

FORWARD

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook has been written to help students and their parents/guardians to become aware of and to understand the guidelines, regulations, and rules which are in place at S.H.S. Students are encouraged to take the time to read this handbook and to discuss its contents with parents/guardians. Students are encouraged also to take advantage of the various opportunities available here at Saranac, both academically and in our co-curricular programs. It is hoped that each student will grow intellectually and emotionally during his or her years at S.H.S. and that each student will see Saranac as a positive place with which to be associated. It is hoped that the Saranac Jr/Sr High School Handbook will help each student to work within a positive atmosphere and to contribute to an atmosphere conducive to learning.

The Board's comprehensive policy manual is available for public inspection through the District's website (saranac.k12.mi.us) or at the Board office, located at: 225 S. Pleasant Street, Saranac, MI 48881.

The School Board governs the school district, and is elected by the community. Current School Board members are:

Brent Denny, President
Roy Hawkins, Vice-President
David Price, Secretary
Sarah Doll, Treasurer

Kevin Courtnay, Trustee
Kirk Jackson, Trustee
Ted VanKuiken, Trustee

The School Board has hired the following administrative staff to operate the school:

Jason Smith, Superintendent
Josh Leader, Principal
Sara Serne, Student Services Coordinator
Connie Hamilton, Curriculum Director
Amy Frias, Special Education Coordinator
Kim Stevens, Athletic Director

The school is located and may be contacted at: 150 S. Pleasant Street, Saranac, MI 48881

SARANAC DISTRICT MISSION STATEMENT

The Saranac Community School District, through its strong community support and involvement, will provide an education for all students, which enables them to become contributing, productive members of society.

SARANAC Jr/Sr HIGH SCHOOL MISSION STATEMENT

Saranac High School will create an environment for all students which ensures equal opportunities to promote learning, social growth, physical wellness and the skills necessary to become productive members of society. Together the community, staff and students will work to meet the challenges of today and tomorrow.

NOTIFICATION OF RIGHTS: The Federal Education Rights and Privacy Act

In compliance with Federal regulations, Saranac Community Schools has established the following guidelines concerning student records:

- a) Mr. Jason Smith is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. The office is located at 225 Pleasant Street, Saranac MI or he can be reached by calling (616) 642-1400.
- b) Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal Law or District regulation.
- c) A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Department of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Family Educational Rights and Privacy Act.
- d) The District has established the following information about each student as "directory information" and will

make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within ten (10) days from the date of this notification that she/he will not permit distribution of any or all of such information: students name, address, and telephone number; picture; parent or guardian; date and place of birth; major field of study; weight and height; participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.

- e) A copy of the Board of Education's policy and the accompanying District regulations are available in the Superintendent's office.

STATEMENT OF ASSURANCE

The Saranac Community Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to, Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title IX of the Education Amendments of 1972; and Sec. 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 1970; and Sec. 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Saranac Community Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, disability, or handicap shall be discriminated against, excluded from participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. The Saranac Community School District is an Equal Opportunity Employer.

EDUCATION OF STUDENTS WITH DISABILITIES

The following is a description of the rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the District, you have the right to:

- a) have your child take part in, and receive benefits from public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- b) have the District advise you of your rights under Federal law;
- c) receive notice with respect to identification, evaluation, or placement of your child;
- d) have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- e) have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act;
- f) have evaluation, educational, and placement decisions made, based upon a variety of informational sources, and by persons who know the child, the evaluation data, and placement option;
- g) have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
- h) have your child be given an equal opportunity to participate in co-curricular and extra-curricular activities offered by the district;
- i) examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- j) obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- k) a response from the District to reasonable requests for explanations and interpretations of your child's records;
- l) request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- m) request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mrs. Amy Frias;
- n) ask for payment of reasonable attorney fees if you are successful in your claim;
- o) file a local grievance.

The person in this District who is responsible for assuring that the District complies with Section 504 is Mr. Joshua Leader.

PERSONAL CURRICULUM

Annual Notice of the Right to Request a Personal Curriculum/Modifying Michigan Merit Curriculum Requirements for Graduation with a Regular High School Diploma

What is a personal curriculum?

A personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who wish to accelerate or go beyond MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

Who may request a personal curriculum?

The parent or guardian of a student from whom the PC is sought, or the student, if the student is of the age of majority or an emancipated minor, may request a PC. Other potential requestors may include a current teacher (whose currently teaches in, or whose expertise is in a subject area proposed to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC), or a school counselor or school employee qualified to act in a counseling role. If the request for a PC is made by the student's parent or legal guardian or, if the student is at least aged 18 or is an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in 380.1278b(5) of the law.

When may a personal curriculum be requested?

If the student has an Individualized Education Program (IEP), the PC request may be submitted prior to 9th grade, although any resulting PC may not be implemented until the onset of 9th grade. The earliest submission date for all other PC requests is after the student has completed 9th grade. If the parent/guardian/student is interested in more information regarding PC options, or would like to make a request for a PC, please contact the high school counselor.

SARANAC JUNIOR/SENIOR HIGH SCHOOL

MICHIGAN HIGH SCHOOL GRADUATION REQUIREMENTS

16 Michigan Merit Curriculum Credits

Based on Michigan Merit Curriculum established by the State of Michigan:

- | | |
|---|-------------|
| A. Language Arts (must include English 9, English 10, English 11 and English 12 or equivalent) | 4.0 Credits |
| B. Mathematics (must include Algebra I, Geometry, Algebra 2, and a 4 th Math Course During Senior year. (See Math courses for Senior Math) | 4.0 Credits |
| C. Science (must include Biology, 10 th Grade Science, and one additional year of science) | 3.0 Credits |
| D. Social Studies (must include US History, World History, Government, and Economics) | 3.0 Credits |
| E. Physical Education | 0.5 Credit |
| F. Health | 0.5 Credit |
| G. Visual, Performing and Applied Arts | 1.0 Credit |
| H. World Languages | 2.0 Credits |

Students must also participate in some form of online learning experience during their high school career.

Class of 2017 (and Beyond) – 22 Credits to Graduate (16 MMC + 2 World Language + 4 electives)

ADDITIONAL REQUIREMENTS:

- All students will be required to participate in the state-required assessment process (currently the SAT/MME). Students will be expected to give a “good faith” effort. Not doing so will result in the loss of their eligibility to participate in the graduation ceremony.
- A Semester class is equal to one-half credit. Students will receive high school credit along with college credit for the classes in which they are dual enrolled.
- All students must be enrolled in 6 classes each Semester.
- A student may be granted credit for up to one (1) by correspondence and two (2) for work-based learning or an unlimited number of online courses.
- The principal may substitute up to one credit for a student under the following circumstances:
 - The educational program for the student is clearly improved.
 - The total number of required credits is not changed.
 - The minimums as set by the State are met.

The Board of Education of Saranac Community Schools acknowledges that some students may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. High school students may request an opportunity to demonstrate such mastery either through a written examination, written papers, projects or other comparable forms. It is the intent of the Board to extend to all students the opportunity to demonstrate mastery in the range of courses offered at Saranac High School and to allow for the most efficient use of instructional time.

