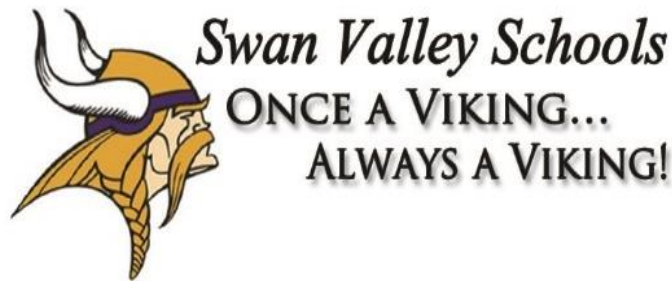


# Swan Valley Adult & Alternative Education

**HIGH SCHOOL  
COMPLETION PROGRAM  
SWAN VALLEY HIGH SCHOOL DIPLOMA**

## **Student Handbook**



# **2023-2024**

Swan Valley Adult & Alternative Education  
8400 O'Hern Road  
Saginaw, MI 48609  
921-2472

## TABLE OF CONTENTS

### SECTION ONE: GENERAL

SV Adult & Alternative Welcome	4
School Identity	4
Mission Statement	5

### SECTION TWO: STUDENT RESPONSIBILITY AND BEHAVIOR

Philosophy of Discipline	5
Notice of Nondiscrimination	7
School Resource Officer	8
Unacceptable Student Behavior	8
Consequences for Unacceptable Student Behavior	14
Suspension and Expulsion Procedures	15

### SECTION THREE: EMERGENCIES

Accident/Illness	19
Fire Drills	19
Tornado Drills	19
Crisis Response Plan	20

### SECTION FOUR: ADMISSION AND ENROLLMENT

Admission Requirements	20
Enrollment Procedure	20
Credit Evaluation	21

### SECTION FIVE: ACADEMICS

Graduation Credit Requirements	21
Curriculum	22
Personal Curriculum	23
Grades	23
Report Cards	23
Graduation	24
Athletics	24

### SECTION SIX: POLICY AND PROCEDURES

Attendance:	
Swan Valley Adult and Alternative	25
State of Michigan Adult Education	27
Online Learning Experiences	28
Online Learning Policies and Procedures	29
Dress Code	30
School Nurse/Medication	31
Conduct	31
Dismissal Procedure	31

**SECTION SEVEN: GENERAL INFORMATION**

Time and Location of Classes	32
Length of Semesters	32
Parking	32
Guests	32
School Cancellations	32
School Supplies/Library Access	32
Complaint Procedure	33
Code of Student Conduct Parent Review	33

## SECTION ONE: GENERAL

### SWAN VALLEY ADULT/ALTERNATIVE EDUCATION PROGRAM WELCOME

It is our pleasure to welcome you to the Swan Valley Adult and Alternative Education Program. We hope that your learning experience here will be pleasant and rewarding as well as providing you with the means to meet the new challenges that might come your way. We urge you to look at your school like family and to use your time here to grow and develop lifelong skills. Remember that the great reputation of Swan Valley is determined by your actions and involvement. Take pride in being a Swan Valley Viking!

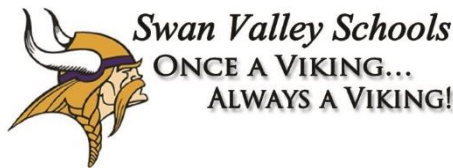
The student handbook is not intended to be all-encompassing, it does not create a contract between the school and parents or students, and school officials may revise the handbook at any time to implement the education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and, if a situation arises that is not addressed by the handbook, the school will make decisions based upon staff discretion, applicable board policies, and state and federal law and regulations, consistent with the school's best interests. It is our mutual task to guide you to make responsible decisions. (Suggested language from Thruout MASSP June, 2022)

The information contained in this handbook is designed to answer many of your questions regarding the High School Completion Program. If you have any questions about this or other Community Education Programs, feel free to stop by the office located in the high school building or call 989-921-2472.



Shelley Hanson, Principal  
[shanson@swanvalley.k12.mi.us](mailto:shanson@swanvalley.k12.mi.us)

OFFICE HOURS  
8:00 A.M. - 5:00 P.M. Monday - Friday  
Phone (989) 921-2472



#### SCHOOL IDENTITY

**COLORS:** Purple and White

**MASCOT:** The Viking

**FIGHT SONG:**

Cheer, cheer for purple and white!  
Get in the game and stand up and fight  
If our grade be nine through twelfth.  
We won before and we'll win again!  
Cheer, Cheer for purple and white!  
Always give that good Viking fight!  
As our Viking team goes scoring, Point after point again!

Fight! Fight! Fight!

## SWAN VALLEY ADULT & ALTERNATIVE MISSION STATEMENT

Our mission is to ensure that students obtain their high school diploma and graduate from our program as life-long learners.

### SWAN VALLEY ADULT & ALTERNATIVE SCHOOL BELIEVES:

Students who graduate from our program will also be

- self-aware
- self-confident
- respectful,
- technologically literate

## SWAN VALLEY SCHOOL DISTRICT VISION



### Swan Valley School District's Profile of a Graduate

The Profile of a Graduate describes the characteristics and skills that students will leave with when they graduate from Swan Valley School District. The Graduate Profile, paired with the Michigan State Standards and Michigan Curriculum Framework will help guide the strategic curriculum development and implementation process to ensure all students reach their potential at Swan Valley School District.



<b>Leadership</b>	Demonstrate leadership and can be led, think independently, advocates for others, take initiative, listen, and be creative.
<b>Communicate &amp; Collaborate</b>	Communicate and collaborate effectively with a variety of audiences, display citizenship, and engage in community
<b>Technology &amp; Tools</b>	Use technology and tools strategically in learning and communicating
<b>Solve Problems</b>	Construct explanations, and design creative and innovative solutions to solve real world problems
<b>Argument &amp; Reasoning</b>	Use argument and reasoning to do research, construct arguments, critique the reasoning of others, and be able to receive constructive feedback
<b>Emotional Learning</b>	Demonstrate knowledge and skills to manage emotions, make healthy decisions and choices, work towards positive health habits, and have self- motivation and discipline

## SECTION TWO: STUDENT RESPONSIBILITY AND BEHAVIOR

### Philosophy of Discipline

The constitutional rights of individuals assure the protection of due process of law; therefore, the system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Swan Valley Schools. Every effort shall be made by the administration and faculty to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parents or guardians.

The Swan Valley School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students (persons enrolled in grades K-12/ Alternative and Adult Ed) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

Posting for Parents:

From the Michigan Constitution (Section 1 for Article VIII):

*“Religion, morality and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.”*

From the Revised School Code (MCL 380.10):

*“It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment.”*

Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to Understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish.

