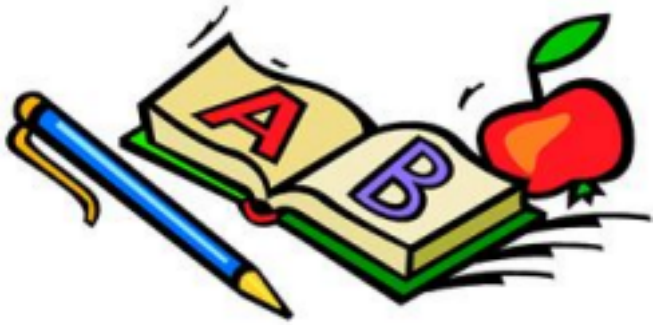
Sterling Elementary 2026-2027



Parent – Student Handbook

Sterling Elementary
2026-2027

Dear Students:

On behalf of the faculty, staff, and administration, Welcome Back!

Sterling Elementary will continue the tradition of excellence that permeates throughout our curriculum and student activities. Year after year our students demonstrate a commitment to upholding the high standards that have been set by previous students. We encourage you to become involved and to prepare yourself academically and socially so you are able to take an active role in our society. In addition to ourselves, our teachers and support staff stand ready to assist and guide you throughout this year.

This student handbook is published to clarify and answer many of the commonly asked questions about life at Sterling Elementary and serve as an organizational tool throughout the year. This planner will assist you in your attainment of knowledge and understanding of the mission, ideals, rules, and regulations of our school. Students and parents should read, understand and abide by the information in this handbook, in order to better understand the rights and responsibilities of a student at Sterling Elementary. To further assist you in planning, there are monthly overviews that include dates of student activities and other important events. The Standish-Sterling Board of Education has adopted policies that provide for the orderly operation of the District. These policies take precedence over all items in this handbook.

Standish-Sterling Schools is one of the finest school districts in the State of Michigan. It is now your turn to continue the “Tradition of Excellence” at Sterling Elementary. Best wishes for a positive and productive school year! Please contact us if we can be of assistance.

With Panther Pride,

Matt McPhee, Principal

Lauren Ryan, Dean of Students

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Definitions

The following words will be used throughout this handbook and represent the stated definition.

· *Parents*-parents or legal guardians
· *Principal*-principal or designee
· *Teacher*-teacher or substitute

VISION STATEMENT
Learning for All

MISSION STATEMENT
The mission of Sterling Elementary is to provide quality educational opportunities in a safe and caring environment.

CLOSED CAMPUS
Sterling Elementary is a closed campus school which means that once students arrive at school, they are not allowed to leave until dismissal time. Parents picking up students for appointments or for other reasons must obtain an early dismissal slip from the school office.

School Code Sec. 11a(3) General Powers Sterling Elementary may exercise a power incidental or appropriate to the performance of any function related to the operation of the Standish-Sterling Community School District including, but not limited to the following: Providing for the safety and welfare of pupils while at school, on a school sponsored activity, or while enroute to or from school or a school sponsored activity. Standish-Sterling Community Schools reserve the right to discipline students for off campus conduct.

ATTENDANCE Y5/K-5
Regular attendance is not only essential for learning, it is required by law. When your child is sick, or cannot attend school, please contact the school office by phone or note. If your child will be out for several days

please contact his/her teacher to arrange for assignments. The student is marked absent for one school day when the child is not present for the morning and afternoon session. The student is marked absent for one half day of school when the child leaves the morning session before 10:00 am or leaves the afternoon session before 2:00 pm. Additionally, your child will be marked absent if he/she arrives at school after 8:00am. Tardiness is marked when the child arrives in the classroom after 7:45 am. It is the responsibility of the students to make up work missed during absences. However, parents should be aware make-up work can never equal the learning that takes place in the classroom. Students with excessive absences generally fall behind and risk repeating the grade. State law guidelines specify that absences exceeding 10 days per year are excessive and should be investigated by the school, or the Intermediate District's Attendance Officer. If your child has an extended illness, or if there are special circumstances requiring a prolonged absence, please contact the school. During times of absence from school, or tardiness, please call the school office (654-2367) Sterling Elementary between 7:30 a.m.-10:00 a.m., or send a note with a brother, sister or neighbor to be delivered to the front office.

Student Responsibilities

- Make every effort to arrive at school on time. If you arrive at school at 8:00am or anytime after, you must sign in at the office before going to class.
- School related absences will not count as absences from class.
- Students who will be out of school for an extended period of time due to illness may be placed on homebound, or some other program and may be exempt from the regular attendance provision.

EARLY DISMISSAL

Occasionally an emergency might arise and you may find it necessary to have your child excused during school hours. If this occurs, please use the following procedure: Stop at the school office to sign your child out. Students will not be released to anyone other than their legal parent/guardian or an approved adult on their emergency card. Please call the school office BEFORE 1:00 if your child will need to be released early or if their plans have changed since they left for school.

VISITORS/CLASSROOM VISITATIONS

Parents are encouraged to visit school. ***As with all visitors entering the school building, they must first report to the office and wear a visitors badge.*** This is for the protection of everyone in the building. Parents wishing to visit their child's classroom should contact the teacher at least one day in advance of the time they wish to visit. However, if you wish to discuss your child's work or behavior, plan to do this outside of instructional school hours, and by appointment, so the teacher can give you their undivided attention. In addition, any person who volunteers/visits/works in our school must complete a Volunteer Application. Forms for this are located in the school office or on the school website and must be completed and approved before volunteering. Allow up to two weeks for the application to be processed.

