

Regular Meeting  
Monday, June 26, 2023 7:00 PM

Central Office Conference Room  
225 Pleasant St  
Saranac, Michigan 48881

## **Agenda**

1. Call to Order \_\_\_\_\_
2. Pledge of Allegiance
3. Additions, Deletions & Modifications to the Agenda
4. Approval of Minutes
5. Treasurer's Report
6. Comments from Guests - Agenda Items
7. Budget Hearing for 2023-2024 School Year
8. Approve Appropriation Act of the 2023-2024 Budget
9. Action Items
  - 9.a. Approve Final 2022-2023 Budget Amendment
  - 9.b. Accept Gifts
  - 9.c. Pay Bills
  - 9.d. Hire Staff
  - 9.e. 2023-2024 MHSAA Membership Resolution
  - 9.f. Approve NEOLA Policy Updates
  - 9.g. Approve Operating Loan
  - 9.h. Finalize Superintendent Evaluation
10. Reports/Presentations
  - 10.a. Elementary Handbook
  - 10.b. JSH Handbook and Course Offerings
11. Comments from Guests - Non Agenda Items
12. Superintendent's Report/ECOL
13. Board Requests/Reports
14. Communications
15. Other
16. Adjournment \_\_\_\_\_

Saranac Community Schools  
Board of Education  
Meeting # 15

The regular meeting of the Saranac Community Schools Board of Education was held on June 5th, 2023 in the Conference Room, Saranac Central Office, 225 Pleasant St, Saranac, MI 48881.

Board President, Sarah Doll called the meeting to order at 7:04 pm.

Present: Doll, Courtney, Hawkins, VanKuiken, and Elliott

Absent: Price and Hesche

Mr. Smith led in the Pledge of Allegiance.

**ADDITIONS, DELETIONS, & MODIFICATIONS TO THE AGENDA:** Added Action Item # 6d.  
Approve RFP for Food Service Work.

**APPROVAL OF MINUTES:** Approved as presented

**COMMENTS FROM GUESTS - AGENDA ITEMS:** None

**APPROVE BUDGET HEARING RESOLUTION:** Motion by Hawkins, supported by Elliott and unanimously approved that the Saranac Board of Education approve the budget hearing resolution for the 2023-2024 school year as presented.

**APPROVE 2023-2024 EXTRACURRICULAR ASSIGNMENTS:** Motion by Courtney, supported by Elliott and unanimously approved that the Saranac Board of Education approve the 2023-2024 Extracurricular Assignments as presented.

**APPROVE JSH PRINCIPAL'S CONTRACT:** Motion by Courtney, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the JSH Principal's 3-year contract as presented.

**APPROVE RFP FOR FOOD SERVICE REPAIR WORK:** Motion by Hawkins, supported by VanKuiken and unanimously approved the RFP bid from Hurst Mechanical for Food Service repairs as presented.

**REPRODUCTIVE HEALTH:** Superintendent, Jason Smith reported that board policy requires the board to review this yearly. Elementary Principal Mike Catrell went through the curriculum with the board. This is for 4th, 5th, 7th & 9th grades.

**DRAFT OF THE 2022-23 BUDGET:** Superintendent Smith provided budget information for the 2023-2024 school year. He will have small group meetings with the board to go over the budget. This will be approved at the June 26th meeting.

**NEOLA POLICY UPDATES (FEB 2023):** Superintendent Smith provided the board with more information regarding the NEOLA Policy updates. These policies will come back for approval at the June 26th meeting.

**COMMENTS FROM GUESTS - NON AGENDA ITEMS:** None.

**SUPERINTENDENT'S REPORT:** Graduation was celebrated on June 1st at the Football Stadium. Thank you to the board members who attended and to Mr. Silvernail for streaming the Graduation live on you-tube. Board members wondered how many viewed graduation online. Student and staff's last day is Wednesday the 7th. There will be a staff luncheon on Tuesday, June 6th at 11:45 am. The new board furniture has arrived. The maintenance staff will set up the new tables for the next board meeting.

**BOARD REQUESTS/REPORTS:** Mr. Courtney reported that Motorola has requested a case study done on Saranac Schools and the new camera system installed. Motorola would like to publish this case study Nationally. Mr. Elliott would like to review the curriculum for Reproductive Health in depth. Mrs. Doll reported concerns about the quality of the speaker system at the Football Stadium. Requested maintenance to look into the speaker system before football season. Mr. VanKuiken has some concerns with the new pole vault standards. He will address these concerns with Mr. Clementz.

**COMMUNICATIONS:** The board has sent retirement cards and gift cards to the 6 retirees. The board wishes them all the best in their retirement.

**OTHER:** Board members questioned if any of the younger teaching staff have an Administrator Certification or were looking to pursue one. The board supports our current Superintendent and Administrators and would like to continue to work with current staff to promote staff within.

There being no further business to come before the Board at this time, and no objections, the meeting adjourned at 8:11 pm.

Respectfully submitted,

Roy D. Hawkins  
Secretary

SARANAC COMMUNITY SCHOOLS  
GENERAL FUND TRIAL BALANCE  
AS OF MAY 31, 2023

|   |                       |
|---|-----------------------|
| Cash Checking   | \$1,167,071.56        |
| Cash Payroll Checking   | \$1,336.69            |
| Petty Cash Petty Cash   | \$400.00              |
| Petty Cash Cash on Hand - Athletic Cash Box                           | \$800.00              |
| Due From Other Funds Food Service                                     | \$35.70               |
| Inventory Supplies  | \$59,651.47           |
| Investments   | \$1,029,444.91        |
| Investments Certificate of Deposit                                    | \$261,809.49          |
| Prepaid/Deferred Expenditures Apple iPad Apps                         | \$94.05               |
| TOTAL ASSETS  | <u>\$2,520,643.87</u> |
|   |                       |
| Accounts Payable Workers Comp   | \$14,253.77           |
| Tax Anticipation Notes and Loans Payable                              | \$1,000,000.00        |
| Due to Other Governmental Units Taxes Retirement                      | \$67,350.42           |
| Due to Other Governmental Units Taxes Retirement - Stabilization 147c | (\$904,881.70)        |
| Payroll Related Accrual Liabilities State Withholding Tax EFT         | \$11,475.37           |
| Payroll Related Accrual Liabilities Insurance Employee Portion        | \$113.54              |
| Accrued Expenditures  | \$305.58              |
| Salaries Payable Terminal Leave Payable                               | \$3,994.55            |
| Unearned Revenue  | \$385,021.09          |
| TOTAL LIABILITIES   | <u>\$577,632.62</u>   |
|   |                       |
| Beginning Fund Balance  | \$1,840,029.60        |
| Fund Revenues   | \$8,420,205.12        |
| Fund Expenses   | (\$8,317,223.47)      |
| TOTAL FUND BALANCE  | <u>\$1,943,011.25</u> |
|   |                       |
| TOTAL LIABILITIES AND FUND BALANCE                                    | <u>\$2,520,643.87</u> |

SARANAC COMMUNITY SCHOOLS  
GENERAL FUND REVENUES  
AS OF MAY 31, 2023

|   | Proposed<br>Amended Budget | Actual         | Budget - Actual | % Used/Rec'd |
|---|----------------------------|----------------|-----------------|--------------|
| 100 - Revenue from Local Sources                | \$1,123,155.00             | \$1,046,233.34 | \$76,921.66     | 93.15%       |
| 300 - Revenue from State Sources                | \$9,169,364.00             | \$6,753,310.10 | \$2,416,053.90  | 73.65%       |
| 400 - Revenues from Federal Sources             | \$884,685.00               | \$523,798.41   | \$360,886.59    | 59.21%       |
| 500 - Incoming Transfers and Other Transactions | \$231,526.00               | \$94,077.77    | \$137,448.23    | 40.63%       |
| 600 - Fund Modifications                        | \$13,785.00                | \$2,785.50     | \$10,999.50     | 20.21%       |
|   | \$11,422,515.00            | \$8,420,205.12 | \$3,002,309.88  | 73.72%       |

SARANAC COMMUNITY SCHOOLS  
GENERAL FUND EXPENDITURES  
AS OF MAY 31, 2023

| Function* Code   | Proposed        |              |                | Budget - Actual | % Used/Rec'd |
|--|-----------------|--------------|----------------|-----------------|--------------|
|  | Amended Budget  | Encumbrances | Actual         |                 |              |
| Function* 1111 - Elementary  | \$3,471,365.00  | \$31,283.95  | \$2,262,900.34 | \$1,177,180.71  | 66.09%       |
| Function* 1112 - Middle/Junior High  | \$840,402.00    | \$0.00       | \$525,928.64   | \$314,473.36    | 62.58%       |
| Function* 1113 - High School   | \$1,672,093.00  | \$27,598.00  | \$1,123,235.45 | \$521,259.55    | 68.83%       |
| Function* 1119 - Summer School   | \$43,642.00     | \$0.00       | \$7,100.00     | \$36,542.00     | 16.27%       |
| Function* 1122 - Special Education   | \$919,275.00    | \$47.89      | \$673,298.92   | \$245,928.19    | 73.25%       |
| Function* 1125 - Compensatory Education  | \$292,841.00    | \$0.00       | \$205,913.97   | \$86,927.03     | 70.32%       |
| Function* 1212 - Guidance Services   | \$229,062.00    | \$0.00       | \$159,665.62   | \$69,396.38     | 69.70%       |
| Function* 1215 - Speech Pathology and Audiology Services                       | \$210,066.00    | \$0.00       | \$105,032.61   | \$105,033.39    | 50.00%       |
| Function* 1216 - Social Work Services  | \$32,815.00     | \$0.00       | \$20,019.26    | \$12,795.74     | 61.01%       |
| Function* 1219 - Other Pupil Support Services                                  | \$12,220.00     | \$0.00       | \$8,345.72     | \$3,874.28      | 68.30%       |
| Function* 1221 - Improvement of Instruction                                    | \$339,725.00    | \$2,200.00   | \$225,713.07   | \$111,811.93    | 67.09%       |
| Function* 1222 - Educational Media Services                                    | \$47,763.00     | \$0.00       | \$37,017.17    | \$10,745.83     | 77.50%       |
| Function* 1226 - Supervision and Direction of Instructional Staff              | \$46,436.00     | \$0.00       | \$30,296.12    | \$16,139.88     | 65.24%       |
| Function* 1227 - Academic Student Assessment                                   | \$700.00        | \$0.00       | \$0.00         | \$700.00        | 0.00%        |
| Function* 1231 - Board of Education  | \$72,113.00     | \$0.00       | \$56,770.99    | \$15,342.01     | 78.73%       |
| Function* 1232 - Executive Administration                                      | \$281,077.00    | \$0.00       | \$224,141.11   | \$56,935.89     | 79.74%       |
| Function* 1241 - Office of the Principal                                       | \$339,809.00    | \$0.00       | \$262,273.88   | \$77,535.12     | 77.18%       |
| Function* 1242 - Junior High Sch Principal Admin                               | \$185,972.00    | \$0.00       | \$146,449.17   | \$39,522.83     | 78.75%       |
| Function* 1243 - Senior High Sch Principal Admin                               | \$192,074.00    | \$0.00       | \$149,983.02   | \$42,090.98     | 78.09%       |
| Function* 1249 - Other School Administration                                   | \$2,000.00      | \$0.00       | \$1,126.33     | \$873.67        | 56.32%       |
| Function* 1252 - Fiscal Services   | \$187,268.00    | \$0.00       | \$116,458.15   | \$70,809.85     | 62.19%       |
| Function* 1259 - Other Business Services                                       | \$53,973.00     | \$0.00       | \$32,668.08    | \$21,304.92     | 60.53%       |
| Function* 1261 - Operating Buildings Services                                  | \$983,027.00    | \$0.00       | \$770,947.81   | \$212,079.19    | 78.43%       |
| Function* 1271 - Pupil Transportation Services                                 | \$536,134.00    | \$0.00       | \$441,786.57   | \$94,347.43     | 82.40%       |
| Function* 1283 - Staff/Personnel Services                                      | \$6,363.00      | \$0.00       | \$1,386.00     | \$4,977.00      | 21.78%       |
| Function* 1284 - Non-Instructional Technology Services                         | \$183,167.00    | \$4,248.82   | \$114,755.81   | \$64,162.37     | 64.97%       |
| Function* 1285 - Pupil Accounting  | \$20,536.00     | \$0.00       | \$0.00         | \$20,536.00     | 0.00%        |
| Function* 1291 - Pupil Activities  | \$45,507.00     | \$0.00       | \$27,037.79    | \$18,469.21     | 59.41%       |
| Function* 1293 - Athletic Activities   | \$305,981.00    | \$0.00       | \$261,105.57   | \$44,875.43     | 85.33%       |
| Function* 1295 - Agency Activities   | \$2,020.00      | \$0.00       | \$1,212.00     | \$808.00        | 60.00%       |
| Function* 1411 - Payments to Other Public Schools Within the State of Michigan | \$9,192.00      | \$0.00       | \$852.00       | \$8,340.00      | 9.27%        |
| Function* 1456 - Building Improvement Services                                 | \$211,568.00    | \$0.00       | \$211,567.44   | \$0.56          | 100.00%      |
| Function* 1511 - Debt Service - Long Term Only - Principal                     | \$13,348.00     | \$0.00       | \$12,234.86    | \$1,113.14      | 91.66%       |
| Function* 1611 - Fund Modifications (Other Operating Transfers Out)            | \$0.00          | \$0.00       | \$0.00         | \$0.00          |              |
| Function* 1641 - Fund Modification - Capital Proj                              | \$100,000.00    | \$0.00       | \$100,000.00   | \$0.00          | 100.00%      |
|  | \$11,889,534.00 | \$65,378.66  | \$8,317,223.47 | \$3,506,931.87  | 70.50%       |

|                       |        |
|-----------------------|--------|
| School Days available | 180    |
| Complete to Date      | 175    |
| % complete            | 97.22% |

SARANAC COMMUNITY SCHOOLS  
 FOOD SERVICE REVENUES AND EXPENDITURES  
 AS OF MAY 31, 2023

| Function* Code                      | Amended Budget | Encumbrances | Actual       | Budget - Actual | % Used/Rec'd |
|-------------------------------------|----------------|--------------|--------------|-----------------|--------------|
| <b>REVENUES:</b>                    |                |              |              |                 |              |
| 100 - Revenue from Local Sources    | \$86,825.00    | \$0.00       | \$104,544.29 | (\$17,719.29)   | 120.41%      |
| 300 - Revenue from State Sources    | \$18,874.00    | \$0.00       | \$21,079.85  | (\$2,205.85)    | 111.69%      |
| 400 - Revenues from Federal Sources | \$269,046.00   | \$0.00       | \$209,961.78 | \$59,084.22     | 78.04%       |
|                                     | \$374,745.00   | \$0.00       | \$335,585.92 | \$39,159.08     | 89.55%       |
| <b>EXPENDITURES:</b>                |                |              |              |                 |              |
| 1297 Food Service                   | \$458,262.00   | \$10,294.00  | \$315,122.54 | \$132,845.46    | 71.01%       |
| 1611 Fund Modification              | \$11,000.00    | \$0.00       | \$0.00       | \$11,000.00     | 0.00%        |
|                                     | \$469,262.00   | \$10,294.00  | \$315,122.54 | \$143,845.46    | 69.35%       |

SARANAC COMMUNITY SCHOOLS  
FOOD SERVICE TRIAL BALANCE  
AS OF MAY 31, 2023

|                                    |                       |
|------------------------------------|-----------------------|
| Cash Checking                      | \$216,744.77          |
| Petty Cash Petty Cash              | \$40.00               |
| Inventory Supplies                 | \$7,346.74            |
| TOTAL ASSETS                       | <u>\$224,131.51</u>   |
| Unearned Revenue                   | <u>\$6,328.47</u>     |
| TOTAL LIABILITIES                  | <u>\$6,328.47</u>     |
| Beginning Fund Balance             | \$197,339.66          |
| Fund Revenues                      | \$335,585.92          |
| Fund Expenses                      | <u>(\$315,122.54)</u> |
| TOTAL FUND BALANCE                 | <u>\$217,803.04</u>   |
| TOTAL LIABILITIES AND FUND BALANCE | <u>\$224,131.51</u>   |



TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Budget Hearing for 2023-2024

I will be presenting the Budget Hearing for the 2023-2024 school year.

# The Board of Education Of Saranac Community Schools Budget

RESOLVED that this resolution shall be the general appropriations of Saranac Community Schools for the fiscal year: a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Saranac Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the GENERAL FUND of the Saranac Community Schools for the fiscal year is as follows:

|  |           |                           |
|--|-----------|---------------------------|
| <b>Revenue</b>                               |           |                           |
| Local  |           | \$ 1,171,151              |
| State  |           | 8,993,067                 |
| Federal                                      |           | 269,006                   |
| Incoming Transfers & Other Transactions      |           | 224,102                   |
| Fund Modification                            |           | <u>14,917</u>             |
| <b>Total Revenue</b>                         |           | <b>\$10,672,243</b>       |
| Fund Balance July 1, 2023                    | Estimated | \$1,373,012               |
| Less Appropriated Fund Balance               |           | 0                         |
| <b>Fund Balance Available to Appropriate</b> |           | <u><b>\$1,373,012</b></u> |
| <b>(net of Assigned Fund Balance)</b>        |           |                           |
| <b>Total Available to Appropriate</b>        |           | <b>\$12,045,255</b>       |

BE IT FURTHER RESOLVED, that **\$11,157,416** of the total available to be appropriated in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

|      |  |                   |
|------|--|-------------------|
| 1110 | Basic Programs                         | 5,565,098         |
| 1120 | Added Needs                            | 1,213,685         |
| 1210 | Pupil Support Services                 | 514,149           |
| 1220 | Inst Staff Support Services            | 395,395           |
| 1230 | General Administration                 | 369,016           |
| 1240 | School Administration                  | 700,525           |
| 1250 | Basic Support Service                  | 252,582           |
| 1260 | Operations & Maintenance               | 903,714           |
| 1270 | Transportation                         | 575,139           |
| 1280 | Support Services                       | 212,157           |
| 1290 | Other Support Service                  | 285,646           |
| 1360 | Welfare Activities                     | 100               |
| 1410 | Transfers to Gov't Units               | 9,002             |
| 1450 | Facilities Improvements                | 47,860            |
| 1510 | Bonds Payable                          | 13,348            |
| 1640 | Fund Modifications-Capital Projects    | 100,000           |
|      | <b>Total Expenditure- General Fund</b> | <b>11,157,416</b> |

(Projected General Fund Balance 6/30/2024)      \$ 887,839

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the FOOD SERVICE FUND of the Saranac Community Schools for the fiscal year is as follows:

Revenue

|   |                         |
|---|-------------------------|
| Local                                   | \$ 86,825               |
| State                                   | 18,874                  |
| Federal                                 | 248,676                 |
| Incoming Transfers & Other Transactions | <u>0</u>                |
| <b>Total Revenue</b>                    | <b><u>\$354,375</u></b> |

|                                       |           |                  |
|---------------------------------------|-----------|------------------|
| Total Fund Balance July 1, 2023       | Estimated | \$115,222        |
| Less Non Spendable Fund Balance       |           | <u>7,347</u>     |
| Fund Balance Available to Appropriate |           | <u>\$107,875</u> |
| <b>Total Available to Appropriate</b> |           | <b>\$462,250</b> |

BE IT FURTHER RESOLVED, that **\$410,162** of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

|                          |                         |
|--------------------------|-------------------------|
| Food Service             | \$399,162               |
| Fund Modification        | <u>\$11,000</u>         |
| <b>Total Expenditure</b> | <b><u>\$410,162</u></b> |

(Projected School Service Total Fund Balance 6/30/2024)      \$59,435

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the STUDENT/SCHOOL ACTIVITY FUND of the Saranac Community Schools for the fiscal year is as follows:

|                                       |                            |
|---------------------------------------|----------------------------|
| Revenue                               |                            |
| Local                                 | <u>\$238,695</u>           |
| <b>Total Revenue</b>                  | <b>\$238,695</b>           |
| Total Fund Balance July 1, 2023       | Estimated <u>\$134,243</u> |
| Fund Balance Available to Appropriate | <u>\$134,243</u>           |
| <b>Total Available to Appropriate</b> | <b>\$372,938</b>           |

BE IT FURTHER RESOLVED, that \$225,086 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

|   |                         |
|---|-------------------------|
| Expenditures  |                         |
| Support Services - Other                                | \$221,669               |
| Fund Modification                                       | <u>\$3,417</u>          |
| <b>Total Expenditure</b>                                | <b><u>\$225,086</u></b> |
| (Projected School Service Total Fund Balance 6/30/2024) | \$147,852               |

BE IT FURTHER RESOLVED, 18 mills for General Fund shall be levied on all non-homestead property for the operation of education programs and support services for the fiscal year and 9 mills for Debt Fund shall be levied on all property for the fiscal year for the payment of principal and interest on outstanding debt for buildings and site projects.

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2023.

# Saranac Community Schools

| General Fund Budget                                       | 08/24/19                          | 01/13/20                | 05/12/20                | 08/29/20                | 04/19/21                | 08/21/21                | 02/21/22                          | 06/20/22                | 02/20/23                | 05/22/23                          | 08/28/23                | 06/26/23                | Change                          |                                   |                  |
|---|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-------------------------|---------------------------------|-----------------------------------|------------------|
|   | Original Adopted Budget 2019-2020 | 1st Amendment 2019-2020 | 2nd Amendment 2019-2020 | 3rd Amendment 2019-2020 | 1st Amendment 2020-2021 | 2nd Amendment 2020-2021 | Original Adopted Budget 2021-2022 | 1st Amendment 2021-2022 | 2nd Amendment 2021-2022 | Original Adopted Budget 2022-2023 | 1st Amendment 2022-2023 | 2nd Amendment 2022-2023 | 3rd & Final Amendment 2022-2023 | Original Adopted Budget 2023-2024 | Change           |
| 100 Local Revenue   | 913,291                           | 963,517                 | 945,917                 | 914,820                 | 893,190                 | 902,000                 | 990,061                           | 1,050,043               | 1,047,742               | 1,103,662                         | 1,246,825               | 1,284,247               | 1,123,155                       | 1,171,151                         | 47,986           |
| 300 State Revenue   | 7,531,090                         | 7,689,959               | 7,671,658               | 7,702,394               | 7,625,254               | 7,754,368               | 7,913,334                         | 7,913,334               | 7,977,923               | 8,364,283                         | 8,432,777               | 9,097,761               | 9,169,364                       | 8,993,067                         | (176,287)        |
| 400 Federal Revenue                                       | 182,533                           | 189,341                 | 229,525                 | 229,525                 | 597,688                 | 640,036                 | 524,782                           | 524,782                 | 783,939                 | 680,912                           | 666,339                 | 796,960                 | 684,685                         | 289,006                           | (615,679)        |
| 500 Incoming Trans & Other                                | 176,741                           | 191,727                 | 189,956                 | 207,941                 | 94,494                  | 121,712                 | 94,494                            | 100,713                 | 146,296                 | 210,631                           | 222,573                 | 224,102                 | 231,526                         | 224,102                           | (7,424)          |
| 600 Fund Modifications                                    | -                                 | 14,000                  | 15,000                  | 18,772                  | 16,882                  | 16,882                  | 16,772                            | 16,772                  | 14,917                  | 14,917                            | 14,917                  | 14,917                  | 13,785                          | 14,917                            | 1,132            |
| <b>Total Revenue- General Fund</b>                        | <b>8,803,655</b>                  | <b>9,046,544</b>        | <b>9,052,056</b>        | <b>9,073,452</b>        | <b>9,319,388</b>        | <b>9,434,998</b>        | <b>8,971,387</b>                  | <b>9,613,662</b>        | <b>9,970,817</b>        | <b>10,373,987</b>                 | <b>10,585,431</b>       | <b>11,429,717</b>       | <b>11,422,515</b>               | <b>10,672,243</b>                 | <b>(750,272)</b> |
| 1110 Basic Programs                                       | 4,582,326                         | 4,528,554               | 4,499,751               | 4,446,655               | 4,376,580               | 4,392,808               | 4,959,538                         | 5,182,868               | 5,189,483               | 5,694,768                         | 6,027,502               | 6,027,502               | 6,027,502                       | 5,655,098                         | (462,404)        |
| 1120 Added Needs  | 809,030                           | 778,905                 | 795,133                 | 780,502                 | 859,057                 | 855,233                 | 1,016,320                         | 990,104                 | 1,013,136               | 1,232,701                         | 1,174,605               | 1,214,428               | 1,212,116                       | 1,213,685                         | 1,569            |
| 1210 Pupil Support Services                               | 282,649                           | 269,547                 | 245,090                 | 246,643                 | 282,098                 | 276,478                 | 299,625                           | 310,927                 | 328,176                 | 422,259                           | 477,473                 | 478,482                 | 484,163                         | 514,149                           | 29,966           |
| 1220 Inst Staff Support Services                          | 372,141                           | 396,221                 | 400,016                 | 394,728                 | 318,441                 | 356,103                 | 355,791                           | 355,369                 | 363,686                 | 393,668                           | 379,743                 | 386,024                 | 434,624                         | 395,190                           | (39,229)         |
| 1230 General Administration                               | 299,494                           | 302,381                 | 303,585                 | 289,388                 | 329,502                 | 323,537                 | 329,502                           | 347,089                 | 339,471                 | 325,209                           | 362,702                 | 366,666                 | 353,190                         | 369,016                           | 15,826           |
| 1240 School Administration                                | 517,895                           | 570,183                 | 570,287                 | 566,851                 | 600,716                 | 609,327                 | 621,375                           | 638,697                 | 638,141                 | 679,695                           | 723,542                 | 722,542                 | 719,855                         | 700,525                           | (19,330)         |
| 1250 Basic Support Service                                | 232,676                           | 206,069                 | 206,093                 | 223,925                 | 214,140                 | 232,687                 | 234,687                           | 237,226                 | 254,093                 | 253,673                           | 243,780                 | 244,728                 | 241,241                         | 252,582                           | (11,341)         |
| 1260 Operations & Maintenance                             | 726,428                           | 756,027                 | 756,485                 | 690,837                 | 912,554                 | 890,049                 | 757,264                           | 823,026                 | 876,025                 | 860,912                           | 905,059                 | 977,586                 | 983,027                         | 903,714                           | (79,313)         |
| 1270 Transportation                                       | 503,965                           | 533,176                 | 541,314                 | 521,291                 | 523,807                 | 538,497                 | 541,917                           | 552,191                 | 592,958                 | 566,176                           | 551,989                 | 547,576                 | 536,134                         | 575,139                           | 39,005           |
| 1280 Support Services                                     | 187,336                           | 186,075                 | 185,876                 | 186,086                 | 222,874                 | 215,283                 | 180,471                           | 181,221                 | 182,424                 | 177,451                           | 177,372                 | 209,395                 | 210,066                         | 212,157                           | 2,081            |
| 1290 Other Support Service                                | 193,506                           | 195,327                 | 190,078                 | 196,326                 | 205,125                 | 195,728                 | 208,058                           | 234,038                 | 239,549                 | 247,708                           | 359,553                 | 363,762                 | 353,508                         | 285,648                           | (67,862)         |
| 1360 Welfare Activities                                   | -                                 | -                       | -                       | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | 100                               | 100              |
| 1130/138/ Continuing Ed                                   | -                                 | -                       | -                       | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | -                                 | -                |
| 1410 Transfers to Govt Units - Voc. Ed. Ag.               | 18,480                            | 18,475                  | 15,176                  | 15,176                  | 15,005                  | 15,005                  | 15,005                            | 15,139                  | 9,114                   | 9,114                             | 9,002                   | 9,002                   | 9,192                           | 9,002                             | (190)            |
| 1450 Facilities Acquisition, Construction and Improv      | 19,979                            | 19,145                  | 19,145                  | 19,145                  | -                       | -                       | -                                 | 7,241                   | 23,980                  | -                                 | -                       | 200,168                 | 211,568                         | 47,860                            | (163,708)        |
| 1490 Prior Period Adjustments                             | -                                 | -                       | -                       | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | -                                 | -                |
| 1510 Bonds Payable - leases GASB 87                       | -                                 | -                       | -                       | -                       | -                       | -                       | -                                 | -                       | 13,348                  | 13,348                            | 13,348                  | 13,348                  | 13,348                          | 13,348                            | -                |
| 1620 Fund Modifications: School Serv                      | -                                 | -                       | -                       | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | -                                 | -                |
| 1630 Fund Modifications: Debt Fund                        | -                                 | -                       | -                       | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | -                                 | -                |
| 1840 Fund Modifications: Capital Projects Fund            | -                                 | -                       | -                       | -                       | -                       | -                       | -                                 | 356,623                 | 356,623                 | 100,000                           | 100,000                 | 100,000                 | 100,000                         | 100,000                           | -                |
| <b>Total Expenditures- General Fund</b>                   | <b>8,746,005</b>                  | <b>8,760,886</b>        | <b>8,730,019</b>        | <b>8,586,553</b>        | <b>9,493,137</b>        | <b>9,445,026</b>        | <b>9,521,031</b>                  | <b>10,231,759</b>       | <b>10,419,207</b>       | <b>10,966,970</b>                 | <b>11,048,403</b>       | <b>11,853,867</b>       | <b>11,869,534</b>               | <b>11,157,416</b>                 | <b>(732,116)</b> |
| <b>Excess Rev/(Exp)</b>                                   | <b>57,650</b>                     | <b>285,658</b>          | <b>322,037</b>          | <b>506,899</b>          | <b>(173,739)</b>        | <b>(10,028)</b>         | <b>(549,644)</b>                  | <b>(618,077)</b>        | <b>(448,390)</b>        | <b>(592,883)</b>                  | <b>(460,972)</b>        | <b>(424,170)</b>        | <b>(467,019)</b>                | <b>(485,173)</b>                  |                  |
| Fund Balance Forward                                      | 1,111,888                         | 1,263,527               | 1,263,527               | 1,263,527               | 1,729,614               | 1,729,614               | 1,719,586                         | 2,050,346               | 2,050,346               | 1,601,956                         | 1,840,031               | 1,840,031               | 1,840,031                       | 1,373,012                         |                  |
| Audited Total Fund Balance                                | 1,263,527                         | 1,499,514               | 1,499,514               | 1,499,514               | 2,050,249               | 2,050,249               | 2,050,249                         | 2,050,249               | 2,050,249               | 1,840,031                         | 1,840,031               | 1,840,031               | 1,840,031                       | 1,373,012                         |                  |
| Estimated Total Fund Balance                              | 1,169,536                         | 1,549,985               | 1,585,584               | 1,770,426               | 1,555,876               | 1,719,586               | 1,109,942                         | 1,432,269               | 1,601,956               | 1,009,973                         | 1,379,069               | 1,415,861               | 1,373,012                       | 887,839                           |                  |
| <b>Total Fund Balance as a % of Expenditures</b>          | <b>13.4%</b>                      | <b>17.7%</b>            | <b>18.2%</b>            | <b>20.7%</b>            | <b>16.2%</b>            | <b>18.2%</b>            | <b>12.3%</b>                      | <b>14.0%</b>            | <b>15.4%</b>            | <b>9.2%</b>                       | <b>12.5%</b>            | <b>11.9%</b>            | <b>11.3%</b>                    | <b>8.0%</b>                       |                  |
| <b>Total Fund Balance as a % of Unrestricted Revenues</b> | <b>15.9%</b>                      | <b>20.4%</b>            | <b>20.9%</b>            | <b>23.2%</b>            | <b>21.0%</b>            | <b>23.2%</b>            | <b>15.6%</b>                      | <b>18.5%</b>            | <b>20.6%</b>            | <b>12.5%</b>                      | <b>16.8%</b>            | <b>17.6%</b>            | <b>16.8%</b>                    | <b>10.3%</b>                      |                  |