The Code of Student Conduct applies before, during, and after school and whenever student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- "At school," meaning in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

## **NOTICE OF NONDISCRIMINATION**

Swan Valley School District does not discriminate on the basis of age, gender, gender identity or expression, race, color, religion, creed, age, physical handicap, ancestry, national origin, height, weight, military status, marital or family status, or any other legally protected category. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Mr. Mat McRae  
 Superintendent of Schools  
 Swan Valley School District  
 8380 O'Hern Road  
 Saginaw, MI 48609  
 989-921-3701

Mrs. Nicole Rethman  
 Special Education Supervisor  
 Swan Valley School District  
 8380 O'Hern Road  
 Saginaw, MI 48609  
 989-921-3701

## **SCHOOL RESOURCE OFFICER**

The Swan Valley School District, in collaboration with Thomas Township, employs a school resource officer (SRO). The purpose of this partnership is: to provide additional safety supports for our students, to support identified students using the Early Warning Systems on chronic absenteeism and risk-taking behaviors, to ensure students are attending school regularly, and to work to decrease risk-taking behaviors on school grounds. In general, the SRO will work with school staff to ensure the safety and well-being of students and staff within the Swan Valley School District. It is understood that this program's goal is also to maintain good public relations between the district stakeholders and the law enforcement community. The SRO shall not be involved in enforcing school discipline.

## **UNACCEPTABLE STUDENT BEHAVIOR**

A primary objective of the Swan Valley system is to develop each student's potential for learning in a wholesome learning environment free of disruptions. It is expected that students will be responsible for their own behavior - good or bad.

Schools cannot discharge their primary responsibility to students, parents, or the community without good discipline. Further, in maintaining good discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, superintendent, school board and parents. Various types of student misconduct are defined below. These definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

**The disciplinary code which applies during school shall also apply to any school sponsored or related activity.**

**The following types of behavior shall be grounds for suspension or recommendation for expulsion from school. Progressive discipline for the infractions follow this list:**

**1. Alcohol:** This rule includes the consumption, possessing, using (before, during or after school where any measurable amount of alcohol is found in the student's system), selling or being found "under the influence" of an alcoholic beverage, or drinking, possessing, using or selling any malt beverage labeled as "non-alcoholic" (including look-a-likes).

The possession or consumption (as defined above) of alcohol (regardless of the "alcoholic content") on school grounds, or while the student is associated with any school activity, or being present at any school or on school property for any function with any detectible, measurable alcohol in the student's system is strictly prohibited. The administration shall have the right to request students to submit to a breathalyzer test during school or at after-school events if the administration has any reasonable suspicion to believe that the student has consumed alcohol. The refusal of a test shall be considered the same as testing positive.

**2. Arson (Starting a Fire):** A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building or on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL 750.71 to MCL 750.80] SVBOE Policy 8300.

**3. Bodily Conditions:** conditions under which any pupil is suspected of having a communicable disease or who has persistently neglected personal hygiene to the extent that it disrupts the educational process.

**4. Bomb Threats or Similar Threats:** If a student makes a bomb threat, or similar threat, directed at a school building, other school property, or a school-related event, then the school board or the designee on behalf of the

school board, as described in MCL 380.1311(1), shall suspend or expel the pupil from the school district for a period of time as determined at the discretion of the school board or its designee. **The student shall be suspended and may be recommended for expulsion.** SVBOE Policy 8300.

**5. Bullying/Harassment:** “Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by students) that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying or harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or over-all wellbeing may be at issue.

“Bullying” is conduct that meets **ALL** of the following criteria:

- is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more students.
- is conveyed through physical, verbal, technological or emotional means.
- substantially interferes with educational opportunities, benefits, or programs of one or more students.
- adversely affects the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the student in fear of physical harm or by causing emotional distress.
- is based on a student’s actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Since bystander support of bullying can encourage these behaviors, the district prohibits both active and passive support for acts of bullying. Students **SHOULD NOT** be part of the problem; not pass on the rumor or derogatory message. Students **SHOULD** constructively attempt to stop this type of behavior; report them to the designated authority; and to reach out in friendship to the student who is being bullied.

Consequences and appropriate remedial actions for a student who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Falsely accusing another person of bullying is prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

“Harassment” is conduct that meets **ALL** of the following criteria:

- Repeated or continuing unwanted contact perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more students or staff.
- is conveyed through physical, verbal, technological or emotional means.
- substantially interferes with educational opportunities, benefits, or programs of one or more students or staff.
- adversely affects the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect.
- is based on a student or staff’s actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Since bystander support of harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment. Students **SHOULD NOT** to be part of the problem; not pass on the rumor or derogatory message. Students **SHOULD** constructively attempt to stop this type of behavior; report them to the designated authority; and to reach out in friendship to the student who is being harassed.

Consequences and appropriate remedial actions for a student who engages in one or more acts of harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Falsely accusing another person of harassment is prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment may range from positive behavioral interventions up to and including suspension or expulsion.

**6. Burglary/Larceny/Robbery:** stealing of school or personal property of others; stealing from an individual by force or threat of force.

**7. Cheating/Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. The act of fraudulently using the work of another person, or answers to enhance or receive credit for a school assignment. Discipline under this section may result in academic sanctions in addition to other discipline. Cheating can exist both outside and inside the classroom; cheating can also be the giving of answers. **In either case, the teacher is to give a zero for the assignment.** If it is a habitual occurrence, more serious action will be taken including a parent conference and/or suspension from school.

**8. Conduct Off School Premises:** Conduct on or off school premises that adversely affects the school climate or that has a direct and immediate effect on the discipline or general welfare of the school and/or its students is prohibited. Students who are found in violation of this rule will be subject to disciplinary action by the school.

**9. Defacement of Property:** A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

**10. Destruction of Property:** A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

**11. Disorderly Conduct:** A student will not knowingly harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Such as, and not limited to, disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

**12. Drugs:** possession, use of, or under the influence of drugs or narcotics, prescription medications, steroids, and/or look alike substances or drug paraphernalia. Students shall be subject to school probation and police involvement.

**First Offense:** Recommendation for expulsion.

**Selling Drugs and Narcotics:** students found, shall be subject to police involvement and recommended to the board for expulsion.

**13. Electronic Communication Devices (ECD) /Equipment – Students shall not use any personal electronic communication device (ECD)** (i.e. cell phones, iPad, laptops, or other devices that have wireless communication capability) **in the classroom setting**, during the school day, without the express consent of administration. The use of ECDs must be for educational purposes. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property. Cell phones and other ECD's should not be a disruption for other students. If you are using Facebook, Snap Chat, Instagram or

watching movies or music videos and not working on assignments you may be asked to give your phone to the classroom teacher. Do not argue with classroom teacher and turn in your phone. A student assigned bin for cell phone storage is in the classroom. All cell phones are to be placed in the bin upon entering the classroom.

#### Cell Phone/ECD Violations:

1st Offense - Phone/ECD is given to the teacher and returned to the student at the end of class.

2nd Offense - Phone/ECD to the office and returned to student at the end of a day.

3rd Offense - Phone/ECD to the office each night and returned to student at the end of each evening for an extended period of time.

4<sup>th</sup> and Subsequent Offenses - Progressive suspension for persistent disobedience and failure to follow the cell phone/ECD policy may also occur.

**14. Explosives and Possession of Dangerous Weapons** – When it is determined that a student has in his/her possession a dangerous weapon school property and/or motor vehicle, at a school-sponsored activity, or in a school locker, **that student shall be subject to permanent expulsion from school.** Dangerous weapons will include, but are not limited to: firearms, switchable knives (3 inches or longer), straight knives, chains, clubs, piano wires, brass knuckles. Or any other similar article. This also includes articles designed for other purposes, but which could easily be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, compasses, scissors and lasers.