- This policy will apply equally to all students at Saranac High School.
- To earn credit the student must achieve a score of at least 77% on the course final exam, or where there is no final exam, pass an alternative form of assessment (portfolio, performance, project, or presentation).
- After earning credit in a course, the student may not receive credit thereafter for a course lower in the sequence in the same subject area.
- The Board shall grant high school credit in a world language to a student who has demonstrated proficiency in a world language outside of a public or private high school. (World Language Final Exam and specifications by world language teacher and administration)

ACADEMIC STANDARDS

GRADUATION WITH HONORS

Graduating seniors who have attained a high scholastic achievement may earn either an "Honors Diploma" or a diploma with honors in a given area provided he/she meets the following criteria.

All students who receive honors must have an overall grade point average of at least a 3.400. In order to receive an "Honors Diploma" a student must have completed the following:

- Mathematics----Algebra I, Geometry, Algebra II and Pre-Calculus
- Science-----Biology, 10th Grade Science and one additional year of science
- English-----English 9, 10, 11, and one year of Advanced English or AP English
- Social Studies---US History, World History, Government, and Economics
- Two full credits of a foreign language

A student who does not take all of the courses needed to receive an "Honors Diploma" is eligible to receive a regular diploma with honors in an area provided he/she meets the following additional criteria:

- A. 3.700 grade point average in the area of honors.
- B. One of the following course criteria:
 - a. Fine Arts-----four credits that include at least two areas;
 - b. Language Arts--five credits that include four English (one Advanced or AP and one foreign language);
 - c. Science-----four credits that include Biology, 10th Grade Science, and Chemistry or Physics;
 - d. Mathematics----four credits that include Algebra I, Geometry, Algebra II, and Pre-Calculus
 - e. Social Studies---four credits;
 - f. Business-----four credits;
 - g. Vocational Ed---four credits

The valedictorian and salutatorian must meet the criteria for an "Honors Diploma." In addition, candidates for valedictorian and salutatorian must have been in attendance at Saranac High School minimally by the beginning of their junior year at Saranac High School. The determination for all graduation honors will be made based upon a student's seventh semester cumulative grade point average.

GRADE-POINT AVERAGES (GPA's)

The following scale is used to calculate student grade-point averages.

Advanced Placement (AP) classes carry weighted grade-point average points. The following scale is used for calculating AP grade points within the student's cumulative grade-point average:

	<u>Traditional Courses</u>	<u>AP Courses</u>
A	4.000	4.500
A-	3.667	4.167
B+	3.333	3.833
B	3.000	3.500
B-	2.667	3.167
C+	2.333	2.833
C	2.000	2.500
C-	1.667	2.167
D+	1.333	1.833
D	1.000	1.500
D-	0.667	1.167
F	0.000	0.500

DUAL ENROLLMENT

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

- 1) Application and admission to the postsecondary institution are the responsibility of the student. LCC requires PSAT scores, ACT or placement testing at LCC.
- 2) To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal or counselor. Approval will be based upon the following factors:
 - ❖ A course offered by an eligible post-secondary institution is not offered by the school district including Advanced Placement and online courses.
 - ❖ A course offered by the school district, but is determined by the Principal to not be available to the eligible student because of a scheduling conflict beyond the eligible student's control.
 - ❖ Courses that are a hobby, craft, recreational or courses in the areas of physical education, theology, divinity or religious education are **not** eligible for tuition support.
- 3) Credit earned under this policy section must be designated whether the course is for high school or post-secondary credit or both at the time of enrollment.
- 4) Computation of high school credit for postsecondary institution coursework will be ½ credit for each postsecondary semester class.
- 5) Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript.
- 6) The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
- 7) Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.

Payment of Postsecondary classes: The district will pay a portion of the student's tuition and mandatory course fees, based on a formula of the sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the post-secondary institution. While this formula, which changes each year, may be enough to cover the tuition and fees for Lansing Community College, or other local public colleges and universities, it may not be enough to cover the total tuition costs for private colleges and universities in the area. Parents are responsible for paying any difference in cost. Books, transportation, parking costs, or most activity fees, are **not** eligible charges under the law. If a student wishes to take a class that is not offered at Lansing Community College, they must seek approval from the principal and

counselor. **Courses withdrawn or receiving a failing grade will be billed directly to the student/parent or guardian for full reimbursement.**

PHYSICAL EDUCATION WAIVER

Students who participate in approved extra-curricular athletics or activities involving physical activity will be awarded ½ credit by the district. Those interested in the waiver should contact the principal/guidance counselor. Final approval will be granted by administration.

TESTING OUT

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.
 - ✓ A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - ✓ No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
 - ✓ The course teacher, department chairperson and building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
 - ✓ A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

The following will be the allowable times in which a student may attempt to test out of a class:

- The final exam period at the end of the first semester.
- The final exam period at the end of the second semester.
- A day in August (to be determined) prior to the start of school in the fall

JUNIOR HIGH REQUIREMENTS FOR PROMOTION

A student must not be failing in more than one core subject area (Math, English, Science and Social Studies) in order to be promoted to the next grade level. It will be the judgement of the review committee whether or not to consider unusual or special situations.

TOP ACADEMIC STUDENTS

Students receiving Top Academic status will have the following grade point averages after the 1st semester of their senior year.

<u>GPA</u>	<u>STATUS</u>	<u>CORDS</u>
3.6 - 3.74	Cum Laude	Bronze
3.75 – 3.89	Magna Cum Laude	Silver
3.90 – 4.00	Summa Cum Laude	Gold

NATIONAL HONOR SOCIETY SELECTION PROCESS

1. Letters will be sent out to individuals in sophomore, junior and senior classes who meet 3.3 GPA during the month of March. GPA is to be determined after first semester of each year.
2. Student Activity Information Form must be returned by all interested, qualifying students two weeks after receiving the letter. Students may ask for assistance in completing these forms. Late information forms will not be accepted.
3. The Student Activity Information Forms are reviewed by the Faculty Council and voted upon with the criteria of service, character and leadership. This first review is done without student names.
4. Chosen students will be presented to the entire high school staff for evaluation of character with basis being established upon factual information about the potential inductee.
5. The Faculty Council will then make their final decision and present their list of inductees to the NHS advisor.
6. The results will be presented to each individual via letter.

7. The induction ceremony will be set during the second semester of each year.

Saranac Honor Society Leadership, Service and Character Descriptions

Leadership

The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and community may be considered provided they can be verified.

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully hold school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

Service

Service is considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

The student who serves:

- Volunteers and provides dependable and well organized assistance and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students

Character

- A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character:
- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

GENERAL SCHOOL INFORMATION

AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the

age of majority. Students 18 years and older may:

- (1) have the same privilege as their parents/guardians as it relates to access or control of their student records;
- (2) represent themselves during disciplinary conferences and be the addressee for their grade reports
- (3) sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- (4) provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

AWARDS

The Honor Roll/Honorable Mention of students are listed after each semester. To be on the Honor Roll you must have a GPA of 3.3 or above. Honorable Mentions will be awarded to students who have a GPA of 3.0 – 3.29. Some of the other awards include the following: student of the month, all around student, good citizen, honor student, pin and certificates for various classes, athletic awards, American Legion awards, and numerous scholarships.

BULLETIN BOARDS

Important information will be posted on the weekly agenda, as well as activity notices, on the bulletin boards. Each student must read them to know what his/her responsibilities are. Students wanting to use the bulletin boards must have the approval of the principal. Posters or advertising materials for activities and projects sponsored by the school or school related groups might be displayed or distributed upon the approval of the building principal. Students must make their request in writing with a minimum of 24 hours lead time, to allow the principal sufficient time to review the announcement, posting, or materials.

