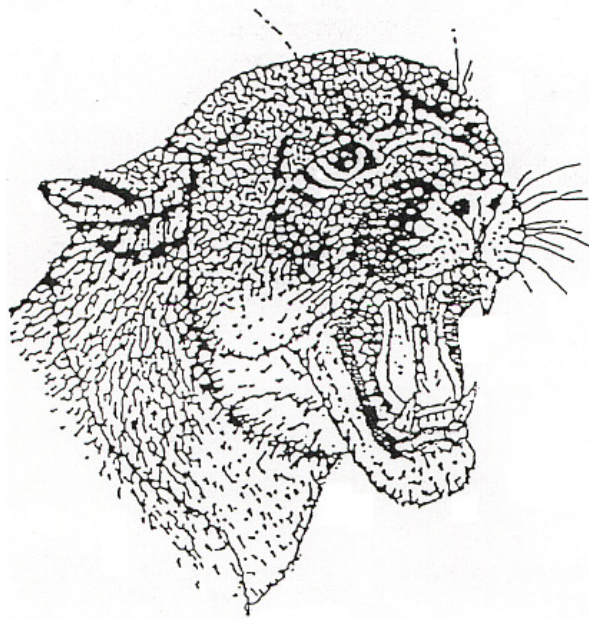


STUDENT HANDBOOK

SUPERIOR CENTRAL HIGH SCHOOL

2007/2008 School Year



SUPERIOR CENTRAL SCHOOL SONG

Hail to the conquering Cougars
Hail to the blue and silver
We'll hold our heads up high
And show our loyalty!

Cheer for the mighty Cougars
Cheer for the flying colors
Fight, fight, with all your might
For victory, tonight!

MISSION STATEMENT

Superior Central Schools are committed to excellence in teaching and learning for all students. We believe that all students can achieve mastery of basic skills and that our school's purpose and our responsibility is to educate all students while fostering positive growth in social/emotional behaviors and attitudes. We will provide effective instructional leadership, responsible fiscal management, and quality learning environments. We share with our community and parents the responsibility for educating our students so as to enable them to live and work in a rapidly changing world.

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ACADEMIC POLICY

Graduation Requirements - To graduate all students must have successfully completed 23 credits. All students are required to carry a full day schedule. Students must attend at least four years of high school, which includes one semester at SCHS. All students must successfully complete all required courses.

Required courses for graduation (15 required credits, 8 elective credits, 23 Total):

Units of credit are determined as follows: Each semester course = ½ unit per “hour”

- Social Studies - 3 credits (Including at least U.S. History and Government)
- English - 3 credits (English I, English II, English III)
- Science - 2 credits (Physical Science, and Biology)
- BMA - 1 credit (1/2 credit computer science, ½ credit business)
- Math - 2 credits (Algebra One and either Pre Algebra or Geometry)
- Physical Education - 1 credit
- Health - ½ credit
- School to Work - ½ credit
- Vocational/Arts – 2 credits (foreign language, music, art, woods, skill center, internships)
- Electives - 8 credits

Enrollment Requirement: High School students are required to enroll and complete all core subjects until they prove proficiency for that subject area (pass 11th Grade MEAP Test, level 1 or 2). This requirement would apply to English (both reading and writing) Math and Science and Social Studies. The Guidance course requirement will be waived to accommodate graduation requirements, internships, tutoring, vocational training, dual enrollment, online courses, foreign language, distance learning, advanced placement courses, and core scheduling conflicts. Core requirement will be waived to accommodate an internship, vocational training, foreign language, or other core requirement scheduling conflicts. The requirement could also be waived when parents and staff reach a consensus concluding further study in the particular subject matter would be unlikely to produce significant gains in achievement.

Incompletes: All incomplete grades must be made up within one week of the current marking period unless there are extenuating circumstances and only with the administration’s prior approval. If the incomplete is not made up within one week, the final grade will become a failure with no credit granted.

Diplomas: In order for a student to receive a Superior Central High School diploma, he/she must attend our school for at least one year, with at least one semester during the senior year and fulfill the credit requirements. Credits could be earned at Superior Central that would be transferred to the previously attended school for the issuance of a diploma.

Certificate of Attendance: In lieu of a diploma, the issuance of a Certificate of Attendance is available for those who have not met the minimum requirements for graduation. Certificate of Attendance Definition: A certificate attesting to the fact that the recipient has attended secondary school for four years and has completed at least one semester, during the senior year, at SCHS. (Awarding a certificate of attendance does not imply that the student has met graduation requirements.)

Graduation Options:

A senior student, after the age of sixteen, may take adult education courses to earn extra credits. Any student earning fewer than the required units of credit after attending four years of high school may, at his or her discretion, be issued a Certificate of Attendance. Students, who at the end of the first semester of their senior year are not on track to graduate, will not be allowed to participate in the graduation ceremony. A student may return to high school the following year in order to earn the minimum credits for a diploma or to complete his/her credits in adult education. Any student attending more than four years of high school may earn sufficient credits to graduate at the end of the first semester.

HIGH SCHOOL COURSE OFFERINGS

<p><u>Business</u> Accounting Business Management & Administration BMA I BMA II Economics *Business Communication *Business and Personal Protocol *Developing Pages for the Web *Excel XP *International Business *IT Basics for Business *Keyboarding *Macroeconomics *Microeconomics *Personal Economics & Finance *PowerPoint XP *Windows XP *Word XP</p> <p><u>Foreign Language</u> Spanish One (Distance Learning) *French I *French II *German I *German II *Spanish I *Spanish II *AP Spanish</p> <p><u>Social Studies</u> Current Events (9th grade) World History (10th grade) United States History (11th grade) Government (12th Grade) Street Law Sociology *Psychology *Social Issues *World Civilizations *AP Human Geography *AP U.S. Government & Politics *AP U.S. History</p> <p><u>Vocational Education</u> Drafting/Computer Aided Drafting/Arch. Woods I-IV School-to-Work (STW) Welding Internship *Career Planning</p>	<p><u>English</u> English One English Two (Literary Genres & Speech English Three(American Literature) English Four (Classics & Authors) General English (Review MEAP tested skills) *Advanced Composition *Reading Comprehension *World Literature *AP English Language & Composition *AP English Literature & Composition</p> <p><u>Fine Arts</u> Art I-IV Computer Graphics +Yearbook Band Choir</p> <p><u>Health & Physical Education</u> Health P.E. I-IV *Health Science</p> <p><u>Mathematics</u> Pre Algebra (8th or 9th grade) Algebra I (8th, 9th, or 10th grade) Geometry (9th, 10th or 11th grade) General Math (11th or 12th grade) Algebra II Advanced Math Pre-Calculus *Business & Consumer Math *General Math *Math Skills Review *AP Calculus</p> <p><u>Science</u> Physical Science (9th grade) Biology (10th grade) Advanced Biology Chemistry Physics *Anatomy & Physiology *Environmental Science *Geology *Human Space Exploration *Oceanography *AP Biology *AP Chemistry *AP Physics</p>
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*Denotes Michigan Virtual High School (MVHS) Courses