**Any person carrying a firearm within 1,000 feet of a school shall be subject to criminal prosecution under the Gun-Free School Zone Act. Any student possessing a firearm on school property or at a school sponsored activity or in a school locker shall be recommended for permanent expulsion.**

Students in possession of a dangerous weapon/firearm or who commit arson on school district grounds, in a school district building, or at school district or a school-sponsored event **shall be permanently expelled** from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. A parent or legal guardian and/or student shall also be notified of the referral.

Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis.

This policy statement is the school board's assurance that the school district is in compliance with both federal and state law.

**15. Failure to Serve Assigned Detention:** A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified. Notification needs to be confirmed. Alternative consequences could be approved by school administrators for students who lack transportation.

**16. False Fire Alarm or Tampering with Fire Alarm System:** Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. If a student engages in such behavior, the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee [ MCL 380.1311a(2)]. SVBOE Policy 8300

**17. Fighting/Physical Assault** - physical violence or threats of violence to persons; the act of quarreling involving bodily contact in or on school property, going to or from school, or at any activity under school sponsorship.

o Physical Assault - Student to Employee, Contractor or Volunteer: A student who commits a physical assault against an employee, contractor, or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1311a]. A student expelled for

committing physical assault against an employee, contractor, or volunteer of a district at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students. At the school district's discretion, the district may admit the student to that program. SVBOE Policy 8300

o **Physical Assault - Student to Student:** A student who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee if the physical assault is reported to the school board, superintendent, or principal. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1310]. SVBOE Policy 8300

**18. Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel of the Board of Education.

**19. Fraud:** A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

**20. Gambling:** A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

**21. Hazing:** The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization." The term "organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t].

**22. Immodest Behavior / Public Displays of Affection:** Generally referred to as "inappropriate actions" between couples. Physical affection between students will be addressed and repeated occurrences will result in disciplinary action.

**23. Improper, Negligent, or Reckless Operation of a Motor Vehicle:** A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on school property.

**24. Indecency:** Offensive acts, which include acts of immoral conduct against commonly recognized standards of propriety or good taste as interpreted by the administration and teaching staff.

**25. Insubordination /Unruly Conduct:** A student will not willfully ignore or refuse to comply with Directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

**26. Leaving School Without Permission:** A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

**27. Loitering** – Students are not permitted to remain in the building after the end of school unless they are supervised by a district employee (teacher, coach, etc...) or have permission of the administration.

**28. Profanity and/or Obscenity Toward Students:** A student will not verbally, in writing, electronically or with photographs or drawings direct profanity or insulting, obscene gestures toward any other student.

**29. Profanity and/or Obscenity Toward Staff:** A student will not verbally, in writing, electronically, or With photographs or drawings direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

**30. Off-Campus Events:** Students at school-sponsored, off campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations of any official shall result in loss of eligibility to attend school-sponsored events and may result in suspension and / or other disciplinary measures.

**31. Physical Assault - Student to Employee, Contractor or Volunteer:** A student who commits a physical assault against an employee, contractor, or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement. The term “physical assault means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1311a]. A student expelled for committing physical assault against an employee, contractor, or volunteer of a district at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students. At the school district’s discretion, the district may admit the student to that program. SVBOE Policy 8300.

**32. Physical Assault – Student to Student:** A student who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee if the physical assault is reported to the school board, superintendent, or principal. The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1310]. SVBOE Policy 8300

**33. Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration.

**34. Sexual Harassment (Level 1):** A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person’s gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

**35. Sexual Harassment (Level 2):** A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.

**36. Tobacco:** A student is **NOT** allowed to be in possession of tobacco products, electronic cigarettes and/or smoking on school property or while attending a school-sponsored activity. **Students possessing, using or selling any e-cigarette labeled as “vapor” is considered a look-alike and NOT allowed on campus.** Matches or any other devices used to light tobacco are also prohibited. Use of tobacco is a choice that students sometimes make without adequate knowledge as to the consequences of that choice. The alternative to a suspension program will give the student an opportunity to increase awareness of the consequences (through education) of his/her choices and to hopefully motivate the student to quit. In compliance with the Tobacco-Free Schools Law, the use of tobacco products by any person is in violation of this policy. Violation will result in disciplinary action. Students who chose to use tobacco during break periods, must be off of school grounds and unobtrusive.

Students in the possession of smoking tobacco products will be offered the following options:

- **First offense:** Five-day suspension from school, **REDUCED** to a two-day suspension if the student completes the preventing tobacco cessation program at Prevention and Youth Services (989)755-0937.
- **Second offense:** A ten-day suspension from school or a mandatory five-day suspension from school plus attendance at tobacco cessation program to be found by the parent/guardian in conjunction with their family health care provider.
- **Third offense:** Mandatory ten-day suspension from school.
- **\*\* NOTE:** Alcohol, tobacco and drug offenses are subject to combined/cumulative penalties.

**37. Trespassing:** A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

**38. Truancy:** The act of unauthorized absence from assigned classroom or school building for any period of time; chronic tardiness may be considered as truancy; daily attendance of all students is required in accordance with state law and school board policy.

**39. Unauthorized Demonstrations:** Any mass group activity, such as a walkout or sit-in, which is not sponsored by the school or authorized by the administration.

### **School Community Responses to Violations**

The school community will maintain a safe and supportive environment and persistently check that students can identify respectful and accountable conduct toward themselves, their peers, adults, and property. In the event that students violate any part of the Code of Student Conduct, the school community will apply support and guidance to increase the opportunity for the student to both offer restitution and learn from mistakes.

School administrators and staff may use mutually respectful and accountable intervention strategies, as determined by local district policies including, but not limited to, restorative practices, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution, and programs for anger management and violence prevention. They may also refer students and/or their families to community-based services such as mental health care, substance abuse prevention and diversion, and others.

Any of the following intervention strategies and disciplinary actions may be used alone or in combination:

- administrator/student conference or reprimand
- administrator and teacher-parent/guardian conferences
- referrals and conferences involving various support staff or agencies
- daily/weekly progress reports
- behavioral contracts
- Behavior Intervention Plan (BIP)
- coordinate behavior intervention strategies among all personnel who work with the student
- consultation with a behavioral specialist
- cooperate with the parent/guardian to ensure follow-through on behavior intervention
- counseling and psychological services
- change in student's class schedule
- service assignment
- confiscation of inappropriate item
- support restitution of offense
- restoration for all affected parties
- before- and/or after-school detention
- denial of participation in class and/or school activities
- in-school suspension
- other intervention strategies, as needed
- out-of-school suspension (short-term) from one (1) school day up to and including five (5) school days
- law enforcement agency notification
- Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Educators will seek the option that maximizes students' learning and pro-social development while prioritizing keeping students engaged in learning.

### **CONSEQUENCES FOR UNACCEPTABLE STUDENT BEHAVIOR**

**After / Before School Detention:** This is a penalty for minor infractions of school policies in which the student must serve time before/ after school for a designated time period. After / before school detention is usually assigned for the day of or immediately following the infraction. Transportation to/from a detention is the student's responsibility. Students may be assigned detention for more than one day, depending on the infraction. Failure to serve a detention, or make other arrangements for an assigned detention, will result in the detention being doubled or the student being assigned a 1 day out of school suspension.