CAMPUS VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

- ✓ Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.
- ✓ Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

COLLEGE VISITS

College visitations are permitted as excused absences. Any student desiring to make a college visitation must do so within the following parameters:

- The visitation arrangements must be made prior to the visit through the office and form completed.
- The student must bring back a written notification of appearance from the attending institution.
- Seniors will be allowed a day in April during SAT testing to visit schools for the month of March. All other college visits will need to be pre-approved.

COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

COPY MACHINE

Copy machine use is permitted for school related projects only. All other use is at a cost of \$0.10 per page. Classroom notes will not be copied unless at the direction of a teacher. Students may not use the copy machine unless directed by the office staff.

DANCE REGULATIONS

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as less than 20 years old.

- 1) All school rules are in force at all school sponsored events (dress code enforced as appropriate for the event).
- 2) The doors will be closed 30 minutes after starting time. No one will be admitted after this time unless they have permission from the principal. If someone leaves the dance area, he/she may not return. The dance area will be designated according to where the dance is held.
- 3) All dances will be placed on the calendar at least thirty days prior to the date of the dance. All chaperones will be found and approved by the principal at least seven days prior to the dance and shall be notified of their responsibilities. The minimum number of chaperones required is five parents and two teachers.
- 4) All guests must be approved by administration.
- 5) If a dance is held at a place where rooms are rented, the owners will be notified that they are expected not to rent rooms to the students. This will be the responsibility of the sponsoring group.
- 6) Groups will give assurances of their responsibility for damage done to a chaperone's personal property, which occurs while the chaperone is on duty.
- 7) Junior high dances are for 7th and 8th graders only. High school dances are for 9th through 12th graders only.

Chaperones will be expected to set examples by following all dance rules. Rules are as follows:

1. Enforcement of all school rules.
2. Checking to make sure that there is no smoking or drinking by anyone.
3. Refuse admittance to anyone who is under the influence of alcohol or drugs.
4. Notify school personnel if someone tries to enter while under the influence of alcohol, drugs or the odor of such is detected.

DRUG FREE SCHOOLS ZONE

The use, distribution, and/or manufacturing of controlled substances as defined by state and federal law, by students on district grounds, in district buildings and/or in connection with any district activity, is prohibited. All areas on or within 500 feet of school property have been designated as a drug free zone. Persons delivering drugs within this area will be subject to imprisonment of not less than two years and up to three times the authorized imprisonment and fines.

EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the end of the student's sixth semester. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices). Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal and the senior counselor before the end of the student's sixth semester. At the conference the student should be prepared to justify his/her request to graduate early.

FUND RAISERS

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. Fundraising approval forms must be submitted prior to the start of the fundraiser.

GRADING SYSTEM

Final grades will be determined by a combination of class participation and performance on daily assignments, quizzes, tests, papers, and projects as determined by the teacher. In order to receive a passing grade a student's average must be at least 60 percent. The grading scale is as follows:

100-94	A	76.99-74	C
93.99-90	A-	73.99-70	C-
89.99-87	B+	69.99-67	D+
86.99-84	B	66.99-64	D
83.99-80	B-	63.99-60	D-
79.99-77	C+	59.99-0	F

A grade of "I" (Incomplete) may be given in certain circumstances where work for the class was unable to be completed by the end of the grading period. Incomplete grades must be made up within two (2) weeks of the end of the semester or the grade will automatically become an "F".

Students will have the opportunity to retake any summative assessment. The requirements for retaking an assessment, though, including timelines and necessary remediation, will be at the individual teachers' discretion.

HALL PASSES

Students must have a valid pass from a teacher to be in the halls while classes are in session. These passes must be returned to the teacher before the end of the hour. Failure to follow hall pass procedures may result in denial of future hall pass privileges and may include disciplinary action. Teachers have been asked to hold passes to a minimum. Passes will be given to students only for reasons of emergency or of an essential nature as determined by the teacher.

HOMECOMING FLOATS

- A. No work will be done on a float unless a teacher or approved parent chaperone is present.
- B. All work will be done the 7 days preceding homecoming.
- C. There is to be no work on the floats during the school day or past 9:00 pm on school nights or 11:00 pm on weekends.
- D. Any person who allows a float to be built on their property shall sign a statement saying that they will not allow work to be done unless an approved chaperone is present.
- E. Before any work is done on a float, the class will present the principal with a request for approved work time. The approved chaperone will sign the request.
- F. Clean-up will be done during the day on Saturday following homecoming.
- G. Failure to follow the above rules will result in the class float removed from the parade.
- H. Since building a float is a school-sponsored activity, all school rules will be enforced. Those not following the rules will be dealt with according to board policy.
- I. Chaperone's must be parents/guardians and be present. If there is not a chaperone then no one will be allowed to work on the float.

IMMUNIZATION

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

1. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
2. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The

- parent/guardian must submit provide a written statement before a waiver is granted.
3. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

IN SCHOOL ILLNESS

In the event of illness or injury during school hours, students are to report to the principal's office. If permission by a parent or guardian is given for the student to go home, **the student must sign out.**

JR HIGH STUDENT COUNCIL OFFICERS

Officers for the school year typically will be elected shortly after the students return. Students elected must adhere to the Student Council Constitution.

LOCKERS

Lockers will be assigned from the principal's office during the first week of school. There is to be no changing of lockers except by permission from the principal. Students are not to have offensive, questionable or potentially disruptive materials as decorations in their lockers. The lockers will remain the property of the school district. The school district maintains the lockers for student use. A violation of this policy may result in a minimum penalty of one-day placement in the alternative learning room up to a five-day suspension from school and a step on the discipline policy. Materials brought to the school by students from home or elsewhere are brought at the student's own risk. **Saranac Jr/Sr High School is not responsible for items that may come up missing from hall or physical education lockers. We strongly urge that students consider using the locks in the locker rooms which are available from the office. Backpacks, book bags, duffel bags, purses, etc., are not allowed into the classroom. Excessively large binders should not be used. Any bags utilized to transport materials to and from home must remain in the locker during the school day.**

LOCKS

Theft of materials from student lockers can be a serious problem. A student can help by locking his/her own locker and by not sharing the combination of the lock with others. Valuables should not be kept in the locker but should be left in the principal's office or at home.

LOST AND FOUND

Each year we have many unclaimed items left in the office. If you have lost an item in school, please check in the office.

LUNCH

Lunch prices are \$2.50 for a lunch and 50¢ for milk. Both a hot lunch and a snack bar are made available to students. Those who wish to bring their own lunch may purchase milk at the lunch line. There will be no charging of hot lunches through the office. During lunch, food and beverages (no energy drinks) are to remain in the cafeteria. During lunch, students are asked to be in the following areas only: cafeteria, lobby, library and gym. All hallways (except the lobby area) are to be clear of students during lunch. All office business must be conducted during passing times. Students are expected to pick up after themselves and dispose of items properly. Free or reduced price meals are available for qualifying students. For an application, contact the school office.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

MEDICATION ADMINISTERED TO STUDENTS

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization

Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

MEDIA CENTER

Books, Magazines & Vertical Files

Saranac Community School Library/Media Centers are completely automated. Books are checked out using our computer circulation software. SHS students may check out up to five (5) items at any one time.

* Overnight: Reference books and current magazine issues.