VOLUNTEERS

Volunteers are an essential part of the Sterling Elementary School program. Volunteers are always needed for events. If you have a few "extra" hours per week, we can make good use of your time and talent. Volunteers may help in various ways. If you are interested in being a volunteer, you should contact your child's teacher, or the school office. All volunteers must fill out a Volunteer Application form and be approved before volunteering for any activities each school year. Allow up to two weeks for the application to be processed. Please use the adult bathrooms during school hours. Women's bathrooms are located in the hallway, across from the gymnasium. Men's bathrooms are located next to the custodian's office, across from the double exit doors.

Information encountered in the classroom or any related school function should not be shared with others. If this guidance is not followed, your volunteer status will be revoked.

3105 Visitors and Volunteers

Visitors and volunteers, including Parents, may access the District's property subject to all applicable Policies. The District may deny such access for any lawful reason.

A. Visitors

1. A person may not enter or remain on the District's property if prohibited by law.

2. A person visiting a school building during instructional hours must first report to the building's main office. In the Superintendent's or building principal's discretion, a visitor may be required to sign in, present a form of identification, explain the visitor's purpose, wear a visitor badge, and be escorted while on District property. District personnel that discover a visitor who has not reported to the building's main office will promptly direct the visitor to the building's main office.

3. The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.

4. The building principal or designee may permit a Parent who is a registered sex offender to visit District property to participate in or attend his or her child's school activities. The building principal or designee may require the Parent to comply with other conditions upon visitation, including: a check-in/check-out system, an employee escort while on District property, and a requirement to leave District property immediately upon conclusion of the child's activity.

B. Volunteers

1. A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.

2. The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.

3. Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

4. Volunteer Drivers

a. A volunteer may only drive a District vehicle with approval of the Superintendent or designee and in compliance with all applicable laws. For purposes of this subsection B.4, a "District vehicle" is a vehicle owned or leased by the District, including a school bus, and a "private vehicle" is any vehicle that is not a District vehicle.

b. Except in an emergency, before a student rides in a private vehicle, the driver must have permission from the student's Parent to transport the student to or from the school or applicable event. Permission must be in writing if the driver is using a vehicle with a manufacturer's rated seating capacity of 11 or more passengers.

c. For events where the District oversees and coordinates transportation (e.g., class field trip), District personnel, an approved volunteer, or a student's Parent may transport students to and from a school or school-sponsored event in a private vehicle with the Superintendent or designee's approval.

d. A volunteer driver must:

- hold a valid driver's license appropriate for the vehicle;
- if required by law, hold a valid chauffeur's license; and
- for a private vehicle, provide to the Superintendent or designee's satisfaction proof of insurance, and proof of the vehicle's lawful registration upon request.

e. A volunteer driver is responsible for any loss, damage, cost, and liability related to the driver's operation of a District vehicle or private vehicle.

PARKING - Sterling Elementary
When visiting, parents are to park in the front of the building, then stop in the main office.

STUDENT DROP OFF AREA - Sterling Elementary
We have a supervised area for morning "drop and go." Parents shall not drop their child off any sooner than 7:45am. There is a paraprofessional on duty from 7:45-7:50 am. The area can be accessed from School Rd. on the west side of the building.

DAILY SCHEDULE - Sterling Elementary
The school day at Sterling Elementary begins at 7:50 am and dismissal is at 2:20 pm. Students are expected to arrive between 7:45 am and 7:50 am. Breakfast will be eaten in the classrooms each morning.

Students eat lunch on the following schedule: (Subject to change)
Young 5's: 11:20am - 11:40am (recess at 11:40am)
Kindergarten: 11:55am - 12:15pm (recess at 12:15pm)

STUDENT PICK UP AREA - Sterling Elementary
We have a supervised area for afternoon "pick-up and go." Parents shall be at the west entrance by 2:20 pm if they wish to pick their child up from school. Your child will be waiting for you at 2:20 pm. There is a paraprofessional on duty from 2:20-2:25 pm. The area can be accessed from School Rd. on the west side of the building. Students riding the bus will be dismissed at 2:30 pm.

RESTORATIVE PRACTICES

Sterling Elementary School will use restorative practices whenever possible for discipline. Restorative practices use teaching strategies and techniques to help students repair the harm they have caused others and learn from their mistakes. SSCE will use restorative practices whenever possible. If a student/parent refuses the offer of restorative practices or if restorative practices have already been tried with a student in earlier violations, the student will be disciplined according to the handbook guidelines.

What are "Restorative Practices"?

Instead of immediately jumping to traditional punishments (like detention or suspension), the school prefers to use a teaching approach. If a student makes a mistake or hurts someone's feelings, the school will work with them to:

- Understand what they did wrong.
- Take responsibility for their actions.
- Figure out a way to make things right with the person they hurt.
- Learn how to avoid making the same mistake in the future.

Think of it as "repairing the damage" and learning a lesson, rather than just serving time in time-out.

When will traditional discipline be used instead?

The school will always try the learning/repairing approach first, but they will switch to standard discipline (like the punishments listed in the school handbook) in two specific situations:

1. If you or your child refuse it: If a student or parent decides they do not want to participate in the restorative process, the school will default to standard discipline.

2. If it hasn't worked in the past: If a student has already committed the same violation before, and the school already tried the restorative approach with them for that issue, they won't keep repeating it. The student will face the standard consequences outlined in the handbook.