**Office Referral:** If a student is asked to leave class for any reason, they are to report directly to the office. Refusal to leave class or failure to report to the office in a timely manner will result in a more severe course of action.

**Community Service:** A student may be given the option of completing volunteer service for an approved community agency in lieu of, or in conjunction with, other discipline actions.

**Social Suspension/Probation:** A student may be placed on a probationary status or may be prohibited from attending any or all social functions such as dances, athletic events, class picnics, assemblies, etc. Social suspension/probation will be used when a student displays inappropriate behavior during social functions including lunch hour and athletic events.

**Suspensions:** School officials will consider the following seven factors before suspending or expelling a student under Sections 1310, 1311(1), 1311(2) or 1311a (except for students being expelled for possession of a firearm in a weapon free zone): 1. The student's age; 2. Disciplinary history; 3. Disability; 4. The seriousness of the behavior; 5. Whether the behavior posed a security risk; 6. Restorative practices; and 7. Whether a lesser intervention would properly address the behavior.

**In-School Suspension:** Students will report to the school office for the hour(s) or day(s). Work may be provided to the student and the absence will be regarded as unexcused.

**Out-of-School Suspension:** This is the exclusion of a student from school for a specific amount of time (depending on the severity of the rule infraction). This exclusion extends to all school-related activities whether they are held in or out of the school district. If a snow day occurs during the suspension, the time is considered being served during these weather related days.

- **Short-Term Suspension:** For purposes of this code, a short-term suspension occurs when a student is suspended for one (1) school day, up to and including five (5) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. For a suspension of five (5) days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student's removal from school as soon as possible. SVBOE Policy 8300
- **Long-Term Suspension:** A long-term suspension is when a student is suspended for more than five (5) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. A more formal due process procedure is required when serious disciplinary measures are alleged against a student. When the student's misconduct requires legal action, school district staff will work to protect his/her constitutional rights by explaining what the student is accused of and giving him/her the opportunity to speak with an adult advocate such as a parent or other family member/ guardian SVBOE Policy 8300

**Expulsion:** An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. This requires board of education action taken as a result of the principal and superintendent's recommendation. A written explanation of the expulsion procedures will be made available at the high school office. SVBOE Policy 8300

## SUSPENSION PROCEDURES

The following procedural guidelines will govern the suspension process:

1. A student shall be informed of the specific charges concerning the basis for disciplinary action to be taken against him/her.
2. A student shall have the right to present to the appropriate school administrator any relevant information that will support his/her defense.
3. If a student is suspended from school, the principal will:
  - a. Notify the parents in writing and by telephone, if possible. The suspension, the reason for it, and the steps necessary to effectuate the student's return will be detailed.
  - b. Meet with the parents or guardians and the student to plan the satisfactory return of the student. This is only if the conference is deemed necessary by the principal and/or requested by the parents or guardians.

4. For suspensions under ten days, if the parents or guardians are dissatisfied with the action taken by the principal, they may appeal to the superintendent or assistant superintendent to review the decision. **The superintendent or assistant superintendent's decision in cases of suspension shall be final.**
5. If the principal feels an extended suspension, beyond ten days, should be considered, he will refer the matter to the superintendent or assistant superintendent, who in turn, may recommend a special meeting of the school board. At this time, all parties involved will be notified in writing so that they may be present when the school board convenes.
6. In cases of extended suspension (beyond ten days), if the parents or guardians are dissatisfied with the action taken by the superintendent or assistant superintendent, they may appeal to the school board to review the decision. Any decision by the school board in cases of extended suspension shall be final. In a hearing before the school board the parent shall have the option of requesting that the hearing be conducted in closed or open session.
7. **During the time of suspension, the student will not be allowed to participate / attend any extracurricular activity or be present on school property (unless with the parent for a pre-arranged conference with the principal). The student will be carried on the rolls as an enrollee, but will be recorded as an unexcused absence during the periods of suspension.**
8. For any class work missed due to suspension, each teacher will follow the policy for late work (see Attendance Procedures).
9. School officials will consider the following seven factors before suspending or expelling a student under Sections 1310, 1311(1), 1311(2) or 1311a (except for students being expelled for possession of a firearm in a weapon free zone): 1. The student's age; 2. Disciplinary history; 3. Disability; 4. The seriousness of the behavior; 5. Whether the behavior posed a security risk; 6. Restorative practices; and 7. Whether a lesser intervention would properly address the behavior.

## **EXPULSION PROCEDURES**

The purpose of expulsion is to completely remove the student from the school setting due to violation of school rules and regulations or statutory law. The recommendation for expulsion must come from the building principal involved, through the superintendent or assistant superintendent, to the school board.

1. A written copy of the expulsion procedures and notice of charges against the student shall be supplied to the student and his/her parents or guardians.
2. A hearing shall be conducted by the school board, which shall make its determination solely upon the evidence presented at the hearing. The school board may evaluate, review, and question all evidence. It may support or reject the position of the recommendation according to the school laws of Michigan. A record shall be kept of the hearing.
3. The school board shall determine whether the pupil is to be expelled or reinstated.
4. The findings of the school board shall be put in writing and sent to the student and his/her parents or guardians within five (5) days.

## **SEARCH OF DESKS, PERSONS, AND AUTOMOBILES**

**Search and Seizure:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. **A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.** If a properly conducted search yields illegal or contraband material, such findings shall be turned over to the proper legal authorities for ultimate disposition.

**Automobile and vehicle searches:** The school retains authority to conduct routine patrols and inspections of student parking lots. The interiors of student vehicles may be inspected whenever school authorities, police personnel, or private organizations using canines have reasonable grounds to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice and without student consent. If a search yields illegal or contraband materials, such materials may be used in school disciplinary proceedings.

The Swan Valley School Board has authorized the use of a canine detection program. The intent of this program is to provide the school with a positive, proactive deterrent program which ensures a safe and secure environment in which teachers can teach and students can learn. Programs such as this are designed to create a substance free zone, not to catch students who choose to disobey school rules or the law.

**Use of breathalyzers at school dances:** High school faculty and administration reserve the right to administer breathalyzers randomly, as well as to those suspected of using alcohol, at school dances.

**Use of metal detector:** Alternative and high school faculty and administration reserve the right to utilize a metal detector when reasonable suspicion is present that a student is in possession of contraband or an illegal item (i.e. e-cigarette / vape, knife or other weapon, etc...). In the event that the use of a metal detector is deemed necessary, the following protocol will be utilized:

1. There is reasonable suspicion that the student is in possession of a vape, e-cigarette, weapon, or other prohibited item on school grounds.
2. The student will be escorted to the office and questioned in a private area. The student will be asked if they have any contraband in their possession. If the response is “no” the preliminary search will begin.
3. Two adults will be present to conduct a preliminary search of the student’s pockets / book bag / shoes by emptying pockets, taking off shoes, etc. Students will also be asked to remove jewelry, watches, belt, or any other metal at that time.
4. If no vape, e-cigarette, weapon or other prohibited items are located during this preliminary search, the metal detector will be utilized while both adults remain present. The metal detector will be used to swipe the body on the student’s front side and back side. Students will stand in a star formation, by holding arms outstretched and spreading feet one foot apart so that the detector is able to correctly identify specific areas where an object may be hidden.
5. If any beeping or alarm/lights are activated on the metal detector, the student will be asked if they have any metal in the area indicated. At that time, if student willingly surrenders the object to the adult, the search will end and appropriate consequences will be administered.
6. If the student does not willingly surrender the object to the adult, the student will remain in the presence of an adult until a parent can be contacted and report to the school to help retrieve the object from their child. If this occurs, in addition to the consequences for being in possession of a prohibited item, an insubordination consequence will also be added for refusing to comply with a reasonable request and surrender the item to the adult when questioned.