# Saranac Community Schools

| Food Service Fund Budget |  | 06/29/20                                 |                             | 05/17/21                            |  | 06/21/21                    |  | 06/21/21                    |  | 06/20/22          |               | 05/22/23 |  | 06/26/23 |  | Change |  |
|--------------------------|--|--|-----------------------------|-------------------------------------|--|-----------------------------|--|-----------------------------|--|-------------------|---------------|----------|--|----------|--|--------|--|
|                          |  | Original<br>Adopted<br>Budget<br>2020-21 | 1st<br>Amendment<br>2020-21 | 2nd & Final<br>Amendment<br>2020-21 | Original<br>Adopted<br>Budget<br>2021-22 | 1st<br>Amendment<br>2021-22 | Original<br>Adopted<br>Budget<br>2022-23 | 1st<br>Amendment<br>2022-23 | Original<br>Adopted<br>Budget<br>2023-24 | Change<br>2023-24 |               |          |  |          |  |        |  |
| 100                      | Local Revenue                                    | 77,954                                   | 2,830                       | 3,801                               | 3,801                                    | 3,801                       | 13,022                                   | 92,403                      | 86,825                                   | 86,825            | (5,578)       |          |  |          |  |        |  |
| 300                      | State Revenue                                    | 23,385                                   | 25,419                      | 25,354                              | 25,354                                   | 25,354                      | 31,512                                   | 31,512                      | 18,874                                   | 18,874            | (12,638)      |          |  |          |  |        |  |
| 400                      | Federal Revenue                                  | 210,762                                  | 327,350                     | 312,425                             | 321,850                                  | 321,850                     | 480,234                                  | 226,234                     | 281,445                                  | 248,676           | 22,442        |          |  |          |  |        |  |
| 500                      | Incoming Trans & Other                           | -  | -                           | -                                   | -  | -                           | -  | -                           | -  | -                 | -             |          |  |          |  |        |  |
|                          | <b>Total Revenue- General Fund</b>               | <b>312,101</b>                           | <b>355,599</b>              | <b>341,580</b>                      | <b>351,005</b>                           | <b>351,005</b>              | <b>524,768</b>                           | <b>350,149</b>              | <b>387,144</b>                           | <b>354,375</b>    | <b>4,226</b>  |          |  |          |  |        |  |
| 1290                     | Other Support Service                            | 311,247                                  | 316,574                     | 289,509                             | 302,556                                  | 302,556                     | 502,544                                  | 343,376                     | 458,262                                  | 399,162           | 55,786        |          |  |          |  |        |  |
| 1490                     |  | -  | -                           | -                                   | -  | -                           | -  | -                           | -  | -                 | -             |          |  |          |  |        |  |
| 1600                     | Fund Modification                                | 15,000                                   | 15,000                      | 15,000                              | 15,000                                   | 15,000                      | 11,500                                   | 11,500                      | 11,000                                   | 11,000            | (500)         |          |  |          |  |        |  |
|                          | <b>Total Expenditures- General Fund</b>          | <b>326,247</b>                           | <b>331,574</b>              | <b>304,509</b>                      | <b>317,556</b>                           | <b>317,556</b>              | <b>514,044</b>                           | <b>354,876</b>              | <b>469,262</b>                           | <b>410,162</b>    | <b>55,286</b> |          |  |          |  |        |  |
|                          | <b>Excess Rev/(Exp)</b>                          | <b>(14,146)</b>                          | <b>24,025</b>               | <b>37,071</b>                       | <b>33,449</b>                            | <b>33,449</b>               | <b>10,724</b>                            | <b>(4,727)</b>              | <b>(82,118)</b>                          | <b>(55,787)</b>   |               |          |  |          |  |        |  |
|                          | Fund Balance Forward                             | 68,657                                   | 63,870                      | 63,870                              | 100,941                                  | 100,941                     | 107,888                                  | 118,612                     | 197,340                                  | 115,222           |               |          |  |          |  |        |  |
|                          | <b>Audited Total Fund Balance</b>                | <b>63,870</b>                            | <b>87,895</b>               | <b>100,941</b>                      | <b>134,390</b>                           | <b>134,390</b>              | <b>118,612</b>                           | <b>113,885</b>              | <b>115,222</b>                           | <b>59,435</b>     |               |          |  |          |  |        |  |
|                          | Estimated Total Fund Balance                     | 54,511                                   | 87,895                      | 100,941                             | 134,390                                  | 134,390                     | 118,612                                  | 113,885                     | 115,222                                  | 59,435            |               |          |  |          |  |        |  |
|                          | <b>Total Fund Balance as a % of Expenditures</b> | <b>16.7%</b>                             | <b>26.5%</b>                | <b>33.1%</b>                        | <b>42.3%</b>                             | <b>42.3%</b>                | <b>23.1%</b>                             | <b>32.1%</b>                | <b>24.6%</b>                             | <b>14.5%</b>      |               |          |  |          |  |        |  |

# Saranac Community Schools

| Student/School Activity Fund Budget              | 06/24/19                        | 06/29/20                           | 06/29/20                        | 06/21/21                           | 06/21/21                        | 06/20/22                           | 06/20/22                        | 06/26/22                        |
|--|---------------------------------|------------------------------------|---------------------------------|------------------------------------|---------------------------------|------------------------------------|---------------------------------|---------------------------------|
|  | Original Adopted Budget 2019-20 | 1st & FINAL Amended Budget 2019-20 | Original Adopted Budget 2020-21 | 1st & FINAL Amended Budget 2020-21 | Original Adopted Budget 2021-22 | 1st & Final Amended Budget 2021-22 | Original Adopted Budget 2022-23 | Original Adopted Budget 2023-24 |
| 100  | 294,971                         | 224,696                            | 294,971                         | 294,971                            | 294,971                         | 238,695                            | 238,695                         | 238,695                         |
|  |                                 |                                    |                                 |                                    |                                 |                                    |                                 |                                 |
| <b>Total Revenue- General Fund</b>               | <b>294,971</b>                  | <b>224,696</b>                     | <b>294,971</b>                  | <b>294,971</b>                     | <b>294,971</b>                  | <b>238,695</b>                     | <b>238,695</b>                  | <b>238,695</b>                  |
| 1290   | 275,258                         | 211,965                            | 271,486                         | 271,486                            | 271,486                         | 221,669                            | 221,669                         | 221,669                         |
| 1611   |                                 | 3,772                              | 3,772                           | 1,882                              | 3,772                           | 3,417                              | 3,417                           | 3,417                           |
|  |                                 |                                    |                                 |                                    |                                 |                                    |                                 |                                 |
| <b>Total Expenditures- General Fund</b>          | <b>275,258</b>                  | <b>215,737</b>                     | <b>275,258</b>                  | <b>273,368</b>                     | <b>275,258</b>                  | <b>225,086</b>                     | <b>225,086</b>                  | <b>225,086</b>                  |
|  |                                 |                                    |                                 |                                    |                                 |                                    |                                 |                                 |
| <b>Excess Rev/(Exp)</b>                          | <b>19,713</b>                   | <b>8,959</b>                       | <b>19,713</b>                   | <b>21,603</b>                      | <b>19,713</b>                   | <b>13,609</b>                      | <b>13,609</b>                   | <b>13,609</b>                   |
|  |                                 |                                    |                                 |                                    |                                 |                                    |                                 |                                 |
| Fund Balance from Fiduciary Fund Forward         | 99,887                          | 99,887                             | 108,846                         | 108,846                            | 130,449                         | 117,814                            | 131,423                         | 134,243                         |
| <b>Audited Total Fund Balance</b>                |                                 |                                    |                                 |                                    | 117,814                         |                                    | 120,634                         |                                 |
| Estimated Total Fund Balance                     | 119,600                         | 108,846                            | 128,559                         | 130,449                            | 150,162                         | 131,423                            | 145,032                         | 147,852                         |
| <b>Total Fund Balance as a % of Expenditures</b> | <b>43.5%</b>                    | <b>50.5%</b>                       | <b>46.7%</b>                    | <b>47.7%</b>                       | <b>54.6%</b>                    | <b>58.4%</b>                       | <b>64.4%</b>                    | <b>65.7%</b>                    |

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve 2023-2024 Budget

I will ask for approval of the 2023-2024 budget.

Suggested Resolution

“I move that the Saranac Board of Education approve the 2023-2024 budget as presented.”

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_



TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve Final 2022-2023 Budget Amendment

At the May 22nd board meeting, you reviewed the budget amendment for the 2022-2023 school year. I will ask for approval of this at the meeting.

Suggested Resolution

I move that the Saranac Board of Education approve the final budget amendment for the 2022-2023 school year as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

# Saranac Community Schools

| General Fund Budget                                       | 06/24/19                          | 01/13/20                | 05/12/20                | 06/29/20                | 06/29/20                          | 04/19/21                | 06/21/21                | 06/21/21                          | 02/21/22                | 06/20/22                | 06/20/22                          | 02/20/23                | 05/22/23                | 06/26/23                        | Change         |
|---|-----------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-------------------------|---------------------------------|----------------|
|   | Original Adopted Budget 2019-2020 | 1st Amendment 2019-2020 | 2nd Amendment 2019-2020 | 3rd Amendment 2019-2020 | Original Adopted Budget 2020-2021 | 1st Amendment 2020-2021 | 2nd Amendment 2020-2021 | Original Adopted Budget 2021-2022 | 1st Amendment 2021-2022 | 2nd Amendment 2021-2022 | Original Adopted Budget 2022-2023 | 1st Amendment 2022-2023 | 2nd Amendment 2022-2023 | 3rd & Final Amendment 2022-2023 | 2022-23        |
| 100 Local Revenue   | 913,291                           | 963,517                 | 945,917                 | 914,820                 | 894,211                           | 993,190                 | 902,000                 | 999,061                           | 1,056,043               | 1,047,742               | 1,103,062                         | 1,248,825               | 1,294,247               | 1,123,155                       | (171,092)      |
| 300 State Revenue   | 7,531,090                         | 7,688,959               | 7,671,658               | 7,702,394               | 6,902,525                         | 7,625,254               | 7,754,368               | 7,334,298                         | 7,913,334               | 7,977,923               | 8,364,265                         | 8,432,777               | 9,097,761               | 9,169,364                       | 71,603         |
| 400 Federal Revenue                                       | 182,533                           | 188,341                 | 229,525                 | 229,525                 | 229,389                           | 587,688                 | 640,036                 | 524,762                           | 524,762                 | 783,939                 | 680,912                           | 666,339                 | 798,690                 | 884,685                         | 85,995         |
| 500 Incoming Trans & Other                                | 176,741                           | 191,727                 | 189,956                 | 207,941                 | 100,815                           | 94,494                  | 121,712                 | 94,494                            | 100,771                 | 146,296                 | 210,831                           | 222,573                 | 224,102                 | 231,526                         | 7,424          |
| 600 Fund Modifications                                    | -                                 | 14,000                  | 15,000                  | 18,772                  | 18,772                            | 18,772                  | 16,882                  | 18,772                            | 18,772                  | 14,917                  | 14,917                            | 14,917                  | 14,917                  | 13,785                          | (1,132)        |
| <b>Total Revenue- General Fund</b>                        | <b>8,803,655</b>                  | <b>9,046,544</b>        | <b>9,052,056</b>        | <b>9,073,452</b>        | <b>8,145,712</b>                  | <b>9,319,398</b>        | <b>9,434,998</b>        | <b>8,971,387</b>                  | <b>9,613,682</b>        | <b>9,970,817</b>        | <b>10,373,987</b>                 | <b>10,585,431</b>       | <b>11,429,717</b>       | <b>11,422,515</b>               | <b>(7,202)</b> |
| 1110 Basic Programs                                       | 4,582,326                         | 4,528,554               | 4,499,751               | 4,446,655               | 4,826,332                         | 4,976,580               | 4,982,806               | 4,959,538                         | 5,182,868               | 5,189,483               | 5,684,766                         | 5,625,691               | 5,992,743               | 6,027,502                       | 34,759         |
| 1120 Added Needs  | 809,030                           | 778,905                 | 795,133                 | 780,502                 | 915,264                           | 859,057                 | 855,233                 | 1,016,320                         | 990,104                 | 1,013,136               | 1,232,701                         | 1,174,605               | 1,214,428               | 1,212,116                       | (2,312)        |
| 1210 Pupil Support Services                               | 282,649                           | 269,547                 | 245,080                 | 246,643                 | 280,953                           | 282,098                 | 276,478                 | 299,625                           | 310,927                 | 328,176                 | 422,259                           | 477,473                 | 478,482                 | 484,163                         | 5,681          |
| 1220 Inst Staff Support Services                          | 372,141                           | 396,222                 | 400,016                 | 394,728                 | 353,402                           | 318,441                 | 356,103                 | 355,791                           | 355,369                 | 363,686                 | 393,868                           | 379,743                 | 394,103                 | 434,624                         | 40,521         |
| 1230 General Administration                               | 299,494                           | 302,381                 | 303,585                 | 298,388                 | 336,112                           | 329,503                 | 323,537                 | 331,230                           | 347,089                 | 339,471                 | 325,209                           | 362,702                 | 386,024                 | 353,190                         | (32,834)       |
| 1240 School Administration                                | 517,995                           | 570,183                 | 570,287                 | 566,851                 | 578,796                           | 600,716                 | 609,327                 | 621,375                           | 638,697                 | 638,141                 | 679,685                           | 666,666                 | 722,542                 | 719,855                         | (2,687)        |
| 1250 Basic Support Service                                | 232,676                           | 206,069                 | 206,093                 | 223,925                 | 214,140                           | 232,687                 | 223,697                 | 234,437                           | 237,226                 | 254,093                 | 253,673                           | 243,790                 | 244,728                 | 241,241                         | (3,487)        |
| 1260 Operations & Maintenance                             | 726,428                           | 756,027                 | 758,485                 | 690,837                 | 758,206                           | 912,554                 | 890,049                 | 757,264                           | 823,026                 | 875,025                 | 860,912                           | 905,059                 | 977,586                 | 983,027                         | 5,441          |
| 1270 Transportation                                       | 503,965                           | 533,176                 | 541,314                 | 521,291                 | 523,807                           | 538,497                 | 501,780                 | 541,917                           | 552,191                 | 592,958                 | 566,176                           | 551,399                 | 547,576                 | 536,134                         | (11,442)       |
| 1280 Support Services                                     | 187,336                           | 186,675                 | 185,876                 | 166,086                 | 187,922                           | 222,874                 | 215,283                 | 180,471                           | 181,221                 | 182,424                 | 177,451                           | 177,372                 | 209,395                 | 210,066                         | 671            |
| 1290 Other Support Service                                | 193,506                           | 195,327                 | 190,078                 | 196,326                 | 204,152                           | 205,125                 | 195,728                 | 208,058                           | 234,038                 | 239,549                 | 247,708                           | 359,553                 | 363,762                 | 353,508                         | (10,254)       |
| 1130/1390 Continuing Ed                                   | -                                 | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | -              |
| 1410 Transfers to Govt Units - Voc. Ed. Ag.               | 18,480                            | 18,475                  | 15,176                  | 15,176                  | 15,828                            | 15,005                  | 15,005                  | 15,005                            | 15,139                  | 9,114                   | 9,114                             | 9,002                   | 9,002                   | 9,192                           | 190            |
| 1450 Facilities Acquisition, Construction and Improve     | 19,979                            | 19,145                  | 19,145                  | 19,145                  | -                                 | -                       | -                       | -                                 | 7,241                   | 23,980                  | -                                 | -                       | 200,168                 | 211,568                         | 11,400         |
| 1490 Prior Period Adjustments                             | -                                 | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | -              |
| 1510 Bonds Payable - leases GASB 87                       | -                                 | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | 13,348                  | 13,348                            | 13,348                  | 13,348                  | 13,348                          | -              |
| 1620 Fund Modifications: School Serv                      | -                                 | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | -              |
| 1630 Fund Modifications: Debt Fund                        | -                                 | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                                 | -                       | -                       | -                               | -              |
| 1640 Fund Modifications: Capital Projects Fund            | -                                 | -                       | -                       | -                       | -                                 | -                       | -                       | -                                 | 356,623                 | 356,623                 | 100,000                           | 100,000                 | 100,000                 | 100,000                         | -              |
| <b>Total Expenditures- General Fund</b>                   | <b>8,746,005</b>                  | <b>8,760,686</b>        | <b>8,730,019</b>        | <b>8,566,553</b>        | <b>9,194,914</b>                  | <b>9,493,137</b>        | <b>9,445,026</b>        | <b>9,521,031</b>                  | <b>10,231,759</b>       | <b>10,419,207</b>       | <b>10,966,870</b>                 | <b>11,046,403</b>       | <b>11,853,887</b>       | <b>11,889,534</b>               | <b>35,647</b>  |
| <b>Excess Rev(Exp)</b>                                    | <b>57,650</b>                     | <b>285,858</b>          | <b>322,037</b>          | <b>506,899</b>          | <b>(1,049,202)</b>                | <b>(173,739)</b>        | <b>(10,028)</b>         | <b>(549,644)</b>                  | <b>(618,077)</b>        | <b>(448,390)</b>        | <b>(592,883)</b>                  | <b>(460,972)</b>        | <b>(424,170)</b>        | <b>(467,019)</b>                |                |
| Fund Balance Forward                                      | 1,111,888                         | 1,263,527               | 1,263,527               | 1,263,527               | 1,770,426                         | 1,729,614               | 1,729,614               | 1,719,586                         | 2,050,346               | 2,050,346               | 1,601,956                         | 1,840,031               | 1,840,031               | 1,840,031                       |                |
| <b>Audited Total Fund Balance</b>                         | <b>1,263,527</b>                  |                         |                         |                         | <b>1,729,614</b>                  |                         |                         | <b>2,050,346</b>                  |                         |                         | <b>1,840,031</b>                  |                         |                         |                                 |                |
| Estimated Total Fund Balance                              | 1,169,538                         | 1,549,385               | 1,585,564               | 1,770,426               | 721,224                           | 1,555,875               | 1,719,586               | 1,169,942                         | 1,432,269               | 1,601,956               | 1,009,073                         | 1,379,059               | 1,415,861               | 1,373,012                       |                |
| <b>Total Fund Balance as a % of Expenditures</b>          | <b>13.4%</b>                      | <b>17.7%</b>            | <b>18.2%</b>            | <b>20.7%</b>            | <b>7.8%</b>                       | <b>16.4%</b>            | <b>18.2%</b>            | <b>12.3%</b>                      | <b>14.0%</b>            | <b>15.4%</b>            | <b>9.2%</b>                       | <b>12.5%</b>            | <b>11.9%</b>            | <b>11.5%</b>                    |                |
| <b>Total Fund Balance as a % of Unrestricted Revenues</b> | <b>15.9%</b>                      | <b>20.4%</b>            | <b>20.9%</b>            | <b>23.2%</b>            | <b>10.5%</b>                      | <b>21.0%</b>            | <b>23.2%</b>            | <b>15.6%</b>                      | <b>18.5%</b>            | <b>20.6%</b>            | <b>12.5%</b>                      | <b>16.8%</b>            | <b>17.6%</b>            | <b>16.8%</b>                    |                |

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Accept Gifts

Here are the latest gifts received for May and June.