In short: The school wants to give students a chance to learn from their mistakes and fix what they broke—whether that's a rule, an object, or a relationship. But if that approach is refused, or if it isn't working, standard school punishments will apply.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 7:45 a.m. Classes begin at 7:50 a.m. and students are dismissed at 2:20 p.m. each day. The following rules shall apply, failure to abide by the rules may result in discipline:

• Hats, bandanas, and hoods shall not be worn in the building. Any hat brought to school shall be removed before entering. All articles of clothing must be school appropriate.

1st Offense – Warning	2nd Offense – Hat returned at end of day	3rd Offense – Suspension and hat returned to parent	4th Offense - Suspension

• Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.

1st Offense - Warning	2nd Offense – Lunch Detention	3rd Offense – Suspension

• Students shall not write on walls, desks, or deface or destroy school property.

Student will pay for damages and may be suspended from school and/or expelled from the school district

• Water guns, play guns, and/or real guns are not permitted at school.

Refer to Weapon-Free Schools pg. 9

•Earbuds, radios, tape players, CD players, MP3 players, Ipods, cameras, toys, costumes/jewelry, and any other communication devices are not permitted without permission from the principal. The school is not responsible for lost or broken prohibited items.

1st Offense – return at end of day	2nd Offense – Confiscated, Given back to parent only	3rd Offense – Confiscated for 14 days.Confiscated and given back to parent. Lunch detention.	4th Offense – Suspended from school. Loss of all privilegesSuspension.

Prohibited Student Conduct Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including e-cigarettes or look alike cigarettes/vapes.

1st Offense – 3 Days Suspension	2nd Offense – 10 day suspension	3rd Offense – 25 day suspension up to school expulsion

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.

1st Offense – 15 day suspension	2nd Offense – 60 day suspension

3. Using, possessing, distributing, purchasing, or selling:

a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.

d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

1st Offense – 45 day suspension up to expulsion from the school district

4. Using, possessing, controlling, or transferring a dangerous weapon (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.

Mandatory expulsion from school

5. Using a cellular telephone, smart watch, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

1st Offense – return at end of day	2nd Offense – Confiscated, Given back to parent only	3rd Offense –Confiscated and given back to parent. Lunch detention.	4th Offense – Suspension.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

1st Offense – return to parent only	2nd Offense – 1 day suspension, return to parent only	3rd Offense – 3 day suspension, return to parent only

7. Consistently disobeying rules of student conduct or directives from staff members or school officials. (insubordination)

1st Offense – Restorative Practice	2nd Offense – 1 day Lunch Detention	3rd Offense – 3 day Lunch Detention	4th Offense - 1 day minimum suspension from school

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

1st Offense – warning	2nd Offense – 1 day suspension	3rd Offense – 3 day minimum suspension
Credit will not be given	Credit will not be given	Credit will not be given

9. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.

1st Offense – 3 day suspension	2nd Offense – 5 day suspension	3rd Offense – 10 day suspension up to expulsion

10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

1st Offense – Restorative Practice	2nd Offense – Lunch Detention	3rd Offense - 1 day minimum suspension

11. A deliberate absence without a recognized excuse.

1st Offense – warning and parent contacted	2nd Offense – 1 day suspension and parent contacted	3rd Offense – referral to Truancy officer and parent contacted

12. Being involved with any public school fraternity, sorority, or secret society.

1st Offense – warning	2nd Offense – 1 day suspension	3rd Offense -2 day suspension

13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

1st Offense – warning	2nd Offense – 1 day suspension	3rd Offense - 3 day minimum suspension

14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

1st Offense – 3 day suspension	2nd Offense – 5 day suspension	3rd Offense – Expulsion

15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Student to Student 1st Offense – 10 day Suspension	Student to Student 2nd Offense - Expulsion
Student to Staff 1st Offense – 25 day suspension	Student to Staff 2nd Offense - Expulsion

16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

1st Offense – 3 day suspension	2nd Offense – 5 day suspension	3rd Offense – 10 day suspension

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time; 2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Weapon-Free Schools.
In order to provide a safe learning environment for all children, our schools must be weapon-free.

A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, and pepper spray.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

Disciplinary Measures
Disciplinary measures may include:
1. Restorative Practices
2. Disciplinary conference.
3. Withholding of privileges.
4. Seizure of contraband.
5. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
6. Suspension of bus riding privileges.

7. Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
8. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
9. Notifying parents/guardians.
10. Temporary removal from the classroom.
11. In-school detention for a period.

Procedures for Disciplinary Action

Prior to any disciplinary action, the student will be notified of the charges, and will have an opportunity to meet with the disciplining official to present his/her side. The student will be informed that his/her behavior is inappropriate and must stop. At the conclusion of the meeting, discipline will be dispensed and a disciplinary notice will be sent home and/or a parent phone call will be made. In cases where a suspension from school is invoked, the parents will be notified as soon as reasonably possible and informed of the violation and the action taken.

Suspension: Suspension means that a student is not permitted to attend classes, remain on school grounds, or participate in or attend any extracurricular activities. When a student receives his/her third suspendable offense he/she will be suspended and referred to the Board of Education for further disciplinary action. A fourth suspendable offense will result in disciplinary action by the Board of Education. The superintendent will be notified of all cases of student suspension.

Long Term Suspension: In certain cases, the superintendent may extend a suspension until it is appropriate for the student to return to school. The superintendent may extend a suspension for a period not to exceed 180 school days, or one complete school year and a hearing may be determined.

Expulsion: Expulsion separates a student permanently from the school, and requires formal action by the Board of Education.

Probationary Behavior Agreement: The student is placed on probation and his/her behavior is constantly monitored during the probation period. Violation of this agreement may lead to further disciplinary action up to and including expulsion from school.