## **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 discipline is required, the recording will only be shared with impacted student, parent and law enforcement personnel.

## **SOCIAL MEDIA GUIDELINES**

Swan Valley Schools utilizes social media to connect with our school families and the community for the purpose of sharing information rapidly. Our posts are intended to provide information about what's going on across the district. This information will often include various announcements, postings about upcoming events, promotion of clubs, teams, programs, academics, and celebrations of success. Specific questions or concerns will not be addressed on the district's social media sites. Students, parents, staff, and community members are expected to use social media in a responsible manner that reflects the highest standards of honesty, respect, and consideration of others. Under no circumstances will offensive or negative comments about students, staff, community, or the district be tolerated. Posts and comments should build and support a positive school community. Misuse of the District's social media sites could be regarded as a violation of these guidelines and may result in restrictions and disciplinary action in accordance with district and state policies.

## **THE SCHOOL AND THE LAW**

The Board directs administrators to contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students or staff, including any time a student is in possession of a dangerous weapon at school or a school-related activity or en route to or from school. In addition, the Board directs administrators to notify law enforcement as required by the Statewide School Safety Information Policy. SVBOE Policy 8300

## **SEXUAL HARASSMENT**

In accordance with (14) in student code of conduct section, the Swan Valley High School policy for Sexual Harassment is as follows:

Swan Valley High School is committed to providing an educational environment which is free of discrimination, intimidation and sexual harassment. Sexual harassment of students by other students or district employees is unlawful under both Michigan and federal Law. The district will not tolerate any sexual harassment of students.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, and otherwise creating an intimidating, hostile, or offensive educational learning environment. All students are expected to conduct themselves with respect for the dignity of others.

\*Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, fails to respect the right of others, lowers morale and that, therefore, interferes with work effectiveness. Sexual harassment may take different forms including:

\*The demand for sexual favors

\*Verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats

\*Non-verbal sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures

\*Unwelcome physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, and assault

All students will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.

Appropriate disciplinary action will be taken against any students who violate this policy. **Based on the seriousness of the offense, disciplinary action may include expulsion from school.**

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment to any staff member.

Any high school student reporting an alleged act of harassment will be asked to complete the complaint form, unless help is requested from the principal. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the district to third parties or to anyone who is not involved with the investigation, nor will anyone involved be permitted to discuss the subject outside the investigation except as required by law. **(Law requires the reporting of all student abuse to the Department of Social Services.)** The purpose of this provision is to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student or employee wrongfully charged with sexual harassment.

All such complaints will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary action up to and including, **expulsion from school** if he/she is a student, or termination from employment if he/she is an employee.

### SECTION THREE: EMERGENCIES

#### ACCIDENT/ILLNESS

If an accident occurs, students must notify a teacher or go to the office. Parents will be notified and treatment will be given either by taking the student to the hospital or with minor first aid. Personnel cannot distribute medication without prior approval from the parent or guardian. Ill students may come to the office. Parents or guardians will be notified to decide if the student remains in school or if someone will take the student home. An incident report will be filled out and kept on file in the office.

#### FIRE DRILLS

At the sound of the fire horn, teachers will escort students in an orderly manner to the prescribed exit, making sure that all doors are closed. The teacher will follow the students out to a point not less than one hundred (100) feet from the building and then ascertain whether all students are present. The all clear signal will be the ringing of the school passing bells, or direct instruction from the administration to return to class.

#### TORNADO DRILLS

1. General information-Chain of notification: State Civil Defense Director notifies State Police, who in turn notify the County Sheriffs, who contact ISD superintendents, who contact local school superintendents (takes approximately eight minutes).
2. Policies of the board of education-whenver the best interests and general welfare indicate, all students and faculty members will remain in the school building rather than risk sending people home.

##### Drill procedure

- a. An announcement will be made on the PA to begin the drill.
- b. All students will walk in an orderly manner.
- c. All personal material will remain in the classroom. (This doesn't pertain to purses.)
- d. Each class will remain in a group.
- e. Absolute quiet **MUST** be maintained in the event that additional instructions have to be issued.

- f. The teacher and the designated helper will open and secure the doors in an open position to equalize pressure. All doors are to be left open to avoid a vacuum.
- g. One (1) long bell will signify all-clear.

### **CRISIS RESPONSE PLAN**

There is a crisis response plan in place in the event of an incident which could require a lock down procedure. Administration and staff work in conjunction with local authorities in case of an emergency, and a parent notification process will be used.

## **SECTION FOUR: ADMISSION AND ENROLLMENT**

### **ADMISSION REQUIREMENTS**

1. Any person who has reached the age of 16 by September 1 of the current year, who is not attending regular day school classes, and who has not received a high school diploma is eligible to enroll in the Adult/Alternative Education Program.
2. Any person who has reached the age of 19 by September 1 of the current school year, will be enrolled as an Alternative Education student even if they turn 20 years of age in the school year.
3. Students presently enrolled in a day high school program are accepted with permission of the high school principal and Community Education Director, or Program Coordinator. A per class fee will be charged to students who are also attending a day high school program.
4. A student must enter a class within the first week of the semester or wait until the following semester.
5. **In no case can a student receive a diploma prior to the time he/she would have graduated if he/she had remained in day school.**
6. Persons from other school districts are welcome.

### **ENROLLMENT PROCEDURES**

- ✓ You will need to get copies of official transcripts from each school you attended.
- ✓ Bring all transcripts, birth certificate, driver's license and 2 proofs of residency
- ✓ Student must participate in interview process.
- ✓ Parents or legal guardians of students under the age of 18 must attend the registration appointment and must sign all documents.
- ✓ Provide proof of guardianship, if applicable.

### **COST**

Cost to anyone in the State of Michigan without a high school diploma is **FREE - NO CHARGE.**

## CREDIT EVALUATION

1. **Prior Schools Attended**  
The number of credits granted shall be evaluated from transcripts submitted by the last school attended.
2. **Additional Credit**  
For college academic credit, ½ credit will be granted for each three credit semester or term hours.
3. **Life Experience Credit**  
Credits may be given to those students who are 30 years of age or older for their life experiences. One credit will be issued for every four years a student has been out of school (limit 2 credits).

## SECTION FIVE: ACADEMICS

### GRADUATION CREDIT REQUIREMENTS

1. To meet residence requirements, all students must have completed a **minimum of two (2) credits** in the Swan Valley Adult/Alternative Education Program to be eligible for a diploma.
1. Diploma requirements for students under 21 years of age are as follows:

### ALTERNATIVE EDUCATION

English	4 credits
Mathematics	4 credits
Science	3 credits
U.S. History	1 credit
Civics	½ credit
Economics	½ credit
World History	1 credit
Online Learning Choice	1 credit
Health.	½ credit
Physical Education	½ credit
Visual, Applied or Performing Arts	1 credit
Foreign Language	1 credit
2 <sup>nd</sup> Credit of Foreign Language (Visual, Applied or Performing Arts)	1 credit
Electives	3 credits

### Total of 22 credits for graduation

- Students transferring from SVHS need a total of 24 credits for graduation
- Must take **SAT/WORK KEYS/MSTEP** to receive high school diploma.
- NOTE: All students who are graduating in their TRUE Senior Year must enroll in at least 3 credits in the 1<sup>st</sup> semester and 3 credits in the 2<sup>nd</sup> semester. Students are not allowed to graduate early.