ACADEMIC ISSUES

Adult Education/Correspondence: A senior, sixteen years of age, may earn up to two extra credits toward graduation under the adult education program, or through correspondence courses. These credits must be in courses unavailable to the student in the regular schedule. See the guidance counselor regarding this opportunity.

Directed Study: A directed study, under the supervision of a faculty member, may be granted through the principal's office to a junior or senior. A written plan, designed by the teacher and student will be submitted to the principal for approval. The directed study will require grading by the teacher. One directed study is allowed per semester. Any other considerations must be made with principal, guidance counselor, and teacher approval.

Dropping or Changing Classes: Pre-registration for each school year will occur during the spring semester of the previous year. Students desiring to change or drop/add classes must do so during the final registration period prior to the start of fall classes. Changes after the start of the school year will be allowed only in extenuating circumstances. After the deadline the guidance counselor and the principal have the right to change classes for the student only after consulting with the teacher(s) involved and having a conference with the parent.

Dual Enrollment: Under certain conditions a Superior Central junior or senior may attend a public or private degree granting post-secondary institution. Eligible students in grades 11-12 will have a 3.0 GPA and have earned their state endorsements in the core areas. Interested students and/or parents should contact the guidance counselor for additional information. Students may not leave from a high school class period early for dual enrollment.

Honor Roll: Students passing all classes, and an overall 3.0 average will qualify for the honor roll. A student with a GPA of 3.665 and above will be designated as High Academic Honors. All honor roll students will have the opportunity to participate in the Academic Incentive Program.

Internships: Seniors (and in exceptional cases, Juniors) in good academic standing may work as an intern for credit. Students interested in working as interns must make application in the semester prior to the desired internship.

Online Courses: Courses delivered over the Internet are available to supplement our regular course offerings. Online classes may not substitute for courses offered at Superior Central unless a senior has an irresolvable scheduling conflict and the course is needed to meet a graduation requirement. We have a limited number of slots so priority will be based on need. Online courses are provided at a cost to the district, so students who fail an online course will be barred from enrolling again.

Report Cards: Report cards will be distributed following the end of each of the four marking periods.

Student Aides, or Tutors: Juniors or Seniors in good academic standing, may enroll (one hour a day maximum) as a student aide, or tutor. These positions will be subject to teacher and principal approval. The student aide or tutor is to be under the direct supervision of their teacher at all times. These positions will be assigned to on need basis first, and student preference secondarily.

Semester Grading and Exams: Final grades will be given on a semester basis. All classes will have a final exam. Exam grades shall count as 1/5 of the final grade. Final exams are not to be given early. Anyone not able to take a final exam at the scheduled time will have to make arrangements with the teacher to make up the exam after the scheduled time period. High school students with an A/A- average can be exempt from taking semester exams. Students eligible for an exam exemption will need to have their parents complete a permission form to be exempted and to leave school early. Those students may choose to take the exam to improve their grade. All other students must take the final exam to receive credit for the course.

Middle School Promotion and Retention

- Sixth grade students will need to pass four courses (out of seven) and at least two of the four core courses (Math, English, Science, Social Studies) to be considered a seventh grader. Failure to meet these minimum requirements will result in grade level retention.
- Seventh grade students will need to pass four courses (out of seven) and at least two of the four core courses (Math, English, Science, Social Studies) to be considered an eighth grader. Failure to meet these minimum requirements will result in grade level retention.
- Eighth grade students will need to pass four courses (out of seven) and at least two of the four core courses (Math, English, Science, Social Studies) to be considered a ninth grader. Failure to meet these minimum requirements will result in grade level retention.
- Middle School students who fail core classes (Language Arts, Math, Science, Social Studies) will be required to repeat those classes to the extent that scheduling permits. Priority will be given to repeating Math and English courses when there are scheduling conflicts. Mixed grade schedules will therefore be necessary for any middle school students who fail core courses.
- The entire middle school Language Arts and Math subject curriculum must be passed prior to earning high school credits in that core subject. Example: 8th grade English must be passed prior to enrolling in English I (Freshman English.) Mixed middle school and high school schedules will therefore be necessary as middle school students who have failed core subjects' transition into high school.
- In the case where one semester is passed and the other is failed, second semester will be determinative. Students who fail first semester and pass second semester will be considered to have passed. Students who pass first semester and fail second semester will be considered to have failed.

High School Grade Classifications by Credits Earned

(To be phased in beginning with the class of 2007)

Freshman or 9th grade, student must have been promoted from 8th grade (see criteria above.)

Sophomore or 10th grade, student must have earned at least 5 high school credits in prior year(s)

Junior or 11th grade, student must have earned at least 10 high school credits in prior years

Senior or 12th grade, student must have earned at least 16 high school credits in prior years

Grade classifications will be reassigned once each year prior to the first day of school.

Assistance For Struggling Students

The following assistance has been established to help students to successfully proceed through the middle school:

- Individual teachers will communicate with the student and the students' parents as soon as the danger of failing is perceived.
- Parents of students with a grade of " D" or lower will receive progress reports midway through each of the four marking periods. (Parents are encouraged to meet with teachers to collaborate on a plan for improvement.)
- Student Assistance Program (SAP): Teachers, parents or other concerned adults may make a SAP referral at any time during the school year for a student who is having academic difficulty. The SAP team may consist of: teacher(s), an administrator, school counselor, school psychologist, school social worker and paraprofessional staff members. The SAP team will review the student's progress and alternatives. Academic support services may be provided if recommended by the SAP team.
- The services of the school counselor, psychologist, social worker and/or special education teacher(s) will be provided as needed.
- Parents will be notified by the guidance counselor, of SAP meetings and may request, or be requested, to attend. Parents will also be involved in the decision to provide academic and behavioral support services to their daughter/son.

