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.

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

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

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

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

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

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

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
3 day suspension and parental contact Police Referral	5 day suspension and parental contact Police Referral	7 day suspension and parental contact Police Referral	Long-term suspension and possible recommendation for expulsion Police Referral

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

1st Offense	**2nd Offense**	**3rd Offense**	**4th Offense**
Parental contact Restorative Practice	1 day suspension and parental contact	3 day suspension and parental contact	Long-term suspension and possible recommendation for expulsion

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

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

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

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

Illegal Substances or Paraphernalia, including Alcohol
Possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs

1st Offense	**2nd Offense**
● 10 day suspension. Police referral and barred from any and all school functions for 30 days. (When this 30 day period extends into another school year, the Principal may drop the remaining days.) ● Counseling may be a precondition for the student to return to school. ● The student will be informed by the Principal about the required rehabilitation online course and fee required for return to in-person instruction.	A recommendation will be made for expulsion from school.

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

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

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

1st Offense	2nd Offense	3rd Offense	4th Offense
1 day suspension and parental contact Restorative Practice Police Referral	3 day suspension and parental contact Police Referral	5 day suspension and parental contact Police Referral	9 or more day suspension and possible recommendation for expulsion Police Referral

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

1st Offense	2nd Offense	3rd Offense
5 day suspension from school.	10 day suspension from school	Disciplinary hearing with the Board of Education, with a recommendation for long-term suspension or possible expulsion from school

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

(Student to Student)

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

(Student to Staff Member)

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

1 day suspension and parental contact Restorative Practice	3 day suspension and parental contact Restorative	5 day suspension and parental contact Police Referral	9 or more day suspension and possible recommendation for expulsion Police Referral

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

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

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

(Student to Student)

1st Offense	2nd Offense	3rd Offense	4th Offense
3 day suspension and parental contact Restorative Practice Police Referral	6 day suspension and parental contact Restorative Practice Police Referral	10 day suspension and parental contact Restorative Practice Police Referral	Suspension or Expulsion up to 180 school days Police Referral

(Student to Staff Member)

1st Offense	2nd Offense	3rd Offense
5 day suspension and parental contact Restorative Practice	10 day suspension and parental contact	Long-term suspension and possible recommendation for expulsion

Police Referral	Police Referral	Police Referral

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

1st Offense	2nd Offense
Up to10 days suspension Police referral	10 day suspension, police contacted, and possible recommendation for or long-term suspension/expulsion from school.

Public Display of Affection
When a virtual student is attending St. Charles Middle/High School on campus, students will conduct themselves in a manner which would not unintentionally offend others. Any consensual kissing or body contact beyond handholding is not allowed in the middle/high school, school buses, or school activities. Consequences for anything beyond hand holding, e.g., hugging, kissing, etc., are as follows:

1st Offense	2nd Offense	3rd Offense	4th Offense
Warning and parental contact Restorative Practice	1 day suspension and parental contact	3 day suspension and parental contact	8 or more day suspension and possible recommendation for expulsion

Roughhousing/Physical Contact
Virtual Students are not to be pushing/shoving, wrestling, or having any other type of physical contact with friends or other students on school grounds, at school activities, or on school buses. The following consequences may apply:

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

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

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

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

Striking or Threatening School Personnel
Physical contact or verbal threat with school personnel:

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

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

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

1st Offense	2nd Offense	3rd Offense	4th Offense
1 day suspension, parental contact, and repayment.	3 day suspension, parental contact, and repayment.	5 day suspension, parental contact, and repayment. Legal action may be taken	Long-term suspension and possible recommendation for expulsion and repayment. Legal action

Legal action may be taken on the first or subsequent offense. Restorative Practice Police referral	Legal action may be taken on the first or subsequent offense. Police Referral	on the first or subsequent offense. Police Referral	may be taken on the first or subsequent offense. Police Referral

Truancy/Skipping Class
Truancy is the act of unauthorized absence from school for any period of time; chronic tardiness may be considered as truancy; daily attendance of all students is required in accordance with state laws and St. Charles School Board of Education Policy.

1st Offense	2nd Offense	3rd Offense	4th Offense
Parental contact Restorative Practice	Parental contact through a letter sent home Police Referral	Parental contact Truancy filed Police Referral	Possible recommendation for expulsion Police Referral

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

Consequences
Up to 10 days suspension from school.

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

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

Verbal Assault/Threatening Behavior
Verbal assault shall be defined as any willful verbal and/or written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. A virtual student in grade 6 and up who commits

verbal assault will be suspended for up to 10 school days, and possible legal action taken. Each student may be subject to expulsion for up to 180 days and shall have their situation reviewed by the Superintendent on a case-by-case basis. The consequences of verbal assault/threatening behavior are as follows:

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

Weapons

The Board of Education policy will be followed for the determination of consequences. Board of Education policy is subject to change at any time. As of the time of printing (August 2024), current policy states the following:

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

Suspension/Expulsion Procedures

General

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

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

contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and their parent(s) allege prejudice or unfairness.