## ADULT EDUCATION

**If 1974 to 2006 was your graduating year, you will follow this path:**

English	4 credits
Mathematics	2 credits
Science	2 credits
U.S. History	1 credit
Civics	½ credit
Economics	½ credit
World History	1 credit
Soft Skills	½ credit
College and Career Preparation I	½ credit
Online Learning Experiences	1 credit
Health	½ credit
Electives	6.5 credits

**Total of 20 credits for graduation**

**2007 graduate year to present will follow the ALTERNATIVE Requirements, no matter your age.**

- Must complete an **ALP** – Adult Learning Plan upon enrollment into program each year.
- Must take a **CASAS PRE TEST** upon enrollment and prior to attending classes each year.
- Must take a **CASAS POST TEST** after 40 hours of instruction.
- 

## CURRICULUM

The curriculum of the Adult/Alternative Education program is modeled after the classes of Swan Valley High School. For a comprehensive list of course offerings, please see our Curriculum Guide listed under the Curriculum Tab on the school website listed under schools: Adult & Alternative.

**Alternative Ed students** must take the following courses:

### **Mathematics:**

Algebra 1A & 1B  
 Geometry A & B  
 Algebra 2A & 2B  
 Senior Math (1 credit)

### **Science:**

Physical Science A & B  
 Biology A & B  
 Chemistry A & B  
 (Physics replaces Phy Sci Class 2023)

### **Social Studies:**

US History A & B  
 World History A & B  
 Civics  
 Economics

### **Physical Ed/Health:**

.5 credits each

### **Visual/Performing/Applied Arts:**

1 credit

### **Foreign Language:**

1 credit

- 1 credit of math must be taken during the senior year – even if the student is a 5<sup>th</sup> year senior and has already earned 4 credits of math.
- The 2<sup>nd</sup> foreign language credit will be replaced with a credit of visual, performing or applied arts.

## Personal Curriculum

The 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 want to accelerate or go beyond the 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 for whom a personal curriculum is sought, or the student if the student is of the age of majority or an emancipated minor may request a personal curriculum.

Other potential requesters include, a teacher who is currently teaching the student (who 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 age 18 or is an emancipated minor, by the student, the school district shall develop a PC for the student.

When may a personal curriculum be requested?

If the student has an IEP, the personal curriculum 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 timeline for all other PC requests is after the student has completed 9th grade.

If the parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact building principal or counselor or visit the district's website.

## GRADES

Students will receive end-of-semester grades in each class according to the following:

A	94-100	C	74-76
A-	90-93	C-	70-73
B+	88-89	D+	67-69
B	84-87	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	Below 60

The student must maintain good attendance and a D- average to pass the class. Grades will be given upon completion of work required and books returned in good working order, or fines paid for any undue wear on books or any other returnable materials.

## REPORT CARDS

Report cards are issued two times a year, one each semester. **Credit is granted at the end of each semester if the student passes the course.** Students hand carry progress reports home at the mid-marking point of each semester and the report card at end of the first semester. Second semester report cards are mailed home at the end of the year. Parents may access student grades at any time via Edgenuity, using the web site at

<https://www.edgenuity.com>

## **GRADUATION**

1. Diplomas shall be dated according to the date of the high school spring graduation.
2. A Swan Valley High School diploma will be awarded to all eligible graduates.
3. Graduation fee is approximately \$35.00 to purchase caps, tassels and diploma jackets.
4. All graduates are encouraged to attend the graduation ceremony.

## **ATHLETICS**

Athletes are responsible to their coaches, administrators, teachers, parents, and themselves. Citizenship, academic scholarship, attendance, and physical fitness are vital to a championship athletic program. Please see the athletic handbook for more information. Athletes must meet the Michigan High School Athletic Association requirements and live by the Swan Valley High School code of conduct and their sport's training rules. These will be given to each athlete in the fall and spring sports program. Any alternative education student who requests to play a sport must make an appointment with the Alternative Education Administrator and the Athletic Director. An Alternative Education student who is taking Edgenuity courses must be engaged in the course at least 6 hours a day based on their class schedule to be eligible to practice and compete.

## **SEMESTER ATHLETIC ELIGIBILITY**

Students must have received credit for at least the equivalent of 66 percent of full class load potential (5 of 6 classes currently taking) for a full time student in the previous semester of enrollment, and must be currently passing the same on the transcript of the school they represent in competition. An Alternative Education student who is taking Edgenuity courses must be engaged in the course at least 6 hours a day based on their class schedule to be eligible to practice and compete.

## **SECTION SIX: POLICY AND PROCEDURES**

### **ATTENDANCE POLICY**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student's schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student's control prevents attendance.

Attendance is a very important part of the Adult/Alternative Education Program. In order to succeed, the student must maintain a good attendance record. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop during their school careers.

In accordance with the Saginaw Intermediate School District's County Wide Attendance Policy (05/20/19), Swan Valley School District has adopted the following attendance policy:

- a. Verification of an absence will be accepted up to two (2) days upon the student's return.
- b. Students absent four (4) or more consecutive days may require verification; (ie - doctor notes on letterhead; obituary/funeral information; evidence of long-term vacations).
- c. Absences documented after ten (10) days are marked as Unexcused pending interventions and communication with administration.
- d. Absences in excess of ten (10) days are subject to parent notification and interventions by administration. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc.
- e. The County Truancy Officer will be notified of excessive unexcused absences (ten (10) or more days cumulative for the entire year) only AFTER interventions have occurred at school level and the Unexcused absence code is used no less than ten (10) times.
- f. Students are required to attend all of their scheduled classes.
- g. Students are allowed eight (8) absences per semester. An absence is considered an absence regardless of whether it is excused or unexcused.
- h. The following are not counted toward the eight (8): Family funeral, School Related, Medical – (verification must be provided).

## ABSENCE PROCEDURES

1. If a student is absent from school, a parent/guardian should notify the school of the absence by calling our office at 921-2472 or by emailing the alternative school at [shanson@swanvalley.k12.mi.us](mailto:shanson@swanvalley.k12.mi.us). An Adult Education student is expected to do the same.
2. If the school was not informed of your student's absence, your student will be considered unexcused until a phone call or email from the parent/guardian is presented to the office stating the day and the reason for absence.
3. Students are expected to arrive to class on time. The teacher will charge a student with ½ absence for arriving late (5 minutes) or leaving early represented by a **T** in Skyward. If a student arrives more than 20 minutes late, the student shall be marked absent. The ½ absence will be counted toward your absences.
4. Parents will be notified in writing after 5, 8, and 10 absences - excused and/or unexcused absences from school. Please understand that this is a procedural requirement regardless of the reasons for your student's absence. After a careful review of the circumstances, the school may be obligated to contact authorities under the County Truancy Abatement Initiative. Students may be asked to participate in a mediation program.
5. The student will be expected to attend school on Friday morning starting at 9:00 am.
6. Do not use your absences unnecessarily. If sickness or other emergency should arise and you have no more absences, please contact the Director to help find a solution to your attendance situation.