**Donations**

**FY: 2022-23**

| To:   | Donation for:        | Amount               |
|---|----------------------|----------------------|
| Saranac Promise                                       | Scholarship          | \$ 500.00            |
| Lakes Scholarship                                     | Scholarship          | \$ 500.00            |
| Donation  | 30 yards of Mulch    |                      |
| Donation  | Mulch Hauled         |                      |
| Donation  | Drama                | \$ 1,000.00          |
| McGee Scholarship                                     | Scholarship          | \$ 50.00             |
| Donation  | Teacher EOY Luncheon | \$ 250.00            |
| Donation  | Teacher EOY Luncheon | \$ 50.00             |
| Donation  | Football Program     | \$ 250.00            |
| Saranac Promise                                       | Scholarship          | \$ 50,000.00         |
|   |                      |                      |
| Total This Month                                      |                      | <b>\$ 52,600.00</b>  |
| <b>Total Gifts for 2022-2023 Including This Month</b> |                      | <b>\$ 255,925.49</b> |

Suggested Resolution

I move that the Saranac Board of Education accept the gifts as listed above totaling \$52,600.00 for the month of May and June as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approval of Bills

- Bills Paid: \$1,189,617.10 from General Fund for May and June

Suggested Resolution

I move that the Saranac Board of Education approve the bills paid from General Fund for May and June in the amount of \$1,189,617.10 as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/18/2023

| Type   | Date        | Number | Source           | Payee Name                     | EFT Bank/Account | Transaction Amount |
|--|-------------|--------|------------------|--------------------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |             |        |                  |                                |                  |                    |
| Check  | 05/18/2023  | 66315  | Accounts Payable | A PARTS WAREHOUSE              |                  | 1,066.63           |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |
|  | 176220      |        | 05/01/2023       | Parts                          |                  | 104.51             |
|  | 176263      |        | 05/01/2023       | Parts & Supplies               |                  | 962.12             |
| Check  | 05/18/2023  | 66316  | Accounts Payable | AJ's Family Fun Center         |                  | 1,953.00           |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |
|  | JCS05162023 |        | 05/18/2023       | JSH Reward Trip                |                  | 1,953.00           |
| Check  | 05/18/2023  | 66317  | Accounts Payable | Alma Public Schools            |                  | 230.00             |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |
|  | JCS05092023 |        | 05/01/2023       | HS Track Invite Fee            |                  | 230.00             |
| Check  | 05/18/2023  | 66318  | Accounts Payable | CATRELL, TINA                  |                  | 45.28              |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |
|  | JCS05042023 |        | 05/01/2023       | ES Teaching Supplies           |                  | 45.28              |
| Check  | 05/18/2023  | 66319  | Accounts Payable | Central Montcalm Public School |                  | 300.00             |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |
|  | JCS05092023 |        | 05/01/2023       | Track Invite Fee               |                  | 300.00             |
| Check  | 05/18/2023  | 66320  | Accounts Payable | Dave Wiley Graphics            |                  | 3,825.00           |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |
|  | JCS05022023 |        | 05/01/2023       | JSH Gym Murals                 |                  | 3,825.00           |
| Check  | 05/18/2023  | 66321  | Accounts Payable | Dole , Kathy                   |                  | 2,400.00           |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |
|  | JCS05112023 |        | 05/01/2023       | CMP Professional Development   |                  | 2,400.00           |
| Check  | 05/18/2023  | 66322  | Accounts Payable | Encore Technology Group, LLC   |                  | 3,709.06           |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |
|  | 169405      |        | 05/01/2023       | April Phone Cost               |                  | 3,709.06           |
| Check  | 05/18/2023  | 66323  | Accounts Payable | ESS Midwest, Inc.              |                  | 11,989.47          |
|  | Invoice     |        | Date             | Description                    |                  | Amount             |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/18/2023

| Type  | Date       | Number | Source           | Payee Name                              | EFT Bank/Account | Transaction Amount |
|-------|------------|--------|------------------|---|------------------|--------------------|
|       | 88237      |        | 05/01/2023       | Subs & Salaries                         |                  | 5,123.32           |
|       | 88105      |        | 05/01/2023       | Sub Salaries & Fees                     |                  | 6,866.15           |
| Check | 05/18/2023 | 66324  | Accounts Payable | Four Health Family Resource Center Inc. |                  | 1,056.25           |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66325  | Accounts Payable | Bridging The Gap Contracted Services    |                  | 1,056.25           |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66326  | Accounts Payable | Fowler Public School                    |                  | 135.00             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66326  | Accounts Payable | MS Track Invite Fee                     |                  | 135.00             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66326  | Accounts Payable | Gallagher Uniform                       |                  | 324.63             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66327  | Accounts Payable | Mop Heads/Towels/Uniforms               |                  | 158.50             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66327  | Accounts Payable | Mop Heads/Towels/Uniforms               |                  | 166.13             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66327  | Accounts Payable | Granger                                 |                  | 704.59             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66328  | Accounts Payable | ES/JSH Recycle Bins                     |                  | 126.00             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66329  | Accounts Payable | JSH Curby Recyclers                     |                  | 27.79              |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66328  | Accounts Payable | District Trash Removal Cost             |                  | 550.80             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66328  | Accounts Payable | GRANITE TELECOMMUNICATIONS              |                  | 381.27             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66329  | Accounts Payable | Fax Lines & 911 Lines                   |                  | 381.27             |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66329  | Accounts Payable | GreatAmerica Financial Services         |                  | 1,112.26           |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66330  | Accounts Payable | Interest & Principal Color Printer      |                  | 1,112.26           |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66330  | Accounts Payable | HARDY , KATE                            |                  | 62.40              |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66331  | Accounts Payable | Postage                                 |                  | 62.40              |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66331  | Accounts Payable | Hesche , Keith                          |                  | 90.00              |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |
| Check | 05/18/2023 | 66331  | Accounts Payable | MS Track Starter-5/11/23                |                  | 90.00              |
|       | Invoice    |        | Date             | Description                             |                  | Amount             |

Saranac Community Schools

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/18/2023

| Type  | Date          | Number | Source           | Payee Name                              | EFT Bank/Account | Transaction Amount |
|-------|---------------|--------|------------------|---|------------------|--------------------|
| Check | 05/18/2023    | 66332  | Accounts Payable | Hurst Mechanical                        |                  | 2,529.53           |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |
|       | 12473126      |        | 05/01/2023       | JSH Boiler Inspection & Parts           |                  | 2,529.53           |
| Check | 05/18/2023    | 66333  | Accounts Payable | IONIA COUNTY SHOPPER'S GUIDE            |                  | 400.00             |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |
|       | 2001-278      |        | 05/01/2023       | Kindergarten Round Up Ads               |                  | 400.00             |
| Check | 05/18/2023    | 66334  | Accounts Payable | JONES SCHOOL SUPPLY CO., INC.           |                  | 151.41             |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |
|       | 1966237       |        | 05/01/2023       | JSH Award Pins                          |                  | 151.41             |
| Check | 05/18/2023    | 66335  | Accounts Payable | JOSTENS                                 |                  | 919.80             |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |
|       | 31184301      |        | 05/01/2023       | Diploma/Covers/Certificates/Honors Seal |                  | 904.45             |
|       | 31315948      |        | 05/01/2023       | Diploma                                 |                  | 15.35              |
| Check | 05/18/2023    | 66336  | Accounts Payable | Kimball Midwest                         |                  | 190.75             |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |
|       | 101030338     |        | 05/01/2023       | Maintenance Supplies                    |                  | 190.75             |
| Check | 05/18/2023    | 66337  | Accounts Payable | LANSING SANITARY SUPPLY, INC.           |                  | 1,043.78           |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |
|       | 1196798       |        | 05/01/2023       | Custodial Supplies                      |                  | 241.50             |
|       | 1198175       |        | 05/01/2023       | Custodial Supplies                      |                  | 802.28             |
| Check | 05/18/2023    | 66338  | Accounts Payable | METS                                    |                  | 10,114.91          |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |
|       | 19720         |        | 05/01/2023       | Salaries & Fees                         |                  | 10,114.91          |
| Check | 05/18/2023    | 66339  | Accounts Payable | MIDWEST TRANSIT EQUIPMENT               |                  | 235.71             |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |
|       | X105018662    |        | 05/01/2023       | Parts                                   |                  | 84.83              |
|       | X105018684:01 |        | 05/01/2023       | Parts                                   |                  | 150.88             |
| Check | 05/18/2023    | 66340  | Accounts Payable | Milbratz , Sarah                        |                  | 53.25              |
|       | Invoice       |        | Date             | Description                             |                  | Amount             |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/18/2023

| Type  | Date        | Number           | Source | Payee Name                                 | EFT Bank/Account | Transaction Amount |
|-------|-------------|------------------|--------|--|------------------|--------------------|
| Check | JCS05082023 | 05/01/2023       | 66341  | JSH 31A Supplies                           |                  | 53.25              |
|       | 05/18/2023  | Accounts Payable |        | Mud Hole Custom Tackle, Inc.               |                  | 62.60              |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | INV5672393  | 05/01/2023       | 66342  | JSH 31A Teaching Supplies                  |                  | 62.60              |
|       | 05/18/2023  | Accounts Payable |        | Nevco, Inc.                                |                  | 17,087.10          |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | 0000206837  | 05/01/2023       | 66343  | Athletic Scoreboard                        |                  | 17,087.10          |
|       | 05/18/2023  | Accounts Payable |        | PORTLAND PUBLIC SCHOOLS                    |                  | 200.00             |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | JCS05092023 | 05/01/2023       | 66344  | Softball Invite Fee                        |                  | 200.00             |
|       | 05/18/2023  | Accounts Payable |        | Price , Melissa                            |                  | 132.00             |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | JCS05102023 | 05/01/2023       | 66345  | SEF Grant Supplies                         |                  | 132.00             |
|       | 05/18/2023  | Accounts Payable |        | RICHTER, ROBERT                            |                  | 200.00             |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | JCS05122023 | 05/12/2023       | 66346  | Cell Phone Reimbursement/Jan.-May          |                  | 200.00             |
|       | 05/18/2023  | Accounts Payable |        | SARANAC COMMUNITY SCHOOLS                  |                  | 62.40              |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | BE05092023  | 05/01/2023       | 66347  | Postage                                    |                  | 62.40              |
|       | 05/18/2023  | Accounts Payable |        | SARANAC COMMUNITY SCHOOLS                  |                  | 120.00             |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | JCS05042023 | 05/01/2023       | 66348  | Xfer to Cover Amanda Peterson's Cell Phone |                  | 120.00             |
|       | 05/18/2023  | Accounts Payable |        | The Wright Stuff, Inc.                     |                  | 47.90              |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | 467816      | 05/01/2023       | 66349  | ES Special Ed Order                        |                  | 47.90              |
|       | 05/18/2023  | Accounts Payable |        | Tri County Area Schools                    |                  | 125.00             |
|       | Invoice     | Date             |        | Description                                |                  | Amount             |
| Check | JCS05092023 | 05/01/2023       |        | Softball Invite Fee                        |                  | 125.00             |



# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/18/2023

| Type                                      | Date        | Number | Source           | Payee Name                   | EFT Bank/Account | Transaction Amount |
|---|-------------|--------|------------------|------------------------------|------------------|--------------------|
| Check                                     | 05/18/2023  | 66350  | Accounts Payable | Visual Edge IT, Inc.         |                  | 193.71             |
|   | Invoice     |        | Date             | Description                  |                  | Amount             |
|   | 24AR809300  |        | 05/01/2023       | JSH Color Printer            |                  | 193.71             |
| Check                                     | 05/18/2023  | 66351  | Accounts Payable | WASHBURN, KERI               |                  | 41.34              |
|   | Invoice     |        | Date             | Description                  |                  | Amount             |
|   | JCS05092023 |        | 05/01/2023       | ES teaching Supplies         |                  | 41.34              |
| Check                                     | 05/18/2023  | 66352  | Accounts Payable | Woodland Equipment           |                  | 488.39             |
|   | Invoice     |        | Date             | Description                  |                  | Amount             |
|   | 42714       |        | 05/01/2023       | Mower Parts                  |                  | 488.39             |
| Check                                     | 05/18/2023  | 66353  | Accounts Payable | Wrecker's Sports             |                  | 11,610.00          |
|   | Invoice     |        | Date             | Description                  |                  | Amount             |
|   | 000219      |        | 05/01/2023       | Baseball Hats                |                  | 1,000.00           |
|   | 000218      |        | 05/01/2023       | Varsity/JV Baseball Uniforms |                  | 6,780.00           |
|   | 000194      |        | 05/01/2023       | Softball Pullovers           |                  | 820.00             |
|   | 000202      |        | 05/01/2023       | Softball Warm Ups            |                  | 2,090.00           |
|   | 000204      |        | 05/01/2023       | Softball Warm Ups            |                  | 495.00             |
|   | 8325        |        | 05/01/2023       | Softball Pullovers           |                  | 425.00             |
| GF CHECKING General Fund Checking Totals: |             |        |                  |                              |                  | \$75,394.42        |
| Checks: 39                                |             |        |                  |                              |                  | Transactions: 39   |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/26/2023

| Type   | Date            | Number | Source           | Payee Name                          | EFT Bank/Account | Transaction Amount |
|--|-----------------|--------|------------------|-------------------------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |                 |        |                  |                                     |                  |                    |
| Check  | 05/26/2023      | 66354  | Accounts Payable | American Fidelity Assurance         |                  | 967.45             |
|  | Invoice         |        | Date             | Description                         |                  | Amount             |
|  | D590703         |        | 05/26/2023       | CUSTOMER 95799                      |                  | 967.45             |
| Check  | 05/26/2023      | 66355  | Accounts Payable | American Fidelity Assurance Company |                  | 230.82             |
|  | Invoice         |        | Date             | Description                         |                  | Amount             |
|  | 2118460A        |        | 05/26/2023       | CUSTOMER 95799                      |                  | 230.82             |
| Check  | 05/26/2023      | 66356  | Accounts Payable | HORACE MANN                         |                  | 1,260.95           |
|  | Invoice         |        | Date             | Description                         |                  | Amount             |
|  | 5.26.23 PAYROLL |        | 05/26/2023       | 5.26.23 PAYROLL                     |                  | 1,260.95           |
| Check  | 05/26/2023      | 66357  | Accounts Payable | Transamerica Employee Benefits      |                  | 47.30              |
|  | Invoice         |        | Date             | Description                         |                  | Amount             |
|  | 2505005547      |        | 05/26/2023       | GROUP OR264                         |                  | 47.30              |
| <b>GF CHECKING General Fund Checking Totals:</b>         |                 |        |                  |                                     |                  | <b>\$2,506.52</b>  |

Checks: 4 \$2,506.52

Transactions: 4

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/25/2023

| Type                                      | Date                                | Number | Source           | Payee Name                       | EFT Bank/Account | Transaction Amount |
|---|-------------------------------------|--------|------------------|----------------------------------|------------------|--------------------|
| Bank Account:                             | GF CHECKING - General Fund Checking |        |                  |                                  |                  |                    |
| Check                                     | 05/25/2023                          | 66358  | Accounts Payable | BLUE CROSS BLUE SHIELD           |                  | 8,951.77           |
|   | Invoice                             |        | Date             | Description                      |                  | Amount             |
|   | 007043024/623                       |        | 05/25/2023       | June Insurance Premium           |                  | 8,951.77           |
| Check                                     | 05/25/2023                          | 66359  | Accounts Payable | FIRST UNUM LIFE INSURANCE COPANY |                  | 338.53             |
|   | Invoice                             |        | Date             | Description                      |                  | Amount             |
|   | 041355000019/623                    |        | 05/25/2023       | June Insurance Premium           |                  | 338.53             |
| Check                                     | 05/25/2023                          | 66360  | Accounts Payable | M.E.S.S.A.                       |                  | 9,580.81           |
|   | Invoice                             |        | Date             | Description                      |                  | Amount             |
|   | 2306-50108                          |        | 05/25/2023       | June Insurance Premium           |                  | 9,580.81           |
| Check                                     | 05/25/2023                          | 66361  | Accounts Payable | Priority Health                  |                  | 5,122.95           |
|   | Invoice                             |        | Date             | Description                      |                  | Amount             |
|   | 2313500006546                       |        | 05/25/2023       | June SESA Insurance Premium      |                  | 5,122.95           |
| GF CHECKING General Fund Checking Totals: |                                     |        |                  |                                  |                  | \$23,994.06        |

Transactions: 4

Checks: 4

\$23,994.06

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/26/2023

| Type   | Date        | Number | Source           | Payee Name                   | EFT Bank/Account | Transaction Amount |
|--|-------------|--------|------------------|------------------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |             |        |                  |                              |                  |                    |
| Check  | 05/26/2023  | 66362  | Accounts Payable | A PARTS WAREHOUSE            |                  | 801.39             |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | 176319      |        | 05/23/2023       | Bus Parts                    |                  | 551.39             |
|  | 176469      |        | 05/23/2023       | Bus Parts                    |                  | 250.00             |
| Check  | 05/26/2023  | 66363  | Accounts Payable | BATH HIGH SCHOOL             |                  | 1,700.00           |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | 100/2023    |        | 05/23/2023       | CMAC Dues                    |                  | 1,700.00           |
| Check  | 05/26/2023  | 66364  | Accounts Payable | Branch Adventures            |                  | 83.00              |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | JCS05172023 |        | 05/23/2023       | SEF Grant Supplies           |                  | 83.00              |
| Check  | 05/26/2023  | 66365  | Accounts Payable | CHIPMAN, SUE                 |                  | 19.50              |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | JCS05152023 |        | 05/23/2023       | ES Teaching Supplies         |                  | 19.50              |
| Check  | 05/26/2023  | 66366  | Accounts Payable | Chuck Prins Equipment Repair |                  | 130.00             |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | 0000005     |        | 05/23/2023       | Hi-Low Battery               |                  | 130.00             |
| Check  | 05/26/2023  | 66367  | Accounts Payable | College Board                |                  | 3,872.00           |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | A241153661  |        | 05/23/2023       | JSH AP Exams                 |                  | 3,872.00           |
| Check  | 05/26/2023  | 66368  | Accounts Payable | CRYSTAL FLASH ENERGY         |                  | 9,862.56           |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | 10377410    |        | 05/23/2023       | Unleaded Gas                 |                  | 2,170.79           |
|  | 10377420    |        | 05/23/2023       | Diesel Fuel                  |                  | 1,663.86           |
|  | 10418990    |        | 05/23/2023       | Diesel Fuel                  |                  | 453.97             |
|  | 10419000    |        | 05/23/2023       | Unleaded Gas                 |                  | 2,077.81           |
|  | 10462630    |        | 05/23/2023       | Unleaded Gas                 |                  | 1,809.56           |
|  | 10467640    |        | 05/23/2023       | Diesel Fuel                  |                  | 1,686.57           |
| Check  | 05/26/2023  | 66369  | Accounts Payable | ESS Midwest, Inc.            |                  | 11,973.84          |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/26/2023

| Type  | Date            | Number | Source           | Payee Name                              | EFT Bank/Account | Transaction Amount |
|-------|-----------------|--------|------------------|---|------------------|--------------------|
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | 88509           |        | 05/23/2023       | Salaries & Fees                         |                  | 5,998.25           |
|       | 88375           |        | 05/23/2023       | Sub Salaries & Fees                     |                  | 5,975.59           |
| Check | 05/26/2023      | 66370  | Accounts Payable | Four Health Family Resource Center Inc. |                  | 768.75             |
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | 10833           |        | 05/23/2023       | Bridging The Gap Contract Services      |                  | 768.75             |
| Check | 05/26/2023      | 66371  | Accounts Payable | Gallagher Uniform                       |                  | 323.52             |
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | 10840635        |        | 05/23/2023       | Mop Heads/Towels & Uniforms             |                  | 159.60             |
|       | 10841672        |        | 05/23/2023       | Mop Heads/Towels & Uniforms             |                  | 163.92             |
| Check | 05/26/2023      | 66372  | Accounts Payable | HUBBLES COLLISION LLC                   |                  | 180.00             |
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | 52323           |        | 05/23/2023       | Body Work On Bus 192                    |                  | 180.00             |
| Check | 05/26/2023      | 66373  | Accounts Payable | IONIA COUNTY INT. SCH. DIST.            |                  | 29.22              |
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | 2023-5          |        | 05/23/2023       | Bus Aide Sub                            |                  | 29.22              |
| Check | 05/26/2023      | 66374  | Accounts Payable | JOSTENS                                 |                  | 54.33              |
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | 772212          |        | 05/23/2023       | Medals                                  |                  | 54.33              |
| Check | 05/26/2023      | 66375  | Accounts Payable | Kids Read Now                           |                  | 17,765.00          |
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | 302059600097389 |        | 05/23/2023       | Comprehensive                           |                  | 17,765.00          |
| Check | 05/26/2023      | 66376  | Accounts Payable | King , Greg                             |                  | 90.00              |
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | JCS05152023     |        | 05/23/2023       | MS Track Starter                        |                  | 90.00              |
| Check | 05/26/2023      | 66377  | Accounts Payable | Mark It Merchandise                     |                  | 563.07             |
|       | Invoice         |        |                  | Description                             |                  | Amount             |
|       | 20369           |        | 05/23/2023       | SEF Grant Supplies                      |                  | 563.07             |
| Check | 05/26/2023      | 66378  | Accounts Payable | MENARDS-IONIA                           |                  | 48.89              |

Saranac Community Schools

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/26/2023

| Type  | Date          | Number Source | Payee Name                   | EFT Bank/Account             | Transaction Amount |
|-------|---------------|---------------|------------------------------|------------------------------|--------------------|
|       | Invoice       |               | Description                  |                              | Amount             |
|       | 73942         | 05/23/2023    | Maintenance Supplies         |                              | 20.94              |
|       | 74050         | 05/23/2023    | Maintenance Supplies         |                              | 9.99               |
|       | 74362         | 05/23/2023    | Maintenance Supplies         |                              | 17.96              |
| Check | 05/26/2023    | 66379         | Accounts Payable             | METS                         | 9,677.01           |
|       | Invoice       |               | Description                  |                              | Amount             |
|       | 19766         | 05/23/2023    | Salaries & Fees              |                              | 9,677.01           |
| Check | 05/26/2023    | 66380         | Accounts Payable             | Michiana Timing              | 1,015.00           |
|       | Invoice       |               | Description                  |                              | Amount             |
|       | 15418         | 05/23/2023    | Track Starter Fees & Mileage |                              | 1,015.00           |
| Check | 05/26/2023    | 66381         | Accounts Payable             | MIDWEST TRANSIT EQUIPMENT    | 986.54             |
|       | Invoice       |               | Description                  |                              | Amount             |
|       | X105018773:01 | 05/23/2023    | Bus Parts                    |                              | 249.00             |
|       | X105018786:01 | 05/23/2023    | Bus Parts                    |                              | 542.79             |
|       | X105018662:01 | 05/23/2023    | Bus Parts                    |                              | 84.83              |
|       | X105018741:01 | 05/23/2023    | Bus Parts                    |                              | 109.92             |
| Check | 05/26/2023    | 66382         | Accounts Payable             | Mud Hole Custom Tackle, Inc. | 530.84             |
|       | Invoice       |               | Description                  |                              | Amount             |
|       | INV5675947    | 05/23/2023    | Jeremy Winsor Order          |                              | 506.40             |
|       | INV5676613    | 05/23/2023    | Fishing Poles-JSH            |                              | 24.44              |
| Check | 05/26/2023    | 66383         | Accounts Payable             | O'REILLY AUTOMOTIVE, INC     | 286.83             |
|       | Invoice       |               | Description                  |                              | Amount             |
|       | 3861-1161561  | 05/23/2023    | Transportation Supplies      |                              | 169.69             |
|       | 3861-163365   | 05/23/2023    | Parts                        |                              | 117.14             |
| Check | 05/26/2023    | 66384         | Accounts Payable             | REYNOLDS & SONS, INC         | 274.75             |
|       | Invoice       |               | Description                  |                              | Amount             |
|       | 105434        | 05/23/2023    | Athletic Supplies            |                              | 274.75             |
| Check | 05/26/2023    | 66385         | Accounts Payable             | RICHTER, ROBERT              | 799.99             |
|       | Invoice       |               | Description                  |                              | Amount             |

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 05/26/2023

| Type                                      | Date         | Number           | Source | Payee Name                        | EFT Bank/Account | Transaction Amount |
|---|--------------|------------------|--------|-----------------------------------|------------------|--------------------|
| Check                                     | JCS05232023  | 05/23/2023       | 66386  | Weed Killer                       |                  | 799.99             |
|   | 05/26/2023   | Accounts Payable |        | Secure Education Consultants, LLC |                  | 2,000.00           |
|   | Invoice      | Date             |        | Description                       |                  | Amount             |
| Check                                     | 2164         | 05/23/2023       | 66387  | Security Assessment               |                  | 2,000.00           |
|   | 05/26/2023   | Accounts Payable |        | SERNE, SARA                       |                  | 9.00               |
|   | Invoice      | Date             |        | Description                       |                  | Amount             |
| Check                                     | JCS05102023  | 05/23/2023       | 66388  | Parking Fee                       |                  | 9.00               |
|   | 05/26/2023   | Accounts Payable |        | Sid's Flower Shop                 |                  | 105.00             |
|   | Invoice      | Date             |        | Description                       |                  | Amount             |
| Check                                     | 024609       | 05/23/2023       | 66389  | Grad Flowers                      |                  | 105.00             |
|   | 05/26/2023   | Accounts Payable |        | Visual Edge IT, Inc.              |                  | 64.13              |
|   | Invoice      | Date             |        | Description                       |                  | Amount             |
| Check                                     | 24AR831458   | 05/23/2023       | 66390  | Printer Cost                      |                  | 64.13              |
|   | 05/26/2023   | Accounts Payable |        | YMCA of Greater Grand Rapids      |                  | 1,326.00           |
|   | Invoice      | Date             |        | Description                       |                  | Amount             |
| GF CHECKING General Fund Checking Totals: | 8004403/2023 | 05/23/2023       |        | SEF Grant-3rd Grade Water Safety  |                  | 1,326.00           |
| Checks:                                   | 29           |                  |        | Transactions: 29                  |                  | \$65,340.16        |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/26/2023

| Type  | Date         | Number | Source           | Payee Name             | EFT Bank/Account | Transaction Amount |
|---|--------------|--------|------------------|------------------------|------------------|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |              |        |                  |                        |                  |                    |
| Check   | 05/26/2023   | 66391  | Accounts Payable | Priority Health        |                  | 59,351.09          |
|   | Invoice      |        | Date             | Description            |                  | Amount             |
|   | 231350006283 |        | 05/25/2023       | June Insurance Premium |                  | 59,351.09          |
| GF CHECKING General Fund Checking Totals:         |              |        |                  |                        |                  | \$59,351.09        |

Transactions: 1

Checks: 1 \$59,351.09



# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/31/2023

| Type   | Date        | Number | Source           | Payee Name                   | EFT Bank/Account | Transaction Amount |
|--|-------------|--------|------------------|------------------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |             |        |                  |                              |                  |                    |
| Check  | 05/31/2023  | 66393  | Accounts Payable | Mud Hole Custom Tackle, Inc. |                  | 3,040.52           |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | INV5674720  |        | 05/23/2023       | Jeremy Winsor Order          |                  | 3,040.52           |
| Check  | 05/31/2023  | 66394  | Accounts Payable | N2Y, LLC                     |                  | 2,876.94           |
|  | Invoice     |        | Date             | Description                  |                  | Amount             |
|  | INV-1064560 |        | 05/23/2023       | Unigue Learning System       |                  | 2,876.94           |
| <b>GF CHECKING General Fund Checking Totals:</b>         |             |        |                  |                              |                  | <b>\$5,917.46</b>  |

Transactions: 2

Checks: 2 \$5,917.46

# Payment Register

From Payment Date: 5/1/2023 - To Payment Date: 5/31/2023

| Number                                     | Date       | Status | Void Reason | Reconciled/<br>Voided Date | Source           | Payee Name         | Transaction<br>Amount | Reconciled<br>Amount | Difference |
|--|------------|--------|-------------|----------------------------|------------------|--------------------|-----------------------|----------------------|------------|
| GF CHECKING - General Fund Checking        |            |        |             |                            |                  |                    |                       |                      |            |
| EFT  |            |        |             |                            |                  |                    |                       |                      |            |
| 927  | 05/09/2023 | Open   |             |                            | Accounts Payable | STATE OF MICHIGAN  | \$11,221.09           |                      |            |
| 928  | 05/09/2023 | Open   |             |                            | Accounts Payable | M.P.S.E.R.S.       | \$61,786.21           |                      |            |
| 929  | 05/12/2023 | Open   |             |                            | Accounts Payable | HealthEquity, Inc. | \$3,382.31            |                      |            |
| 930  | 05/12/2023 | Open   |             |                            | Accounts Payable | INDEPENDENT BANK   | \$169,037.06          |                      |            |
| 931  | 05/22/2023 | Open   |             |                            | Accounts Payable | M.P.S.E.R.S.       | \$113,110.22          |                      |            |
| 932  | 05/24/2023 | Open   |             |                            | Accounts Payable | HealthEquity, Inc. | \$3,421.97            |                      |            |
| 933  | 05/26/2023 | Open   |             |                            | Accounts Payable | INDEPENDENT BANK   | \$168,296.54          |                      |            |
| 934  | 05/23/2023 | Open   |             |                            | Accounts Payable | M.P.S.E.R.S.       | \$67,465.33           |                      |            |
| Type EFT Totals:                           |            |        |             |                            |                  |                    |                       |                      |            |
| GF CHECKING - General Fund Checking Totals |            |        |             |                            |                  |                    | \$597,720.73          |                      |            |

| EFTs | Status     | Count | Transaction Amount | Reconciled Amount |
|------|------------|-------|--------------------|-------------------|
|      | Open       | 8     | \$597,720.73       | \$0.00            |
|      | Reconciled | 0     | \$0.00             | \$0.00            |
|      | Voided     | 0     | \$0.00             | \$0.00            |
|      | Total      | 8     | \$597,720.73       | \$0.00            |

| All | Status     | Count | Transaction Amount | Reconciled Amount |
|-----|------------|-------|--------------------|-------------------|
|     | Open       | 8     | \$597,720.73       | \$0.00            |
|     | Reconciled | 0     | \$0.00             | \$0.00            |
|     | Voided     | 0     | \$0.00             | \$0.00            |
|     | Stopped    | 0     | \$0.00             | \$0.00            |
|     | Total      | 8     | \$597,720.73       | \$0.00            |