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

Suspension Procedures-Due Process

The following procedural guidelines will govern the suspension process:

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

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

(b) Meet with the parents 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.

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

Expulsion Procedures

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be given to the student and the student's parents,-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 and parent may be represented by legal counsel.
4. Students shall be given an opportunity to give their version of the facts and their implications. They shall be allowed to offer the testimony of other witnesses and other evidence.
5. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. The Board of Education shall state and put in writing within 5 days 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. These findings will be sent to the student and the student's parents.
8. The student and the student's parents shall be advised of their right to appeal the decision of the Board of Education to the appropriate appellate authority.

GENERAL INFORMATION

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.

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 from all school activities 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 from school activities will only be for the contagious period or as directed by the local health department.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records. 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 of Education 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., 2023-2025);
h. participation in officially recognized activities and sports;
i. weight and height of athletic team members; Thrune/wrestling required information
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 one or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form allows the parent or eligible student to elect not to have the student's directory information disclosed for one 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. This form is available upon request. Requests can be made to Mr. Tom White at stcvirtual@stccs.org

Drivers Education
St. Charles currently works cooperatively with Michigan Driving School to provide drivers 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 drivers education classes held at St. Charles High School during the duration of their suspension.

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

1. Guardianship papers signed by the Probate Court.
2. Delegation of Powers by parents to act as guardians, which 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.

Incident Reporting
Students that need 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 a conversation with the Principal or Academic Counselor.

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. 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.

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.

Permission Slips
Throughout the course of the school year, there are activities which may 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 email permission slips to stcvirtual@stccs.org. If, at any time, paying for an activity poses a financial hardship for your family, please call the office at 989-865-2415.

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 the 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.

Technology
Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Chromebook User Agreement attached as Appendix B before they may use or access District technology resources.

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, student's 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.

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 a 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.

UNDERSTANDING CONCUSSION - **Some Common Symptoms**

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

SIGNS OBSERVED BY PARENTS:

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

IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY –** 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 –** Concussions take time to heal. Don't let the student return to play the day of injury and until a healthcare professional, experienced in evaluating concussions, 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 –** 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.

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 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 A REPORT 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, and 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.

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.

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

STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

Class Dues

Class dues for the school year 2024 - 2025 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, made payable to St. Charles Community Schools.

Homecoming

Students must obtain prior approval from the Virtual School Principal, and must be on-track (up to date in courses using scheduled timeline in Edgenuity - in the blue), and be passing all classes with a 60% or better to participate in any non-athletic extracurricular activities.

Junior-Senior Prom
The Junior class will sponsor the junior-senior prom. Only virtual students with Junior or Senior status may purchase tickets to attend the prom. They must fill out a visitor form provided by the high school office. 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 as such, 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).

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. Virtual students must fill out a dance request form from the virtual school office, and have it approved at least 1 week prior to the dance.
2. Students that chose to leave a dance prior to the end of the dance will not be allowed to re-enter the dance.
3. 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.

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.

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 the admission to the event will not be refunded.
3. For students that 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.

ATTENDING HIGH SCHOOL ATHLETIC EVENTS

St. Charles Virtual 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 Virtual 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.

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)

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.

When signing the St. Charles Virtual School Student/Parent Handbook Signature Page, you are agreeing to this Agreement, effective as of the date signed, by and between the District, your parents, 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, 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.

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 fees and cost due to additional services.

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 Education 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.

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 Virtual School believes in you being the very best you can be, and the rewards will be paid back to you for years to come. We hope that you will always have a reason to be proud that you attended and graduated from St. Charles Virtual School.

Communication levels

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

ST. CHARLES VIRTUAL SCHOOL
891 W. Walnut, St. Charles, MI 48655
Phone: (989) 865-2415 - Fax (989) 865-8185

Student/Parent Handbook
Signature Page

I hereby acknowledge that I have received a hard copy of the St. Charles Virtual School handbook. I also acknowledge that I can access the St. Charles Virtual School Student Handbook at www.stccs.org if necessary.

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

Tom White

St. Charles Virtual School Principal

APPENDIX A



St. Charles Virtual School

Virtual School Preparedness
And Consent Form

881 W. Walnut Street • St. Charles, MI 48655 • 989-865-2415 • Fax: 989-865-8185 • www.stccs.org

Please rate your student using the Online Learner Readiness Rubric (see below). You will use a scale of 1 to 4; 1 being the least ready and 4 being the most ready. You will use the following page to write your rated answers and you must sign the permission form should you decide your child is ready to take online courses and become a virtual learner.