ATTENDANCE POLICY

School Notification: Parents of students in grades 6-12 are asked to call the High School office (906-439-5532) by 9:00 a.m. whenever their son or daughter is absent from school. Parents may also leave a message on school voice-mail or send an email to inform the office of their son/daughter's absence. Permission to leave school during the day must be secured from the office prior to leaving.

Maximum Allowable Absence: If a student fails to attend 90% (maximum 9 days absent) of each class during a given semester, she/he will receive an incomplete for that class, unless the absences are made up.

Making Up Excessive Absences: Students can make up absences, beyond the nine allowed, by: Completing 90 minutes (for each class period missed) of prearranged subject work.

Absence Make Up Limitation: Make-up time must be completed within one (1) week of the current grading period unless there are extenuating circumstances and only with the approval of the principal. If not completed within the timelines, the final grade will become a failure with no credit granted.

Parental Notification of Student Absences: The school will notify parents by phone whenever a child is absent and no call from home has been received reporting the absence.

Parental Notification of Excessive Student Absences: Parents will be notified by mail when:

- a. a student misses 5 of the days scheduled for a semester.
- b. a student misses 7 of the days scheduled for a semester.
- c. a student misses 9 or more days scheduled for a semester.

Family Vacations are discouraged during the school year. Vacation absences will count toward the total attendance record, and will not be considered for any waiver.

Attendance Waivers: Building principal or superintendent must approve any exceptions to this attendance policy. In some cases, approval is upon confirmation by parents, guardian, or medical/legal authorities for absences beyond the control of the parents or student. Written documentation will be required.

Perfect Attendance will be recognized with a certificate and will consist of an attendance record that has no absences during a given school year. Perfect attendance will be recognized as follows: 1) Single year during grades 6-11: certificate, 2) At conclusion of Senior year, providing at least one year perfect attendance occurs during grades 9-12: a pin for one to five years cumulative school career attendance, a plaque for six to eight years, and a trophy for nine years and up, which will be awarded at the Graduation ceremony.

Make Up Work: All missed assignments must be made up within a reasonable amount of time (as determined by the individual classroom teacher.) Failure to make up missed assignments will result in a failing grade for the work not completed.

Skipping Absence - No make up work will be given when skipping is the cause for the absence, the day cannot be made up, and the absence will result in the student's failure to earn credit for that day.

Suspensions – An out-of-school suspension will not be included in total semester absences.

Attendance Appeals - The parent or guardian of a student may appeal attendance decisions by utilizing the following process:

1. Submit a written notice of appeal to the Principal within ten calendar days of the issuance of the semester report card.
2. Hearing with Principal's Advisory Committee (membership to consist of the principal and three teachers.
3. Hearing with Superintendent of Schools.
4. Hearing with Board of Education.

DISCIPLINE CODE

Introduction:

Discipline code violations are divided into three levels based on degree of severity of the violation. If a student engages in behavior that is unacceptable or behavior not listed in the policy, the Principal shall deal with the violation fairly and in a fashion that reflects the spirit of the code. Any illegal, or potentially illegal acts reported to school authorities will in turn be reported to the police.

First Level Violations – Usual Sequence of Corrective Action:

Disruptions and Classroom Rules Violations Not Necessitating Removal From Class:

1. Written warning, if appropriate, optional.
2. Student loses privileges (no talking, no out of seat, or other) and written notice home.
3. Assignment of a task and written notice home.

For Situations Necessitating Removal From Class:

1. Assigned to Student Responsibility Center for one period, and telephone contact with home, along with written notice home. Student must complete: SRC plan, all assigned class-work, and any assigned task, to the best of the students ability, prior to returning to class.
2. Assigned to Student Responsibility Center (second time) for one period or more periods, and telephone contact with home, along with written notice home. Student must complete: SRC plan, all assigned class-work, and any assigned task, to the best of the students ability, prior to returning to class.
3. Assigned to Student Responsibility Center (third time) for one period or more periods, and telephone contact with home, along with written notice home. Student must complete: SRC plan, all assigned class-work, and any assigned task, to the best of the students ability, prior to returning to class.
4. Assigned to Student Responsibility Center (fourth time) for one period or more periods, and telephone contact with home, along with written notice home. Student must complete SRC plan, all assigned class-work, and any assigned task, to the best of the students' ability, prior to returning to class.
5. Assigned to Student Responsibility Center (fifth or more times) will be defined as "persistent level one" and will be subject to a level two consequence of a full day of in-school suspension. A Student Assistance Team (comprised of the parents, school principal, affected teachers, and possibly other trained professionals) will meet to develop a plan to improve the students' behavior. The student will be required to complete an SRC plan, all assigned class-work, and any assigned task, to the best of the students' ability, prior to returning to classes.
6. Assigned to Student Responsibility Center ten or more times, will continue to be defined as "persistent level two" and subject to in or out of school suspensions of more than a single day. The Student Assistance Team will meet again to revise the plan to improve the students' behavior. The student will be required to complete an SRC plan, all assigned class-work, and any assigned task, to the best of the students' ability, prior to returning to class.

Tardy Policy

A tardy in a class is defined as being late, but attending at least 80% of the class period (not more than 10 minutes late.) After ten minutes an absence will be recorded.

Disciplinary Action For Excessive Tardiness

1. Warning
2. Lunch detention in SRC
3. Two lunch detentions in SRC.
4. Three lunch detentions in SRC and a 2.2% drop in grade.
5. The number of detentions continues to rise with each tardy beyond three, and an additional 2.2% drop in grade is also applied.

Note: Failure to report to SRC for a lunch detention will result in detentions/suspensions.

Level One Violations

Aiding and Abetting -----A student willfully helps another student break a school rule.

Classroom Rules Violation--- A violation of classroom specific rules.

Disruptive-----A behavior that disrupts good school order, or learning.

Disrespect-----Being rude or disrespectful to other people.