**Grand Totals:**

| EFTs | Status     | Count | Transaction Amount | Reconciled Amount |
|------|------------|-------|--------------------|-------------------|
|      | Open       | 8     | \$597,720.73       | \$0.00            |
|      | Reconciled | 0     | \$0.00             | \$0.00            |
|      | Voided     | 0     | \$0.00             | \$0.00            |
|      | Total      | 8     | \$597,720.73       | \$0.00            |

| All | Status     | Count | Transaction Amount | Reconciled Amount |
|-----|------------|-------|--------------------|-------------------|
|     | Open       | 8     | \$597,720.73       | \$0.00            |
|     | Reconciled | 0     | \$0.00             | \$0.00            |
|     | Voided     | 0     | \$0.00             | \$0.00            |
|     | Stopped    | 0     | \$0.00             | \$0.00            |
|     | Total      | 8     | \$597,720.73       | \$0.00            |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/07/2023

| Type   | Date        | Number | Source           | Payee Name                              | EFT Bank/Account | Transaction Amount |
|--|-------------|--------|------------------|---|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |             |        |                  |   |                  |                    |
| Check  | 06/07/2023  | 66395  | Accounts Payable | ArbiterSports                           |                  | 100.73             |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |
|  | JCS06012023 |        | 06/01/2023       | Bring Account to 0                      |                  | 100.73             |
| Check  | 06/07/2023  | 66396  | Accounts Payable | Capturing Kids' Hearts                  |                  | 2,200.00           |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |
|  | 72564       |        | 06/01/2023       | Conference                              |                  | 2,200.00           |
| Check  | 06/07/2023  | 66397  | Accounts Payable | CDW GOVERNMENT, INC.                    |                  | 857.16             |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |
|  | JW07398     |        | 06/01/2023       | Tech Order                              |                  | 857.16             |
| Check  | 06/07/2023  | 66398  | Accounts Payable | CONSUMERS ENERGY                        |                  | 19,694.40          |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |
|  | JCS06072023 |        | 06/07/2023       | May Electric & Natural Gas Cost         |                  | 19,694.40          |
| Check  | 06/07/2023  | 66399  | Accounts Payable | Encore Technology Group, LLC            |                  | 3,709.58           |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |
|  | 170056      |        | 06/01/2023       | May Phone Bill                          |                  | 3,709.58           |
| Check  | 06/07/2023  | 66400  | Accounts Payable | ESS Midwest, Inc.                       |                  | 32,418.20          |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |
|  | 88786       |        | 06/01/2023       | Salaries & Fees                         |                  | 27,592.62          |
|  | 88650       |        | 06/01/2023       | Sub Salaries & Fees                     |                  | 4,825.58           |
| Check  | 06/07/2023  | 66401  | Accounts Payable | Four Health Family Resource Center Inc. |                  | 525.00             |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |
|  | 10836       |        | 06/01/2023       | Bridging The Gap Contract Services      |                  | 525.00             |
| Check  | 06/07/2023  | 66402  | Accounts Payable | Fowlers Farm City Sales                 |                  | 750.00             |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |
|  | JCS05302023 |        | 06/01/2023       | Summer School Supplies                  |                  | 750.00             |
| Check  | 06/07/2023  | 66403  | Accounts Payable | Gallagher Uniform                       |                  | 322.42             |
|  | Invoice     |        | Date             | Description                             |                  | Amount             |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/07/2023

| Type  | Date       | Number | Source           | Payee Name  | EFT Bank/Account | Transaction Amount |
|-------|------------|--------|------------------|---|------------------|--------------------|
|       | 10842761   |        | 06/01/2023       | Mop Heads/Towels & Uniforms                           |                  | 158.50             |
|       | 10843794   |        | 06/01/2023       | Mop Heads/Towels & Uniforms                           |                  | 163.92             |
| Check | 06/07/2023 | 66404  | Accounts Payable | Granger   |                  | 704.59             |
|       | Invoice    |        | Date             | Description   |                  | Amount             |
|       | 25636915   |        | 06/01/2023       | Trash Removal Cost                                    |                  | 550.80             |
|       | 25552674   |        | 06/01/2023       | ES/JSH 6 Yard Recycle Containers                      |                  | 126.00             |
|       | 25537275   |        | 06/01/2023       | Curby Recyclers-JSH                                   |                  | 27.79              |
| Check | 06/07/2023 | 66405  | Accounts Payable | GreatAmerica Financial Services                       |                  | 1,112.26           |
|       | Invoice    |        | Date             | Description   |                  | Amount             |
|       | 34150803   |        | 06/01/2023       | Color Copier/Lease & Int.                             |                  | 1,112.26           |
| Check | 06/07/2023 | 66406  | Accounts Payable | Hi-Tec Building Services                              |                  | 11,533.71          |
|       | Invoice    |        | Date             | Description   |                  | Amount             |
|       | 030754     |        | 06/07/2023       | May Custodian Cost                                    |                  | 11,533.71          |
| Check | 06/07/2023 | 66407  | Accounts Payable | HOOVER PRINTING LLC                                   |                  | 572.92             |
|       | Invoice    |        | Date             | Description   |                  | Amount             |
|       | 66567      |        | 06/01/2023       | Commencement Announcements & Inserts                  |                  | 572.92             |
| Check | 06/07/2023 | 66408  | Accounts Payable | Hurst Mechanical                                      |                  | 2,983.21           |
|       | Invoice    |        | Date             | Description   |                  | Amount             |
|       | 12473537   |        | 06/01/2023       | Labor & Materials to Inspect Boilers-JSH              |                  | 2,714.63           |
|       | 12473807   |        | 06/01/2023       | JSH Gym Air Handler Repairs                           |                  | 268.58             |
| Check | 06/07/2023 | 66409  | Accounts Payable | IONIA COUNTY INT. SCH. DIST.                          |                  | 222,778.74         |
|       | Invoice    |        | Date             | Description   |                  | Amount             |
|       | 2023-03    |        | 06/01/2023       | Semi Annual Speech & Social Workers Cost              |                  | 98,522.25          |
|       | 2023-04    |        | 06/01/2023       | Annual Invoice-Onsite Local/NEWS/Skyward/Grant Writer |                  | 14,256.49          |
|       | 2023-05    |        | 06/07/2023       | 2nd Half Shared Services Cost                         |                  | 110,000.00         |
| Check | 06/07/2023 | 66410  | Accounts Payable | IONIA COUNTY SHOPPER'S GUIDE                          |                  | 500.00             |
|       | Invoice    |        | Date             | Description   |                  | Amount             |
|       | 2001-436   |        | 06/01/2023       | Senior Spotlight Ad                                   |                  | 500.00             |
| Check | 06/07/2023 | 66411  | Accounts Payable | Kentwood Office Furniture Inc.                        |                  | 5,751.45           |

Saranac Community Schools

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/07/2023

| Type  | Date         | Number     | Source           | Payee Name                            | Description | EFT Bank/Account | Transaction Amount |
|-------|--------------|------------|------------------|---------------------------------------|-------------|------------------|--------------------|
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | 550475-0     | 06/01/2023 | Accounts Payable | New Boardroom Tables                  |             |                  | 5,751.45           |
|       | 06/07/2023   | 66412      | Accounts Payable | Kimball Midwest                       |             |                  | 438.36             |
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | 101094264    | 06/01/2023 | Accounts Payable | Maintenance Supplies                  |             |                  | 42.60              |
|       | 101119265    | 06/01/2023 | Accounts Payable | Maintenance & Transportation Supplies |             |                  | 395.76             |
| Check | 06/07/2023   | 66413      | Accounts Payable | LANSING SANITARY SUPPLY, INC.         |             |                  | 545.42             |
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | 1200989      | 06/01/2023 | Accounts Payable | Custodial Supplies                    |             |                  | 545.42             |
|       | 06/07/2023   | 66414      | Accounts Payable | MENARDS-IONIA                         |             |                  | 198.06             |
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | 74561        | 06/01/2023 | Accounts Payable | SEF Grant Supplies                    |             |                  | 198.06             |
|       | 06/07/2023   | 66415      | Accounts Payable | METS                                  |             |                  | 9,296.90           |
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | 19832        | 06/01/2023 | Accounts Payable | Salaries & Fees                       |             |                  | 9,296.90           |
|       | 06/07/2023   | 66416      | Accounts Payable | Michiana Timing                       |             |                  | 1,257.00           |
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | 15499        | 06/01/2023 | Accounts Payable | Track Timing                          |             |                  | 1,257.00           |
|       | 06/07/2023   | 66417      | Accounts Payable | Milks , Molly                         |             |                  | 131.62             |
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | JCS05302023  | 06/01/2023 | Accounts Payable | ES Teaching Supplies                  |             |                  | 131.62             |
|       | 06/07/2023   | 66418      | Accounts Payable | Peterson , Amanda                     |             |                  | 240.00             |
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | JCS06062023  | 06/01/2023 | Accounts Payable | Cell Phone Reimbursement (Jan-Apr.)   |             |                  | 240.00             |
|       | 06/07/2023   | 66419      | Accounts Payable | PLUMLEY, PHYLLIS                      |             |                  | 6.25               |
|       | Invoice      |            |                  |                                       |             |                  | Amount             |
| Check | JCS060112023 | 06/01/2023 | Accounts Payable | JSH Teaching Supplies                 |             |                  | 6.25               |
|       | 06/07/2023   | 66420      | Accounts Payable | SMITH, CARRIE                         |             |                  | 93.60              |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/07/2023

| Type  | Date        | Number     | Source                              | Payee Name           | EFT Bank/Account | Transaction Amount |
|-------|-------------|------------|-------------------------------------|----------------------|------------------|--------------------|
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | JCS06052023 | 06/01/2023 | ES Teaching Supplies                |                      |                  | 93.60              |
|       | 06/07/2023  | 66421      | Accounts Payable                    | SMITH, DIANA         |                  | 60.65              |
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | JCS06022023 | 06/01/2023 | SEF Grant Supplies                  |                      |                  | 60.65              |
|       | 06/07/2023  | 66422      | Accounts Payable                    | SMITH, JASON         |                  | 320.00             |
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | JCS06062023 | 06/01/2023 | Cell Phone Reimbursement(mar.-June) |                      |                  | 320.00             |
|       | 06/07/2023  | 66423      | Accounts Payable                    | U. S. POSTMASTER     |                  | 189.00             |
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | CU05262023  | 06/01/2023 | Stamps                              |                      |                  | 189.00             |
|       | 06/07/2023  | 66424      | Accounts Payable                    | United Sign Company  |                  | 2,300.00           |
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | 15133       | 06/01/2023 | Softball Scoreboard Installation    |                      |                  | 2,300.00           |
|       | 06/07/2023  | 66425      | Accounts Payable                    | VCFinishes, LLC      |                  | 720.00             |
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | 052486      | 06/01/2023 | New Logo Band Trailer               |                      |                  | 720.00             |
|       | 06/07/2023  | 66426      | Accounts Payable                    | Visual Edge IT, Inc. |                  | 1,564.69           |
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | 24AR849713  | 06/01/2023 | Copier Charges                      |                      |                  | 1,329.54           |
|       | 24AR860000  | 06/01/2023 | Color Printer-JSH                   |                      |                  | 235.15             |
|       | 06/07/2023  | 66427      | Accounts Payable                    | WINZER CORPORATION   |                  | 121.95             |
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | 1068865     | 06/01/2023 | Transportation Supplies & Parts     |                      |                  | 121.95             |
|       | 06/07/2023  | 66428      | Accounts Payable                    | Young , Susann       |                  | 53.47              |
|       | Invoice     |            |                                     | Description          |                  | Amount             |
| Check | JCS06022023 | 06/01/2023 | JSH Teaching Supplies               |                      |                  | 53.47              |
|       | 06/07/2023  | 66429      | Accounts Payable                    | Zerilli , Kathleen   |                  | 738.57             |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/07/2023

| Type    | Date        | Number Source | Payee Name         | EFT Bank/Account | Transaction Amount |
|---------|-------------|---------------|--------------------|------------------|--------------------|
| Invoice |             |               | Description        |                  | Amount             |
|         | JCS06072023 | 06/01/2023    | SEF Grant Supplies |                  | 738.57             |

GF CHECKING General Fund Checking Totals:

Transactions: 35

Checks: 35 \$324,789.91

\$324,789.91

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/09/2023

| Type   | Date       | Number  | Source           | Payee Name                          | EFT Bank/Account | Transaction Amount |
|--|------------|---------|------------------|-------------------------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |            |         |                  |                                     |                  |                    |
| Check  | 06/09/2023 | 66430   | Accounts Payable | American Fidelity Assurance         |                  | 967.45             |
|  | Invoice    |         | Date             | Description                         |                  | Amount             |
|  | 6.9.23     | PAYROLL | 06/09/2023       | 6.9.23 PAYROLL                      |                  | 967.45             |
| Check  | 06/09/2023 | 66431   | Accounts Payable | American Fidelity Assurance Company |                  | 230.82             |
|  | Invoice    |         | Date             | Description                         |                  | Amount             |
|  | 2118461A   |         | 06/09/2023       | CUSTOMER 95799                      |                  | 230.82             |
| Check  | 06/09/2023 | 66432   | Accounts Payable | HORACE MANN                         |                  | 1,257.60           |
|  | Invoice    |         | Date             | Description                         |                  | Amount             |
|  | 6.9.23     | PAYROLL | 06/09/2023       | GROUP 20403A                        |                  | 1,257.60           |
| <b>GF CHECKING General Fund Checking Totals:</b>         |            |         |                  |                                     |                  | <b>\$2,455.87</b>  |
| Checks: 3  |            |         |                  |                                     |                  | \$2,455.87         |
| Transactions: 3  |            |         |                  |                                     |                  |                    |



# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/13/2023

| Type   | Date       | Number     | Source           | Payee Name                              | EFT Bank/Account | Transaction Amount |
|--|------------|------------|------------------|---|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |            |            |                  |   |                  |                    |
| Check  | 06/13/2023 | 66433      | Accounts Payable | APPLE INC.                              |                  | 17,640.00          |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
|  | AL27365480 | 06/09/2023 |                  | Tech Order                              |                  | 17,640.00          |
| Check  | 06/13/2023 | 66434      | Accounts Payable | CATRELL, MIKE                           |                  | 72.48              |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
| Check  | 06/13/2023 | 66435      | Accounts Payable | Mileage Reimbursement(Admin Retreat)    |                  | 72.48              |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
|  | 06/13/2023 | 66435      | Accounts Payable | CATRELL, TINA                           |                  | 80.80              |
| Check  | 06/13/2023 | 66436      | Accounts Payable | ES Teaching Supplies                    |                  | 80.80              |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
|  | 06/13/2023 | 66436      | Accounts Payable | Four Health Family Resource Center Inc. |                  | 712.50             |
| Check  | 06/13/2023 | 66437      | Accounts Payable | Bridging The Gap Contract Services      |                  | 712.50             |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
|  | 10845      | 06/09/2023 |                  | Gallagher Uniform                       |                  | 172.18             |
| Check  | 06/13/2023 | 66438      | Accounts Payable | Mop Heads/Towels & Uniforms             |                  | 172.18             |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
|  | 10844987   | 06/09/2023 |                  | GRANITE TELECOMMUNICATIONS              |                  | 383.56             |
| Check  | 06/13/2023 | 66439      | Accounts Payable | 911 & Fax Lines                         |                  | 383.56             |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
|  | 604513381  | 06/09/2023 |                  | Instrumentalist Awards LLC              |                  | 338.00             |
| Check  | 06/13/2023 | 66440      | Accounts Payable | Band Awards                             |                  | 338.00             |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
|  | 2301       | 06/09/2023 |                  | J.W. PEPPER & SON INC.                  |                  | 27.98              |
| Check  | 06/13/2023 | 66441      | Accounts Payable | Sheet Music                             |                  | 3.99               |
|  | Invoice    |            |                  | Description                             |                  | Amount             |
|  | 365165328  | 06/09/2023 |                  | Sheet Music                             |                  | 14.99              |
|  | 365287969  | 06/09/2023 |                  | Sheet Music                             |                  | 9.00               |
|  | 365323426  | 06/09/2023 |                  | Sheet Music                             |                  | 14.90              |
| Check  | 06/13/2023 | 66441      | Accounts Payable | JOSTENS                                 |                  | 14.90              |
|  | Invoice    |            |                  | Description                             |                  | Amount             |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/13/2023

| Type  | Date          | Number | Source           | Payee Name                           | EFT Bank/Account | Transaction Amount |
|-------|---------------|--------|------------------|--------------------------------------|------------------|--------------------|
|       | N003155596    |        | 06/09/2023       | Award Emblem Pins                    |                  | 14.90              |
| Check | 06/13/2023    | 66442  | Accounts Payable | LANSING SANITARY SUPPLY, INC.        |                  | 299.52             |
|       | Invoice       |        | Date             | Description                          |                  | Amount             |
|       | 1200989-1     |        | 06/09/2023       | Custodial Supplies                   |                  | 299.52             |
| Check | 06/13/2023    | 66443  | Accounts Payable | LEADER, JOSHUA                       |                  | 312.48             |
|       | Invoice       |        | Date             | Description                          |                  | Amount             |
|       | JCS06082023   |        | 06/09/2023       | Cell Phone Reimbursement(Apr-June)   |                  | 240.00             |
|       | JCS06122023   |        | 06/09/2023       | Mileage/Admin Retreat                |                  | 72.48              |
| Check | 06/13/2023    | 66444  | Accounts Payable | MANION, JOEL                         |                  | 8.45               |
|       | Invoice       |        | Date             | Description                          |                  | Amount             |
|       | JCS06122023   |        | 06/09/2023       | JSH Teaching Supplies                |                  | 8.45               |
| Check | 06/13/2023    | 66445  | Accounts Payable | MARSHALL MUSIC COMPANY               |                  | 380.89             |
|       | Invoice       |        | Date             | Description                          |                  | Amount             |
|       | 9646319       |        | 06/09/2023       | Band Supplies                        |                  | 88.47              |
|       | R10899664     |        | 06/09/2023       | Band Instrument Repair               |                  | 186.50             |
|       | 9670435       |        | 06/09/2023       | Band Supplies                        |                  | 45.94              |
|       | 9729998       |        | 06/09/2023       | Band Supplies                        |                  | 12.40              |
|       | 9743467       |        | 06/09/2023       | Band Supplies                        |                  | 47.58              |
| Check | 06/13/2023    | 66446  | Accounts Payable | MENARDS-IONIA                        |                  | 909.24             |
|       | Invoice       |        | Date             | Description                          |                  | Amount             |
|       | 75123         |        | 06/09/2023       | Summer School & Maintenance Supplies |                  | 909.24             |
| Check | 06/13/2023    | 66447  | Accounts Payable | MIDWEST TRANSIT EQUIPMENT            |                  | 153.30             |
|       | Invoice       |        | Date             | Description                          |                  | Amount             |
|       | X10501824:CR  |        | 06/09/2023       | Core Charge Refund                   |                  | (79.20)            |
|       | X105018913:01 |        | 06/09/2023       | Parts                                |                  | 160.13             |
|       | X105018662CR  |        | 06/09/2023       | Parts                                |                  | (84.83)            |
|       | X105018954:01 |        | 06/09/2023       | Parts                                |                  | 157.20             |
| Check | 06/13/2023    | 66448  | Accounts Payable | Milks , Molly                        |                  | 36.75              |
|       | Invoice       |        | Date             | Description                          |                  | Amount             |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/13/2023

| Type                                      | Date        | Number | Source           | Payee Name   | EFT Bank/Account | Transaction Amount |
|---|-------------|--------|------------------|--|------------------|--------------------|
|   | JCS06092023 |        |                  | ES Teaching Supplies                                     |                  | 36.75              |
| Check                                     | 06/13/2023  | 66449  | Accounts Payable | O'REILLY AUTOMOTIVE, INC                                 |                  | 493.87             |
|   | Invoice     |        | Date             | Description  |                  | Amount             |
|   | 3861-103592 |        | 06/09/2023       | Parts Credit   |                  | (359.26)           |
|   | 3861-103593 |        | 06/09/2023       | Parts  |                  | 214.68             |
|   | 3861-142083 |        | 06/09/2023       | Parts & Supplies   |                  | 35.80              |
|   | 3861-161561 |        | 06/09/2023       | Transportation Supplies                                  |                  | 169.69             |
|   | 3861-162859 |        | 06/09/2023       | Parts  |                  | 355.82             |
|   | 3861.163365 |        | 06/09/2023       | Parts  |                  | 117.14             |
|   | 3861-163930 |        | 06/09/2023       | Core Return  |                  | (40.00)            |
| Check                                     | 06/13/2023  | 66450  | Accounts Payable | Pro-Ed, Inc.   |                  | 4,094.20           |
|   | Invoice     |        | Date             | Description  |                  | Amount             |
|   | 2992501     |        | 06/09/2023       | Order-Stephanie Smith                                    |                  | 4,094.20           |
| Check                                     | 06/13/2023  | 66451  | Accounts Payable | SERNE, SARA  |                  | 552.48             |
|   | Invoice     |        | Date             | Description  |                  | Amount             |
|   | JCS06122023 |        | 06/09/2023       | Cell Phone Reimbursement(Jan-June)/Mileage Admin Retreat |                  | 552.48             |
| Check                                     | 06/13/2023  | 66452  | Accounts Payable | The Aquaponic Source                                     |                  | 535.10             |
|   | Invoice     |        | Date             | Description  |                  | Amount             |
|   | 5768        |        | 06/09/2023       | J Winsor Order   |                  | 535.10             |
| Check                                     | 06/13/2023  | 66453  | Accounts Payable | Visual Edge IT, Inc.                                     |                  | 1,087.43           |
|   | Invoice     |        | Date             | Description  |                  | Amount             |
|   | 24AR869100  |        | 06/09/2023       | ES Printer   |                  | 1,087.43           |
| GF CHECKING General Fund Checking Totals: |             |        |                  |  |                  | \$28,306.11        |

Checks: 21 \$28,306.11

Transactions: 21

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/14/2023

| Type   | Date        | Number | Source           | Payee Name                       | EFT Bank/Account | Transaction Amount |
|--|-------------|--------|------------------|----------------------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |             |        |                  |                                  |                  |                    |
| Check  | 06/14/2023  | 66454  | Accounts Payable | American Express                 |                  | 3,840.95           |
|  | Invoice     |        | Date             | Description                      |                  | Amount             |
|  | 156020      |        | 06/08/2023       | JSH After School Supplies        |                  | 126.50             |
|  | 3745034     |        | 06/08/2023       | JSH After School Supplies        |                  | 33.78              |
|  | 1663468     |        | 06/08/2023       | JSH Fier School Supplies         |                  | 33.78              |
|  | 6423456     |        | 06/08/2023       | Credit JSH After School Supplies |                  | (46.54)            |
|  | 7729059     |        | 06/08/2023       | JSH After School Supplies        |                  | 33.78              |
|  | 8741854     |        | 06/08/2023       | JSH After School Supplies        |                  | 33.78              |
|  | 8380229     |        | 06/08/2023       | SEF Grant Supplies               |                  | 1,564.20           |
|  | 5248247     |        | 06/08/2023       | SEF Grant Supplies Credit        |                  | (1,500.27)         |
|  | 7287430     |        | 06/08/2023       | ES Teaching Supplies             |                  | 327.90             |
|  | 7673041     |        | 06/08/2023       | ES Teaching Supplies             |                  | 164.60             |
|  | 5417860     |        | 06/08/2023       | ES Teaching Supplies             |                  | 197.94             |
|  | 5337037     |        | 06/08/2023       | SEF Grant Supplies               |                  | 800.00             |
|  | 3544255     |        | 06/08/2023       | ECC & Maintenance Supplies       |                  | 28.55              |
|  | 5841045     |        | 06/08/2023       | SEF Grant Supplies               |                  | 237.94             |
|  | 2409861     |        | 06/08/2023       | SEF Grant Supplies               |                  | 124.00             |
|  | 9442651     |        | 06/08/2023       | JSH After School Supplies        |                  | 16.89              |
|  | 0019404     |        | 06/08/2023       | SEF Grant Supplies               |                  | 449.97             |
|  | 7398634     |        | 06/08/2023       | JSH After School Supplies        |                  | 19.97              |
|  | 8712259     |        | 06/08/2023       | ES Teaching Supplies             |                  | 131.02             |
|  | 4283448     |        | 06/08/2023       | JSH After School Supplies        |                  | 66.22              |
|  | 6423456-1   |        | 06/08/2023       | JSH After School Supplies        |                  | 93.08              |
|  | 9582642     |        | 06/08/2023       | SEF Grant & Board Supplies       |                  | 28.48              |
|  | 2706608     |        | 06/08/2023       | 11T Supplies                     |                  | 39.74              |
|  | 9465013     |        | 06/08/2023       | 11T Supplies                     |                  | 279.96             |
|  | 5905049     |        | 06/08/2023       | 11T Supplies                     |                  | 24.97              |
|  | 4206635     |        | 06/08/2023       | 11T Supplies                     |                  | 65.98              |
|  | 3439436     |        | 06/08/2023       | 11T Supplies                     |                  | 96.00              |
|  | 3249857     |        | 06/08/2023       | 11T Supplies                     |                  | 60.75              |
|  | JCS06072023 |        | 06/08/2023       | Interest                         |                  | 118.98             |
|  | JSC06142023 |        | 06/08/2023       | Lodging Deposit-Jason Smith      |                  | 189.00             |
| GF CHECKING General Fund Checking Totals:                |             |        |                  |                                  |                  | \$3,840.95         |
| Transactions: 1  |             |        |                  |                                  |                  |                    |

# Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 06/14/2023

| Type | Date | Number | Source | Payee Name | EFT Bank/Account | Transaction Amount |
|------|------|--------|--------|------------|------------------|--------------------|
|------|------|--------|--------|------------|------------------|--------------------|

Checks: 1 \$3,840.95

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Hire Teacher

An interview committee composed of Mike Catrell, Sarah Milbratz, Sara Serne, and Melissa Price interviewed for the open Elementary School Special Education Teacher position. The team recommends Ms. Colleen “Kelly” Reeve (pending a clear criminal background check).

Suggested Resolution

I move that the Saranac Board of Education hire Colleen “Kelly” Reeve as an Elementary Special Education Teacher pending a clear criminal history check.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

# Colleen Kelly Reeve

1338 Saffron Lane S.E. 3A, Grand Rapids, Michigan 49508  
(616) 633-1963  
irishkel3@gmail.com

## Summary

Passionate special education teacher with over 10 years of experience providing a safe, positive, engaging learning environment to students in both a resource room setting and a general education setting. Skilled in writing IEPs, REEDs and Transition Goals and meeting all district and state requirements and deadlines. Strong relationship building skills with students, families, colleagues, and administrators.