* One week: Past magazine issues and Vertical File materials.

* Two weeks: Fiction and non-fiction books (renewable for 2 weeks or longer with permission).

Library Charges: Overdue library materials will be charged as follows:

* \$0.05 per school day: Books, past-issue magazines and Vertical File items.

* \$0.25 per school day: Overnight items such as Reference books current issue magazines.

Parent Usage

Parents are welcome to visit and utilize the library/media center facility and resources. Parental checkout is available upon request.

All About Our Computers

There are fifteen PCs operating on the school district's local network available for student use in the Media Center. These computers are available for school homework, classroom research, career research and on-line classes. These computers are not to be used for E-mail, chat-rooms or games.

Internet information

Saranac Community School Library/Media Centers internet site and card catalog: <http://library.saranac.k12.mi.us>. Log onto Michigan eLibrary for more library information.

MONEY

For missing items, the school will not be held responsible. Do not carry large sums of money with you to school. Carry only what is absolutely necessary for that day. Checks will not be cashed by the school unless payable to the school. Do not leave money or valuables in your locker or gym locker at any time. **The school will not be held responsible for these.**

ONLINE COURSES

1. It is the student's responsibility to complete an online course. These are courses that are taught through Edgenuity (e2020), MVS, or Dual Enrollment and are intended to be completed independently.
2. Students are required to work on the online course during the class period they are enrolled to do the on-line class.
 - a. **Opening of multiple tabs will NOT be allowed unless necessary for the course.**
 - b. **The use of cell phones will NOT be allowed (this includes the playing of music through phones).**
3. Students are required to show notes to a teacher/supervisor of on-line classes prior to taking a test/exam.
 - a. **Students are provided with one percentage check, but not specific correct/incorrect answers**
4. Cumulative exams must be taken on campus; they cannot be taken at home. **Exams not completed before a student leaves campus will be removed. Students will have two attempts to complete a cumulative exam. If, at that point, a student has not achieved a passing grade, the student will be required to repeat the entire course.**

- a. **Teachers will review concepts with students after the first attempt, but will not share specific questions/answers.**
 - b. **Students will be required to sit near the instructor during the completion of an exam.**
5. To ensure that courses are completed prior to the end of the semester students will need to work on courses at home. There are approximately 70 days of school each semester and students will need to work on their classes at home too.
 6. **Courses must be completed by the end of the semester. If the course is not completed, it will result in an F on the transcript. The student may still complete the course, but once completed it will be a second entry on the transcript with the passing grade. The F will not be removed.**
 7. **Failure to comply with online course rules will result in disciplinary action.**

PUBLIC ADDRESS SYSTEM

The public address system is to be used only by authorized personnel. Programs must be arranged for and played in a specific area when classes are not in session. Announcements will generally be made at 7:40 am. and 1:40 pm. each day. The announcements are to be school business only. Please do not ask to have personal announcements made.

REPORT CARDS

Report cards are sent to the parents via the students at the end of each semester. Scholastic marks, traits, and absences are listed on this report. These cards do not have to be returned to the school. During the semester, reports may be sent to those parents whose sons/daughters are doing poorly, have discipline problems, or are absent or tardy in excess. At scheduled times during the year, parent/teacher conference will be held at the school. These give parents and teachers an opportunity to confer on the progress of the student.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least six (6) fire drills, two (2) tornado drills, and two (2) lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SCHEDULE FOR NORMAL SCHOOL DAY:

High School

7:40 – 8:40 1st hour
 8:45 – 9:45 2nd hour
 9:50 – 10:55 3rd hour and announcements
 10:55 – 11:25 LUNCH
 11:30 – 12:30 4th hour
 12:35 – 1:35 5th hour
 1:40 – 2:40 6th hour

Middle School

7:40 – 8:40 1st hour
 8:45 – 9:45 2nd hour
 9:50 – 10:55 3rd hour and announcements
 11:00 – 12:00 4th hour
 12:00 – 12:30 LUNCH
 12:35 – 1:35 5th hour
 1:40 – 2:40 6th hour

SCHOOL CLOSING

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. **If we dismiss early for an emergency, information regarding all after-school functions will be shared as decisions are made.**

SCHOOL DAY:

The school day begins at 7:40 a.m. and ends at 2:40 p.m. **Students will need to be out of the building by 3:00 p.m. unless they are with a teacher or a coach.**

SCHOOL TRIPS

All rules apply on school trips just as if the student were in school. Parental permission slips will be required for all non-athletic school sponsored trips. A blanket field trip permission slip is made available to parents.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SEMESTER EXAMS OR FINAL PROJECTS

Semester exams or final projects are required in each class at the end of each semester. Semester exams will be required of students in grades 9-12.

SENIOR FINAL SEMESTER EXAMS OR FINAL PROJECTS

For the second semester only, seniors who have met the following requirements do not have to take final exams.

* 85% average

*No more than 5 absences

*No out-of-school suspensions

SEVERE WEATHER POLICY

The Saranac Community Schools Board of Education, being deeply concerned for the safety of our students, realizes the importance of planning to ensure the protection of students and staff when the potential for violent weather exists. Therefore, the following procedures are in effect.

Tornado Watch (Severe weather conditions with tornado conditions present)

1. Students will NOT be sent home early.
 - Students will remain in session with necessary precautions taken.
 - Students will be sent home at regular dismissal time.
2. Tornado Warning (Immediate danger of tornado)
 - Students will NOT be sent home.
 - Students will be kept in designated safety areas within the school buildings until the all clear is given or danger has passed.

General Information:

1. School shall be closed whenever a "Watch" or "Warning" is in effect prior to the start of the school day.
2. After-school activities shall be canceled whenever tornado "Warnings" are in effect at the time of the activity.
3. Parents may pick up their students, and only their students, unless there is specific written permission or by making prior arrangements with the principal.
4. Parents should not call the school inquiring about tornado procedures during the period of a tornado "Watch" or "Warning".
5. Safety areas for students and employees have been designated in all school buildings.

6. Employees will remain on duty until regular dismissal time or until end of emergency, whichever is later. Parents should have a plan for their students when no one will be at home upon their arrival from school.

Other Emergencies

In the event of an emergency, all students will be given instruction at school. Parents will be advised via local radio and television stations if possible.

STUDENT ARRIVAL AT SCHOOL and LEAVING SCHOOL

Due to the lack of proper or adequate adult supervision on the school grounds prior to the start of the school day, and because there are not areas protecting students from the weather, we are asking for your cooperation as parents. If your child/children walk to school, please plan for them not to arrive more than ten minutes before the start of the school day. After-school, students will need to leave the building unless they are in a designated room with a teacher or coach. If students are waiting for practices to begin after 3:00 pm they will need to wait in the after-school room (Lab 2) and be required to read or do homework.

STUDENT GROUPS

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

- A. the activity has been initiated by students
- B. attendance at the meeting is voluntary
- C. no agent or employee of the District will promote, lead, or participate in the meeting
- D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

TELEPHONE

Office telephones are for school personnel use and are to be used by students for emergency use only. Under no circumstances will students be allowed to make a telephone call on any office telephone without permission from the office personnel.

VIDEO AND AUDIO MONITORING SYSTEMS

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

WITHDRAWAL FROM SCHOOL

Any student leaving from the Saranac school system must report to the office so the reasons for departure are noted, books are returned, and all other procedures can be handled.