Dress Code-----Clothing worn by students is to be appropriate for a school environment and is not determined by current fashion trends. Besides the following rules, all clothing should be in accordance with health and safety guidelines. Students wearing clothing that is not listed below yet interferes with the educational process in any way may be referred to the principal for appropriate actions.

- Undergarments should not be visible or worn as shirts. Shirts with open backs, spaghetti straps, or plunging necklines will not be allowed. Crop tops (belly shirts) must reach the top of the pants when standing naturally, with arms at sides.
- Shirts with inappropriate slogans, mottos, or pictures are not allowed. This includes but is not limited to alcohol, drugs, tobacco, or sexual references, even if veiled, or shirts with similar implications; swear words; or messages of acts of hate/intolerance or immoral acts.
- Jackets are to be kept in lockers and not to be worn in class.
- Length of shorts or skirts must reach the middle of the thigh, between the inseam and the knee. Slits in skirts must be no higher than this level.
- Hats are not to be worn in the building.
- Shoes or sandals must be worn at all times.

Hall Behavior-----Loitering, running, unsafe horseplay, littering, consuming food, drinking beverages (other than water) outside of designated areas, inappropriate lunch-line behavior.

Idle-----Student refusal or failure to complete a reasonable amount of coursework (within individual's capability) when time is allotted in class for this purpose

Incomplete Homework-----When a student fails to complete, or make a good faith effort to complete, a homework assignment given at least one-day prior.

Laser Possession----- Possession of a laser pointer in school, on a school bus, or at a school-related event.

Loitering----- Remaining within school building after 3:30 pm absent a school sanctioned and supervised activity.

Pass Usage-----Being in the halls without a proper pass (school issued teacher passes or teacher-approved student pass); also misuse of hall or bathroom passes.

Petty Theft-----Stealing something valued less than one dollar.

Prohibited Electronics-----Possession in class or the usage of: tape players, CD players, MP3's, video game devices, pagers, cell phones, radios, lasers, etc.

Public Display of Affection-- Engaging in kissing or other intimate bodily contact.

Supervision Evasion-----Deliberately occupying an unsupervised classroom, or other unsupervised area of the school without school authority permission.

Unauthorized Admittance---- The act of entering another classroom without a pass from a teacher / school personnel.

Unauthorized Use-----Unauthorized use, or misuse of school equipment.

Unsafe Behavior----- Pushing, shoving, kicking or physically harassing another student, not serious in nature.

Verbally Inappropriate----- Nuisance teasing, or swearing (verbal or written,) vulgarities

Second Level Violations

Minimum/Maximum disciplinary Action: 1-180 days of in or out-of-school-suspension.

<u>Violation</u>	<u>Description</u>
Persistent Level One-----	Persistently violating first level school rules despite previous Level one consequences.
Aiding and abetting-----	A student willfully helps another student to break a school rule (level two or three infractions.)
Belligerent behavior-----	Hostile or aggressive behavior (whether physical or verbal) toward school personnel.
Bullying-----	Taunting, teasing, or bullying another student; intimidating or insulting, harassing or persistent ridicule and criticism or playing tricks on fellow students.
Cheating-----	Copying another student's work or test answers, allowing another student to copy answers, using a "cheat sheet", giving or receiving information about a test.
Closed Campus-----	See page #14, "Students Restricted to School Property."
Destruction of property-----	Deliberate misuse or abuse of school equipment or school property.
Disruptive-----	Conduct that creates disorder, disrupts classrooms, assemblies, cafeteria, hallway passing, violates the rights of others, including their right to learn in an orderly environment.
Inciting a Fight-----	Inciting a fight, or creating a "fight or flight" reaction.
Injurious Behavior-----	The act of: pushing, shoving, kicking, or physically harassing another student, resulting in minor injury, whether or not accidentally caused.
Forgery-----	Forging excuses or passes; changing or falsifying school records.
Hazing-----	Any group initiations that could result in harm to another individual.
Lying-----	Dishonestly responding to school personnel. Being deliberately deceptive, misleading or distorting facts.
Obscenities-----	The use obscene gestures, swearing, or the use of obscene language in verbal or written form; also the possession of obscene literature in school or on school property.
Petty Theft-----	Stealing something valued more than \$1 and less than \$100.
Injurious Behavior-----	Pushing, shoving, kicking, or physically harassing another student, resulting in minor injury, whether or not accidentally caused.
Plagiarism-----	Accepting credit for, or claiming another person's work as your own.
Insubordination-----	Refusal to cooperate or respond to a reasonable request made by an adult authorized or employed by the school.
Refusal to Identify Self-----	A student refusal to identify themselves to school authorities upon request, also falsely identifying themselves.
Skipping-----	Leaving class early, leaving without a pass, not reporting to assigned room, leaving school grounds without permission from a parent and without checking out through the office.

Third Level and Criminal Violations

Minimum/Maximum Disciplinary Action: 3-180 days of out-of-school suspension, notification of legal authorities, and possible expulsion.

<u>Violation</u>	<u>Description</u>
Persistent Level Two-----	Persistently violating first level school rules despite previous Level Two consequences.
Drug Use or Possession-----	Possession, concealment, distribution, use/consumption of alcohol, tobacco, drugs or look-alike drugs; possession of incendiary devices; possession of drug-related paraphernalia, in school, on school busses, on school property, or at school-sponsored events.
Harassment-----	Harassment or intimidation of a serious nature.
Physical Abuse or Assault---	Force of a more serious nature, assaulting a student, fighting with another student.
Molestation-----	The deliberate act of touching an unwilling person by handling or grabbing parts of a person's body.
Sexual harassment-----	Unwelcome sexual advance; or requests for sexual favors; or other verbal or physical conduct or communication of an intimidating, hostile or offensive nature
Verbal Assault-----	Verbal harassment or intimidation of another student or of school personnel.
Breaking and Entering-----	Breaking and entering of school property.
Burglary/Robbery-----	Stealing from an individual using threats or force.
Creating False Emergencies--	Activating fire alarms, activating or tampering with emergency equipment in a non-emergency situation, or falsely reporting any other emergency, which might result in disruption of the school day or in creating an unsafe school environment.
Extortion/Blackmail-----	The act of obtaining money or property by using violence or threats of violence (implied or expressed).
Forgery-----	Changing or falsifying school records.
Major Vandalism-----	Malicious destruction/defacement of school property or the property of others (\$100 or more) It is the principal's discretion to charge replacement costs.
Theft-----	The act of dishonestly acquiring the property of other people or organizations property (\$100 or more).
Trespass	Being in an unauthorized place and refusing to leave when ordered to do so.
Intimidation-----	Intimidation of school authorities through threats of force, destruction of property, or violence.
Bomb Threats-----	A student actively participates in, or is an accomplice, in a bomb threat.
Explosives-----	Possession, sale, or use of any explosives.