To appeal an attendance issue, please see Board of Education policy 8020R for procedures and forms.

## TRUANCY POLICY

### **OR if a student leaves the building without permission,**

- the student shall be considered an unexcused absentee.
- a parent meeting may be required for the student to return to his/her classes.
- outside agencies will be contacted when deemed necessary.

### **Students who are habitually truant may:**

- be reported as truant to the Saginaw Intermediate School District Truancy Officer.
- be obligated to attend a hearing in the Juvenile Probation Court.
- be excluded from all extra-curricular activities.

The school also reserves the right to report the name of the parent/guardian to the Saginaw County Court System for potential court action.

## STATE OF MICHIGAN ADULT EDUCATION ATTENDANCE POLICY

Workforce Development Agency, State of Michigan  
Office of Adult Education

### Attendance Policy

*Effective April 1, 2012*

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#### PURPOSE AND INTENT

It is the State of Michigan, Office of Adult Education policy that daily attendance of every participant enrolled in an adult education class must be tracked and entered into the Michigan Adult Education Reporting System (MAERS) on a monthly basis. This policy is established to align with the National Reporting System (NRS) requirement, and applies to all federal and state funded participants.

Daily participant attendance hours shall be entered at least monthly, no later than the last day of the subsequent month. For example, attendance for March must be entered by April 30th. Attendance hours can be reported into MAERS in quarter hour increments.

The school district's board of education should adopt attendance policies/guidelines, including the establishment of criteria for allowing or denying excused absences. The program administration should develop attendance procedures, which will provide direction for administrators and instructional staff.

#### Guidelines for Establishing Local Program's Attendance Policy

- 1) Attendance must be tracked by class and instructional area (i.e., ABE, ESL, GED, HSC).
- 2) Attendance policies shall be firm but fair so that each participant has a reasonable opportunity to meet the minimum requirements.
- 3) Effective accounting and reporting procedures shall be developed to keep participants informed of absences from class.
- 4) Policies shall accommodate extenuating circumstances created by emergencies over which the participant has no control.
- 5) Appeal procedures shall be included to assure the participant's right of due process.

Refer to the Section 107, State School Aid Act Adult Education Participant Accounting Manual and the Distance Learning Policy for detailed information regarding requirements for maintaining and documenting participant attendance.

#### Defining Attendance Hours

Attendance hours are defined by the NRS as the number of instructional hours the learner receives. The time the learner spends in program-sponsored activities designed to promote participant learning in the curriculum should be counted. Activities counted may include:

- Time in class receiving instruction, including passing time;
- Time in a learning lab;
- Time spent with a program-sponsored tutor; and/or
- Time on assessment activities, including initial pre-tests, practice test, and post-tests, excluding GED Test administration.

## **Online Learning Opportunities and Requirements**

A pupil enrolled in a district in any of grades 5 to 12 is eligible to enroll in an online course as provided by the home district. However, this eligibility does not apply to a pupil enrolled in a school of excellence.

With the consent of the pupil's parent or legal guardian, a district shall enroll an eligible pupil in up to 2 online courses as requested by the pupil during an academic term or trimester. An eligible pupil may enroll in an online course published in the pupil's educating district's catalog of online courses or the statewide catalog of online courses maintained by the Michigan Virtual University.

A district may deny a pupil enrollment in an online course if any of the following apply, as determined by the district:

- The pupil has previously gained the credits provided from the completion of the online course.
- The online course is not capable of generating academic credit.
- The online course is inconsistent with the remaining graduation requirements or career interests of the pupil.
- The pupil does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework.
- The online course is of insufficient quality or rigor.

If a pupil is denied enrollment in an online course by a district, the pupil may appeal the denial by submitting a letter to the superintendent of the intermediate district in which the pupil's educating district is located. The letter of appeal shall include the reason provided by the district for not enrolling the pupil and the reason why the pupil is claiming that the enrollment should be approved. The intermediate district superintendent or designee shall respond to the appeal within 5 days after it is received. If the intermediate district superintendent or designee determines that the denial of enrollment does not meet 1 or more of the reasons specified the district shall allow the pupil to enroll in the online course.

If a pupil successfully completes an online course, as determined by the district, the pupil's district shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A pupil's school record and transcript shall identify the online course title as it appears in the online course syllabus.

## Swan Valley Adult & Alternative: Online Learning



### Overview

The purpose of Edgenuity online learning is to allow students the opportunity to earn credits and master content from the Michigan Merit Curriculum. The courses are administered online and are entirely self-paced.

### Policies/Procedures

1. Students will work through each unit, completing quizzes along the way.
2. Quizzes may be taken outside of school, but students must pass the quiz with a minimum of 70%.
3. At the end of each unit, students will take a unit test. Students must pass the unit test with a minimum of 70%.
4. At the end of each course, an exam will be given. Students must pass the exam with a minimum of 70%.
5. All tests and exams **must be taken in school** and **no outside resources may be used** while completing the test.
6. If the course offers a Unit Pre-Test, the student may attempt to complete the pre-test and earn a minimum of 70% and exempt from the unit.
7. All Pre-tests **must be taken in school** and **no outside resources may be used**.
8. Students are given 2 attempts to pass quizzes and tests and earn a minimum of 70%. If a student fails a quiz or test twice, they **must complete a review guide** to earn the opportunity to take the quiz or test again.
9. Exams are only administered once and this grade will be averaged into the course final grade.
10. Upon successful completion of a course, students will receive a half credit posted to their transcript. Letter grades will be given for these courses.
11. Attendance is mandatory. Once a student is finished with their selected course(s), they need to work on another course in that curriculum.

### How to Login

- Go to [www.edgenuity.com](http://www.edgenuity.com)
- Enter username and password

**Parents/guardians are strongly encouraged to use *Edgenuity* on a regular basis to monitor their student's progress.**

## DRESS CODE

Although it is recognized that student dress is primarily the responsibility of the student and parents, the school also believes that it has the responsibility to teach that proper dress is a reflection of the student's pride in himself/herself and in the school. Student behavior is often a reflection of the way he/she dresses. **Dressing for success is a good way to begin** and we encourage students to dress appropriately for the classroom environment.

### Guidelines

The following guidelines are presented to help students make appropriate choices for their school attire. Listed below is a summary of the guidelines. Because clothing styles are ever-changing, there will be modifications and changes when the need arises or as announced for special occasions.