WORKING PERMITS

Office personnel issue applications for work permits and the actual permits for students who live in the Saranac school district. Persons under the age of 18 are required to have a permit (except for certain jobs). Fourteen years of age is the minimum legal age of employment for minors. Permits may be revoked if the student does not maintain satisfactory attendance and academic standing in his/her schoolwork.

SARANAC JR/SR HIGH SCHOOL CODE OF CONDUCT

Philosophy of Discipline

A positive and respectful atmosphere on our campus contributes to the level and quality of learning that occurs. The primary objective of Saranac Jr/Sr High School is to assist each student to develop into a responsible, self-controlled individual willing to assume his/her role as a productive member of society. Students are responsible for their own conduct.

An important aspect of this is the respecting the rules and regulations that are established for the protection of the right of all members of the school community.

The Board of Education is authorized by state law to make reasonable rules and regulations relative to whatsoever is deemed necessary and to impose discipline. These rules apply while in attendance at school or en route to and from school.

The discipline policy of Saranac Jr/Sr high school is based on humanitarian principles and ideas and recognizes the dignity and worth of each student. When it is necessary to use corrective measures, the action taken is to be based on an understanding of the student and on sound principles. When a student's behavior presents a risk to his/her self or others, interferes with the rights of others, or becomes disruptive of the educational process, the administration must take corrective action through the Code of Conduct. The following rules are not intended to be all inclusive. Other offenses not listed may give rise to discipline. The school administrators have the authority to interpret and apply the code of conduct with various discipline based upon the severity of the offense and circumstances around the event. All teachers and staff members have the authority to enforce school rules and direct students.

Expectations of Students

Respect and be courteous to others.

Respect property of the school and others.

Attend school regularly.

Be punctual to school and class.

Comply with requests, instructions, and directions given by all school personnel, while on school premises and/or at all school sanctioned activities.

Complete assigned class work.

Come to class prepared, ready to work and engage in learning.

Follow proper appeal procedures when perceived unfairness and/or mistreatment occur.

Obey the laws of the State of Michigan.

Respect and follow the rules of our community.

The regulations apply while students are in school, on school grounds, at school-sponsored events, field trips, or en route to or from school, at Work-Based sites or vocational classes. Offenses are subject to emergency suspension if the student's presence poses an immediate and continuing danger to self, others or school personnel, or a substantial disruption to the educational process.

Some activities may be violations of civil or criminal law and could be subject to legal actions by law enforcement authorities against the student and/or parent.

It is impossible to list all the possible kinds of inappropriate behaviors for which students may be subject to discipline. The current list is examples of behaviors for which discipline will be taken.

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Positive Behavior Intervention Support (PBIS)/Positive School Climate

The Board believes that positive behavior intervention support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. It is the policy of the Board, therefore, that the superintendent and his designees are authorized and directed to implement a system of school-wide Positive Behavior Intervention Support (PBIS) strategies.

The superintendent and his designees shall develop the appropriate procedures for dealing with student conduct and shall consider an effective parent/guardian communication plan. All employees are responsible for the regulation of student conduct.

Expectations of Students

Expectations for all students shall be outlined in the specific areas of the building where students will be (classrooms, labs, common areas, gymnasiums, etc.). These expectations will be visibly posted and taught to students at the start of the school year. Expectations will be reviewed throughout the year ensure student understanding. In addition, students are always expected to:

Obey the laws of the State of Michigan.
Respect and follow the rules of our community.

The regulations apply while students are in school, on school grounds, at school-sponsored events, field trips, or en route to or from school, at work-based learning sites or vocational classes. Offenses are subject to emergency suspension if the student's presence poses an immediate and continuing danger to self, others or school personnel, or a substantial disruption to the educational process.

Some activities may be violations of civil or criminal law and could be subject to legal actions by law enforcement authorities against the student and/or parent.

It is impossible to list all the possible kinds of inappropriate behaviors for which students may be subject to discipline. The current list is examples of behaviors for which discipline will be taken.

Per the Michigan Revised School Code, the following factors will be considered before any suspension or expulsion. Based on this directive, individual students and specific incidents will be addressed on a case-by-case basis.

1. Student's Age
2. Student's Disciplinary History
3. Student's Disability (if applicable)
4. Seriousness of Behavior

- 5. Whether the Behavior Posed a Safety Risk
- 6. Restorative Practices
- 7. Whether Lesser Interventions Would Address the Behavior

Possible Disciplinary/Restorative Actions

- Warning
- Referral to Office
- After School Detention
- Community Service to the Building/District
- Parental Contact
- Suspension (out of school)
- Reverse Suspension (parent/guardian attends with the student)
- Conference with Teacher (and Possibly Parent)
- Victim-Offender Conference
- Counseling
- Restitution

<p>MATTERS PERTAINING TO SAFETY OF SELF AND OTHERS</p>

EXPLOSIVE/INCENDIARY MATERIALS

Students must not possess any type of explosive on school property or at any school function. This would include but not be limited to: smoke/stink bombs, fireworks, and ammunition.

Penalty: **Three-day suspension from school up to expulsion and possible police contact.**

FALSE FIRE ALARM/BOMB THREAT

Students are not to tamper with or set off the fire alarm system in the building, tamper with fire extinguishers, or make verbal or written threats of an explosive, create or be in possession or place any device that could be mistaken as unsafe or life threatening.

Penalty: Ten (10) day suspension with a recommendation made to the Board for possible expulsion and police contact.

FIGHTING/ASSAULT/THREATS

A student shall not engage in unauthorized physical contact (fight with, assault, or physically accost) with another student. A student shall not verbally abuse, or verbally threaten to commit assault or battery to another student.

Penalty: Students who physically assault another student will be suspended for up to 10 days with possible recommendation made to the Board for expulsion. Students who verbally abuse or threaten another student may be suspended for a period of time up to 10 days.

Any student in grade sixth or above who physically assaults a district employee or a person engaged as a volunteer or contractor of the district may permanently expelled. Furthermore, any student in grade sixth or above who commits a verbal assault against an employee, volunteer, or contractor of the district may be expelled for 180 school days.

UNSAFE BEHAVIOR/PHYSICAL CONTACT or AGGRESSION

Unsafe behavior is any behavior, playful or intentional, that might lead to harm to self or others.

Penalty: A reprimand up to recommendation for expulsion and possible police contact.

WEAPONS

No students are permitted to have in their possession, any instrument, which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault. The instruments may include, but are not limited to: firearms, knives, brass knuckles, mace, clubs, iron bar, or “look-alike” weapons.

Penalty: Suspension for ten (10) days with a recommendation made to the Board of Education for possible

expulsion, as specified in the Revised School Code. Dangerous weapons are defined as: a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles. Notification of law enforcement agency will take place.

MATTERS RELATING TO CITIZENSHIP AND RESPECT

BULLYING

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

1. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting a Bullying Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official.

Penalty: Reprimand up to an expulsion, including possible police contact.

ALCOHOL AND SUBSTANCE ABUSE

Every effort will be made to deal with each student as an individual. The role of the school is to stress prevention and rehabilitation. Students are encouraged to seek advice and help from their teachers, counselor, the administration, or other individuals/agencies. Students who seek help will be counseled in a non-punitive and confidential manner.