Appealing a Disciplinary Decision

To appeal a disciplinary decision, the student, parent, or guardian may request a meeting within a reasonable amount of time with:

A. The principal

B. The superintendent

C. Either the Board of Education Appeals Committee or the Board of Education. Once the Board of Education has issued a decision, the decision is final.

GENERAL SCHOOL RULES

Students will:

1. Be respectful and courteous to everyone at all times.
2. Use appropriate language.
3. Follow directions the first time they are given.
4. Keep hands, feet, and objects to themselves.
5. Use and care for school materials and property appropriately.
6. All Standish-Sterling schools participate in a zero tolerance to bullying and have a policy in place for discipline procedures.

CONSEQUENCES-MAY INCLUDE BUT ARE NOT LIMITED TO:

Restorative Practices
Admonishment
Temporary removal from the classroom
Loss of privileges
Classroom or administrative detention
Referral to disciplinarian
Out of school suspension
Legal action
Expulsion

RECESS

Students will:

1. Use playground equipment safely and properly.
2. Avoid activities involving excessive physical contact.
3. Stay in assigned areas, away from the building.
4. Stop all recess activities at the bell/whistle. They will re-enter the building quickly and orderly. They are expected to be in their classroom seats in a minimum amount of time.

Consequences for misbehavior on the playground will be consistent with those for General School Rules.

PLAYGROUND SUPERVISION

Playground supervision is ***NOT*** provided before or after school hours. However, supervision is provided at school during the recess periods. Paraprofessionals accompany the children outside and supervise all recesses. Students are expected to go outdoors at recess unless rain or extremely cold weather makes this impossible. **Please dress your child accordingly.** A note from a doctor is necessary if a child is to remain indoors at recess due to a recent illness.

LUNCHROOM

Eating in the lunchroom is a privilege and all students appreciate a peaceful, orderly, enjoyable lunch. Price for a student lunch is $0.00, lunch and breakfast are provided to all students this year free of charge. Sterling Elementary students when using the lunchroom will:

1. Proceed through the line in an orderly fashion
2. Be seated while eating their lunches.
3. Talk with their friends using inside voices.
4. Clean up their area when they are finished eating.
5. Leave the lunchroom in a quiet and orderly fashion.
6. Obey the adults who are supervising.

Consequences for misbehavior in the lunchroom will be consistent with those for General School Rules.

DRESS CODE

The following dress code for Sterling Elementary is based on the Standish-Sterling Community School District Dress Code Policy.

1. Footwear must be worn at all times.
2. Coats, jackets, hats, hoods, and other forms of outerwear should be kept in lockers or designated areas.
3. Non-prescriptive sunglasses, hats, headbands, mini-skirts, or above mid-thigh length skirts are not permitted.
4. Halter-tops, tank tops, swimsuits, half-shirts, muscle shirts, crop tops, or any garments, which do not cover the shoulders or midriff, are prohibited. An undergarment must be worn under

any mesh or see-through garment.

5. Clothing which advertises alcohol, tobacco, drugs, profanity, or makes other inappropriate references will not be permitted.
6. Students may wear shorts during the months of September, October, April, May and June, subject to the following conditions.
   A. Wearing shorts of mid-thigh length or longer will be allowed.
7. This Dress Code will also apply to extracurricular and co-curricular activities. The dress and behavior of our students is a reflection on their homes, their schools, and the entire community.

EMERGENCY CARD FILE

At enrollment a new Emergency Card will be completed and filed. Information for each family consisting of parents' name(s), address, home and work telephone numbers and an emergency phone number are essential. This information is kept in the school office and enables us to contact the parent(s) in case of illness or injury. We expect parents to keep us informed on any changes so that our information is always current.

EMERGENCY SCHOOL CLOSINGS

Sometimes severe weather or other emergencies require the closing of school. The decision to dismiss school for severe storm conditions or other emergencies rests with the Superintendent of Schools. All school closings will be announced through the **School Messenger System** along with radio and television. The announcements will be run on the following stations.

WSAM – AM 1400 WKJC – FM 104 WHNN – FM 96
WSGW – AM 790 WSTD – FM 96.9 WNEM – TV 5

If school is dismissed early due to bad weather, please have a plan for your children. If you are working, or will not be at home, they need to know where they are to go. On days with early dismissal because of inclement weather, students will not have time to call. They must know ahead of time where they are to go.

FIRE, LOCKDOWN, AND NATURAL DISASTER DRILLS

Fire, lockdown, and natural disaster drills are held on a regularly scheduled basis at Sterling Elementary School. Students practice proper procedure to follow in the case of an actual emergency. If danger should threaten, all children will be sheltered in designated places of safety following practiced procedures.

IMMUNIZATIONS

Michigan law requires that each student upon entry into Y5/kindergarten, 6th grade or into a new school district involving grades 1-12 possess a certificate of immunization at the time of registration or not later than the first day of school. *Public Act 89 of 2000* mandates that an immunization assessment be completed for each sixth grade student. The above laws (*which amend the Revised School Code, the Public Health Code, and the State School Aid Act*) were implemented to ensure that children are adequately immunized against vaccine preventable diseases prior to achieving adolescence. Immunization prior to adolescence is important, as some of these become an even greater threat to health upon reaching adolescence.

Prior to a child entering or attending school, parents or guardians are required to produce documentation confirming their child has received all required immunizations, or in the alternative, their child received at least one dose of each of the required immunizations and is awaiting receipt of subsequent doses to be administered at appropriate intervals.