## Education

### *Grand Valley State University, August 2015*

Special Education Master's Program: Learning Disabilities  
GPA: 3.925

### *Grand Valley State University, April 2008*

Bachelor of Arts Degree: Language Arts Major, Elementary Education Minor  
GPA: 3.801, Graduated Cum Laude  
Teacher Certificate obtained May 2008

## Teaching Experience

### *Special Education English Teacher*

*August 2018 to Current*

### *Ionia Public School District - Ionia High School*

- Built strong **relationships** with students, families, and colleagues.
- Created, updated, and modified annual IEPs using the **Illuminate** system.
- Collected and compiled **data** for students' 3 year reevaluations.
- **Designed** and implemented a modified curriculum for grades 9-12 based on the district's English requirements.
- Collaborated with co-teachers in a **team taught** setting to provide support to all students.
- **Presented** to colleagues on several occasions for professional development.

### *Special Education Teacher*

*August 2013 – July 2018*

### *Kalamazoo Public School District - El Sol Elementary School*

- Created a **positive, safe environment** where learning is expected and encouraged
- Taught one-on-one and small group **instruction**.
- Supported different **learning styles** of students in conjunction with classroom expectations.
- Implemented Individual Education Plans using the Tinet system and **conducted** annual review meetings with administrators, general education teachers, other ancillary staff, and families.
- **Communicated** with general education teachers and other staff to ensure IEPs and 504's were being followed.
- Trained in **SIOP** (Sheltered Instruction Observation Protocol)

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Participation in the Michigan High School Athletic Association

We are required to annually renew our membership in the Michigan High School Athletic Association. The resolution to be approved is attached.

Suggested Resolution

I move that the Saranac Board of Education approve the 2023-2024 MHSAA Membership Resolution as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_



The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2023 — through July 31, 2024

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

*(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2023-24 must be listed on the back of this form)*

Saranac Community Schools City/Township of Saranac

County of Ionia, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2023 and shall remain effective until July 31, 2024, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Saranac Community School(s), on the 26 day of June, 2023, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Saranac Community Schools

(Governing Body Name)

225 Pleasant St.

(Address)

Saranac, MI 48881

(City & Zip Code)

Smithjas @ scs-staff.org

(Contact E-mail)

Board Secretary Signature  
or Designee

Check if Designee

# Schools Which Are To Be MHSAA Members During 2023-24

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Saranac Jr/Sr High
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

## Name the Member Junior High /Middle School(s)

*(member 6th, 7th and 8th-grade buildings)*

List separately from HS even if all grades are housed in the same building.

1. Saranac Jr/Sr High  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8  
 Provide anticipated 2023-24 7th and 8th-grade enrollment 131  
 Provide anticipated 2023-24 6th-grade enrollment \_\_\_\_\_  
 Grade levels for membership: 6  7  8 
  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
Saranac Elementary
2. Saranac Elementary  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): K-6  
 Provide anticipated 2023-24 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2023-24 6th-grade enrollment 70  
 Grade levels for membership: 6  7  8 
  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_
3. \_\_\_\_\_  
 Name of Member School  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2023-24 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2023-24 6th-grade enrollment \_\_\_\_\_  
 Grade levels for membership: 6  7  8 
  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
 \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Neola Policy Updates (Feb 2023)

**Policy 2623 - Student Assessment (Revised)**

This policy has been revised to include the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE).

These revisions reflect MDE and State Board of Education rules regarding student assessment and should be adopted in order to maintain accurate policies.

**Policy 6325 - Procurement - Federal Grants/Funds (Revised)**

A minor adjustment has been made to policy 6325, specifically to recognize that not all federal grant contracts are subject to the Davis-Bacon Act ("DBA"). The DBA typically applies to any federally-funded contract in excess of \$2,000 for the construction, alteration, or repair of public buildings or public works, and requires payment of prevailing wages for workers who provide services under the contracts. However, there are some instances in which the DBA does not apply, and the change made to policy 6325 clarifies this. School districts should review the specific terms of federal grants that might be used for construction-related projects and consult with legal counsel before determining whether the DBA applies to a contract or not. This revision reflects the latest provisions issued in the OMB Compliance Supplement and the provisions of Appendix II to 2 C.F.R. Part 200.

This revision reflects current EDGAR provisions and should be adopted to maintain accurate policies.

**Policy 8400 - School Safety Information (Revised)**

This policy has been updated to reflect current state law and best practices regarding school safety. The corresponding AG provides specific details regarding Threat Assessment plans if the District chooses to implement such provisions.

These revisions are consistent with current state law and should be adopted.

**TOBACCO POLICIES - OVERVIEW AND COMMENTS**

Publication of this Special Release is in response to recent client requests for policy language that was compatible with the Michigan Department of Health and Human Services' (MDHHS) Tobacco Section Mission, Vision and Plan initiative. A number of the options provided in the policies have been adapted from the 100% Tobacco-Free Schools Model Policy.

**POLICIES**

**Policy 1615 - Use of Tobacco by Administrators (Revised)**

**Policy 3215 - Use of Tobacco by Professional Staff (Revised)**

**Policy 4215 - Use of Tobacco by Support Staff (Revised)**

**Policy 5512 - Use of Tobacco by Students (Revised)**

**Policy 7434 - Use of Tobacco on School Premises (Revised)**

**Policy 9160 - Public Attendance at School Events (Revised)**

I move that the Saranac Board of Education approve the Neola Policy Updates for February 2023 as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve General Fund Operating Loan

POLICY: 6145 – Borrowing

Jammie Sprank is working on the preliminary cash flow projections for the 2023-2024 school year and has projected that we will need to borrow up to \$600,000 to get us through the months with cash flow problems.

The Michigan Municipal Bond Authority is again processing loan applications for school districts with cash flow problems. We would borrow the money in August and repay the loan through the next 12 months.

Suggested Resolution

“I move that the Saranac Board of Education waive past practice and adopt the attached resolution: *Resolution Authorizing Issuance of Notes in Anticipation of State School Aid (August Borrowing)*.”

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

**RESOLUTION AUTHORIZING ISSUANCE OF NOTES  
IN ANTICIPATION OF STATE SCHOOL AID  
(AUGUST 2023 BORROWING THROUGH THE  
MICHIGAN FINANCE AUTHORITY)**

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Saranac Community Schools, Ionia County, Michigan (the “Issuer” or “School District”)

A regular meeting of the board of education of the Issuer (the “Board”) was held in the Central Office Conference Room, within the boundaries of the Issuer, on the 26th day of June, 2023, at 7 o’clock in the p.m. (the “Meeting”).

The Meeting was called to order by Sarah Doll, President.

Present: Members Sarah Doll, David Price, Roy Hawkins, Ted VanKuiken, and Brad Hesche

Absent: Members Kevin Courtney, and Chad Elliott

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS**, under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended (the “Act”), the School District is authorized to borrow money for school operations and issue its notes therefor, in one or more series, pledging for the payment thereof moneys to be received by it pursuant to the State School Aid Act of 1979, Act 94, Public Acts of Michigan, 1979, as amended (the “State Aid Act”), which notes shall be the full faith and credit obligation of the School District; and

**WHEREAS**, the estimated amount of the state school aid appropriations allocated or to be allocated to the School District for the fiscal year ending June 30, 2024 and expected to be received by the School District from October 2023 through August 2024, inclusive (the “2023/2024 State Aid” or the “Pledged State Aid”), is shown in paragraph 1 of Exhibit A; and

**WHEREAS**, the School District has the need to borrow the sum of not to exceed the amount shown in paragraph 2 of Exhibit A to pay operating expenses for the fiscal year ending June 30, 2024, which amount is estimated to be not more than 70% of the difference between the total state school aid funds apportioned or to be apportioned to the School District for the 2023/2024 State Aid and that portion of the 2023/2024 State Aid already received or pledged; and

**WHEREAS**, the School District plans to issue or has issued notes, bonds or other obligations subject to Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), relating to arbitrage and the rebate thereof, including but not limited to federally tax-exempt and/or tax-advantaged bonds and other obligations, not including this borrowing, during calendar year 2023 in the aggregate principal amount shown in paragraph 3 of Exhibit A; and

**WHEREAS**, the School District determines that it is in its best interest to borrow the sum of not to exceed the amount shown in paragraph 2 of Exhibit A and issue and sell general

obligation notes in one or more series (the “Note” or “Notes”) of the School District to the Michigan Finance Authority (the “Authority”).

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The School District, pursuant to Section 1225 of the Act, shall issue its Notes in one or more series in order to borrow for the above purpose a sum not to exceed the amount shown in paragraph 2 of Exhibit A, the final amount and series designation to be determined by an officer designated in paragraph 4 of Exhibit A, or a designee who shall be a member of the administrative staff or board of education of the School District (each an “Authorized Officer”), prior to the sale of the Notes, or such portion thereof as the Michigan Department of Treasury (the “Treasury”) may approve, if prior approval is necessary, and issue the Notes of the School District therefor in anticipation of the distribution of the Pledged State Aid.

2. The Notes shall be issued in one or more series, bear interest at the rate or rates determined on the sale thereof, which shall not exceed the maximum rate permitted by law at the time of sale, be dated as set forth in paragraph 5 of Exhibit A, or as of the date of delivery, and be due and payable on the date or dates shown in paragraph 5 of Exhibit A. The Notes shall be payable in lawful money of the United States of America at a bank or trust company qualified to act as paying agent in the State of Michigan, as shall be designated by the Authority. The Notes shall be in denominations to be determined by an Authorized Officer prior to the sale of the Notes. The Notes shall be subject to redemption prior to maturity as specified in the purchase contract between the Authority and the School District (the “Purchase Contract”).

3. The School District hereby appropriates a sufficient amount of the Pledged State Aid to repay the principal of and interest on the Notes. In addition, the full faith and credit of the School District is hereby irrevocably pledged for payment of the principal of and interest on the Notes and, in case of the insufficiency of the Pledged State Aid, the School District shall pay the Notes from any funds legally available therefor, and, if necessary, levy sufficient taxes on all taxable property in the School District for the payment thereof, subject to applicable constitutional and statutory tax rate limitations.

4. In the event any Authorized Officer determines that it is in the best interest of the School District to choose to pay all or a portion of the principal of and interest on the Notes with set-aside installments:

- A. The School District shall set aside moneys in a separate fund with the depository designated in the Purchase Contract described below (the “Depository”) to pay the principal of and interest on the Notes when due in three (3), five (5) or seven (7) consecutive monthly set-aside installments (an “Installment” or the “Installments”), ending on July 22, 2024, and earlier on the 20th day of each month (or, in the case of January and April, the 22nd), or such other state school aid payment date as may be provided for under state law (each a “Payment Date”). If a Payment Date falls on a Saturday, Sunday or legal holiday, the Payment Date shall be the next business day. The payment to the Depository shall be made first from the Pledged State Aid received during the month of the Installment. If, for any reason, the Pledged State Aid received during the month of the Installment is insufficient to pay the Installment, then the School District pledges to use any and all other available funds to meet the Installment obligation. If the School District fails to set aside all or any portion of an Installment (the “Installment Shortfall”) on the Payment Date, the Authority is authorized, pursuant

to Section 17a(3) of the State Aid Act, to intercept 100% of the Pledged State Aid to be distributed to the School District beginning with the month following the School District's failure to meet the Installment obligation and all months thereafter, in accordance with the terms and conditions of the Purchase Contract. Beginning with the month following the Installment Shortfall, the Authority shall intercept 100% of the Pledged State Aid to be distributed to the School District and apply the intercepted amount on the following priority basis: (i) the Installment Shortfall; (ii) the current month's Installment; and (iii) any amounts remaining to be immediately distributed to the School District. The intercept process set forth above shall continue each month following the Installment Shortfall until sufficient funds are deposited with the Depository to pay the total principal of and interest on the Notes. Unless expressly authorized by the Authority, the maximum amount of each Installment will not exceed 50% of the amount of Pledged State Aid due to the School District in any Installment month.

- B. If the School District has failed to deposit all or a portion of an Installment by the last business day of the month of the Installment, the Depository is authorized and directed to give written notice to the Authority, the State Treasurer and the School District on the first business day following the last business day of the month of the failure to deposit all or a portion of the Installment. Upon receipt of such written notice from the Depository, the Authority shall promptly notify the School District that it will immediately commence to intercept 100% of the Pledged State Aid.
  - C. If on the date of the final Installment as specified in Schedule I to the Purchase Contract, the funds with the Depository are insufficient to pay the principal of and interest on the Notes when due, the School District, pursuant to Section 17a(3) of the State Aid Act to the extent necessary to meet the payment obligation, assigns to the Authority and authorizes and directs the State Treasurer to advance all or part of any state school aid payment which is dedicated for distribution or for which the appropriation authorizing the payment has been made.
  - D. Any Authorized Officer is further authorized to agree, if required by the Authority, to assign to the Authority and authorize and direct the State Treasurer to intercept all or part of any state school aid payment which is dedicated for distribution or for which the appropriation authorizing the state school aid payment has been made pursuant to Section 17(a)(3) of the State Aid Act.
  - E. Any Authorized Officer is further authorized to determine that each Installment is a partial mandatory redemption of a particular series of the Notes and that the last Installment is the maturity date of that series of the Notes, and such determination shall be conclusively evidenced by the Purchase Contract.
  - F. The School District authorizes and consents to the Authority entering into an investment agreement with a financial institution for the investment of funds deposited with the Depository on behalf of the Authority and the School District, in the event the Authority determines to enter into such an agreement.
5. Any Authorized Officer is authorized to sell all or a portion of the Notes to the Authority without an Installment payment schedule (the "No Set-Aside Notes") pursuant to the provisions of this resolution. In that event: (A) any Authorized Officer is further authorized to

agree, if required by the Authority, to assign to the Authority and authorize and direct the State Treasurer to intercept or advance all or part of any state school aid payment which is dedicated for distribution or for which the appropriation authorizing the state school aid payment has been made pursuant to Section 17a(3) of the State Aid Act; (B) the School District acknowledges that payment of the principal of and interest on certain of the No Set-Aside Notes may be secured by a direct-pay letter of credit issued for the account of the Authority and the School District by one or more providers selected by the Authority (each a “Letter of Credit”; and each issuer a “Letter of Credit Bank”); (C) it shall not be deemed a default by the School District under the provisions of the Purchase Contract or the No Set-Aside Notes if the principal of and interest on the No Set-Aside Notes shall have been paid in full when due to the Authority from proceeds of a drawing on the Letter of Credit and the drawing on the Letter of Credit is reimbursed by the School District on the designated date set forth in the reimbursement agreement relating to the Letter of Credit; and (D) the School District appoints the Authority as its agent to enter into the reimbursement agreement for and on behalf of the School District, if required by the Authority, as well as on the Authority’s own behalf, and the School District agrees to be referred to as an account party in the Letter of Credit obtained by the Authority to secure payment of the No Set-Aside Notes and any series of the Authority’s State Aid Revenue Notes issued to finance the Authority’s purchase of the No Set-Aside Notes.

6. The President and Secretary of the Board of Education shall execute the Notes on behalf of the School District, and the executed Notes shall be delivered to the Authority upon the receipt of the purchase price therefor. The Vice President, Treasurer, Superintendent, Assistant/Associate Superintendent, or individual acting in the capacity of the school business official may execute the Notes instead of either the President or Secretary. The foregoing officials are hereby authorized to execute and deliver a temporary Note or Notes and exchange, when available, final printed Notes therefor at the request of the Authority. If permitted by the Authority, Notes may be executed using electronic or facsimile signatures, with such electronic or facsimile signatures having the same legal effect and enforceability as a manual signature.

7. Unless the Notes are issued as federally taxable, the School District hereby covenants for the benefit of all holders of the Notes to comply with all requirements of the Code that must be satisfied subsequent to the issuance of the Notes in order that the interest thereon be or continue to be excluded from gross income for federal income taxation purposes, including, but not limited to, requirements relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of Note proceeds and moneys deemed to be Note proceeds.

8. If necessary, any Authorized Officer is hereby authorized to make application to Treasury for and on behalf of the School District for an order approving the issuance of the Notes and to pay any applicable fee therefor, or a post-issuance filing fee, as applicable.

9. Any Authorized Officer is hereby authorized to execute any documents or certificates necessary to complete the transaction including, but not limited to, any certificates relating to federal or state securities laws, rules or regulations. If permitted by the Authority, such documents or certificates may be executed using electronic or facsimile signatures, with such electronic or facsimile signatures having the same legal effect and enforceability as a manual signature.

10. The Notes shall be sold to the Authority and the following provisions shall apply:



- A. Any Authorized Officer is hereby authorized to execute and deliver one or more Purchase Contracts with the Authority (which shall be determined by whether one or more series of Notes are issued hereunder) in substantially the form attached hereto as Exhibit B reflecting the terms and conditions of the borrowing with such additions, deletions or substitutions (including without limitation additions, deletions or substitutions required by any Letter of Credit Bank(s) or any purchaser(s) of any series of the Authority's State Aid Revenue Notes issued by the Authority to finance its purchase of the Notes), as the Authority and any Authorized Officer shall deem necessary and appropriate, including the number of Installments, if any, and their dates and amounts, and not inconsistent with the provisions of this resolution. The choice of whether to make Installments for the Notes and/or the number, dates and amounts of Installments shall be conclusively evidenced by the Purchase Contract. The Purchase Contract shall include the School District's agreement with respect to any Installment not received by the Depository from the School District on the respective Payment Date, to pay the Authority an amount as invoiced by the Authority to recover its administrative costs and lost investment earnings attributable to that late payment. If permitted by the Authority, a Purchase Contract may be executed by an Authorized Officer using an electronic or facsimile signature, with such electronic or facsimile signature having the same legal effect and enforceability as a manual signature.
- B. Any Authorized Officer is further authorized to approve (i) the specific interest rate(s) to be borne by the Notes, not exceeding the maximum rate permitted by law, (ii) the purchase price of the Notes, not less than the price specified in paragraph 6 of Exhibit A, (iii) a guaranteed investment agreement or other permitted investment in accordance with state law for funds paid to the Depository, if applicable, (iv) direct payments of Pledged State Aid to and if required by the Authority, (v) if applicable, a default rate with respect to a private placement of the Notes, and (vi) other terms and conditions relating to the Notes and the sale thereof.
- C. The form of the No Set-Aside Notes shall contain the following language in substantially the form set forth below as applicable, with such additions, deletions or substitutions (not inconsistent with the Purchase Contract) as the Authority and any Authorized Officer shall deem necessary and appropriate:

To the extent permitted by law, the principal of and interest on this Note which remains unpaid after this Note has matured and all other outstanding and unpaid amounts owing by the School District under the Purchase Contract shall bear interest until paid at an interest rate per annum based upon a 360-day year for the actual number of days elapsed equal to the "Bank Reimbursement Rate" as described in Schedule I to the Purchase Contract.

11. By opting to sell its Notes to the Authority, the School District hereby determines that it is in the best interest of the School District to sell its Notes to the Authority rather than sell the Notes at a competitive sale based upon the historical performance of the Authority's note pool program whereby competitive interest rates and reduced costs of issuance are obtained by pooling several participating school districts in one or more series of notes. Any School District policy or bylaw that requires a bidding process to sell the Notes is suspended by this resolution with respect to the School District's sale and issuance of the Notes.

12. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Superintendent to cause to be filed with Treasury any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.

13. Each series of Notes issued hereunder are of equal standing as to the Pledged State Aid. The School District reserves the right to issue additional notes or other obligations of equal standing with the Notes as to the Pledged State Aid with the prior written consent of an authorized officer of the Authority. The School District further resolves that the amount payable as to principal of and interest on the Notes plus the amount payable as to principal of and interest on or prior to the maturity date of the Notes on any additional notes or other obligations of equal standing with the Notes as to payment from Pledged State Aid will not exceed 70% of the amount of Pledged State Aid.

14. The Authority has appointed Thrun Law Firm, P.C. to act as counsel to the underwriter and the structuring agent for the August 2023 state aid note program. The Board consents to Thrun Law Firm, P.C. representing this School District and acting as counsel to the underwriter and the structuring agent for the Authority's August 2023 state aid note program.

15. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Saranac Community Schools, Ionia County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

\_\_\_\_\_  
Secretary, Board of Education

IFK/baf

## EXHIBIT A

1. Estimated 2023/2024 State Aid allocated or to be allocated for fiscal year ending June 30, 2024: \$8,911,376.00 (total amount estimated to be received from October 1, 2023 through August 31, 2024)
2. Amount of borrowing not to exceed: \$600,000
3. Principal amount of notes, bonds or other obligations, including but not limited to federally tax-exempt and/or tax-advantaged bonds, not including this borrowing, that have been issued or are expected to be issued during the 2023 calendar year: \$0.00 (include plans for voted or non-voted bonds, refunding bonds, additional state aid notes, tax anticipation notes, installment purchase agreements, lines of credit, and lease-purchase agreements)
4. Authorized Officer: President, Vice President, Secretary or Treasurer of the Board of Education, Superintendent, Assistant/Associate Superintendent, or individual acting in the capacity of the school business official, or a designee thereof
5. The Notes shall be dated August 21, 2023 and shall mature on July 22, 2024, August 20, 2024, or such other date as determined by any Authorized Officer
6. Purchase price: Not less than 97% of the principal amount of the Notes
7. Five percent (5%) of estimated fiscal year 2022/2023 operating expenses: \$594,477.00

**EXHIBIT B**

**FORM OF PURCHASE CONTRACT**

**[Insert Name of School District Here]**

The Michigan Finance Authority (the “Authority”), a public body corporate and politic, separate and distinct from the State of Michigan, hereby offers to enter into this Purchase Contract with the Issuer named below (the “Issuer”) which, upon the acceptance of this offer by the Issuer, will be binding upon the Authority and the Issuer. This offer is made subject to acceptance on or before the date set forth below. The Issuer accepts the electronic or digital signature of the Authority’s Executive Director (or other authorized officer of the Authority) if set forth below and acknowledges that it has the same legal effect and enforceability as a manual signature.

Upon the terms and conditions and upon the basis of the representations, warranties and agreements set forth herein, including those set forth in Schedule I hereto, the Authority hereby agrees to purchase from the Issuer, and the Issuer hereby agrees to sell and deliver to the Authority, notes (the “Notes”) in the principal amount and with the interest rate as shown in Schedule I. The purchase price for the Notes shall be as set forth in Schedule I.

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IF THREE, FIVE OR SEVEN SET-ASIDES ARE APPLICABLE, THE FOLLOWING LANGUAGE SHALL BE INCLUDED IN THE PURCHASE CONTRACT:

[The Issuer acknowledges that the Authority will purchase the Notes with proceeds from certain State Aid Revenue Notes to be issued by the Authority (the “Authority’s Notes”). The Issuer represents and warrants to, and agrees with, the Authority that (A) the Issuer has, and on the Closing Date (specified below) will have, full legal right, power and authority (1) to enter into this Purchase Contract, and (2) to sell and deliver the Notes to the Authority and pledge and assign to the Authority the moneys to be received by the Issuer pursuant to the State School Aid Act of 1979, as amended (the “State School Aid”) as provided herein and in the resolution authorizing the Notes and the Issuer has duly authorized and approved the execution and delivery of and the performance by the Issuer of its obligations contained in this Purchase Contract including those set forth in Schedule I; and (B) the Issuer shall promptly pay its pro rata share of the Costs of Issuance upon notification by the Authority. The term “Costs of Issuance” shall mean and include underwriters’ discount, printing charges, rating agency charges, trustee fees, note counsel fees, and other counsel fees and issuance fees of the Authority and the underwriter(s) related to the Authority’s Notes; provided, however, that the Issuer’s pro rata share of such Costs of Issuance shall not exceed the amount shown in Schedule I.

The Issuer pledges to pay the principal of and interest on the Notes from its State School Aid appropriations allocated or to be allocated to it for the fiscal year ending June 30, 2024 and to be paid from October 2023 through August 2024, inclusive (the “Pledged State Aid”). Moneys to pay the principal of and interest on the Notes when due shall be set aside in a separate fund with the Depository (as defined in Schedule I) as hereinafter described, due in three (3), five (5), or seven (7) consecutive monthly set-aside installments (an “Installment” or the “Installments”) as specified in Schedule I, or such other State School Aid payment date as may be provided for under state law (the “Payment Date”). If a Payment Date falls on a Saturday, Sunday or legal holiday, the Installment shall be due on the next business day. The payment to the Depository shall be made first from the Pledged State Aid received during the month of the Installment. Notwithstanding the foregoing, the Issuer hereby irrevocably



directs the Treasurer of the State of Michigan to directly transfer to the Depository payment of the Issuer's current month's Installment from the Pledged State Aid received during the month of the Installment on the Payment Date. If, for any reason, the Pledged State Aid received during the month of an Installment is insufficient to pay the Installment (an "Installment Shortfall") the Issuer pledges to use any and all other legally available funds to pay the Installment Shortfall. If the Issuer has failed to deposit with the Depository all of the Installment Shortfall by the last business day of the month of the Installment, the Depository is authorized and directed to give written notice to the Authority, the State Treasurer, and the Issuer on the first business day following the last business day of the month of the failure to deposit all of the Installment Shortfall. Upon receipt of written notice from the Depository, the Authority shall promptly notify the Issuer that it will immediately commence to intercept Pledged State Aid as described herein.

Pursuant to Section 17a(3) of the State School Aid Act of 1979, as amended (the "Act"), the Authority is authorized to intercept 100% of the Pledged State Aid to be distributed to the Issuer. Beginning with the month following the Installment Shortfall, for Pledged State Aid to be distributed to the Issuer pursuant to the Act on or before July 22, 2024, the Authority shall intercept 100% of that Pledged State Aid and apply the intercepted amount on the following priority basis: (A) to the Installment Shortfall; (B) to the current month's Installment; and (C) any amounts remaining to be immediately distributed to the Issuer. Except as otherwise provided below, the intercept process set forth above shall continue each month following the Installment Shortfall until sufficient funds are deposited with the Depository to pay the principal of and interest on the Notes.

If on the date of the final Installment as specified in Schedule I, the funds on deposit with the Depository are insufficient to pay the principal of and interest on the Notes when due, and any and all other amounts owed by the Issuer as set forth in Schedule I (the "Payment Obligations"), and the Issuer also has an outstanding no set-aside state aid note issued as a separate series on August 21, 2023 (a "No Set-Aside Note") and purchased by the Authority with proceeds from the Authority's State Aid Revenue Notes, Series 2023A-2, then the Issuer, pursuant to Section 17a(3) of the Act, to the extent necessary to meet the Payment Obligations, assigns to the Authority and authorizes to intercept, and directs the State Treasurer to advance, the Issuer's Pledged State Aid to be applied pursuant to the terms of any applicable State Aid Agreement, dated as of August 21, 2023, by and among the Authority, the Treasurer of the State of Michigan and \_\_\_\_\_.