A student is prohibited from the manufacture, distribution, possession, use of, **carrying the odor of**, or being under the influence of the following substances:

- a. Alcohol, or any alcoholic beverage, including "nonalcoholic malt beverages".
- b. Illicit drugs
- c. Any usable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and copy machine fluid for inhalation.
- d. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to: aspirin, other pain relievers, stimulants and diet pills, multiple or other type 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.
- e. Steroids, human growth hormones or other performance-enhancing drugs/substances.
- f. Substances purported to be illegal, or performance enhancing, i.e. "look alike" drugs.

Consequences of "carrying the odor of, or being under the influence of alcohol or illicit drugs:

First Offense

- 1) 5 day out-of-school suspension and may be taken to the Board of Education for a possible expulsion
- 2) Contact parent/guardian
- 3) Contact law enforcement

- 4) Agree to a parent/guardian-paid, school-approved substance abuse program
- 5) Require a meeting with parent/guardian before returning
- 6) Should a student not complete a school-approved substance abuse program s/he will be recommended for a hearing with the Board of Education for possible expulsion.

Second Offense

- 1) 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion
- 2) Contact parent/guardian
- 3) Contact law enforcement
- 4) Agree to a parent/guardian-paid, school-approved substance abuse program
- 5) Require a meeting with parent/guardian before returning
- 6) Should a student not complete a school-approved substance abuse program, s/he will be recommended for a hearing with the Board of Education for possible expulsion.

Consequences of manufacturing, possession or distribution of alcohol or illicit drugs:

- 1) 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion
- 2) Contact parent/guardian
- 3) Contact law enforcement
- 4) Agree to a parent/guardian paid school approved substance abuse program
- 5) Require a meeting with parent/guardian before returning
- 6) Should a student not complete a school approved substance abuse program s/he will be recommended for a hearing with the Board of Education for possible expulsion.

BUS TRANSPORTATION

Please refer to the Saranac Community Schools Transportation/Bus Behavior Policy for expectations and rules for student transportation.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

GENERAL HARASSMENT

Harassment may consist of any unwelcome derogatory, sarcastic, threatening and/or hurtful remark(s) or action(s) directed at another individual.

Penalty: Reprimand up to an expulsion, including possible police contact.

INAPPROPRIATE LANGUAGE, GESTURES OR ACTIONS

Students are not to use language (written or verbal), engage in physical conduct, or produce graphic representations that contain vulgar, inappropriate, or offensive terms or images.

Penalty: Reprimand up to an expulsion, including possible police contact.

LUNCH AND CAFETERIA RULES

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table..

Cafeteria Rules

- Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students shall not leave the cafeteria, gym, library or lobby area until after the bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

DISHONEST BEHAVIOR/FORGERY

Dishonest behavior is any misrepresentation of facts(s) to a staff member in any role in the district. If a student has witnessed or has direct knowledge about violations of school rules, the student is responsible for reporting information truthfully, accurately, and completely to school authorities.

Penalty: Reprimand up to an expulsion, including possible police contact.

SEXUAL HARASSMENT

Sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written or

physical conduct of a sexual nature. Students who feel they may be the victim of sexual harassment or other similar behaviors instigated by other students or staff should immediately communicate their concerns to the principal for a prompt investigation and disposition of the incident.

Penalty: Reprimand up to an expulsion, including possible police contact.

NON-COMPLIANCE/DEFIANCE/EMOTIONAL OUTBURSTS

A student is expected to follow instructions or requests from administration, teachers or staff. Students are also expected to adhere to the “Expectations for Students” as outlined in this handbook. Failure to meet these expectations will result in disciplinary action.

Penalty: Reprimand up to an expulsion.

DISRESPECT

A student may not swear at or show disrespect to a teacher, administrator, or other person given the responsibility of supervision.

Penalty: Reprimand up to an expulsion.

THEFT

No student shall engage in a purposeful act of theft or possession of stolen property.

Penalty: Three-day suspension from school up to and including expulsion and a possible police contact. Also, remuneration/compensation for stolen property will be expected.

TOBACCO

A student may not possess or use tobacco in any form at any time during the school day either on or off school property, or at any time at a school function. For a student who rides a bus, the school day will start from the time the student gets to the bus stop and leaves the bus after school.

Penalty

- a. First Offense – three-day suspension or two Cease Smoking Sessions through the Ionia County Health Department, possible notification of law enforcement officials
- b. Second Offense – five day suspension from school, possible notification of law enforcement officials
- c. Third Offense – ten day suspension from school, possible notification of law enforcement officials
- d. Fourth Offense - expulsion, possible notification of law enforcement officials

If a student sells any tobacco products, the penalty will be ten days out-of-school suspension and police contact.

VANDALISM/DEFACEMENT/PROPERTY MISUSE

Vandalism, defacement of property, or malicious destruction of school or private property, and use of property and/or tools in a manner not as intended is not allowed. School districts in the State of Michigan are authorized to recover damages in an amount not to exceed \$2500 against parents of un-emancipated minors who have maliciously or willfully destroyed real, personal or mixed property belonging to the district.

Penalty: Reprimand up to expulsion. Repeated offenses may result in suspension from school for a period ranging from three days to expulsion.

BREAKING OF SCHOOL RULES AND REGULATIONS AND/OR PERSISTENT DISOBEDIENCE

ATTENDANCE

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 616.642.1100 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Students must be in attendance 89% of scheduled class time to receive credit. Missed class periods due to a school sponsored or imposed absence will not count toward this total.

Appealing Loss of Credit:

Parents/students may appeal after going over the allotted amount of absences. Requests for an appeal must be made within 5 day of notification of loss of credit. An appeal form may be picked up in and returned to the office. An appeal committee will decide on the outcome and will consist of at least the principal and one other staff member.

Parent contact will be made after the 5th and 10th absence. If an appeal is granted the following criteria must be met:

- Must make up time hour for hour
- Must attend every class for the remainder of the term unless a doctor's note excuses them for an illness.
- Must sign a contract agreeing to the above criteria

TECHNOLOGY MISUSE and HAZARDOUS ARTICLES

Problems arise because students have articles that are hazardous to the safety of others or interfere with school procedures. Such items include, but are not limited to: lighters, water pistols, laser pointers, and water balloons. All electronic devices must be used respectfully and responsibly.

Students may use cell phones in between classes or at lunch. Electronic devices will be taken if they **are seen and/or heard in the classroom**, unless prior permission from the teacher is granted. The devices will only be used for instructional purposes in the classroom. If there is a medical or personal reason the devices need to be used, prior permission must be granted by the teacher or administration.

Penalty: First offense – device confiscated and returned to student at the end of the day
Second offense – device confiscated and returned to a parent/guardian
Third offense – device confiscated and returned to parent guardian; after school detention
Fourth offense – persistent disobedience (one-day suspension)
Fifth offense – three-day suspension

DISCIPLINE POINTS

Once a behavioural referral is written, students will be assigned points for misconduct. These points will accrue throughout a school year. Once a student reaches a point level of twenty (25) points the student will be recommended to the Board of Education for possible expulsion.

1 Point – All referrals to the office with documented warnings (including bus incident reports)
1 Points – After-school detentions;
2 Points - Two and five-day bus suspensions
3 -10 Points – Out-of-school suspension (1 point per day); bus suspensions of 10 or more days

DISRUPTIONS

A student may be removed from any “class, subject, or activity” and referred to the principal by a teacher for creating a disturbance (including, but not limited to wandering, intentional noises, blurting, intentionally disturbing others) in the class which in the teacher’s judgment is detrimental to the management and educational process of the classroom (otherwise referred to as a “snap suspension”). As soon as possible after the snap suspension the teacher shall contact the student’s parent/guardian and apprise them of the situation warranting the suspension.