Virtual Preparedness and Parental Consent for Student Enrollment in Virtual Course(s)

Online Learner Readiness Rubric Answers:

Technology Skills	1	2	3	4
Work & Study Habits	1	2	3	4
Learning Style	1	2	3	4
Technology/Connectivity	1	2	3	4
Time Management	1	2	3	4
Interest/Motivation	1	2	3	4
Reading / Writing / Math Skills	1	2	3	4
Support Services	1	2	3	4

Now that you have read and indicated your student's readiness to become an Online Learner, please sign giving permission stating that your child is ready to take online courses and become a virtual learner.

I have read the above information for virtual preparedness and I give permission for my student to be enrolled in virtual (online) courses for his/her educational development.

_____ _____

Parent/Guardian Name Date

I have read the above information for virtual preparedness and will do my best to make weekly progress and complete my assigned virtual classes.

_____ _____

Student Name Date

Online Learner Readiness Rubric

Name _____

Developed by MICHIGAN VIRTUAL

Student Readiness	Technology Skills	Work & Study Habits	Learning Style	Technology/ Connectivity	Time Management	Interest/ Motivation	Reading/Writing Skills	Support Services
★	Student has little, if any, experience using a computer or the Internet, and has minimal desire to develop more skills in this area.	Student often needs reminders to complete routine assignments, often turns homework in late and is not able to spend 5-10 hours per week on each online course.	Student is not a self-directed learner and often requires real-time feedback from teachers regarding basic directions and follow-up support.	Student does not have consistent access to a computer and a reliable connection to the Internet at home or at school.	Student does not manage his or her time effectively in doing research, basic studies and preparing for tests or quizzes.	Student has little or no interest in the content area of the online course offering and has a negative or unrealistic attitude toward online learning.	Student is reading below grade level and has experienced difficulty with routine writing assignments.	In general, parents and school personnel do not actively support online learning and are unable or unwilling to provide support assistance.
★★	Student has limited experience using a computer and the Internet, and has expressed a strong interest in developing more skills in this area.	Student sometimes needs reminders and assistance in completing routine assignments and has pledged to spend 5-10 hours per week on each online course enrollment.	Student beginning to demonstrate a behavior of self-directed learning and sometimes requires real-time feedback from teachers regarding basic directions and follow up support.	Student has limited access to a computer with low-speed Internet service at school or at home.	Student is beginning to demonstrate effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has an interest in the content area of the online course offering, but has expressed concerns about enrolling in an online course or has an unrealistic attitude toward online learning.	Student is reading at grade level and has demonstrated limited proficiency with writing assignments.	Student support system is limited, parents and school personnel are somewhat supportive of enrollment in online courses.
★★★	Student has strong computer skills and more than adequate experience using a word processor, email application and web browser.	Student rarely needs reminders or assistance in completing routine assignments and has demonstrated good independent study habits.	In general, the student is self-directed and does not require real-time feedback from teachers regarding basic directions and follow-up support.	Student has consistent access to a computer with moderate-speed Internet service at home or at school.	Student has demonstrated effective time management skills in doing research, basic studies and preparing for tests or quizzes.	Student has an interest in the content area of the online course offering, and has a positive and realistic attitude toward online learning.	Student is reading at or above grade level and has demonstrated success with a variety of writing assignments.	Student has open access to school-based mentoring/ counseling service and parental support.
★★★★	Student has excellent computer skills and significant experience using a word processor, email application and web browser, and is comfortable downloading information from the Internet and using other technology tools and applications.	Student does not need reminders or assistance in completing routine assignments, usually finishes homework ahead of time and has successfully completed an independent study experience or taken an online course.	Student is a self-directed learner and demonstrates a high level of comfort and skill in learning new material without requiring real-time feedback from teachers regarding basic directions and follow-up support, and deals well with ambiguity.	Student has daily access to a computer with high-speed Internet service at home and at a convenient location in the school building before, during and after regular school hours.	Student has demonstrated outstanding time management skills while participating in a variety of clubs, student organizations, sports and work activities.	Student has a strong interest in the content area of the online course offering, is highly motivated to enroll in an online course and has a positive and realistic attitude toward online learning.	Student is reading above grade level, has strong reading comprehension skills and has demonstrated success with complex writing assignments.	Student has regularly scheduled access to school-based mentoring/counseling services, parental support is strong and district has adopted policies and identified best practices to support students as online learners.
	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:	Comments:

Note: This rubric was not designed to be used as a tool to determine eligibility for enrollment in online courses, but instead to be used as a resource to help identify specific areas where students may need additional support to better ensure success.

APPENDIX B

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, 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, 2026, 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.

Appendix C

Repetitive Weekly Schedule for Coursework Planning

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Math							
English							
Social Studies							
Science							
Elective							
Elective							

NOTES

TO DO