If at any time and from time to time prior to the maturity date of the Notes the Authority has reason to believe that the Issuer will be unable to pay in full the principal of and interest on the Notes when due, the Authority, in its sole discretion, may by phone or email:

(i) request from the Issuer a written confirmation of both its ability to pay the Notes when due and a description of the source(s) of funds for the repayment of the Notes. If the Issuer fails within ten (10) days to provide such confirmation to the satisfaction of the Authority, the Issuer hereby authorizes the intercept of any Pledged State Aid to be distributed to the Issuer before August 2024 in such amount as determined by the Authority to be appropriate and further authorizes the Authority to give notice to the State Treasurer to intercept that amount of any Pledged State Aid which has not already been transferred to the Issuer. Any Pledged State Aid which is thus intercepted shall be transferred to the Depository and, after the Authority's Notes are paid, any amounts remaining shall be immediately distributed to the Issuer; and/or

(ii) give notice to the Issuer requiring the Issuer to enter into one or more Tax Intercept Agreements (each a "TIA") to provide additional security for the payment of the

Notes. Each TIA shall be in a form prescribed by the Authority, with such additions, deletions or substitutions reasonably required by any local taxing unit that collects operating tax revenues for the Issuer, and the delinquencies thereon, on behalf of the Issuer, as the Authority and any Authorized Officer shall deem necessary and appropriate.

The Issuer consents to the Authority's pledge and assignment of and grant of a security interest in the Authority's rights and interest (subject to certain rights of indemnification) in the Notes and this Purchase Contract as security for the Authority's Notes and a Trust Indenture dated as of August 1, 2023 (the "Trust Indenture"), issued by the Authority pursuant to its Note Authorizing Resolution adopted June 6, 2023, and for the Authority's obligations under a Note Purchase Agreement between it and any underwriter(s) or purchaser(s) of the Authority's Notes.]

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IF NO SET-ASIDE INSTALLMENTS ARE APPLICABLE, THE FOLLOWING LANGUAGE SHALL BE INCLUDED IN THE PURCHASE CONTRACT RELATING TO THE AUTHORITY'S STATE AID REVENUE NOTES SECURED BY A LETTER OF CREDIT (IF ANY):

[The Issuer represents and warrants to, and agrees with, the Authority that (A) the Issuer has, and on the Closing Date (specified below) will have, full legal right, power and authority (1) to enter into this Purchase Contract, and (2) to sell and deliver the Notes to the Authority and pledge and assign to the Authority the moneys to be received by the Issuer pursuant to the State School Aid Act of 1979, as amended (the "State School Aid") as provided herein and in the resolution authorizing the Notes and the Issuer has duly authorized and approved the execution and delivery of and the performance by the Issuer of its obligations contained in this Purchase Contract including those set forth in Schedule I; and (B) the Issuer shall promptly pay its pro rata share of the Costs of Issuance upon notification by the Authority. The term "Costs of Issuance" shall mean and include underwriter's discount, printing charges, letter of credit fees and related charges of a letter of credit (including, without limitation, all other amounts owing by the Authority under the reimbursement agreement relating to the letter of credit), rating agency charges, trustee fees, note counsel fees, and other counsel fees and issuance fees of the Authority related to the Authority's Notes (as defined below); provided, however, that the Issuer's pro rata share of such Costs of Issuance shall not exceed the amount shown on Schedule I hereto.

The Issuer acknowledges that (A) the Authority will purchase the Notes with proceeds from the State Aid Revenue Notes, Series 2023A-2 to be issued by the Authority (the "Authority's Notes"); and (B) the payment of the principal of and interest on the Authority's Notes will be secured by a direct-pay letter of credit (the "Letter of Credit") to be issued by \_\_\_\_\_ (the "Bank"), pursuant to a reimbursement agreement among the Authority, \_\_\_\_\_ (as Trustee and Depository), and the Bank, dated as of August \_\_, 2023 (the "Reimbursement Agreement").

The Issuer agrees that it will deposit with the Depository (as defined in Schedule I) payment of the principal of and interest on the Notes in immediately available funds, the full amount of such principal of and interest on the Notes to be received by the Depository by 11:00 a.m. on the maturity date of the Notes. The Issuer pledges to pay the principal of and interest on its Notes from the 2023/2024 State School Aid to be allocated to it and to be paid from October 2023 through August 2024, inclusive (the "Pledged State Aid").

Not later than August \_\_, 2024, the Issuer shall determine whether there will be sufficient funds on deposit with the Depository on August 20, 2024 (the maturity date of the Notes) to pay the principal of and interest on the Notes when due on that maturity date. If the Issuer determines that there will be insufficient funds on deposit with the Depository on August 20, 2024 to pay the principal of and interest on the Notes on the maturity date of the Notes, the Issuer will so notify the Authority by telephone and email not later than August \_\_, 2024 (email to: TreasMFA-StateAidNote@michigan.gov; and telephone the Executive Director, 517-335-0994).

If on the maturity date of the Notes there are insufficient funds on deposit with the Depository to pay the principal of and interest on the Notes when due, the Issuer, pursuant to Section 17a(3) of the State School Aid Act of 1979, as amended (the “Act”), to the extent necessary to meet the payment obligation, assigns to the Authority and authorizes and directs the State Treasurer to advance the Issuer’s Pledged State Aid to be applied pursuant to the terms of any applicable State Aid Agreement, dated as of August 21, 2023, by and among the Authority, the State Treasurer of the State of Michigan, and \_\_\_\_\_. The Issuer acknowledges that such a State Aid Agreement will be executed among the Authority, the State Treasurer, the Depository, and the Trustee for the Authority whereby the State Treasurer agrees to intercept and/or advance all or part of any State School Aid as described under this Purchase Contract. Notwithstanding the foregoing:

(A) The Issuer hereby irrevocably directs the State of Michigan to pay to the Depository 100% of the Pledged State Aid to be distributed to the Issuer in August 2024, and the Depository shall apply the August 2024 State School Aid payment on the following priority basis: (1) first, to pay the Bank the amount necessary to reimburse it for the drawing on the Letter of Credit to pay principal of and interest on the Authority’s Notes on August 20, 2024; (2) second, all other amounts due and owing to the Bank under the Reimbursement Agreement; (3) third, to pay any outstanding obligations relating to any other notes issued and delivered by the Issuer to the Authority concurrently with the Notes (“Other Notes”), if any; and (4) any amount remaining to be immediately distributed to the Issuer.

(B) If (i) the Issuer’s August 2024 State School Aid payment will be less than the aggregate amount of principal of and interest on the Notes and on any Other Notes, and (ii) the Issuer will pay any of the remaining amount due from any source other than proceeds from its borrowing in the Authority’s August 2024 state aid note pool, the Issuer shall give written notice by August \_\_, 2024 to the Authority and the Depository specifying each such source and amount (e.g., \$ \_\_\_ will be wired to the Depository from [bank name]).

(C) If at any time and from time to time prior to the maturity date of the Notes the Authority has reason to believe that the Issuer will be unable to pay in full the principal of and interest on the Notes when due, the Authority, in its sole discretion, may by phone or email:

(i) request from the Issuer a written confirmation of both its ability to pay the Notes when due and a description of the source(s) of funds for the repayment of the Notes. If the Issuer fails within ten (10) days to provide such confirmation to the satisfaction of the Authority, the Issuer hereby authorizes the intercept of any Pledged State Aid to be distributed to the Issuer before August 2024 in such amount as determined by the Authority to be appropriate and further authorizes the Authority to give notice to the State Treasurer to intercept that amount of any Pledged State Aid which has not already been transferred to the Issuer. Any Pledged State Aid which is thus intercepted shall be transferred to the Depository and shall be applied after the Authority’s Notes are paid in the same manner as provided in paragraph (A) above; and/or

(ii) give notice to the Issuer requiring the Issuer to enter into one or more Tax Intercept Agreements (each a “TIA”) to provide additional security for the payment of the Notes and the Issuer shall take the actions necessary to promptly enter into the TIA(s). Each TIA shall be in a form prescribed by the Authority, with such additions, deletions or substitutions reasonably required by any local taxing unit that collects operating tax revenues for the Issuer, and the delinquencies thereon, on behalf of the Issuer, as the Authority and any Authorized Officer shall deem necessary and appropriate.

The Issuer consents to the Authority’s pledge and assignment of and grant of a security interest in the Authority’s rights and interest (subject to certain rights of indemnification) in the Notes and this Purchase Contract as security for the Authority’s Notes and a Trust Indenture dated as of August 1, 2023 (the “Trust Indenture”), issued by the Authority pursuant to its Note Authorizing Resolution adopted June 6, 2023 and the Authority’s obligations under the Reimbursement Agreement.]

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The Issuer acknowledges that Section 15 of the Authority’s enabling statute, the Shared Credit Rating Act, as amended, provides for a statutory lien on the Authority’s pledge of the Pledged State Aid which is paramount and superior to all other liens for the sole purpose of paying the principal of, and interest on, (i) the Authority’s Notes and (ii) if proceeds of any State Aid Revenue Notes of any other series issued and delivered by the Authority concurrently with the Authority’s Notes are used to purchase any other notes of the Issuer, those other State Aid Revenue Notes.

The Issuer further acknowledges that Section 17a(3) of the Act does not require the State to make an appropriation to any school district or intermediate school district and shall not be construed as creating an indebtedness of the State.

With respect to any payment not received from the Issuer by the Depository by the time and date due under this Purchase Contract, the Issuer agrees to pay the Authority an amount as invoiced by the Authority to recover its administrative costs attributable to the late payment. The Issuer further agrees to reimburse the Authority (A) for any and all amounts which the Authority may have to rebate to the federal government due to investment income which the Issuer may earn in connection with the issuance or repayment of its Notes and (B) for the Issuer’s pro rata share of the Costs of Issuance that were paid by the Authority in the event that the Authority is required to rebate investment earnings to the federal government regardless, in either case, whether the Issuer is subject to such rebate or not. In the event the Issuer does not meet any arbitrage rebate exception pursuant to the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder, relative to the Notes, the Issuer will make any required rebate payment to the federal government when due.

The Issuer shall make the Notes and its other documents, certificates and closing opinions as the Authority shall require (the “Closing Documents”) available for inspection by the Authority on August \_\_, 2023, at the offices of the Thrun Law Firm, P.C., East Lansing, Michigan. At 9:00 a.m., prevailing Eastern Time, on August 21, 2023 (“Closing Date”), or at another date and time determined by the Authority, the Issuer shall deliver the Notes to the Authority at the offices of \_\_\_\_\_, Lansing, Michigan, together with the Closing Documents, and the Authority shall accept delivery of the Notes and the Closing Documents and pay the purchase price for the Notes.



The Authority shall have the right in its sole discretion to terminate the Authority's obligations under this Purchase Contract to purchase, accept delivery of and pay for the Notes if the Authority is unable for any reason to sell and deliver the Authority's Notes on or prior to the Closing Date.

Michigan Finance Authority

By \_\_\_\_\_  
Its Authorized Officer

Accepted and Agreed to this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023  
\_\_\_\_\_ ("Issuer")  
By \_\_\_\_\_  
Title: \_\_\_\_\_

*(Signature page to Purchase Contract)*

## Schedule I

### [INSTALLMENT PAYMENT SCHEDULE]

*All capitalized terms used and not expressly defined in this Schedule I shall have the meanings given to them in the Purchase Contract to which this Schedule I is attached (the "Purchase Contract").*

1. The Issuer hereby covenants that it will deposit all Installment payments as set forth in paragraph 9 below with \_\_\_\_\_, or its successor (the "Depository") at its designated corporate trust office located in \_\_\_\_\_, Michigan. [The Issuer directs the Depository to use the proceeds of the Installment payments to acquire U.S. Treasury Obligations state and local government series ("SLGS") and/or such other U.S. Treasury notes, bonds, bills and securities as authorized and directed by the Authority and as permitted by law, or, if authorized and directed by the Authority, to enter into an investment contract with a financial institution on behalf of the Issuer for the investment of the Installment payments.] In the event the Depository resigns, or is removed, the Issuer hereby accepts and appoints a successor depository appointed by the Authority as depository for the Notes.

2. The number of Installments shall be as set forth in paragraph 9 below. The Issuer hereby agrees to deposit funds with the Depository in accordance with the Purchase Contract and its resolution authorizing the Notes.

3. The Issuer covenants that it will deliver from time to time such additional information regarding the financial condition of the Issuer as the Authority may reasonably request.

4. The Issuer covenants that the principal amount of the Notes and the interest thereon, together with the amounts payable as to principal and interest on any additional notes or other obligations of equal standing with the Notes as to the Pledged State Aid, will not exceed 70% of the amount of State School Aid to be received by the Issuer during the period from October 1, 2023, through August 31, 2024.

5. The principal amount and the initial interest rate on the Notes shall not exceed \$ \_\_\_\_\_ and \_\_\_\_\_% per annum, respectively.

6. The Issuer's pro rata share of the Costs of Issuance shall not exceed: (A) \$ \_\_\_\_\_, plus (B) the Issuer's pro rata share of related charges pursuant to the Note Purchase Agreement between the Authority and the underwriter(s).

7. The Notes shall be dated August 21, 2023 and shall mature on [July 22][August 20], 2024.

8. The purchase price of the Notes shall be \$ \_\_\_\_\_ (par of \$ \_\_\_\_\_ [less net discount of \$ \_\_\_\_\_] [plus net premium of \$ \_\_\_\_\_]).

9. The amounts of the Installments/Mandatory Redemptions on the Payment Dates are:

Payment Date

Installment/Mandatory Redemption

10. As long as the Notes are outstanding, the Issuer shall neither pledge nor make any request for an advancement pursuant to Section 17b of the State School Aid Act of 1979, as amended, of any portion of its Pledged State Aid, October 2024 State School Aid, or State School Aid payable thereafter without the prior written consent of the Authority, by its Executive Director, which consent shall not be unreasonably withheld. The Issuer shall not, at any time prior to the maturity of the Notes, issue any other obligations pledging the Pledged State Aid ("Other Obligations") unless: (i) the Issuer shall have given prior written notice to the Authority of the Issuer's intent to issue any Other Obligations promptly after forming such intent; (ii) any Other Obligations shall mature after August 20, 2024; and (iii) any pledge of the Pledged State Aid as security for the payment of any Other Obligations shall be: (A) expressly subject to the prior

right of interception set forth in this Purchase Contract; and (B) expressly subordinate, under written subordination terms satisfactory to the Authority and its counsel, to the Issuer's prior pledge of Pledged State Aid as security for the Notes. "Other Obligations" as defined in this paragraph shall not include state aid notes, if any, issued by the Issuer as a separate series on August 21, 2023 and purchased by the Authority with proceeds from its State Aid Revenue Notes, Series 2023A-2, to be issued by the Authority pursuant to the Trust Indenture dated as of August 1, 2023. Any one or more of the foregoing restrictions set forth in this paragraph may be waived in writing by the Authority, by its Authorized Officer, in his or her sole and absolute discretion.

11. The Notes and related funds on hand with the Depository are Security (as that term is defined in the Trust Indenture) for the Authority and the Trustee. The Issuer is directing the Authority, and the Authority is directing the Depository, to enter into an investment agreement with a financial institution for investment of such funds on behalf of the Authority and the Issuer. Subject to all ownership and security interests of the Authority, the Trustee and the Depository in and to such funds, accounts and investment, and to the extent required by law, an undivided interest in and to such investment, in the Issuer's designated allocable amount, is granted to the Issuer.

***[Note: If a Purchaser of the Authority's State Aid Revenue Notes, Series 2023A-\_\_, requires particular provisions for determining the interest rate on the Notes or a default interest rate, such provisions will be added to this Schedule I, as appropriate]***

## Schedule I

### [NO INSTALLMENTS]

*All capitalized terms used and not expressly defined in this Schedule I shall have the meanings given to them in the Purchase Contract to which this Schedule I is attached (the "Purchase Contract").*

1. The Issuer hereby agrees to deposit or cause to be deposited funds to pay principal of and interest on the Notes with \_\_\_\_\_, or its successor (the "Depository") at its designated corporate trust office located in \_\_\_\_\_, Michigan, in accordance with the Purchase Contract and resolution authorizing the Notes. In the event the Depository resigns, or is removed, the Issuer hereby accepts and appoints a successor depository appointed by the Authority as depository for the Notes.

2. The Issuer covenants that it will deliver from time to time such additional information regarding the financial condition of the Issuer as the Authority may reasonably request.

3. The Issuer covenants that the principal amount of the Notes and the interest thereon, together with the amounts payable as to principal and interest on any additional notes or other obligations of equal standing with the Notes as to the Pledged State Aid, will not exceed 70% of the amount of State School Aid to be received by the Issuer during the period from October 1, 2023, through August 31, 2024.

4. The principal amount and the initial interest rate on the Notes shall not exceed \$ \_\_\_\_\_ and \_\_\_\_\_ % per annum, respectively.

5. The Issuer's pro rata share of the Costs of Issuance shall not exceed: (A) \$ \_\_\_\_\_, plus (B) the Issuer's pro rata share of related charges pursuant to the Reimbursement Agreement among the Authority, the Bank and the Depository (including, without limitation, all other amounts owing by the Authority under the Reimbursement Agreement and the initial fee of the Bank).

6. The Notes shall be dated August 21, 2023 and shall mature on August 20, 2024.

7. The purchase price of the Notes shall be \$ \_\_\_\_\_ (par of \$ \_\_\_\_\_ [less net discount of \$ \_\_\_\_\_] [plus net premium of \$ \_\_\_\_\_]).

8. Drawings on the Letter of Credit shall be reimbursed to the Bank on the same day in immediately available funds and reasonable charges and expenses which the Bank may pay or incur relative to the Letter of Credit shall be reimbursed to the Bank on demand as provided in the Reimbursement Agreement. Interest shall be payable to the Bank at a daily fluctuating interest rate per annum (the "Bank Reimbursement Rate") equal to (i) in the case of any amount drawn under the Letter of Credit and not so reimbursed, the Base Rate plus 4.0%; and (ii) in the case of any aforesaid reasonable charges and expenses which the Bank may pay or incur relative to the Letter of Credit, the Base Rate plus 4.0%. For purposes of this paragraph 8:

"Base Rate" means, for any day, the highest of (i) the Prime Rate; and (ii) 7.50%.

"Prime Rate" means the rate of interest last quoted by The Wall Street Journal as the "Prime Rate" in the U.S. or, if The Wall Street Journal ceases to quote such rate, the highest per annum interest rate published by the Federal Reserve Board in Federal Reserve Statistical Release H.15 (519) (Selected Interest Rates) as the "bank prime loan" rate or, if such rate is no longer quoted therein, any similar rate quoted therein (as determined by the Bank) or any similar release by the Federal Reserve Board (as determined by the Bank). Each change in the Prime Rate shall be effective from and including the date such change is publicly announced or quoted as being effective.

9. As long as the Notes are outstanding or any amounts are due and owing to the Authority under this Purchase Contract, the Issuer shall neither pledge nor make any request for an advancement pursuant to Section 17b of the State School Aid Act of 1979, as amended, of any portion of its Pledged State Aid, October 2024 State School Aid, or State School Aid payable thereafter without the prior written consent of the Authority, by its Executive Director, which consent shall not be unreasonably withheld. The Issuer shall not, at any time prior to the maturity of the Notes, issue any other obligations pledging the Pledged State Aid (“Other Obligations”) unless: (i) the Issuer shall have given prior written notice to the Authority of the Issuer’s intent to issue any Other Obligations promptly after forming such intent; (ii) any Other Obligations shall mature after August 20, 2024, and (iii) any pledge of the Pledged State Aid as security for the payment of any Other Obligations shall be: (A) expressly subject to the prior right of interception set forth in this Purchase Contract; and (B) expressly subordinate, under written subordination terms satisfactory to the Authority and its counsel, to the Issuer’s prior pledge of Pledged State Aid as security for the payment of the Notes. “Other Obligations” as defined in this paragraph shall not include state aid notes, if any, issued by the Issuer as a separate series on August 21, 2023 and purchased by the Authority with proceeds from the State Aid Revenue Notes, Series 2023A-1, to be issued by the Authority pursuant to the Trust Indenture dated as of August 1, 2023. Any one or more of the foregoing restrictions set forth in this paragraph may be waived in writing by the Authority, by its Authorized Officer, in his or her sole and absolute discretion.

***[Note: If a Purchaser of the Authority’s State Aid Revenue Notes, Series 2023A-\_\_, requires particular provisions for determining the interest rate on the Notes or a default interest rate, such provisions will be modified, or added to, this Schedule I, as appropriate]***

TO: Board of Education

FROM: Sarah Doll, Board President

SUBJECT: 2022-2023 Superintendent's Evaluation

POLICY: 1240 – Evaluation of the Superintendent

At the March 27th meeting we conducted the Superintendent's evaluation. Mr. Smith has provided Student Growth information for your review to finish his evaluation.

Suggested Resolution

I move that the Saranac Board of Education approve the Superintendent's Evaluation for FY: 2022-2023 as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

# Saranac Community Schools

Jason Smith, Superintendent  
 225 Pleasant Street  
 Saranac, Michigan 48881

www.saranac.k12.mi.us

Telephone 616-642-1400  
 Fax 616-642-1405

## 2022-2023 Student Growth Percentages

|                        | Growth<br>% | Rating              |                        | Growth<br>% | Rating              |  |
|------------------------|-------------|---------------------|------------------------|-------------|---------------------|--|
| <b>JSH<br/>Teacher</b> |             |                     | <b>Ele<br/>Teacher</b> |             |                     |  |
| Teacher A              | 100         | Effective           | Teacher A              | 100         | Highly<br>Effective |  |
| Teacher B              | 100         | Effective           | Teacher B              | 100         | Effective           |  |
| Teacher C              | 100         | Effective           | Teacher C              | 100         | Highly<br>Effective |  |
| Teacher D              | 100         | Highly Effective    | Teacher D              | 100         | Highly<br>Effective |  |
| Teacher E              | 100         | Highly Effective    | Teacher E              | 100         | Effective           |  |
| Teacher F              | 100         | Effective           | Teacher F              | 100         | Highly<br>Effective |  |
| Teacher G              | 100         | Effective           | Teacher G              | 100         | Effective           |  |
| Teacher H              | 100         | Effective           | Teacher H              | 100         | Highly<br>Effective |  |
| Teacher I              | 100         | Highly Effective    | Teacher I              | 100         | Effective           |  |
| Teacher J              | 100         | Highly Effective    | Teacher J              | 100         | Highly<br>Effective |  |
| Teacher K              | 100         | Highly Effective    | Teacher K              | 100         | Effective           |  |
| Teacher L              | 100         | Highly Effective    | Teacher L              | 100         | Effective           |  |
| Teacher M              | 100         | Effective           | Teacher<br>M           | 100         | Highly<br>Effective |  |
| Teacher N              | 100         | Highly Effective    | Teacher N              | 100         | Highly<br>Effective |  |
| Teacher O              | 100         | Effective           | Teacher O              | 100         | Highly<br>Effective |  |
| Teacher P              | 100         | Effective           | Teacher P              | 100         | Highly<br>Effective |  |
| Teacher Q              | 100         | Highly Effective    | Teacher Q              | 100         | Highly<br>Effective |  |
| Teacher R              | 100         | Highly Effective    | Teacher R              | 100         | Effective           |  |
| Teacher S              | 100         | Effective           | Teacher S              | 100         | Highly<br>Effective |  |
| Teacher T              | 0           | Highly Effective    | Teacher T              | 100         | Effective           |  |
| Teacher U              | 100         | Effective           | Teacher U              | 100         | Effective           |  |
| Teacher V              | 100         | Highly<br>Effective | Teacher V              | 100         | Highly<br>Effective |  |
| Teacher W              | 100         | Effective           | TeacherW               | 100         | Effective           |  |

|                |              |                  |                |               |                  |  |
|----------------|--------------|------------------|----------------|---------------|------------------|--|
| Teacher X      | 100          | Effective        | Teacher X      | 100           | Highly Effective |  |
| Teacher Y      | 100          | Highly Effective | Teacher Y      | 100           | Effective        |  |
| Teacher Z      | 100          | Highly Effective | Teacher Z      | 100           | Highly Effective |  |
|                |              |                  | Teacher AA     | 100           | Highly Effective |  |
|                |              |                  | Teacher BB     | 100           | Effective        |  |
|                |              |                  | Teacher CC     | 100           | Effective        |  |
|                |              |                  | Teacher DD     | 100           | Highly Effective |  |
|                |              |                  | Teacher EE     | 100           | Effective        |  |
|                |              |                  | Teacher HH     | 100           | Highly Effective |  |
|                |              |                  |                |               |                  |  |
|                |              |                  |                |               |                  |  |
| <b>Average</b> | <b>96.15</b> |                  | <b>Average</b> | <b>100.00</b> |                  |  |

Assessments used to measure growth include STAR, Acadience, OS, IEP goals, and Pre/Post-test/assessments

Student growth is a measurement of growth on an assessment during the school year, the growth does not constitute that a student is proficient.

Saranac Elementary School  
 Phone 616.642.1200  
 Fax 616.642.1205

Saranac Junior/High School  
 Phone 616.642.1100  
 Fax 616.642.1105





TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Elementary Student Handbook

I will be presenting the student handbook for FY: 2023-2024 school year.

# **SARANAC ELEMENTARY SCHOOL**

**2023 - 2024 STUDENT HANDBOOK  
(616) 642-1200**

[www.saranac.k12.mi.us](http://www.saranac.k12.mi.us)



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SARANAC ELEMENTARY SCHOOL  
STUDENT - PARENT HANDBOOK  
2023 -2024

Dear Students and Parents,

Welcome to our school! We hope that you will enjoy the various activities during the school year and participate whenever possible. We, the staff, look forward to experiencing with you our adventures in learning and the joy of friendship.

This handbook was written to provide you with important information about our school. We hope you will find it helpful and retain it for future reference. If you have any questions not answered in this handbook, please call for the information or stop at school for a visit.