Penalty: First Offense - Assignment to the office for the remainder of the class period and an after-school detention
Second Offense- Assignment to the office for the remainder of the class period and an after-school detention
Third Offense – One-day suspension
Fourth Offense – Three-day suspension

CHEATING/PLAGIARISM

What is cheating?

- Copying another student’s work or allowing copying by another
- Copying on a test or quiz
- Using any tools on a test or quiz not clearly allowed (e.g. note, formulas, calculator, programmable watch, etc.)
- Plagiarism
- Copying from a source without crediting the source
- Using another’s ideas without crediting the source
- Sabotaging the work of others
- Taking credit for group work to which you not have contributed

Consequences of Cheating

Teachers may inform students of deviations from the following consequences. Teachers may choose to give the student a required alternate test/assignment.

Penalty: The minimum penalty will be an after-school detention up to expulsion. Parents will be contacted. The student is not able to receive academic honors for the remainder of the school year. The

student will not be eligible for membership in The National Honor Society (NHS) at any point. Repeated offenses will result in additional consequences.

FOOD AND BEVERAGES

Food and drinks are to be consumed responsibly. If a snack is consumed in the hallway, food and paper need to be disposed of properly. Students may not consume energy drinks, including (but not limited to) Monster, Rock Star, Red Bull, Five Hour Energy, during school hours. Possession will result in confiscation and disposal of said drink. Repeated offenses may result in disciplinary action. Water is allowed in the classrooms, but not in computer labs. .

Penalty: First Offense – Warning
Second Offense – After-school detention
Third Offense – treated as persistent disobedience

HEARTLANDS TRANSPORTATION

Students are expected to ride the school bus/van to attend Heartland's Tech School. Students who feel that they have a need to drive to Heartlands must have prior approval from administration or office staff.

Students approved to do so may transport themselves only. Per board policy, this may be granted by the administration only.

Penalty: First Offense – reprimand
Second Offense – After-school detention
Third Offense –One-day suspension (includes Heartlands)
Fourth Offense (and beyond) –Three-day suspension (includes Heartlands)

AFTER-SCHOOL DETENTION

Students assigned to a one-hour, after-school detention will be informed by the principal or student-services coordinator. It is the student's responsibility to serve the detention on the assigned day. If a student misses that day they will be assigned an additional detention for a total of two. If the student fails to serve either of those detentions, they will be assigned a one-day suspension.

Students may elect to reduce the time of an after-school detention to thirty minutes by completing community service to the school as assigned by the principal or student services coordinator.

Students are expected to attend detention prior to attending any after-school activities.

PERSISTENT DISOBEDIENCE

Behaviors that occur persistently and demonstrate a blatant disregard for directives repeatedly given by school personnel will be considered persistent disobedience.

Penalty: Suspension of up to ten days.

PUBLIC DISPLAY OF AFFECTION

In general, overt displays of affection are inappropriate in the public school setting. Examples of permissible means of showing affection are: holding hands or walking with one arm around the other person. Hugging and kissing are not permissible.

Penalty: Reprimand up to an expulsion.

REPORTING TO OFFICE

All students who are asked to leave class must report directly to the principal's office. Failure to do so will result in truancy. (See Truancy)

SKIPPING/TRUANCY

Truancy is a student's willful choice to miss a class period or a portion of a class period(s).

Penalty: A minimum of one after-school detention. Repeated offense may result in additional consequences.

TARDY POLICY

Students should make every effort to arrive to class on time. Students arriving more than 5 minutes late to a class period will be counted absent (this may be considered skipping). If a student receives a tardy, the following consequences will occur:

First tardy – warning
Additional Tardies – after school detention up to three-day suspension

Second and third tardy – after school detention

STUDENT DRESS:

A school, in carrying out its responsibility in creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity of the age of the student. In general, it shall be the responsibility of the individual student and his/her parents to set the guidelines for appropriate dress within socially acceptable standards. Factors of health, safety, and orderly function of the school are the determinants of appropriate dress.

Within this framework, clothing or grooming shall be considered unacceptable if it:

- 1) creates a present danger to the health and safety of the student (himself/herself) or other persons;
- 2) creates or potentially creates a disruptive influence on the educational process;
- 3) infringes upon the rights and freedoms of other students. Special religious customs may be accommodated.

- 4) An article of clothing should not expose any part of the midriff area, cleavage, or undergarments.

- 5) Shorts/dresses/skirts should be longer than fingertips with arms extended flat at their sides. Holes in jeans and shorts should not extend above the fingertips.

- 6) Administration shall have final determination of the appropriateness of the student's dress, subject to appeal to the superintendent and the Board of Education. If conditions warrant it, the student will be asked to rectify the situation. If necessary, a parent contact may take place.

The following clothing is prohibited unless permission is granted otherwise from administration for special occasions:

- Pajama pants
- head wear (hats, bandannas, hoods)
- coats or jackets
- halters or tube tops or any sleeveless top with undergarments showing
- “cut shirts” (shirts may be sleeveless as long as they have a seam around the opening)
- clothing with profane, vulgar or obscene language/suggestions, sexually suggestive language, advertisements for alcoholic beverages, drugs, violent language, gang activity or messages that is divisive or prejudicial on the basis of race, national origin, ethnicity, religion, gender, or disability.

CAMPUS PRIVILEGES/INAPPROPRIATE LOCATION

All students are to remain on campus and attend all scheduled classes during the school day. Once a student arrives on campus for the day, whether by private or school-provided transportation, he/she is expected to remain on campus until the end of the school day. **Any student finding it necessary to leave must report to the office and sign out after receiving prior permission.**

Penalty: After-school detention up to a ten-day suspension

A student who has been suspended from school may not be on school property at any time unless he/she has received prior permission from the principal.

Penalty: The penalty may be an additional suspension up to or equal to the suspension that the student is serving.

VEHICLE USE

Students are permitted to park on school premises as a matter of privilege, not a right. The Saranac Community Schools retains authority to conduct routine patrols of the student parking lot and inspections

of the exteriors of student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. All students who drive a motor vehicle to school must register the vehicle with the office and have the registration tag clearly visible in the vehicle. Any vehicle parked illegally or not properly registered may be towed. All vehicles that are driven to school must be parked in the student parking lot during the hours from 7:40 am. to 2:40 pm. All students who drive to school are required to park in their assigned parking lot. No student may drive any motor vehicle from 7:40 am. to 2:40 pm. without written permission from the office. (This applies to driving both on and off school property.) Students must have completed required forms in order to drive a vehicle during school time. **Students may not be in the parking lot or in their cars between 7:40 am. and 2:40 pm. without permission from the office.**

Penalty: 1st Offense – Reprimand, up to loss of driving privileges for five days
2nd Offense – After-school detention up to loss of driving privileges for up to ten days
3rd and Subsequent Offenses – Possible suspension, and a loss of driving privileges for five days, up to loss of driving privileges for the remainder of the year

Any student who drives carelessly on school property at any time may be banned from driving on school property for a period of time determined by administration. A student, who is so banned, shall be subject to the penalties listed above for violation of this order.