TRANSPORTATION

The Board of Education is responsible for the efficiency and economy of the school bus system as determined by the selection of bus routes, the scheduling of bus trips, and the authorization of bus stops.

1. The Administration is responsible for establishing proper standards of safety in the operation of buses and shall ensure their enforcement by the bus supervisor.
2. The Administration shall be responsible for the execution of the transportation policy and regulations adopted pursuant thereto. They may delegate this duty to the transportation manager.
3. Parents are responsible for the safety of their children while walking or riding in vehicles other than school buses between home and school or home and authorized bus stop. Parents are also responsible for the behavior of their students while waiting at the bus stop.
4. Bus routes will be established so that an authorized bus stop is available within a reasonable walking distance of the home of every resident pupil entitled to transportation.

Rules governing students riding the bus - It is the objective of the Superior Central School District to provide safe, pleasant transportation to and from school for all of the eligible students in the District.

When a student steps on a bus, he/she is under the authority of the School District. Each building principal is responsible for dealing with inappropriate student conduct exhibited while riding school transportation. The bus driver has the same authority in the bus that a teacher has in the classroom. Any breach of rules that the drivers deem serious enough will be referred to the student's principal. The rules for riding buses at Superior Central are:

1. All students will sit in seats as assigned by the driver. No one will move after they are seated.
2. Use a normal tone of voice. No shouting.
3. All students will obey the driver's command properly.
4. Students shall wait in designated places for buses.
5. It is each student's responsibility to help keep the bus clean.
6. Students lining up to board the bus must avoid pushing and crowding and the lead student in line must not move toward the door of the bus until the bus has come to a complete stop.
7. Never leave the bus by the rear door.
8. Always cross in front of the bus when crossing the highway.
9. Each student must ride the bus to his or her own stop. If a student rides to a place other than their usual stop, they must have written consent of their parents.
10. Keep hands and head inside the bus at all times.
11. All rules regarding student behavior at school are in force during transportation.

Disciplinary Procedures -

- 1st Violation: Driver/student conference with parent contact, written warning in student file.
- 2nd Violation: Student bus privilege revoked for one (1) day, with notice to parent.
- 3rd Violation: Student bus privilege revoked for up to three (3) days with notice to parent.
- 4th Violation: Driver notifies principal of continuing problem. Principal may remove student from bus for remainder of semester with notification of parent.

Bus Loading & Unloading Procedures -

1. To stay off the traveled roadway at all times while waiting for the bus.
2. To wait until the bus has come to a stop before attempting to get on or off.
3. To leave the bus only at the consent of the driver.
4. To enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. To cross the traveled highway, if necessary after leaving the bus, in the following manner:
 - a. Make sure the bus is stationary
 - b. On alighting, go to the front of the bus within sight of the driver and wait for proper signal for crossing.
 - c. Look both to the right and left and proceed across the highway in front of the bus.
 - d. Walk (not run) in FRONT of the bus when crossing the highway.

Michigan Law- stopping for school buses -

1. You are required to stop when overtaking or meeting a school bus, which has stopped and is displaying two alternative flashing red lights.
2. Stops must be made at least 10 feet in front of or to the rear of the bus and you may not proceed until: (a) School bus resumes motion or (b) Visual signals on bus are no longer actuated.
3. You need not stop for a stopped school bus at an intersection controlled by a police officer or stop-and-go signal, but may pass the bus at a speed not greater than 10 miles an hour and with due caution.
4. The driver of a vehicle upon any highway which has been divided into two roadways by leaving an intervening space, or by a physical barrier, or clearly indicated dividing sections so constructed as to impede vehicular traffic, need not stop upon space, barrier or section.
5. The school bus driver is required to actuate two amber flashing lights for the purpose of receiving or discharging school children. Cars may pass, with caution, a school bus preparing to stop, while it has amber lights flashing. Upon stopping the school bus, driver is required to actuate alternate flashing red lights until children are safely on the bus. Vehicle traffic from both directions must stop for buses when red lights are flashing.

In some instances where a school bus can stop without interrupting traffic flow; buses may be stopped only with amber lights flashing. Motorists may pass a stopped school bus with amber lights flashing. The key for motorist is simple: Amber lights mean caution red lights mean stop!

Michigan law now requires new school buses to be equipped with a stop arm in addition to flashing lights. This arm will project from the driver's side of the bus and will be another indication that all traffic should stop.

The law says that children alighting from a school bus who must cross the roadway shall do so in front of the bus. But children are unpredictable and impulsive and won't always do what the law says. So just as you must depend on other motorist to protect you children or your friend's children, please protect theirs by being especially careful and expecting the unexpected when a school bus is stopped. Rear end collisions occur all too frequently when vehicles strike other vehicles, which have already stopped for stopped school buses. Such accidents often happen when the motorist is inattentive or driving too fast for conditions. This means the presence of a school bus is a warning that preceding traffic may come to a stop and you should be prepared to do likewise.

GENERAL INFORMATION

Closed Campus – All middle and high school students will be restricted to the school grounds from the time they arrive in the morning until they leave in the afternoon. The guidelines listed below will be followed:

- Students can either eat the school lunch or bring their own lunch to school.
- Students who live within walking distance of the school (one half mile maximum,) may walk home for lunch, provided that a written parental approval is on file in the office.
- Students will be excused to run errands for their parents provided that a note is on file in the office for each occasion. (This exception is not intended to be used routinely.)

Violation of this policy will result in a suspension.

Visitor Policies – Visitation is allowed only for prospective students and for specific classroom or school projects or events.