There are also three circumstances in which a required vaccine may be waived or delayed:

1. A valid medical contraindication exists precluding the child from receiving the vaccine. **A medical waiver is required to be completed and signed by the child's physician** and shall state the contraindication(s), the

vaccine(s) involved, and the time period during which the child is precluded from receiving the vaccine(s).

2. The parent or guardian holds religious or philosophical beliefs which preclude receipt of a vaccination(s). A waiver must be signed by the parent or guarding with all information completely supplied. An updated waiver must be presented each year the child's immunization status is reported.
3. The child has received at least one dose of each immunizing agent and the next dose or doses are not yet due.

A child who fails to meet immunization requirements shall not be admitted to school. Please contact the school office or local health department for further information regarding immunization requirements.

HEAD LICE

There are periodic outbreaks of head lice infestation in schools. In many cases infected students unknowingly transfer head lice to other students. The following procedure is designed to outline actions, which will be taken with respect to the prevention and control of head lice infestation at Sterling Elementary School.

1. If a student is found to be infested with head lice, the parent or guardian will be contacted and the student will be excluded from school until treated.
2. If needed, a conference will be held with the parent. At this time, school district procedures related to head lice infestation will be outlined. Available literature will be given to the parent upon request. The parent will be referred to their family doctor, pharmacist, or the County Health Department.
3. Since head lice are spread by contact, the principal or designee may check other students in the class, check siblings of the infested student, or take appropriate actions deemed necessary to attempt to control further infestation.
4. The student will be inspected for head lice before being allowed to return to school. If a student becomes re-infested the principal may require a medical statement indicating that the student is no longer contagious prior to allowing the student to return to class.
5. Teachers will present instructions to students regarding the prevention and the transmission of head lice in an age appropriate manner. The principal may also distribute informational literature.

LOST AND FOUND

Each year students misplace dozens of items. These include mittens, scarves, hats, jackets, lunch boxes, shoes, and many other items. If these items have no identifying tags or names on them they are placed in the lost and found that is located by the office. Students and parents are encouraged to check there for lost items. Any unclaimed items are donated to a local agency.

LUNCH PROGRAM

Sterling Elementary School offers free lunch for all students.

BREAKFAST PROGRAM

Sterling Elementary students have the option of eating breakfast at school each day. Breakfast is free to all students and is served each morning from 7:45 until 7:55.

PARENT TEACHER CONFERENCES

Parent-Teacher conferences are scheduled in the fall. Notices and scheduled times for conferences are sent to parents usually one week before conference day. If you cannot meet with your child's teacher at the scheduled time, contact your child's teacher to see if they can reschedule you for another time. Parents will receive their child's report card at that conference.

HOMEWORK POLICY

Sterling Elementary students will receive homework. The amount and nature of the assignments will vary with the student's grade level, but all students can expect some work to be done out of school. Try to provide your child with a study area – a place away from the TV and other distractions – where they can do their

homework. Most parents find it successful to also have a time for their children to do homework, such as after school, or right after dinner. This gives children structure and can help avoid those bedtime battles.

Student Information

PARTIES AND TREATS

Parties and treats are at the discretion of the teacher. Check with your child's teacher before sending in a treat or an outside party invitation. Any treat brought into school must be store-bought.

REPORT CARDS

Report Cards are sent home, or given to parents at parent teacher conferences, four times a year at the end of each nine-week marking period. Report cards are a report to parents on the academic progress of their child. Each report card is a copy and does not have to be returned. The lower grades (Y5-3) use standards-based grading to show progress. Upper grade students (4-6) receive traditional letter grades for each subject.

SCHOOL SUPPLIES

The school supplies students with textbooks, workbooks, and instructional supplies that are necessary for classroom work. Sterling Elementary students are assigned books and materials to use each year. It is the responsibility of the student to take care of these and return them at the end of the school year. Repair and replacement fees will be charged for damaged or lost books. It is also expected that students will use materials correctly and not waste paper, pencils, crayons, or other items.

STANDARDIZED TESTING

Sterling Elementary students can expect to take achievement tests each year. These tests are used to measure a child's progress in learning and to diagnose areas where the child needs more help in learning.

USE OF OFFICE TELEPHONES BY STUDENTS

Students are allowed to use school telephones only for school business and with their teacher's permission. Any plans for after school activities or going to someone else's house for the night must be taken care of at home before arriving at school. Students must have a written permission note from the parent turned into the school office. During school trips, field days, and field trips, all students are expected to ride to and from the activity on our school buses. Any plans other than that such as leaving with another adult, leaving for lunch, or any other change to the child's normal routine for that special day must be accompanied by a written a permission note from the parent turned into the school office ONE DAY prior to the day of the event. This is the procedure for field trips, track and field, and other special days. Students will NOT be allowed to make phone calls home for these reasons.

PARENT-TEACHER ORGANIZATION (PTO)

Sterling Elementary has a very active PTO, which meets once a month. Notices will be sent home with the children regarding meeting times and dates. Notices regarding meeting times and dates are posted on the "SSC PTO" Facebook page. The PTO is strictly a volunteer organization of parents and teachers seeking to make the school experience better for the children of the community. Everyone is invited and encouraged to join.

SPECIAL EDUCATION

Education of Students with Disabilities: It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and is entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

(1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
(2) Has a record of such an impairment; or
(3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the elementary office.

Discipline of Students with Disabilities: The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 students will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

Title I Services Title I services are offered at Sterling Elementary. Students will be placed in classes according to a number of variables including performance on NWEA, and Benchmark tests/screeners, as well as performance on other assessments given. Performance on assessments used for Title I placement is very important and should be taken seriously. Attendance is mandatory for students that qualify for Title I services and are placed in intervention classes. Once criteria are met, students will be dismissed from Title I services.