Sincerely,

The Saranac Elementary School Staff

**STAFF**

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First Grade: Sarah Gallagher, Tammy Howe, Amy Smith

Second Grade: Bridget Harder, Doris McPherson, Linette Reed

Third Grade: Mo Jorgensen, Cathy Cooper, Alicia Zeller

Fourth Grade: Amy Evans, Amanda Germanese, Kelli Thomas,

Fifth Grade: Tara Rasmus, Molly Milks, Tina Catrell

Sixth Grade: Amy McGee, Amy Miles, Sue Chipman

Special Education: Angela Guernsey, Melissa Price, Kelly Reeve

Physical Education: Tami Wernette

Intervention Specialist: Stephanie Smith, Tanja Greenfield, Teri Brunette, Therese Bergy, Caroline Dibaba

Technology: Stacy Sanders

Speech: Rachel Ort

Music: Dawn Peterson

Band: Matt Stauffer

Social Worker: Mariah Slaughter

Mental Health Counselor: Matt Austin, LPC

Nurse: Karah Smith, RN

Art: Ashley Wallner

Classroom Paraprofessional: Stephanie Voorheis, Brandy Mutschler, Beth VanProoyen, Leeah Flanagan, Angela Flater

School Paraprofessional: Tammy Blough, Anita Hotchkiss, Kelly Herrick, Cindy Voorheis,

Custodians: Dave Milner, Carl Rickert, Steve Houserman

## SARANAC ELEMENTARY CALENDAR

### 2023-2024 Calendar

|   |  |
|---|--|
| August 28th   | First day with students- ½ Day Dismissal JSH 10:55/Ele 11:00 |
| September 1st   | No School  |
| September 4 <sup>th</sup>                                       | No School  |
| September 18 <sup>th</sup>                                      | No School for Students-Professional Development Day          |
| October 20th  | No School  |
| October 23 <sup>rd</sup>  | No School for Students-Professional Development Day          |
| November 22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> | No School  |
| December 20 <sup>th</sup> – Jan 2 <sup>nd</sup>                 | Winter Break –No School                                      |
| January 3 <sup>rd</sup>   | School Resumes   |
| January 15 <sup>th</sup>  | No School  |
| January 18 <sup>th</sup>  | Student ½ day  |
| January 19 <sup>th</sup>  | Student and Staff ½ Day-End of 1 <sup>st</sup> semester      |
| February 16 <sup>th</sup>                                       | No School for Students-Professional Development Day          |
| February 19 <sup>th</sup>                                       | No School  |
| March 15 <sup>th</sup>  | No School  |
| March 29 <sup>th</sup>  | No School  |
| April 1 <sup>st</sup> – April 5 <sup>th</sup>                   | Spring Break – No School                                     |
| May 13 <sup>th</sup>  | No School for Students-Professional Development Day          |
| May 24 <sup>th</sup>  | Student and Staff ½ Day                                      |
| May 27 <sup>th</sup>  | No School  |
| June 5 <sup>th</sup>  | Student ½ Day  |
| June 6 <sup>th</sup>  | Student and Staff ½ Day                                      |
| End of Second Semester  |  |

**\*\*Calendar is subject to change \*\***



Saranac Community Schools

School exists for children. Therefore, we as a staff have developed this statement of our beliefs.

### **SARANAC COMMUNITY SCHOOLS MISSION STATEMENT**

Saranac Community School District will provide for all students an education, which prepares them to become contributing, productive members of society. The community, staff, students, and families will work together to continually improve an educational environment that ensures learning and promotes social growth and physical wellness.

### **SARANAC ELEMENTARY SCHOOL MISSION STATEMENT**

The staff of Saranac Elementary School, working together with the community, will provide all students the necessary skills to continually learn throughout their lifetime and interact effectively in our society.

### **Saranac Elementary School Exit Outcomes**

Self-Directed Learners assume responsibility for their actions and create goals for themselves. They are able to consider options, set priorities, monitor, and evaluate their progress.

Collaborative Contributors are able to work cooperatively with others in diverse groups.

Effective Communicators effectively share knowledge with others in today's modern technological society.

Involved Citizens volunteer their time, energies, and talents, resulting in pride in one's self and local community.

Complex Thinkers demonstrate decision-making, reasoning skills, and creative problem solving in their changing world.

Innovative Producers successfully create a product meeting given criteria, using their intellectual and artistic abilities.

**STUDENT CODE OF CONDUCT:** Respect Yourself! Respect Others! Respect Your School!

### **SPECIAL SERVICES**

Special education opportunities exist locally and in center programs operated by Ionia Public Schools or the Ionia Intermediate School District. The programs range from classrooms full or part time to speech therapy, school social work and/or teacher consultant services. An Individualized Education Planning Committee (IEPC) consisting of parents and staff meet to determine eligibility for services and develop the Individualized Education Plan (IEP) to be followed.

Title I is a federally funded program monitored by the State of Michigan Department of Education. The purpose of the program is to provide supplementary reading, math and science assistance in the classroom to qualifying students who demonstrate difficulties.

### **TITLE IX COMPLIANCE**

For our full policy on Title IX please reference Board Policy 5517, Anti-Harassment.

It is the policy of the Saranac Community Schools that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training or other educational program, or in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time, under any educational program or activity operated by the school district as required by Title IX of the education amendments of 1972.

### **DRUG-FREE ZONE:**

At the meeting, July 19, 1990, the Saranac Board of Education unanimously passed the following resolution:

WHEREAS, the Saranac Board of Education stands committed to ensure the education of our students in a drug-free environment;

WHEREAS, the Office of the Ionia County Prosecutor is committed to rigorously enforcing the laws of the State of Michigan which outlaws the presence of illicit drugs near school property;

WHEREAS, the school systems in over 36 states, including Michigan, have sought to protect our youth by creating safe havens called "Drug-Free Zones";

WHEREAS, local law enforcement stands committed to vigorously enforce violations of any established "Drug-Free Zone";



WHEREAS, the Saranac Community Schools agree to join forces with law enforcement and other school districts to enforce the establishment of "Drug-Free Zones" and take a zero tolerance stance of illegal drugs;

THEREFORE, be it resolved that the Saranac Board of Education designate Saranac Community Schools as a "Drug-Free Zone."

FURTHER, direct the administration to post appropriate signs and announce this resolution to the public and our students.

### **HEALTH, SAFETY, AND WELFARE**

Severe Weather or Tornado:

School Cancellation:

In the event that school is canceled or released early due to inclement weather, equipment failure, or public crisis, parents will be notified by local radio and TV stations listed below. PARENTS, PLEASE LET YOUR CHILD KNOW WHERE THEY ARE TO GO IN THE EVENT OF AN EARLY DISMISSAL.

Hazardous Weather Information:

The decision to keep the schools open or to close because of the weather is not an easy one to make. When evaluating road conditions, the primary concern is for the safety of students and staff. With this in mind, the procedure for making the decision to close school due to weather is:

\*Weather reports are monitored closely, and the County Road Commission informs us of road conditions.

\*Roads are checked in various parts of the district by school personnel.

\*Based on actual road conditions, the Superintendent will make a decision. As soon as the decision is made that school is to be closed, information will be provided to area radio and television stations.

Parents and students should listen to any of the following radio or television stations to receive the school closing information:

### **FM RADIO AM RADIO**

Information is sent out to local radio stations

### **TELEVISION STATIONS**

|                 |                 |
|-----------------|-----------------|
| WOOD CHANNEL 8  | WOTV CHANNEL 41 |
| WXMI CHANNEL 17 | WZZM CHANNEL 13 |

Saranac Community schools uses our school website through Appetgy to inform the community on school closings and other important happening at the school. Appetgy uses family information that we collect at the beginning of the year. It is the parent's responsibility to make sure that the school has accurate contact information.

Like us on Facebook @ Saranac Elementary School

Parents are reminded that if they choose to keep their children home because they consider the area unsafe, the student(s) will be excused. If a bus does not travel a road because it is unsafe, and the parent chooses to bring their child in, they will also be responsible for the child's safe return trip home.

### **SEVERE WEATHER POLICY**

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

Tornado Watch (Severe weather conditions with tornado conditions present)

1. Students will NOT be sent home early.
2. Students will remain in session with necessary precautions taken.
3. Students will be sent home at regular dismissal time.

Tornado Warning (Immediate danger of tornado)

1. Students will NOT be sent home.
2. Students will be kept in designated safety areas within the school buildings until all clear is given or danger has passed.

### **General Information**

1. After-school activities shall be canceled whenever tornado "Warnings" are in effect at the time of the activity.
2. Parents may pick up their children and only their children unless there is specific written permission or by making prior arrangements with the principal.
3. Parents should not call the school inquiring about tornado procedures during the period of a tornado "Watch" or "Warning".
4. All school buildings have designated Safety areas for students and employees.
5. Employees will remain on duty until regular dismissal time or until end of emergency, whichever is later.

6. Parents should have a plan for their children when no one will be at home upon their arrival from school.

Lock-down, Fire, and Storm Safety Drills:

Drills will be held during the course of the year in accordance with state law. Escape routes and designated safe areas are listed in each room.

Student Accident/Injuries or Illness:

Student injuries or illnesses are to be reported to the office. In case of serious injury or illness, aid and comfort will be provided at the school staff is training level. Emergency services will be secured when the injury or illness appears to be life-threatening or beyond the capability of the school staff present during the situation. Parents will be notified of the action taken. PLEASE NOTE: Parents of children with special medical needs who require treatment not available in our local area must notify the office in writing to ensure our ability to provide proper care for the child.

## **Student Health**

Saranac Community Schools are committed to providing a safe and healthy environment for the students and employees. The following are indicators that your child may be contagious and **should stay home:**

- Fever. Children must be FEVER FREE WITHOUT FEVER REDUCING MEDICATIONS FOR 24 HOURS prior to return
- Diarrhea, vomiting within the last 24 hours. Children need to be symptom-free for 24 hours before returning to school.
- Reddened eyes with thick mucus or pus draining from eyes.
- Sore throat, especially if combined with fever or swollen neck glands.
- Rashes with fever or rashes of unknown origin.
- Upper respiratory infection and/or severe cold, especially if accompanied with green or yellow nasal discharge and/or ear pain. A cough spreads germs, and a cough that keeps a child up at night means they will be too tired to learn the next day.
- Unusual fatigue, paleness, loss of appetite, confusion and irritability.

Students who are found to have a fever of 100.4° or greater, vomiting, diarrhea (2x or more), or those too sick to have a meaningful school interaction will be excluded for a minimum of 24 hours.

If you have further questions regarding when your child should stay home OR when they may return to school after an illness, please visit [Michigan Department of Health & Human Services](#) website and search “Managing communicable diseases in schools”, a chart within this packet will guide your decision making.

## Consent

As of the 2023-2024 school year the school nurse will be sending home a consent form prior to the school year starting. The consent form is allowing the school RN to assess and aid the student in the case of injury or illness. If “consent given” or “I do not give consent” are not signed on the paper, the RN will automatically be assessing and aiding the student.

## Communicable Diseases

By law, the school must report all student cases of communicable disease to the County Health Department. Communicable diseases must be reported to the school nurse OR attendance line for the school secretary, who will file the required report with the Ionia County Health Department. If a staff member is aware of a student with a communicable disease she/he is to inform the office.

Head Lice Policy: Head lice are parasites of the human head and its hair. The presence of head lice is not an indicator of hygiene, parenting, social or economic status. 12 Revised 7-12-2022  
If a student is identified with an active infestation, (defined as the presence of live lice or nits found within ¼” of the scalp), the parent will be notified so that the student may be taken home to be treated in the most effective manner possible. The student will be readmitted to school after treatment. If, upon examination by the designated school personnel or school nurse, no live lice are found the student may re-enter the classroom.

## Immunization

All children who attend school in Michigan are required to be fully vaccinated unless a waiver has been filled out by a parent/guardian with their primary care provider or the local health department. A summary of these requirements is listed below.

### 1. REQUIREMENTS FOR CHILDREN AGE 19 months THROUGH 4 YEARS OF AGE:

- \* 4 doses of DTP vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry.
  - \*4 doses or age appropriate complete series of Pneumococcal Conjugate
  - \* 3 doses of any appropriate polio vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry.
  - \* 2 doses of MMR vaccine received after the 1st birthday, at least 1 month apart and with at least 1 of the doses at or after 15 months of age.
- OR
- Current laboratory evidence of measles, mumps or rubella immunity.
  - \*3 doses of the HEPATITIS B vaccine.
  - \* 2 doses of Varicella (Chicken Pox) or ~~reliable history of disease~~ a laboratory confirmed diagnosis of varicella.
  - \*2-3 doses HIB (depending on brand of HIB) before 1 year of age and a booster dose of HIB at age 15 months

### 2.REQUIREMENTS FOR CHILDREN 7 THROUGH 18 YEARS OF AGE:

- 4 doses of diphtheria and tetanus or 3 doses if the first dose is after 1 year of age. 1 dose of Tdap at age 11 years or older upon entry into 7th grade or higher
- \* 3 doses of any appropriate polio vaccine. (IPV [inactivated polio virus-injection] is the only excepted polio vaccine in the United States)
  - \* 2 doses of MMR vaccine received after the 1st birthday, at least 1 month apart and with at least 1 of the doses at or after 15 months of age,
- OR
- Current laboratory evidence of measles, mumps, or rubella immunity.
- \* 3 doses of the HEPATITIS B vaccine.
  - \* 2 doses of Varicella (Chicken Pox vaccine) or ~~reliable history of disease~~: a lab confirmed diagnosis of varicella.
  - \* 1 dose of meningococcal vaccine

These requirements are for children entering a Michigan school district for the first time at kindergarten level, 7th grade level or a new transfer to a new school district. Failure to meet these requirements, as set by the Michigan Department of Public Health, requires the school principal to exclude the child from attendance until the vaccine requirements are met.

## In school Illness and Emergency Accidents

Student injuries or illnesses are to be reported to the office to be assessed by the school RN or trained office staff. In case of serious injury or illness, aid and comfort will be provided at the level to which the school RN and staff are trained. Emergency services will be secured when the injury or illness appears to be life threatening or beyond the capability of the school staff present during the situation. Parents will be notified of the action taken. **PLEASE NOTE:** Parents of children with special medical needs who require treatment not available in our local area must notify the office in writing to ensure our ability to provide proper care for the child. If your child has a chronic illness such as severe asthma, an allergy to a common food which may require an epi-pen, seizures, AMPs, diabetes, celiac disease, reactive airway disorder, anemia which has led to hospitalization, heart arrhythmias, heart disorders, blood or clotting disorders, cyclical vomiting, migraines, epilepsy, irritable bowel syndrome or fainting, please contact their specialist or primary care provider and have them provide the school with an “emergency action plan”. This or a “medical management plan” will guide the nurse and office staff in any medical needs which may arise while at school. If the school nurse or office staff are unable to reach the parent after 3 hours (this includes leaving voicemails on the hour and attempting all emergency contacts) the sheriff office will be called.

When a medical emergency happens, every effort will be made to contact parents, guardians, or an emergency contact. The school nurse/support staff will provide first aid and determine the need for emergency medical treatment based on the nature of the event and the student’s response. In the event that a call to 911 is placed, an authorized representative from the school will accompany the child and remain with him/her until parents/guardians arrive. Our emergency information form, filled out at the time of enrollment, serves as consent for your child to be

transported by ambulance to a local medical facility of your choosing to receive emergency care.

## Medication Administration at School

Taking medication during school hours or during school related activities is prohibited unless it is necessary for the student's health and well-being. When a student's licensed healthcare provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request the school dispense the medication to the child by completing a "student medical authorization form." Student Medical Authorization forms can be found in both school offices and can be updated by the parent/guardian at any time. Additionally, the prescribed medication must have a pharmacy label on it with the correct medication name, student information, expiration date, dosage and time of administration. If the school nurse feels uncomfortable administering any medication, the school nurse holds the right to not medicate the child with that medication until the school receives a signed doctor's note.

PLEASE NOTE: The office will no longer be supplying over the counter medications as of the 2023-2024 school year. If you want your child to have access to over the counter medications while at school, please put the name of the medication on the medical authorization form and send a stock in with them.

Examples of over the counter medications that you may want to list and supply for your student: Ibuprofen, Tylenol, Tums, benadryl, NSAIDS, cough drops with menthol, Dayquil, cough medication, allergy relief medication.

It is the parents/guardians responsibility to ensure their child has a stock of any potentially needed medication at the school. These medications will be kept locked in the office by the school nurse, and office staff. The school will only be providing non-menthol cough drops (Luden's) and mints. Please be mindful of the quantity of any medication you send in with your child as we have limited space in our medical room.

No school or district employee is allowed to administer to any student, or supervise a student self-administration of any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at school related functions, other than as provided for in this procedure.

If your student is in need of an epinephrine auto injector(Epi-Pen), and/or an asthma inhaler prescribed for immediate use for medical conditions, please register this medication, the condition it is for and an emergency action plan with the school nurse. The school nurse will coordinate with the teacher and parent/guardian the safest way to keep, maintain and (if needed) administer this medication to the student. These medications and their administration fall under the school nurse's license if they are used on school property during the school day.

To ensure student safety, the school nurse holds the right to confiscate these medications and hold them in the school office if any medications are being improperly used. If this occurs, the nurse will confiscate the medication and contact the parent/guardian immediately.

All medications must be picked up by a parent/guardian at the end of the school year. The school nurse will send out a letter each year reminding parents to pick up these medications on specific dates. If the parent/guardian does not pick up the medications on these dates, all medications will be disposed of by the school nurse regardless of their expiration date.

**School Nurse Contact Information:**

Karah Smith

Ionia County Health Department

Saranac School District Nurse

Call or Text: 616-902-9439

Email: smithkar@scs-staff.org

## **ACADEMICS**

The elementary school curriculum, at various levels, includes: mathematics, language, reading, science, social studies, writing, spelling, music, health, physical education, technology, and art.

## **TESTING**

Testing in Saranac Elementary School serves several purposes:

- A. - assists in diagnosis of specific learning difficulties
- B. - determines school readiness
- C. - monitors students' progress
- D. - identifies the need for placement in special program.

For the specific times of testing, please stop by the office. During testing times, parents are encouraged to make sure students eat a good breakfast and get plenty of rest.

## **HOMEWORK POLICY**

Homework is an important and valid part of the educational process. A homework policy is at the discretion of the teacher. These are some of the reasons for homework:

- to help students develop independent study habits
- to promote growth in responsibility and self-direction in learning
- to reinforce learning that has taken place in school
- to help students organize and budget time
- to promote a closer working relationship between home and school

Incomplete homework may be a factor in determining a child's academic growth.

**REPORT CARDS**

A report to parents is issued two (2) times each year to all students in Young 5's through sixth grades.



## **RIGHT TO ACCESS AND PRIVACY OF RECORDS**

Under the Family Education Rights and Privacy Act (FERPA), parents have the right to:

1. Inspect and review student education records;
2. Request an amendment of the student educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to the disclosure of personally identifiable information contained in the student's educational records;
4. File with the U.S. Department of Education a complaint if there is an alleged failure by the school district to comply with requirements of the Act;
5. Obtain a copy of the FERPA policy.

FERPA regulations presume equal access for both parents, unless there is a court order or legal document to the contrary. If you desire to see your child's records, please call the school and make an appointment.

## **CHANGE OF ADDRESS**

Please contact the office if you have a change of address and/or phone number.

## **LUNCH**

Students should not bring money to school except for lunch or special events. The cost of lunch and milk varies yearly and is set by the school. Applications can be obtained from the office for those who qualify for free or reduced lunches. To ensure proper accounting, money should be put in an envelope marked with the student's name, grade, teacher, and amount. No student will go without a lunch. If a child loses or forgets her/his lunch a hot lunch maybe charged. However, 3 charges are the limit that each student will be allowed. After the third charge students will be provided an alternative lunch until such time as the account is made current.

## **FIELD TRIPS**

Most trips are taken by bus during the school day. Because of the educational value of trips, student attendance is expected. Parents will be notified of the trip in advance and are often asked to serve as chaperones along with the classroom teacher. A permission slip will be sent home for parents to sign, giving their child permission to attend field trips. Without the permission slip, the school cannot legally assume responsibility, and students will not be allowed to go. Some local field trips are within walking distance and permission slips are not necessary. Any adult attending a field trip must pass a criminal background check.

## **SCHOOL LIBRARY**

Most of the materials within our library are available to be checked out and taken home. Parents are requested to help their children return these items by their due date. Students will be responsible for the replacement of all items lost or damaged.

## **SUPPLIES AND MATERIALS**

Students will be provided with necessary supplies such as books, paper and pencils. Other materials may be brought to school at the teacher's discretion.

Books, desks, lockers, classroom equipment, restroom walls, and playground equipment belong to the people of Saranac. Those of us using these things are responsible for taking care of them. If someone breaks, loses, or destroys something, he/she will be responsible for its repair or replacement. In the state of Michigan, school districts are authorized to recover damages in an amount not to exceed \$2,500.00 against parents of unemancipated minors who have maliciously or willfully destroyed real, personal or mixed property, which belongs to the school district. We feel that it is important for parents to discuss the consequences of harming school property before a problem occurs.

## **VOLUNTEERS**

Volunteers are appreciated at Saranac Elementary School. Want ads for volunteer help are periodically in the school newsletter. If you are volunteering at the school, please check into the office when you arrive. All volunteers must pass a criminal background check.

## **BIRTHDAY TREATS/BOOKS:**

A child is welcome to provide a birthday treat for the class. For safety purposes, please don't send suckers or hard candies. **Also, several of our students have severe nut allergies.** Please keep this in mind when sending treats and snacks to school. We do encourage that the snacks/treats brought be healthy for all students. If you have any questions, please contact your child's teacher or the elementary office. A child may also wish to donate a book to the elementary school library in honor of his/her birthday. Please contact the librarian for ideas. Because we have had problems with hurt feelings in the classroom, we will not be handing out birthday invitations in class unless the whole class, or everyone of that gender, is receiving them.

## **TOYS, PETS, AND OTHER VALUABLES**

To prevent distraction, destruction, and loss of property; toys, pets and other valuables are not allowed in school without previous approval. Animals are limited per school board policy.

## **DISCIPLINE PHILOSOPHY**

Students and parents need to realize that education is a cooperative effort and one individual's rights and freedoms must not interfere with the rights and freedoms of other individuals. To provide this atmosphere we feel that students have these specific rights:

- They have a right to be happy and to be treated with compassion
- They have a right to be themselves
- They have a right to be safe
- They have a right to hear and be heard
- They have a right to learn about themselves

To ensure these rights are shared by all students it may become necessary to intervene when the above rights are violated. For this process we have established the following general citizenship code:

1. One will keep hands, feet, and objects to oneself
2. One will walk in the hall
3. One will treat others as one wishes to be treated

If a student hinders another student's rights by breaking the citizenship code the following consequences have been set:

- The staff member who observes the misconduct will discuss the problem with the student to make improvements.
- The professional staff member may withhold privileges from the student if deemed appropriate.
- The professional staff member will contact the student's parent(s) if minor interventions at school have not been successful in correcting the problem.
- A conference between the professional staff member and parent(s) will be arranged if the problem warrants.
- A conference with the professional staff member, parent(s), and principal will be arranged if other actions have not been successful in correcting the problem.
- When deemed necessary, discipline for a classroom disturbance will be handled by the principal.
- If a problem continues after exhausting the previous avenues, a last resort is to suspend a student from school per Saranac Board of Education Policy.

- Severe problems may result in immediate suspension. These include such serious offenses as the use, sale, possession, or distribution of drugs, alcohol, illegal substances or look-alike drugs, destruction of property, theft, fighting, smoking, extreme lack of respect for authority, or the breaking of any state or federal laws.

- When parents or legal guardians wish to appeal a suspension the following procedure has been set up to satisfy your needs.

- Parents, legal guardians, or the students may request a conference with the principal. Such requests shall be made within the period of the suspension. The principal shall affirm or modify the terms of his/her action within two (2) school days from the date of the conference.

- Within five (5) school days from the principal's decision, the parents, legal guardian, or student may appeal such decision to the superintendent or his/her designee. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.

- Within five (5) school days from the superintendent's decision, the parents, legal guardian, or student may appeal the decision to the Board of Education.

\*The Board of Education shall schedule a hearing within ten (10) school days of the receipt of any appeal and the hearing shall be conducted under the following procedure

A. A written notification shall be given of the time, date, and place of the hearing and shall include the following information:

1. A statement of the charges against the student.
2. The name of the hearing officer or hearing board.
3. The hearing procedure to be used.
4. The status of the student pending the appeal and the decision of the board.
5. The right to request the hearing to be open or closed to the public and if the meeting is closed, to have witnesses excluded from all parts of the hearing except where necessary.
6. The right of the student and the parent or guardian to be represented by counsel of their choice.
7. The right to present witnesses and to question witnesses testifying against the student.
8. The right to have a written finding of fact and the right to have a record of the hearing.

B. The hearing is not a court proceeding and the rules of evidence shall not be enforced.

C. There may be present at the hearing, whether or not the hearing is closed, the attorney, the principal, the superintendent, and other such resource persons, as the board deems essential to the adjudication of the case.

D. The board shall render a written decision within five (5) school days from the date of the hearing, and a written copy shall be forwarded to all parties concerned.

### **Saranac Elementary Code of Conduct**

School is a place where students come to get an education. We believe students should be able to learn in a school that is safe and orderly. In order to ensure a safe school environment, the overall concept of discipline must include the cooperation of the school, home, and student.

Rules for acceptable behavior within individual classrooms, cafeteria, hallways and outside will be carefully defined and posted early in the year. Teachers are individuals and may expect different types of behavior from their students. It is the student's responsibility to recognize such differences and comply.

Students, parents and school must share the responsibility for creating the best possible school setting. The school must provide a quality staff and programs to help youngsters succeed in a complex world. Parents must help their children learn to take responsibility for their actions. Students must respect themselves, the school, staff members, and their classmates. Saranac Community Schools has set the following guidelines to insure consistency in discipline at all schools.

**A. Students subject to short-term suspension:**

A student must be given written or verbal notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension.

**B. Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. The hearing may be private, but the Board must act publicly.

The Superintendent shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students.

## **ACTIONS AND RESPONSIBILITIES**

Disciplinary actions are taken with the aim of correcting behavior patterns and teaching responsibility. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. For those students who do not, and to protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. There are certain responsibilities we all share in helping the students overcome behavior problems. If a student's misbehavior is directly related to an identified handicap, the school staff will take such conditions into account. A student who becomes involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the seriousness of the behavior problem, one or more of the following actions will be taken by the school staff.

**In the case of severe violation of rules, the disciplinary action taken may extend beyond these guidelines.**

### **INFORMAL TALK**

The principal or his /her designee will talk with the student to reach agreement regarding the student's behavior. Parents are not allowed to talk with, or question other students at school regarding behavioral concerns without the permission and involvement of the principal and the child's parents.

### **LOSS OF PRIVILEGES**

The school administrator may notify the parent of privilege suspension. These privileges may include removing the student from playground, cafeteria, media center, and/or class participation.

### **CONFERENCE**

A conference will be held with the student, the teacher, the administrator and other appropriate staff members, to develop a plan for improving behavior. The parent may be contacted.

### **DETENTION**

The student will be required to stay after school as determined by the school principal his/her designee. The child will not be detained from art, music or physical education because of misconduct in another portion of the school program. The parent will be informed of the problem area. A conference with the student, the parent, and appropriate staff members may be scheduled. If a plan is developed to help improve the student's behavior, copies will be given to the student and the parent. Detentions end at 3:45 PM, there will be no school provided transportation at this time.

## **DISCIPLINARY CONSEQUENCES**

1. **ARSON:** Intentionally setting a fire in or around the school property.
  - Principal/parent meeting
  - Suspension from school
  
2. **BITING:**
  - Parent contact
  - Action of the principal for health reasons - possible suspension
  
3. **CELL PHONE POLICY:** Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. There are allowable exceptions to this policy, such as use of cell phones on field trips, pending the discretion of the teacher/or administrator.
  - 1<sup>st</sup> Offense - Students will have their cell phone taken away and returned at the end of the day.
  - 2<sup>nd</sup> Offense - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
  - 3<sup>rd</sup> Offense - Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.
  