Extra-curricular Program Academic Eligibility – A student participating in an extracurricular program must be eligible. An extracurricular program is defined as any program that is under the sponsorship or advisement of school policies and personnel and not part of an academic curriculum. Requirements are as follows:

- Students must be passing in all classes and have a minimum of a 1.0 GPA
- (D average) on a 4.0 point scale or they will be declared ineligible.
- Each class will be tracked from the beginning of each semester.
- Eligibility lists will be based on weekly reports. On Friday, teachers will
- report these students to the principal.
- If a student does not meet these minimum requirements he/she will be ineligible for the following week of participation (Sunday-Saturday).
- Student must attend all practices and meeting sessions at the discretion of the advisor/coach.

Motor Vehicles – Driving to school is a privilege not a right. The administration reserves the right to grant or deny permission to the students to operate motor vehicles on school property. When possible, the students should avail themselves of the provided bus service and refrain from driving to school as any resulting tardiness or absenteeism related to vehicle problems is unexcused. The rules pertaining to parking privileges are as follows:

1. Vehicles must be parked in areas assigned to students.
2. Students are not permitted to drive cars during regular school hours. Once the car arrives in the morning, and it is not to be moved until the driver is leaving school for the day.
3. Cars must be vacated and locked immediately upon arrival at school. Students are not allowed to sit in parked cars at anytime.
4. The administration reserves the authority to check the contents of the automobiles parked on school grounds. The school will not be responsible for theft, but will attempt to safe guard vehicles while on school property. Student assistance is needed in maintaining surveillance and reporting problems in the parking area.
5. A motorcycle, four-wheeler or snowmobile will be operated in the same safe manner as cars and the same rules apply. All RVs will be parked in the parking lot.

Failure to comply with the rules related to motor vehicles will result in loss of driving privileges ranging from one week to permanent loss.

Eighteen-Year Old (18) Policy: The question arises with each school year as to whether students 18 or older, are autonomous. It is our policy, that as long as the student lives under the care of a parent or guardian, a parent/guardian signature for any school-related transaction or function is required. Moreover, if the legal/medical responsibility rests with the parents/guardians, then we reserve the right to require parental authority in all school-related transactions.

School Dances:

- Each class and organization will be entitled to hold one dance during the school year.
- Scheduling of the dances will be made with the approval of the principal and the class advisor.
- Jr. high dances are for 6th-8th grade students only. High school dances are attended by 9th-12th grade students. The Jr./Sr. Prom is for juniors and seniors. Freshmen and sophomores may attend the Prom by invitation and with parent and principal approval. No junior high students will be permitted to attend.
- Class dances must be over by midnight. No later than 10:00 pm middle school dances
- An individual guest or another school may be invited if arrangements are made with the chaperones, in advance. A guest permit must be obtained in advance.
- Each dance must have a minimum of 6 chaperones, one must be a faculty member, and two must be parents of students in this district, all must be at least 21 years of age.
- The entire west end of the elementary gym (stage, locker rooms, balconies, etc.) will be off-limits.
- Any unruly behavior may jeopardize student participation in future dances.
- Chaperones have complete authority at all school functions, and all have the right to refuse admittance or reject students. Abusing the school dance privileges may result in curtailment of future dances.
- The gym must be cleaned and the tables and other equipment must be put away as soon as possible after the dance, never later than 9:00 a.m. the following morning.
- The chaperones must make arrangements to sell tickets from the time that the door is opened until 10:00 p.m. after which the doors are to be locked, and no one is to be admitted, except parents.
- An alcohol detection system may be available at school dances and events.
- Any student attending a school-sponsored activity is expected to remain in the building. Once a student has left, he/she may not return.

Textbooks – All textbooks issued to students must be returned to teachers at the end of class with no more than normal, wear and tear. Textbooks are expected to last 5-7 years. Therefore, if a textbook is damaged beyond normal wear, a fine will be assessed based on the book's age, the original cost, and nature of damage.

Electronic Equipment – No student is allowed to utilize a CD player, Walkman, cell phone, electronic communication devices, or pager during school hours. The only exemption to this policy is a student that is a member of an emergency response team. Students must inform the principal that they are members of an ERT. In this case, the district reserves the right to have the device placed in the high school office. The school district is not responsible for loss, damage, or theft of any electronic equipment brought to school or stored in lockers.

School Facilities Policies:

- Lockers are the property of the school district. The contents belong to the individual assigned to that locker. Lockers are subject to inspection by a school employee, with another employee as witness, given a “reasonable suspicion” of violating school rules or illegal activity. The district is not responsible for lost or stolen items from hall lockers or gym lockers. Students are advised to purchase locks to secure their property in the gym lockers and to keep hall lockers locked, not “set” to open without the combination.
- No students are permitted to remain in the school buildings after 3:30 p.m. unless under staff supervision.
- Coaches are asked to discourage visitors, particularly students, from attending practice sessions.
- Students are advised to keep all valuables under lock and key. The school district is not responsible for loss, damage, or theft of any items brought to school or stored in lockers.
- After school use of facilities is encouraged, however, due to problems of scheduling, advance scheduling is required. Each group must be adequately supervised and must assume responsibility for the care of the facilities. Failure to do so will result in forfeiture of future privileges.
- Scheduling for the use of facilities must be done in the central office.
- Any student attending a school-sponsored evening activity is expected to remain in the building. Once a student has left, he/she may not return.

Organizational Officers:

Every student organization, club, or class must have an advisor. Each class and student organization in the school will select officers for the year, who conduct the meetings. No student may be President of more than one organization at a time. All must have attended Superior Central School the semester previous to the election.

Student Council:

The student council will be recognized as the governing body for the students. It may consist of 18 students: 2 representatives from each class 6-12, and 4 officers. Any registered student in grades 6-12 who has attended Superior Central for at least the semester previous to the election is eligible to become a representative on the Student Council. Each student who runs for a representative must obtain a petition from the Principal/Advisor and must have ten signatures from his/her classmates to be nominated. No student may sign more than two nominating petitions, and they must be only from his/her own class. The election must be held before September 30th. Vacancies may be filled by appointment by the President of the Student Council with the consent of the advisor.

The officers include president, vice-president, secretary, and treasurer. Any person from grades 10-12, who has attended Superior Central for at least the semester previous to the election, is eligible to be elected an officer of the Student Council. Any person running for an officer's position must obtain a nominating petition from the advisor. He/she must get 20 signatures from the members of the student body to be nominated for office. If elected as an officer for the Student Council, a student may not be a class officer. All offices are held for one year.

Driver Education Policy:

Driver's Education is not offered by the Superior Central School District, however the District does allow the use of its facilities for driver's education classes.