MIDDLE SCHOOL STUDENTS ARE NOT ALLOWED TO DRIVE TO AND FROM SCHOOL REGARDLESS OF AGE

MISCELLANEOUS INFORMATION

******It is impossible to list all rule and law violations. Therefore the following statement is meant to cover those not listed. Imposition of consequences for any violation of school rules and regulations is at the discretion of the principal.**

VIOLATION OF FEDERAL OR STATE OR LOCAL LAW

A student's commission of, or participation in, any act prohibited by federal or state law or local ordinance violates the Code of Conduct when such acts affect the safe and orderly operation of these schools, including, but not limited to, acts committed on school property, in school-sponsored transportation, or related to any school program, function or activity. School officials may take disciplinary action regardless of whether criminal charges result. A senior who violates a school policy that has a consequence of alternative learning room or suspension from school and is unable to complete that consequence before graduation exercises, will not be allowed to take part in the graduation exercises.

Any other misdemeanor or felony not listed will result in penalty up to and including expulsion.

Note: The principal is required by law to notify police agencies in addition to other penalties when the law is violated.

STUDENT SUSPENSION AND EXPULSION

A student who has been suspended from school, may not be on school property at any time (including school functions and athletic events) unless he/she has received prior permission from the principal. The penalty for this will be an additional suspension equal to the suspension that the student is serving.

A. Definitions

1. Suspension: Removal of a student from school for a period of time or until a specific set of conditions has been met.
2. Expulsion: A permanent suspension from school.
3. Board Authority: The authority of the Board of Education to authorize suspension or expulsion and to

make reasonable rules and regulations regarding discipline as granted in sections 380.1311 and 380.11a of the School Code. Section 380.1311 authorizes suspension or expulsion for the following reasons:

- A. Gross misdemeanor
- B. Persistent disobedience
- C. Habits or bodily conditions detrimental to the school.

B. General Statement

It is the basic belief of the Board of Education that the school staff should make every effort to solve discipline problems within the school setting and without suspending a student from school. It is realized that this is not always possible. When suspension or expulsion is deemed necessary, the following procedures will be used:

Suspensions of Ten Days or Less

The Board of Education delegates to the principal the authority to suspend a student from school for up to ten (10) days. The following procedures will be used:

- The student shall be notified of the charges either verbally or in writing.
- If the student denies the allegations, the principal shall explain the evidence against him/her and give him/her the opportunity to present his/her explanation of the incident.
- An attempt shall be made to notify parents either by phone or verbally of the action taken (unless the student is eighteen years of age).
- Verbal notification shall be followed up by written communication.

The parent (or student over the age of eighteen) may request a conference with the principal within the period of the suspension.

Expulsions and Long-Term Suspensions

The Board of Education retains unto itself the authority to suspend a student for more than ten (10) days or to expel a student. The superintendent shall make recommendations for more than ten (10) days or expulsion to the Board of Education. Such action shall generally be taken upon the recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing. The following procedures shall be used:

1. The student shall be on suspension pending an investigation by the Principal and Superintendent, culminating in the Board's final decision.
2. The Board of Education shall set the date, time, and the place of the hearing and shall transmit written notice of same to the parent or guardian, or the student (if 18 years old) at least five (5) school days before the hearing. The five-day requirement may be waived if mutually acceptable to the parties involved. The written notice shall include the following:
 - a. The statement of the charges against the student.
 - b. The name of the hearing officer or hearing board.
 - c. The hearing procedure to be used.
 - d. Status of the student pending the appeal and the appeal and the decision of the Board.
 - e. The right to request that the hearing be open or closed to the public and to have witnesses excluded from all parts of the meeting except where testimony is necessary if the meeting is closed.
 - f. The right of the student and parent or guardian to be represented by an attorney or counsel of their choice.
 - g. The right to present witnesses and to question all witnesses testifying against the student.
 - h. The right to a written finding of fact and the right to a record of the hearing.
3. The hearing is not a court procedure and the court rules of evidence shall not be enforced.
4. There may be present at the hearing, whether or not the hearing is closed, the Board attorney, the principal, the superintendent, and other such person, as the Board deems essential to the adjudication of the case.
5. The Board shall render a written decision within five (5) school days following the hearing. A written copy shall be forwarded to all parties concerned.

Appendix A: Non Discrimination on the Basis of Sex

No district employee or student, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

A grievance procedure for responding to claims of discrimination based upon sex by an employee or student of the district has been developed and is available in the superintendent's office.

This statement and information about complaints about Title IX compliance shall be disseminated to students, parents, employees, applicants, and the general public in a manner as determined by the superintendent

If any person believes the district or an employee of the district has inadequately applied the principles and/or regulations of a federal Title program or believe they have been discriminated against should contact the appropriate Title coordinator at the address found in Appendix D of this handbook.

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

Step 1:

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II:

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the superintendent within five business days after receipt of the local coordinator's response. The superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III:

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the board within five business days of receipt of the superintendent's response in Step II. The board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Step IV:

If, at this point, the complaint has not been satisfactorily settled, further appeal by the complainant may be made to the Office of Civil Rights, Department of Human Services, Washington, D.C. 20201.

Appendix B: Sexual Harassment and Intimidation

Sexual harassment is a violation of title VII of the Civil Rights Act of 1964; title IX of the Educational Amendments Act of 1972 and the Michigan Elliot-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination.

It is the policy of this district to maintain learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Definition

Sexual harassment means unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or

- b. submission to or rejection of such conduct by a board member, employee, or student and is used as the basis for decisions affecting the employee or student; or
- c. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implication;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Grievance Procedure

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX coordinator, or grievance officer; in the case of a student, to the building principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a board member, to the superintendent, Title IX coordinator, or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation.

The officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview.
 - a. Request that the complaint be put in writing, if possible.
 - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
2. Interview the accused and document the interview.
 - a. Discuss the board's policy regarding insult, intimidation and harassment without making judgments at this stage.
 - b. Keep the identity of the complainant confidential, if possible.
3. Interview all witnesses identified by the parties and document the interview.
4. Review the personnel files or student records/files of the complainant and the accused for any history of problems.
5. Make a determination on the merits of the complaint.

If the investigation shows that the complaint is without merit, the following action will be taken:

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.
5. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment

Opportunity Commission or the Michigan Department of Civil Rights.

If the investigation shows that the complaint has merit, the following action will be taken:

1. The investigation will be closed.
2. The grievance officer will confer with the board and superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
 - a) The complainant should be made whole: in the case of an employee, for any lost earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated; in the case of a board member; lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.
 - b) The potential for continuing problems should be alleviated by reassignment where possible.
3. The parties will be advised of the results of the investigation and the action to be taken.
4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
5. All actions will be documented and a record placed in the offender's permanent personnel file or student discipline records.
6. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all board members, employees, or students involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.
8. All complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed.

Sanctions

1. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
2. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
3. A substantiated charge against a board member in the school district shall subject that board member to any legal and disciplinary action allowed under current law.

Notification

Notice of this policy will be circulated to all school buildings and departments within the district, and incorporated in teacher, student and parent handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held annually for all board members, administrators, teachers and employees of the district. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student-to-student sexual harassment.

Appendix C: Equal Educational Opportunity

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

If any person believes the district or an employee of the district has inadequately applied the principles and/or regulations of a federal Title program or believe they have been discriminated against should contact the appropriate Title coordinator at the address found in Appendix D of this handbook.

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