MUSIC/STEAM
All Sterling Elementary students in grades Y5-K receive music or STEAM instruction twice a week from a certified music teacher.

PHYSICAL EDUCATION
Sterling Elementary students will receive physical education twice a week from a certified physical education teacher. Gym classes stress sportsmanship, physical fitness, health, and teamwork. **ALL STUDENTS MUST HAVE INDOOR ONLY GYM SHOES.**

ANNOUNCEMENTS FOR ORGANIZATIONS
All announcements of a club, scout group or organization meeting or event should be called in to the school office at least a day in advance. Cancellations or schedule changes must be in **before 2:00 p.m**. in order to be announced that day.

MEDICATIONS
If it is necessary for your child to take prescription or non-prescriptive medication while at school, you must provide a completed District Medication Form signed by the prescribing physician, stating what the medication is, how and when it is to be taken. This includes over-the-counter medication like cough

medicine and Tylenol. Medication must be in its original container and remain locked up in the school office. All meds must be dropped off in the office by an adult. Medication cannot be sent with students on the school bus. Students can self-administer these medications under the supervision of their teacher or the school office with prescribing physicians approval. If your child cannot self-administer his/her medications please contact the school office for additional information. Prescription medications must be in a container with a pharmacist's label stating the name of the medication, the doctor's name, and instructions for administering.

FIELD TRIPS/SPECIAL DAYS

Sterling Elementary School enjoys providing our students with special events and trips. These events are a privilege for our students and are not a right. Therefore, in order to attend these special events, students must be in good standing with behavior and academics. Students who have several disciplinary write ups or are missing too many assignments may not attend these special events. Instead, they will attend school during the normal school day when these events occur. Additionally, if these students are allowed to attend, a parent or guardian may be required to attend with them.

AFTER SCHOOL ACTIVITIES

There are many after school and Saturday programs that students can participate in at Standish-Sterling CommunitySchools. These include: Girl Scouts, Boy Scouts, Brownies, Cub Scouts, 4-H, Basketball, Volleyball, Gymnastics, Bowling, and others. Notices are sent home during the school year with more information for parents about these programs. Parents are responsible for all transportation to and from after school activities.

SCHOOL PICTURES AND YEARBOOK

Each fall school pictures are taken of all students. These pictures are used in the student's file and for the yearbook. The photography company also makes various packages available for parents to purchase if they wish. Announcements will be sent home during the week preceding picture day. Yearbooks containing pictures of all students, their teachers, and various activities from the school year are available for purchase on your students photo form or in the school office included in the fall picture packages. A limited number of individual yearbooks may be available in the main office. Freestyle pictures may also be offered in the spring.

TRANSPORTATION AND BUS SAFETY

Riding the school bus is a privilege. Bus riders are expected to observe good passenger manners at all times. Students must respect the fact that the driver has the responsibility for the lives and safety of all of the students. Your child is expected to follow all rules. **Students who choose to violate rules will be reprimanded and may have their bus riding privileges suspended**. Continued violation may result in a permanent loss of bus riding privileges. While waiting at a bus stop, students are to stay away from the traffic and wait for the bus in a safe and orderly manner. All bus stop issues will be considered to be that of school matters.

STUDENT DISCIPLINE ON SCHOOL BUS

It is hoped that these guidelines will help to provide safe transportation to and from school for the students. Students should be at the bus stop at least five minutes prior to the scheduled time. It is a privilege, not a right, to ride school buses in the Standish-Sterling School District.

BUS DISCIPLINE GUIDELINES

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal and/or assistant principal is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves

the bus at the end of the day; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

II **TRANSPORTING OF SCHOOL RELATED/NON RELATED ITEMS** Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student. Baseball and softball bats or any other unacceptable recreational equipment will not be allowed on regular route buses. Damage to personal items is not covered by the district's insurance coverage.

III **BEHAVIOR GUIDELINES AND CONSEQUENCES – (Y5/K-6TH GRADES)**

A. CLASS I OFFENSES

Spitting
Excessive noise
Excessive horseplay
Eating or drinking on bus
Leaving seat/standing while bus is in motion
Squirt guns/liquid containers in any form, except those intended for lunch box use.
Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material.
Riding unassigned bus without permission

B. CLASS II OFFENSES

Hanging out of window
Throwing/shooting any object
Physical aggression against any person
Use of tobacco or any controlled substance
Vandalism to bus (restitution will be made)
Holding onto/or attempting to hold onto any portion of the exterior of the bus
Lighting of matches, fireworks or any flammable object or substance.
Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
Laser lights of any type will not be allowed
Other offenses as reported by driver or principal

CONSEQUENCES

CLASS I

First Offense –Restorative Practices
Second Offense – Lunch detention.
Third Offense – 1 - 3 day bus suspension
Fourth Offense
3-5 day bus suspension with mandatory parent meeting.
Fifth Offense -
Possible loss of all bus priviledges for the remainder of school year.

NOTE: May also include suspension from school.

CLASS II

First Offense – Restorative Practice or 1 day suspension
Second Offense – 1-3 day bus suspension
Third Offense – 3-5 day bus suspension with mandatory parent meeting.
Fourth Offense – 5-10 day bus suspension
Fifth Offense - Loss of bus privileges for the remainder of school year.