School Cancellation – Should it be necessary to cancel school due to adverse weather conditions, announcements to that effect will be made over the following television and radio stations.

WLUC-TV Channel 6 - WHWL - FM 95.7 - WNMU - FM 90 - WJPD - FM 92.3 - WDMJ - AM 1320 - WGLQ - FM 97 - WQXO - AM 1400 - WHCH - FM 98.3 - WMQT - FM 107 - WFXD - FM 103 - WCMM - FM 94.7 - WYKX - FM 104.6 - WDBC - AM 6.80 - WBKP - TV. This announcement will be made by 7:00 a.m. or shortly after. If a two-hour delay is called, buses will run 2 hours later than their usual time. If school is cancelled in the morning, notification of the postponement of evening activities will occur during the early afternoon.

Class Finances – Class funds are school funds and will be deposited with the business office and should be handled with the following in mind:

1. Each class shall set its own policy on class dues.
2. If an individual does not contribute to the fund, he should not expect a return.
3. The class advisor must approve all purchases. Money may be spent on class activities, and for graduation materials, but no personal items.
4. A minimum of \$100.00 should be left in the senior account until the final audit for unforeseen expenses.
5. Any money remaining in the senior class account at the start of the next school year will revert to the Student Activity Fund or may be designated for a school related purchase. The class should decide prior to the end of the year which of these options they prefer.
6. Seniors must pay all class and school-related fee obligations prior to receiving graduation materials.

School Colors – Our school colors are blue and silver. School emblems, jackets, and graduation gowns, etc. will be in these colors.

Illness in School: If a student is too ill to attend class, parents will be notified and he or she is expected to go home. If parents are unavailable, persons listed on the student's emergency card will be contacted.

Conferences with Teachers: Parents are urged to consult with teachers pertaining to any school aspect concerning their child. It is hoped that parents will take advantage of the opportunity to talk with their child's teachers. Please call the school at 1-906-439-5532 for appointments.

Graduation Ceremony - All students participating in the graduation ceremony must wear their cap and gown. They must wear the cap and gown as intended by the manufacturer. Caps and gowns for graduation will be in the school colors of blue and/or silver or in the class colors if approved by advisor. No stickers, placards, or tape will be visible on the cap or gown. The school band will play entrance music and other selections. The senior class may choose exit music subject to principal's approval. Participation in this important ceremony is a privilege and not a right.

MEDICATION

Board Policy on Medication:

DEFINITION: Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to eye, ear, or nose, or applied to the skin. PROCEDURES:

1. The student's parent/guardian must provide the school with written permission and request to administer medication.
2. Written instructions that include the student's name, name of medication, dosage, frequency of administration, time to be administered, method of administration, duration of administration, and expiration date, must accompany the medication. (See attached form.)
3. Prescription medication must be in the original prescription container. The prescription container must be labeled and display the information in number two (2) above plus the data issued, name of prescribing physician, and pharmacy name, address and phone number.
4. Medication must be administered by one adult in the presence of a second adult, with both individuals being designated by the school administrator.
5. Medication must be administered in the presence of a second adult except in an emergency that threatens the life of the student.
6. Medication must be brought to school by the parent/guardian unless other safe arrangements are necessary and possible.
7. Where the district has, or believes it might have, reason to verify amounts of medication brought to school, e.g. Ritalin or other controlled substances, the amount of drug received should be immediately counted and the count recorded by designated school staff. The amount of drug should be recounted on a regular (monthly, bi-weekly) basis and this count reconciled with the prior count and medication administration log/record.
8. All medication, except those approved for keeping by students for self-medication, will be kept in a designated, locked container, cabinet or closet in the school office.
9. A log of medication administration, by individual must be kept. The log will contain the name of the student, the name of the medication, the dosage to be given and the time to be given. The person administering the medication must record the date and time of the administration of medication and initial the log. If an error is made in recording, the person who administered must line out, initial the error, and make the correction in the log. The individual student log shall be kept in the student's records.
10. If an error is made in administering medication, such error shall be reported immediately to the building administrator. The building administrator shall report the medication error to the parent/guardian and suggest consultation with the physician/pharmacist. A report of the error shall be made and filed.
11. If any adverse reaction to medication occurs, the parent/guardian shall be notified and if necessary, 911 shall also be called.
12. No dosage or time administration changes shall be instituted except by written instruction from the physician after the initial request.
13. Parental or guardian request/permission and physician's instructions shall be renewed annually, or more often, if necessary.
14. Prescription and medication supply renewal shall be the responsibility of the parent/guardian.
15. All efforts shall be made between the parent and physician to schedule administration of medicine while the student is at home.
16. Any staff person designated to administer medication shall receive training on all district policies and procedures related to this responsibility.

Medication Self-Administration/Possession - means that the student is able to consume/apply prescription/non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of a physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

1. The student's parent/guardian must provide written permission and request to the school to allow the student to self-possess and self-administer medication.
2. Written instructions, which include the name of student, name of medication, dosage, frequency of administration, time to be administered, method of administration, duration of administration, and the physician/provider instruction that the student may self-possess and/or self-administer must be provided to the school.
3. The parent/guardian request/permission and physician's instructions must be renewed annually, or more often, if necessary.
4. Students are permitted to self-administer over-the-counter medication with the completion of an authorization form specifying the instructions included in number two (2) above.
5. All medication must be kept in the original, labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration.
6. The building administrator may discontinue the student self-administration privilege upon advance notification to the parent/guardian.

Within the School Code, Section 380.1178 Administration of medication to pupil; liability states: "A school administrator, teacher, or other employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parents or guardian, and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages, as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Disposal of Medication - All medication left over at the end of the school year must be picked up by the parent/guardian within seven (7) calendar days. If not picked up within this time period the school will appropriately dispose of the medication and record this disposal of the medication log. A second adult shall witness disposal.

Drug Policy: WARNING: If an illegal substance is involved, the principal will notify legal authorities and permanent expulsion may result. The manufacture, distribution, sale, or possession, use or being under the influence of the following substances is prohibited on school grounds, or at school-related activities, i.e. athletic events, dances, fieldtrips, etc.; tobacco products in any form; alcohol; illicit drugs; any glue; aerosol cans; or other chemical substance, including but not limited to lighter fluids or inhalants; any prescription or nonprescription drug; medicine; vitamin or other chemicals including but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district's authorized use of medication procedures, steroids, human growth hormones or performance-enhancing drugs; substances purported to be illegal, abusive or performance-enhancing i.e. "look-alike drugs."