1. All clothing should be clean and functional to address the student's health and learning needs.
2. During school hours, hoods, and hats are not normal school attire and may not be worn in the building. Coats may be worn with teacher permission due to temperature differences between some classrooms.
3. Backpacks, gym bags, and similar items are not to be carried during school hours. Purses are not allowed in the classroom, although they can be used in the hallway and cafeteria.
4. Dress shorts that extend at least finger-tip length may be worn. Cut-offs, boxers, and spandex shorts, may not be worn. Shorts may only be worn until November 1 and after March 31 of each school year.
5. Garments meant to be worn as underclothes (i.e. long underwear, boxers, bras, etc...) must be worn as such, and not visible.
6. Tops with varying size straps are acceptable school clothing, but tank tops, tube tops and revealing tops are prohibited. Shirts designed to gap at the midriff are also not acceptable and should touch pants while standing.
7. Pants/shorts/skirts with holes exposing skin or undergarments above fingertip length are not acceptable. Inappropriate clothing and accessories that advertise or promote drugs and their usage (including tobacco and alcohol), racism, sexism, homophobia, containing derogatory or dehumanizing portrayals of any group of people, or anything that causes a disruption to the educational process is not acceptable as part of the school setting.
8. Clothing designed as sleepwear (i.e. pajamas) may not be worn at school.
9. Sagging pants/shorts are not allowed. Pants/shorts are to be kept at waist level, with a belt if necessary, at all times.
10. When cited, students will be given an opportunity to fix their dress code violations. Students who cannot bring their attire into compliance may be sent home. Repeated non-compliance of dress code will be assigned detention or progressive discipline.

### Consequences for Dress Code Violations

If a student is in violation of the dress code they may choose to correct the situation in one of the following ways:

1. Contact a parent / guardian to bring a change of clothes.
  - If a student is inappropriately dressed, they will be removed from class until the issue is corrected. Parents are expected to bring appropriate clothes in instances of a dress code violation. In extreme cases, with parental permission, the student may go home to change clothes. In this event, the student will be marked with an unexcused absence for the classes missed.
2. Persistent violation may result in an out of school suspension.

### **SCHOOL NURSE**

The Swan Valley School District employs a school nurse to assist with routine medical issues and emergencies. This individual contact families with a variety of medical needs or concerns – ranging from medications, health plans, medical issues, etc... In general, the school nurse will work with school staff to ensure the safety and well-being of students and staff within the Swan Valley School District.

### **MEDICATION**

Students who have long term medical issues must make sure that this is noted on their EMERGENCY CARD at the beginning of the school year. It is recommended that students take medication prior to the school day if possible. If medications are required for any student during the school day, they must be turned into the office with a permission to dispense form. The medication must also have a label which serves as the written order to dispense from a licensed medical professional. The administration of any such authorized medication shall be logged by the building administrator or his/her designee. The permission to dispense forms are available at registration or any day thereafter. Students may carry an asthma inhaler, insulin pump or epinephrine auto-injector (EpiPen®) for self-medication as their health condition requires, but a permission to dispense form and physicians order must be on file in the office.

### **CONDUCT**

One of the essential purposes of education is development of personal character. School rules are formulated and designed for this purpose. It is necessary to have a safe environment where students can learn and work together. It is expected that all enrollees will behave in a mature and responsible manner.

Students shall be a credit to themselves and to the school. All school rules must be followed. The school administrators maintain the right to dismiss students for violation of school rules or for conduct which reflects unfavorably on the reputation or the operation of the school. This includes, but is not restricted to, inappropriate language, fighting and cheating.

Any student who is suspected of using alcohol, inhalants or narcotics on school property, or prior to arrival, regardless of students age, will be asked to leave immediately. If the student does not leave, the police will be called and charges will be filed and pursued.

This program is for those who are interested in increasing their education and absolutely NO distractions will be tolerated.

### **DISMISSAL PROCEDURE**

When a student is deemed disruptive, or is found in violation of the conduct rules, the following procedure will be enforced:

Step 1: The student will be warned verbally by the Principal.

Step 2: The student and parent will be notified by letter/phone call or office meeting that there is danger of the student being dropped from the program.

Step 3: The student and parent will be notified verbally and/or letter that the student has been dismissed from the program.

Any student suspected of drug or alcohol use or distribution while on school property, or prior to arrival, will be immediately dismissed from the program.

### **TIME AND LOCATION OF CLASSES**

1 <sup>st</sup> Hour	Monday	Tuesday	Wednesday	Thursday	1:00 PM – 2:15 PM
2 <sup>nd</sup> Hour	Monday	Tuesday	Wednesday	Thursday	2:20 PM – 3:00 PM
3 <sup>rd</sup> Hour	Monday	Tuesday	Wednesday	Thursday	3:00 PM – 4:00 PM
4 <sup>th</sup> Hour	Monday	Tuesday	Wednesday	Thursday	4:00 PM – 5:00 PM
5 <sup>th</sup> Hour	Monday	Tuesday	Wednesday	Thursday	5:30 PM – 6:30 PM
6 <sup>th</sup> Hour	Monday	Tuesday	Wednesday	Thursday	6:30 PM – 7:30 PM
	Friday				7:30 AM – 2:15 PM

All classes are held at Swan Valley High School.

### **LENGTH OF SEMESTERS**

The program will run on the same school calendar and semester schedule as the Swan Valley School District. The 1<sup>st</sup> semester runs August through January and the 2<sup>nd</sup> Semester runs January through June.

### **PARKING**

Students should park in the front Swan Valley High School lot. Enter the building through the main door of the High School. Students attending during daytime hours are required to acquire a parking permit.

### **GUESTS**

**NO** guests shall be allowed to enter the building. Friends who are providing transportation should remain in their cars in the parking lot.

### **SCHOOL CANCELLATIONS**

Adult & Alternative Ed classes will automatically be cancelled any time the day school classes are cancelled due to inclement weather. If inclement weather develops during the day, listen to the following T.V. stations -- WNEM - TV 5, and WJRT - TV 12. Cancellation will also be posted on Swan Valley School District Website.

### **SCHOOL SUPPLIES/LIBRARY ACCESS**

iPads and library resources are provided as a supplement to your online courses. You can check out any supplemental materials as needed from the high school library. Students will be assessed fees for books and materials not returned to the library. Parents/guardians may receive notification and a request for approval when their student attempts to check out materials considered “mature” for their students’ respective age / grade level. Parents/guardians may also opt out of specific literary works by contacting the school with a list of those titles. Diplomas and transcripts will be withheld if a student does not return textbooks and/or other materials. Since most classes are offered online, students need to stay organized. Organizational materials include: 3” binder, eight (8) tab divider and highlighters. Also, students are required to bring headphones/earbuds.

## COMPLAINT PROCEDURE

The vast majority of concerns and complaints can be resolved quickly and informally by speaking to the involved teacher or staff member directly. If resolution cannot be found, students and parents are encouraged to involve the building principal to assist in the complaint resolution process. If a resolution cannot be accomplished with the help of the building principal, students and parents may contact the superintendent or his/her designee.

## CHANGES TO THE HANDBOOK

The provider reserves the unilateral right to add, delete, or amend the policies and procedures provided for in this Handbook upon (30) days' written notice to Parent. Changes to policies and/or procedures contained in the Handbook are effective only if set forth in writing signed by the provider.

**INSTRUCTIONS TO PARENTS/GUARDIANS:** Please sign and return this page to the alternative school office after reading this Code of Student Conduct, discussing it with your child, and obtaining your child's signature.

## SWAN VALLEY ADULT & ALTERNATIVE SCHOOL CODE OF STUDENT CONDUCT PARENT REVIEW

Name of Student: \_\_\_\_\_

Distribution Date: \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_, I have read and discussed the Code of Student Conduct with my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

Updated: 05/04/2023

Approved by the Swan Valley Board of Education: **05/17/2023**