NOTE: The bus is an extension of the school day. The bus driver has the authority to assign seats. The sexual/ racial/religious/bullying/ harassment policy and the weapon's policy of the district will be strictly enforced on the school bus as well as at school. Discipline may also include suspension or expulsion from school.

BUS PARKING AREA

The bus parking area is located off School Rd on the North side of the building. As a matter of safety, we ask that parents and visitors avoid parking/driving in this area between the hours of 7:15am to 3:15pm. Student pick-up and visitor parking is located in the "u-shaped" parking lot on the West side of the building.

PARENT DROP OFF/PICK UP PROCEDURES

For drop off:

Enter into the parking lot via the one way and park in one of the eight drop off car lines. Students must be escorted to the sidewalk by an adult. Adults are not to leave students unattended until a school staff member has opened the doors. Doors open at 7:45am. Once your student is dropped off, you will exit the parking lot following the vehicles in the same car line.

For pick up:

Enter into the parking lot via the one way and park in one of the eight pick up car lines. Adults will wait on the sidewalk until a school staff member brings students to the door. Students will be escorted out at 2:20pm. Adults may be asked to show their photo ID when picking up a student. Once you receive your child, you will exit the parking lot following the vehicles in the same car line. At no time should a student be unsupervised by a parent in the parking lot.

BUS PASSES

Occasionally, you may find it necessary to have your child ride a different bus or get off at a different location than the regular destination. If this occurs, please use the following procedure.

1. Send a signed note telling the teacher/office where your child is to go that day, or call the school office no later than **1:00 p.m.** To create less confusion, it is best to give the earliest possible notification.
2. Your child should bring this note to the office. There they will receive a "BUS PASS", signed by the principal or secretary. Your child must then give the "BUS PASS" to the bus driver. The bus driver will not allow students to ride a different bus or get off at a different location, without a "BUS PASS". This is for the protection of students.
3. During school trips, field days, and field trips, all students are expected to ride to and from the activity on our school buses. Any plans other than that such as leaving with another adult, leaving for lunch, or any other change to the child's normal routine for that special day must be accompanied by a written permission note from the parent turned into the school office ONE DAY prior to the day of the event. This is the procedure for field trips, track and field, and other special days. Students will NOT be allowed to make phone calls home for these reasons.

REMINDER: Each student is allowed a total of two bus stops. One stop will be the permanent address and the other being an alternate stop that must be approved by the office.

WIRELESS COMMUNICATION DEVICES – CELL PHONES

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Distracting behavior that creates an unsafe environment will not be tolerated.

WCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. Students are prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Students are also prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. No expectation of confidentiality will exist in the use of WCDs on school premises/property. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building administration may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian during the normal office hours after the student complies with any other disciplinary consequences that are imposed. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Student use of cell phones is not permitted during school hours of 7:40 am to 3:00 pm. Sterling Elementary recognizes circumstances in which parents want their student to carry a cell phone. However, students who need to call home may use the school phone provided during the day. Any student using a cell phone during school hours will have the cell phone taken away and returned to the parents.

Bullying, Intimidation & Harassment Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Meal Charge Policy

The Standish-Sterling Community School District has a meal charge policy that applies at all schools for students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may forget meal money to "charge" the cost of meals to be paid back at a later date subject to the terms of this policy.

Food Services is a revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of Food Service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Standish-Sterling Community Schools will adhere to the following meal charge policy:

1. A staff or student may charge up to three (3) meals maximum (one charge per meal).

2. Schools may offer alternate meals to students who have used their three charges. There are two (2) approaches to offering alternate meals:

    A. Schools may offer an alternate meal that is not eligible for reimbursement, for example, a cheese sandwich and milk. In a case where a student has 3 charged meals, the student will need to be able to purchase meals and if not, at lunch a child will be provided with a cheese sandwich (2 slices of bread and 1 slice of cheese) and milk. In the situation of a student who is lactose intolerant, then a peanut butter and jelly sandwich as an alternative will be provided, if medically appropriate.

    B. Schools may offer an alternate meal that is eligible for reimbursement, where the meal meets the meal pattern requirements, for example, a cheese sandwich, apple, carrot sticks, and milk.

3. If a student has a charge balance, the school must provide a meal when the student is using money to pay for the current day's meal or future meals.

4. It is permissible for schools to serve only one (1) particular set of food items to children whose parents owe the school money, as long as the food items comprise a reimbursable meal.

5. A staff or student who has charged a meal may not charge or purchase “ala carte” item(s), including extra main entrees or make purchases in the snack room.

6. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.

7. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.

8. The food service director will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.

9. If cafeteria services staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

10. All accounts must be settled at the end of a school year. Letters will be sent home approximately four to five days before the last day of school to students who have any negative balances. Negative balances will result in report cards being held until the balance is paid in full. Negative balances not paid in full thirty (30) days prior to the start of the following school year will force the District to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District.

11. The District cannot go on indefinitely feeding students for free. Unlimited “charged” meals would not be fair to the vast majority of students/parents who are paying for their lunches. Unpaid lunches would ultimately affect lunch prices.

3408 Firearms and Weapons

The District is a weapon-free school zone. Except as otherwise permitted by Policy or required by applicable law, a person may not possess a weapon on District property. See also Policy 5206. Each person on District property must also comply with the federal Gun-Free School Zones Act.

A. As used in this Policy:

1. An “antique firearm” means that term as defined by MCL 750.237a.
2. A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
3. “Pistol” means that term as defined by MCL 28.421.
4. “District property” means:
    a. a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses; and b. a vehicle used by the District to transport students to or from a place described in subsection A.4.a above.
5. A “weapon” means a firearm, pneumatic gun, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or any other object used, intended, or represented to inflict serious bodily injury or property damage.