Drug Free School Zone – Superior Central School District declares its building and site shall be a drug free school zone in accordance with Public Act 12,1998

Tobacco Free School – Superior Central School District will be a tobacco-free school. Students, staff and guests will be prohibited from smoking in the school building. District employees shall not smoke or use tobacco products while they are involved with students or when supervising student activities. Smoking will not be allowed at any time on the school transportation system.

LEGAL DECLARATIONS

Non-discrimination Policy of Superior Central Schools – It is the policy of the Superior Central School District that no person shall on the basis of race, color, national origin, gender, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or in employment. Further, it is the policy of the District to facilitate compliance with all applicable state and federal laws, rules and regulations (Title VI, Title 9, Americans with Disabilities Act of 1990, and the Michigan Handicappers law as amended) regarding non-discrimination by appointing Compliance Coordinators to evaluate current practices, to investigate complaints, to answer inquiries, and guide implementation of compliance efforts. All questions, requests for information, or complaints relating to discrimination on the basis of gender, race, color, national origin, or handicap in the Superior Central School should be directed to the Supervisor of Transportation, Building and Grounds.

Student Records and the Family Education Rights and Privacy Act of 1994 (FERPA) - Students' records are to be confidential in nature. Access to student records will be governed by the following procedures:

1. Parents are to be notified of the rights accorded to them by this act.
2. Parents, upon written request, will have the right to inspect all records, files, data directly related to the student.
3. Upon receiving a written request from the parents desiring access to the students' records, permission to do so will be granted within forty-five days after receiving the request.
4. Parents may challenge the contents of the records by requesting a hearing at the next regularly scheduled meeting of the Board of Education. Requests must be made at least five days prior to the scheduled meeting. Any records that have been proven inaccurate, misleading, or otherwise inappropriate, will be corrected or deleted.
5. When a student has attained the age of 18 years of age or is attending an institution of post-secondary education, the permission or consent required of or the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.
6. In accordance with this act, the following information is considered directory information: Name of Student, Address of Student, Phone Number, Date of Birth, Name of Parents, Year in School, Classes Taken, G.P.A., Class Rank, Honors Received, Previous Educational Institutions Attended and participation in recognized activities and sports. In the case of sports, heights of players may be published. Parents are to notify the district by the beginning of the semester if they do not want any information published about their child. Notification should be made at the principal's office.

Access to Records without Consent -

1. Other school officials, including teachers
2. Officials of other schools or systems in which the student intends to enroll
3. Authorized representatives of the Comptroller Generals of the U.S., Secretary of H.E.W., administrative head of an educational agency, and State Educational Authorities.
4. Persons working in connection with a student's application for financial aid.
5. Any others must have written consent of the parent.

A record of requests for a file will be kept in each student's file. With respect to the section above, all persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written request, which shall be kept permanently with a file of a student, but only for inspection by the parent or the student. The request is to indicate the legitimate educational or other interest that is being sought.

Equal Education and Employment Opportunities – The school district shall provide equal educational opportunities for all of the students regardless of race or sex. No student shall be discriminated against on the basis of race or sex in the following: access to programs and courses; access to school facilities; counseling and guidance services (materials, tests, practices); vocational education; competitive athletics; graduation requirements; student rules, regulations, and discipline; treatment of student's marital and parental status and school sponsored extra curricular activities. The school district affirms the right of individuals to employment and all conditions and benefits thereof without regard to sex. Any student or employee who believes that he/she has a complaint of possible sex discrimination can contact the school district Title IX coordinator, who is the Superintendent of Schools, P.O. Box 148, Eben Junction , Michigan, 49825, and /or the Office of Civil Rights, Department of Health, Education, and Welfare, 330 Independence Avenue, Southwest Washington D.C., 20201

Weapons/Firearms: Under Section 1313 of the Revised School Code, students in possession of a dangerous weapon/firearm can be permanently expelled. A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, or knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, razor blades, iron bar, or brass knuckles. Gun replicas, toy look-a-likes, paintball or gas-powered guns are included.

Assault Law: The State of Michigan has enacted two “assault laws.” First, “If a pupil enrolled in grades 6 or above commits a physical assault at a school against a person employed by or engaged as a volunteer (PA 451, section 1311), or against another student (PA 451, section 1310) . . . the school board shall expel the pupil from school for up to 180 days.” Second, the State, in the same law, has included that verbal assault be treated in the same way.

Bullying

- The Michigan State Board of Education has issued policy statement regarding bullying.
- Create a zero-tolerance policy for criticizing, bullying, name-calling, and shaming others about weight or size
- Define and enforce clear consequences for disrespectful behavior

Create a process for students to report bullying or disrespectful behavior. The process should protect the victims and those who report the behaviors from reprisal.

Bomb Threats, Arson or Rape: Any student who participates in a bomb threat or commits arson or rape on district grounds, in district buildings, or at district or school-sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate County Department of Social Services or Community Mental Health Agency. The parent/legal guardian and/or student shall also be notified of the referral. The Board Policy directs the building Principal to suspend from school for a period of 10 school days, any student in violation of this policy. As the Board reserves to itself the authority to expel students, the Board will schedule a special meeting within the 10-day suspension period to proceed with the expulsion process. Each student subject to expulsion shall have his or her situation reviewed by the Superintendent on a case-by-case basis. This policy is the Board’s assurance that the district is in compliance with both PL 103.382 and MCL-380.1311.

**SUPERIOR CENTRAL SCHOOLS
HIGH SCHOOL AND MIDDLE SCHOOL HANDBOOK**

Dear Parents/Guardians,

Students and parents/guardians need to be aware of the policies and guidelines that apply to all who attend Superior Central Middle and High School.

Please read and discuss the handbook with your daughter/son. Call the school at 439-5532 if you have any questions.

After reading the handbook please sign and return the form at the bottom of this page as soon as possible.

We have read the 2003-04 Superior Central High School/Middle School Handbook and have discussed the policies.

Parent/Guardian Signature

Date

Student Signature

Date