B. Permitted Uses

The following persons may possess a weapon on District property:

1. a peace officer as defined by law or those persons listed in MCL 28.425o(5);

2. a student's Parent licensed to carry a concealed pistol may carry a concealed pistol (but no other weapons) while in a vehicle if the Parent is dropping the student off at, or picking the student up from, the student's school;
3. a person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within any lawful parameters established by the Board;
4. an employee or contracted person if the possession of that weapon is to provide security services for the District;
5. Reserved;
6. a person who possesses a weapon provided by the District or the District's instructor for purposes of providing or receiving instruction in the use of that weapon; and
7. a non-student at least 18 years old who possesses an unloaded firearm (but no other weapons) in a wrapper or container in a vehicle's trunk while transporting a student to or from the school if any of the following apply:

a. the person is carrying an antique firearm while en route to or from a hunting or target shooting area or function involving the exhibition, demonstration, or sale of antique firearms;
b. the person is carrying a firearm while in possession of a valid Michigan hunting license or proof of valid membership in an organization having shooting range facilities and while en route to or from a hunting or target shooting area;
c. the person is carrying a firearm from the place of purchase to his or her home or place of business or to a place of repair or back to his or her home or place of business, or in moving goods from one abode or business to another abode or business; or
d. if the vehicle does not have a trunk, the person is carrying a firearm in the passenger compartment and the person is otherwise complying with the requirements of subsection b or c and the wrapper or container is not readily accessible to the vehicle's occupants.

C. Violations

1. Students and District personnel with knowledge that a person is in violation of this Policy should immediately report the violation to the building principal or designee.
2. Violation of this Policy will result in discipline of students, employees,and contractors, up to and including expulsion or termination, removal from District property, and referral to law enforcement.

D. Notices

1. The District will annually distribute the Michigan Department of Health and Human Services notice concerning the best practices for the safe storage of firearms to the parent or legal guardian of each student enrolled no later than October 1 of each year.
2. By October 1, 2025, and each October 1 thereafter, the District will annually post the Michigan Department of Health and Human Services notice to the District webpage.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of

Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Standish-Sterling Community Schools has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Standish-Sterling Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Standish-Sterling Community Schools will also directly notify, such as through U.S. Mail, email, or sending a notice home with the student, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.
Standish-Sterling Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED. ● Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Standish-Sterling Community School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Standish-Sterling Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Standish-Sterling Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- **A playbill, showing your student's role in a drama production;**
- **The annual yearbook;**
- **The school website;**
- **Honor roll or other recognition lists;**
- **Graduation programs; and**
- **Sports activity sheets, such as for wrestling, showing weight and height of team members.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.[1]

If you do not want Standish-Sterling Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15 each year. Standish-Sterling Community Schools has designated the following information as directory information:

-Student's name -Participation in officially
-Address recognized activities and sports
-Telephone Number if not "unlisted" -Weight and height of members of -Electronic mail
address athletic teams
-Photograph/Video -Degrees, honors, and awards received -Date and place of birth -The most
recent educational agency or -Major field of study institution attended
-Dates of attendance

Standish-Sterling Community Schools
Annual Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

[1] These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

1. The right to inspect and review the student's education records within 45 days after the day the Standish-Sterling Community School District ("School") receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Standish-Sterling Community Schools to amend a record should write to the superintendent [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or

eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Standish-Sterling Community Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may

disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

· To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

· To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

· To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible

student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

· In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

· To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

· To organizations conducting studies for, or on behalf of, the school, in order to:
(a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
· To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

· To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)) · To

comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

· To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10) ·

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Acceptable Use Policy

I understand that I may sometimes be permitted to use the District's computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet when my teacher or other school employees tell me that I am allowed to use the computers, electronic devices, and Internet
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn't access.
- If I accidentally access a website that I know I shouldn't look at, I will tell my teacher or other school employee right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.
- I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.
- I will keep my password secret from all other students.
- I understand that the school can see everything that I do on the computers, electronic devices, and the Internet.

● I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
● I will follow all of these rules. I will also follow any directions that my teacher or other school employees tell me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Sterling Elementary Staff

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SECRETARY
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KINDERGARTEN

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COUNSELOR
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Important Calendar Dates

August 31	Student 1st Day
September 4	No School
September 7	No School - Labor Day
September 22	No School - Teacher PD
October 15	Early Release - Teacher In-Service
November 3	No School - Teacher PD
November 5	Early Dismissal - PT Conferences
November 6	Early Dismissal
November 25	Early Dismissal
November 26-27	No School - Thanksgiving Break
December 21 - Jan 1	No School - Christmas Break
January 4	Students return to school
January 14 - 15	Early Dismissal - HS Exams, End of Semester
January 28	Early Dismissal - Teacher In-Service
February 25	Early Dismissal - Teacher In-Service
March 16	No School - Teacher PD
March 26	No School - Good Friday
March 29 - April 2	No School - Spring Break
April 5	Students return to school
April 29	Early Dismissal - Teacher In-Service
May 28 - 31	No School - Memorial Day
June 3	Early Dismissal
June 4	Early Dismissal - Semester End

Parent Signature Page

Child's Name _____

Child's Homeroom Teacher _____

I have received a copy and read the Sterling Elementary Handbook. I have reviewed the handbook with my child/children. We are aware of its contents. Please sign below and return this signature page to your child's teacher.

_____ _____

Signature of Parent **Date**

Names of children in other grades Grade

_____ _____

_____ _____

_____ _____

_____ _____