4. **DISORDERLY CONDUCT:** Conduct which is dangerous or disruptive. This includes, but is not limited to: throwing snowballs, stones, food or other objects; shouting or running in the building.
  - Minor Offense - Loss of recess
  - Major Offense - After school detention and/or parent meeting or out of school suspension
  
5. **EXCESSIVE ABSENCES/TARDY:**
  - Parent contact -- possible truancy report (see attendance guidelines p. 30)
  
6. **EXCESSIVE DETENTIONS:** Excessive detentions and/or loss of recesses given in one marking period.
  - Possible parent/teacher/principal meetings to be held at discretion of teacher or principal
  
7. **EXTORTION:** Threatening to harm another student if he/she doesn't give property or money.
  - Minor Offense - Written explanation, apology, detention
  - Major or 2nd Offense - Parent/teacher/principal meeting. Consequences to be decided at meeting. Possible suspension

8. FALSE ALARM: Willfully pulling the fire alarm system (subject to age of the student)
  - Parent Contact
  - 1 day out of school - parent/teacher/principal meeting
  
9. FALSE ACCUSATION: Falsifying information to harm another's character.
  - Minor - Loss of recess/ detention
  - Major - Out of school suspension
  
10. FIGHTING:
  - Major offense - Out of school suspension plus group meeting
  
11. FORGERY/CHEATING: Writing or using the name or work of another person.
  - After school detention/parent contact
  
12. HARASSMENT: Consistently bothering/irritating/annoying.
  - Minor Offense - Loss of recess
  - Major Offense - Conference with all parties/possible suspension of 1 or more days up to expulsion
  
13. INAPPROPRIATE TOUCHING - The deliberate act of grabbing or touching inappropriate parts of a person's body.
  - Minor Offense - Loss of recess/detention
  - Major Offense - Suspension - repeated offenses/parent contact
  
14. INAPPROPRIATE OBJECTS AT SCHOOL - Toy guns, skateboards, radio, knives, guns, video games, baseballs and bats, sleds, and handcuffs. In the case of toy knives and guns, out of school suspensions or expulsion may be issued; real knives and guns will follow the weapons free school law.
  
15. INCOMPLETE WORK:
  - Consequences given by classroom teacher. If necessary, principal involvement
  
16. INSUBORDINATION: Failure to obey a reasonable request from any school employee (principal, teacher, secretary, custodian, cafeteria worker, security staff, aide, or bus driver).
  - 1st Offense - Loss of recess
  - 2nd Offense - After school detention and loss of recess
  - 3rd Offense - Parent/teacher/principal meeting – possible suspension
  
17. LITTERING: Throwing or scattering rubbish, trash or paper on school property.
  - Clean up plus loss of recess



18. MALICIOUS DESTRUCTION: Deliberate destruction or defacing school property including property of persons employed by the school.

- Minor Offense - Restitution/loss of recess
- Major Offense - Restitution/possible police involvement and parent/principal meeting. Possible suspension.

19. NAME CALLING:

- Minor - Verbal warning/loss of recess
- Major (Including racial or ethnic slur) - Principal meeting/after school detention, possible suspension

20. OBSCENE OR LEWD BEHAVIOR: Drawing or showing inappropriate pictures or making obscene gestures.

- After school detention/parent contact, possible suspension

21. PHYSICAL AGGRESSION: Pushing, Shoving, Rough Housing, Throwing Objects

- Minor Offense - Restitution/loss of recess
- Major Offense - Restitution/possible police involvement and parent/principal meeting. Possible suspension.

22. PROFANITY/SWEARING:

- Minor - Loss of recess
- Major (Repeated or directed toward someone) - Parent contact and consequences by principal

23. SPITTING:

- Loss of recess or After school detention
- 3rd Offense - Parent/principal/teacher meeting with consequences by principal

24. TECHNOLOGY MISUSE- Inappropriate website, email harassment, inappropriate chat

- Minor - Loss of recess/ detention
- Major - Out of school suspension

25. THEFT:

Petty: Taking someone else's property, including school supplies, without permission.

- 1st Offense - Restitution and loss of recess
- 2nd Offense - Restitution and after school detention
- 3rd Offense - Parent contact and possible in or out of school suspension

Major: Stealing property or money over \$25.00.

- Out of school suspension/parent contact with Police Liaison intervention

## 26. UNEXCUSED ABSENCES:

- Parental contact, possible truancy report

## 27. THREATS: Students who make threats on the lives of others (student or any school personnel)

•Major: Parent Contact - Student will be subjected to up to a 10 day suspension while an investigation is taking place.

Statement of Intent

## 28. ALCOHOL/DRUG USE

- Up to 10 day out-of-school suspension and a possible hearing with the Board of Education for possible expulsion (may include a strict behavioral and academic contract)
- Contact parent/guardian
- Possible law enforcement contact
- Agree to a parent/guardian paid school approved substance abuse program and/or counseling
- Require a meeting with parent/guardian before returning
- Should a student not complete a school approved substance abuse program and/or meet with a counselor s/he will be recommended for a hearing with the Board of Education for possible expulsion.

Consequences of manufacturing or distribution of alcohol or illicit drugs:

- 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion
- Contact parent/guardian
- Contact law enforcement
- Agree to a parent/guardian paid school approved substance abuse program and/or counseling
- Require a meeting with parent/guardian before returning
- Should a student not complete a school approved substance abuse program and/or counseling s/he will be recommended for a hearing with the Board of Education for possible expulsion

29. TOBACCO, E-CIGARETTES, VAPING A student may not possess or use tobacco, e-cigarettes, vaping devices/equipment/oil in any form at any time during the school day either on or off school property, or at any time at a school function. For a student who rides a bus, the school day will start from the time the student gets to the bus stop and leaves the bus after school.

- First Offense – Up to three-day suspension or two Cease Smoking Sessions through the Ionia County Health Department, possible notification of law enforcement officials
- Second Offense – Up to five-day suspension from school, possible notification of law enforcement officials
- Third Offense – Up to ten-day suspension from school, possible notification of law enforcement officials
- Fourth Offense - Up to 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion; possible notification of law enforcement officials

We are committed to providing a safe and nurturing educational environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff.

### **What is Bullying?**

Bullying is defined as a deliberately and repeated hurtful behavior, both physical and/or emotional, that negatively impacts a student's educational, physical and/or emotional well-being.

Bullying can be any of the following:

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti or gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Verbal – name calling, sarcasm, spreading rumors, teasing
- Cyber – all areas of internet, such as email and internet chat room misuse, mobile phone threats by text messages and calls

### **Procedures**

The following procedure will be followed anytime a student believes that he/she has been a victim of bullying or other aggressive behavior:

- Report the incident to the principal. Parents, teachers, counselors or other staff members may be notified and should, in turn, notify the principal.
- The principal will promptly investigate the incident and will document the important details
- The victim and the parents of the victim will be notified of the incident and the action taken.

- The aggressor and their parents will be notified of the incident and the resulting consequences.
- A yearly summary of all reported bullying incidents, the investigation details, and the resulting consequences will be compiled and given to the superintendent to share with the Board of Education.

#### Possible Consequences

Consequences for bullying may include (but will not be limited to) the following actions:

- missed recess/structured recess
- lunch detention
- after school detention
- in-school/out-of-school suspension

#### GUN-FREE SCHOOLS ACT Established By "Goals 2000" Legislation

Title VIII of the "Goals 2000" legislation is known as the "Gun- Free Schools Act" and states:

"No assistance may be provided to any local educational agency under this Act unless such agency has in effect a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon (including fire arms, dagger, dirk, stiletto, knife, iron bar, chain, brass knuckles, or lighter) to a school under the jurisdiction of the agency except such policy may allow the chief administering officer of the agency to modify such expulsion requirement for a student on a case-by case basis".

#### Standards of Conduct for Students

The unlawful possession, use or distribution of tobacco, alcohol or illicit drugs by students on school premises, or as part of any school activity, is prohibited.

Disciplinary sanctions consistent with local, state and federal law, up to and including expulsion, and referral for prosecution, will be imposed on all students who violate the standards of conduct for the district. Disciplinary sanctions concerning alcohol or other drug related violations may include completion of a rehabilitation program. (student's assistance referral and counseling)

Standards of conduct apply to all students.

### **BULLYING AND CYBERBULLYING**

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

#### A. Prohibited Conduct

1. For the purposes of this policy, "bullying and cyberbullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that

a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

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

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

#### B. Reporting an Incident

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

### **BICYCLES**

Students riding bicycles to school should park them in the designated bicycle parking area, and the bicycles will remain in this area for the school day. For the child's safety, good bicycle safety rules are to be followed.

### **PLAYGROUND POLICY**

Elementary school students are expected to participate in daily outdoor recess activities. Children are expected to observe proper playground behavior as requested by the playground supervisors. Normally if a child is too ill to participate in recess, she or he is too ill to be in school. However, if an unusual condition exists, which permits attendance at school, but makes participation in recess unadvisable for a day or two, a note from home is expected. For a long-term request, which is a period of time exceeding two days, a note from a physician is required.

We do have outdoor time every day except in rain or extremely cold weather. Please dress your child accordingly. Warm mittens, coats, hats, and boots are needed every day once cold weather begins.

### **SCHOOL BUS CONDUCT:**

1. Be at the bus stop designated, ready to board bus. The driver cannot wait for tardy pupils. Keep 10 feet from bus stop while waiting.

2. Go directly to seat and sit down. Sit with feet in front of the seat not in the seat or on back of seat.
3. Refrain at all times from moving around while the bus is on route or in motion.
4. Musical instruments, gym bags, books, etc. must be held by the student or placed under the seat. The center aisle must remain clear at all times.
5. Observe classroom conduct (except ordinary conversation). NO SHOUTING while getting on or off and while riding the bus.
6. Keep hands, arms, head inside the bus at ALL TIMES. This includes while the bus is parked.
7. Help keep the bus clean, and orderly. No eating or drinking on the bus (possible exception: field trips and athletics). Do not damage or mar bus at any time.
8. Cooperate with the driver at all times and do what the driver directs you to do, without comment.
9. Inappropriate behavior and language will not be tolerated. Those who misbehave may be denied the privilege of riding the bus.
10. You must cross in front of the bus in sight of the driver, after receiving signal from the driver, and walk when crossing the highway.
11. You should never leave by the rear door except in an emergency.
12. You may board and depart the school bus only at the school building where you are assigned. In order to board at other your assigned building, you must have a written excuse signed by the teacher or principal who detained you.
13. It is the option of the bus driver to assign seats, and students must sit in their assigned seats.
14. Do not bring dangerous items such as knives, matches, lighters, etc. onto the bus.
15. The above rules apply to all people riding school buses at all times, including field trips and athletic events.

### **STUDENTS RIDING BUSES:**

New change to the transportation policy is to improve the safety of students being transported to and from home. We want to be sure we are providing consistent and safe transportation for all of our students. We have become increasingly concerned over the number of alternate stops being requested and never want to mistakenly take a student to a location where there is no adult supervision.

The specific language approved by the Board is printed below. We realize that some parents will need to make changes to comply with this new policy. You will need to identify one location for morning pick-up and one location for afternoon drop-off. While we will consider emergency alternatives to these locations, the reason must truly be an emergency. Parents will need to contact the Transportation Department to make those emergency changes.

### Student Pick-up and Drop-off Locations

Students will be transported from one designated location and to one designated location. It is understood that these two locations may not be the same. In cases of emergency, alternate pick-up/drop-off spots may also be considered if located on an existing route. Emergency alternatives will be approved by the Transportation Department.

### **DRESS CODE:**

Children should be encouraged to wear clean, comfortable, and sensible clothing and footwear. All student items from home should be clearly labeled with the student's name. (This includes hats, mittens, jackets, boots, notebooks, etc.) When items are missing, the student should check the lost-and-found area. We will make every effort to help locate missing items. However, for obvious reasons, the school cannot be responsible for personal items.

Fire Safety Regulations require that shoes be worn at all times. During the times of the year when boots should be worn, each child must have a pair of shoes to wear in the building. Your child will also need gym shoes to participate in gym class. Leather soles or stocking feet have a tendency to slip on a polished floor causing accidents.

According to school board policy, clothing is considered unacceptable if it:

- creates a present danger to the health and safety of the student or other persons
- creates or potentially creates a disruptive influence on the educational process such as wearing

- \*halters

- \*hats

- \*short shorts

- \*mutilated clothing

- \*clothing with profane, vulgar or obscene suggestions

- \*clothing which is sexually suggestive

- \*clothing that advertises alcoholic beverages, tobacco products, or drugs

- \*slogans or statements using improper language

- \*items that infringe upon the rights and freedoms of other students

### **ATTENDANCE:**

School is not just textbooks or workbooks, but also consists of many social and emotional experiences. To provide your child with maximum instructional time, this attendance policy has been developed.

1. If a child is absent for any reason, the parent/guardian shall call the school on the day of the absence prior to **8:15 a.m.** It is especially important for children who walk to school to inform the school as soon as possible when a child is absent. This lets the school know that your child is at home and not missing.

- a. All medical and dental appointments should be arranged outside of school hours. In the case that this is not possible, please send a note or call the school prior to the appointment. Students are required to make up all work missed.
- b. Parents of students with long-term illnesses should make arrangements with the child's teacher to ensure that academic requirements are met. Options include, but are not limited to, tutoring or home-bound teaching.
- c. Family vacations during school time are discouraged. Contact the teacher if this situation occurs. These days shall be included in the total absences.

2. After **five (5)** excused absences a notice will be sent to parent/guardian. This notice is meant for informational purposes. A child arriving after **8:15 a.m.** is counted absent.

3. After **ten (10)** excused absences a second notice will be sent to the parent/guardian.

4. After **fifteen (15)** excused absences a third notice will be sent to the parent/guardian. A copy of this notice will be forwarded to the county truant officer.

5. Any child missing more than forty (40) days within a school year is considered to have excessive absences. These absences may jeopardize reaching basic learning-outcomes for that school year.

**EXCUSED ABSENCES:** Any absences that are reported to the office, either by phone or note, before or within twenty-four (24) hours of the absence.

#### **STUDENT ARRIVAL AND DEPARTURE FROM SCHOOL:**

Arrival – School doors will be open at 7:20 a.m. with school starting at 7:45 a.m. Due to the lack of adult supervision on the school grounds prior to the start of the school day, and because there are no areas protecting students from the weather, we are asking for your cooperation. If your child(ren) walk to school, please plan for them to arrive not more than five minutes before the start of the school day. Doors are open thirty minutes before the start of school. **IN INCLEMENT WEATHER, CHILDREN WILL BE PERMITTED TO WAIT INSIDE THE BUILDING WHEN THEY ARRIVE AT SCHOOL.**

Departure - It is requested that parents picking up their children remain outside the building. This greatly reduces confusion for teachers and students at the end of the day. It also increases children's safety. Parents in cars picking up their children are asked to please park in the visitor parking lot.

#### **PARENT TEACHER CONFERENCES:**

Parent Teacher Conferences are scheduled in the fall and spring. The Saranac Elementary Staff encourages conferences and enjoys hearing from parents. Teachers like sharing information with parents on their child(ren)'s progress and conference time



is a perfect opportunity to do so. If an additional conference is needed with a teacher or other school personnel, please schedule an appointment with that person.

### **PARENT VISITATION:**

Saranac Elementary School belongs to the community. We encourage parents to take the opportunity to visit our school in action. So we may ensure the safety of our children, we must account for all people in the building. We ask that you please contact your child's teacher prior to your visit and sign our visitor's book, which is found in the office, before proceeding to the classroom.

### **CHILD RELEASE POLICY:**

Because of our concern for the safety of our students, the following guidelines will be followed:

1. No child will be released to a person other than a parent or guardian, during school hours, without the written permission of the parent or guardian as indicated on the Emergency Card.
  - A. If a parent/guardian desires that his or her child be released to another person, not indicated on the Emergency Card during school hours, the following must be received in writing:
    - The name of the person to whom the child is to be released
    - The time of the release and the length of time for which the child is to be released
    - The purpose of the release
  - B. Exceptions will be made only in times of emergency. The determination of whether an emergency exists will be made by the principal or designee.
2. The person to whom the child is to be released will be required to sign a log in the office indicating the time and purpose of the release. If the person is not known or recognized by the staff person, identification will be required. If the principal, or designee, has any doubts about the documentation presented, a decision not to release the child will be made.
3. Teachers may release a child to an adult only after receiving permission from the office. Teachers will be required to refer all requests for release to the office.

No child will be permitted to walk home alone during school hours without permission from the parent/guardian.

4. In the case of children of divorced parents, divorce laws stipulate that the custodial parent alone has the responsibility for custody, care, control, and the education of said child(ren).

## **Appendix A**

### **Non-Discrimination on the Basis of Sex**

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

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

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

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

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

#### **Step 1:**

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

#### **Step II:**

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

#### **Step III:**

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

#### **Step IV:**

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

#### **Appendix B**

##### **Sexual Harassment and Intimidation**

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

It is the policy of this district to maintain learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation. It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

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

##### **Definition**

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

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- c. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

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

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

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

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

### Grievance Procedure

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

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps:

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

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

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

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

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

All complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

### Sanctions

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

### Notification

Notice of this policy will be circulated to all school buildings and departments within the district, and incorporated in teacher, student and parent handbooks. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student to student sexual harassment.

## **Appendix C**

### Equal Educational Opportunity

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

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

#### **Step 1:**

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

#### **Step II:**

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

#### **Step III:**

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the board within five business days of receipt of the superintendent's

response in Step II. The board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

**Step IV:**

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

**Appendix D**

Compliance Officers/Title Coordinators

Questions or concerns regarding the following should be addressed to the listed compliance officer/Title Coordinator:

|  |  |
|--|--|
| Title VI   | Mr. Jason Smith<br>225 Pleasant Street<br>Saranac, MI 48881<br>(616) 642-1400                          |
| Title IX   | Mrs. Sara Serne<br>150 Pleasant Street<br>Saranac, MI 48881<br>(616) 642-1103                          |
|  | Mr. Jason Smith<br>225 Pleasant Street<br>Saranac, MI 48881<br>(616) 642-1400                          |
| Section 504  | Individual Building Administrators<br>Jr. /Sr. High – Mr. Josh Leader<br>Elementary – Mr. Mike Catrell |
| Americans With<br>Disabilities Act (ADA)                       | 250 Pleasant Street<br>Saranac, MI 48881<br>(616) 642-1100   |
| Asbestos Abatement<br>Lead Free/Radon<br>Pesticide Application | Mr. Jason Smith<br>225 Pleasant Street<br>Saranac, MI 48881<br>(616) 642-1400                          |



Sexual Harassment

Individual Building Administrators  
Jr. /Sr. High – Mr. Josh Leader  
Elementary – Mr. Mike Catrell

Freedom of Information  
Act (FOIA)

Mr. Jason Smith  
225 Pleasant Street  
(616) 642-1400



TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: JSH Student Handbook & Course Offerings

I will be presenting the JSH student handbook & course offerings for FY: 2023-2024 school year.



**SARANAC  
JSH**

**STUDENT  
HANDBOOK  
2023-24**

## Saranac JSH Handbook Contents

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## **FORWARD**

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

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

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

Sarah Doll, President  
David Price, Vice-President  
Ted VanKuiken, Secretary  
Kevin Courtney, Treasurer

Chad Elliott, Trustee  
**Brad Heschke, Trustee**  
Roy Hawkins, Trustee

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

Jason Smith, Superintendent  
Josh Leader, Principal  
Sara Serne, MTSS Coordinator/K-12 Principal  
Sarah Milbratz, Student Services Coordinator/Special Education Coordinator  
**Andrew Clementz, Athletic Director**

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

### **SARANAC DISTRICT MISSION STATEMENT**

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

### **SARANAC Jr/Sr HIGH SCHOOL MISSION STATEMENT**

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

### **NOTIFICATION OF RIGHTS: The Federal Education Rights and Privacy Act**

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

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



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

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

### **STATEMENT OF ASSURANCE**

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

### **EDUCATION OF STUDENTS WITH DISABILITIES**

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

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

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

## **PERSONAL CURRICULUM**

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

#### **What is a personal curriculum?**

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

#### **Who may request a personal curriculum?**

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

#### **When may a personal curriculum be requested?**

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

## **SARANAC JUNIOR/SENIOR HIGH SCHOOL**

### **MICHIGAN HIGH SCHOOL GRADUATION REQUIREMENTS**

#### **16 Michigan Merit Curriculum Credits**

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

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

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

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

#### **ADDITIONAL REQUIREMENTS:**

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

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

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

## ACADEMIC STANDARDS

### **GRADUATION WITH HONORS**

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

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

- Mathematics----Algebra I, Geometry, Algebra II and Pre-Calculus, AP-level or dual-enrolled math course
- Science-----9<sup>th</sup> Grade Science, 10<sup>th</sup> Grade Science and one additional year of science (FOR 2024 GRADUATES AND BEYOND: 9<sup>th</sup> Grade Science, 10<sup>th</sup> Grade Science and two other science credits, one of which must be either Chemistry or Physics).
- English-----English 9, 10, 11, and one year of Advanced English, AP English or dual-enrolled English
- Social Studies---US History, World History, Government, Economics, and two full credits of a foreign language

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

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

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

### **GRADE-POINT AVERAGES (GPA's)**

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

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

|    | <u>Traditional Courses</u> | <u>AP/Dual Enrollment (effective 2019-2020) Courses</u> |
|----|----------------------------|---|
| A  | 4.000                      | 4.500   |
| A- | 3.667                      | 4.167   |
| B+ | 3.333                      | 3.833   |
| B  | 3.000                      | 3.500   |
| B- | 2.667                      | 3.167   |
| C+ | 2.333                      | 2.833   |
| C  | 2.000                      | 2.500   |
| C- | 1.667                      | 2.167   |
| D+ | 1.333                      | 1.833   |
| D  | 1.000                      | 1.500   |
| D- | 0.667                      | 1.167   |
| F  | 0.000                      | 0.500   |

### **DUAL ENROLLMENT**

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

- 1) Application and admission to the postsecondary institution are the responsibility of the student. LCC requires PSAT scores, ACT or placement testing at LCC.
- 2) To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal or counselor. Approval will be based upon the following factors:
  - ❖ A course offered by an eligible post-secondary institution is not offered by the school district including Advanced Placement and online courses.
  - ❖ A course offered by the school district, but is determined by the Principal to not be available to the eligible student because of a scheduling conflict beyond the eligible student's control.
  - ❖ Courses that are a hobby, craft, recreational or courses in the areas of physical education, theology, divinity or religious education are **not** eligible for tuition support.
- 3) Credit earned under this policy section must be designated whether the course is for high school or post-secondary credit or both at the time of enrollment.
- 4) Computation of high school credit for postsecondary institution coursework will be ½ credit for each postsecondary semester class. **Students will receive 1.0 credit for dual-enrolled classes of 4.0 credits.**
- 5) Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript.
- 6) The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
- 7) Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.
- 8) Per State of Michigan guidelines and the Postsecondary Enrollment Options Act, students may take up to 10 dual-enrolled courses during their high school careers. Students also may not be enrolled for more than six courses per year (three per semester).

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

**PHYSICAL EDUCATION WAIVER**

High school students who participate in approved extra-curricular athletics or activities involving physical activity will be awarded ½ credit by the district. Credit will be granted to athletes who complete two seasons of any school sport (freshman, Junior varsity or varsity level). The two seasons must be completed by the student-athlete's senior year, or the student will be enrolled in physical education during the fall semester of their senior year. Those interested in the waiver should contact the principal/guidance counselor. Final approval will be granted by administration.

**TESTING OUT**

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

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

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

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

**JUNIOR HIGH REQUIREMENTS FOR PROMOTION**

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

**TOP ACADEMIC STUDENTS**

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

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

## **NATIONAL HONOR SOCIETY SELECTION PROCESS**

1. Letters will be sent out to individuals in the sophomore and junior classes with a GPA of 3.30 or higher after the first semester GPA has been determined/finalized.
2. Student Activity Information Form must be returned by all interested, qualifying students two weeks after receiving the letter. Students may ask for assistance in completing these forms. Late information forms will not be accepted.
3. The Student Activity Information Forms are reviewed by the Faculty Council and voted upon with the criteria of service, character and leadership. This first review is done without student names.
4. Chosen students will be presented to the entire high school staff for evaluation of character with basis being established upon factual information about the potential inductee.
5. The Faculty Council will then make their final decision and present their list of inductees to the NHS advisor.
6. The results will be presented to each individual via letter.
7. The induction ceremony will be set during the second semester of each year.

## **Saranac Honor Society Leadership, Service and Character Descriptions**

### **Leadership**

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

The student who exercises leadership:

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

### **Service**

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

The student who serves:

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

### **Character**

- A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character:
- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom

- Has powers of concentration, self-discipline, and sustained attention shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

## GENERAL SCHOOL INFORMATION

### **AGE OF MAJORITY**

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

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

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

### **ANIMALS ON SCHOOL PROPERTY**

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

### **AWARDS**

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

### **BULLETIN BOARDS**

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

### **CAMPUS VISITORS**

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

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

## **COLLEGE VISITS**

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

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

## **COMMUNICABLE DISEASES**

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

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

## **COPY MACHINE**

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

## **DANCE REGULATIONS**

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

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

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

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

## **DRUG FREE SCHOOLS ZONE**

The use, distribution, and/or manufacturing of controlled substances as defined by state and federal law, by students on district grounds, in district buildings and/or in connection with any district activity, is prohibited. All



areas on or within 500 feet of school property have been designated as a drug free zone. Persons delivering drugs within this area will be subject to imprisonment of not less than two years and up to three times the authorized imprisonment and fines.

### **EARLY GRADUATION**

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the end of the student's sixth semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

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

### **FUND RAISERS**

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

### **GRADING SYSTEM**

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

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

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

Semester Grades 80%; Exams 20% (No change to current practice)

Course Grading:

- Determined by department and shared in all department member course outlines at the start of the year
- Summative assessment percentage should make up the majority of the semester grade (tests, projects, papers, presentations as assessments OF student learning)
- Formative assessments FOR student learning should provide feedback, be documented, and be shared/reviewed with students, but not be "graded"
- Practice grades (homework and classwork) will make up the remainder of the percentage of semester grades, but should not allow a student to pass the course without demonstrating learning

Retakes of Summative Assessments

- Retakes should be allowed for all students who have provided good-faith effort on the original assessment
- Timeline and remediation requirements at the discretion of teachers/department
- Policy determined by department and shared in all department-member course outlines at the start of the year

Late-work

- Policy determined by department and shared in all department member course outlines at the start of the year

- Staff members are strongly encouraged to consider extenuating circumstances when applying policy

### **HALL PASSES**

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

### **HOMECOMING FLOATS**

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

### **IMMUNIZATION**

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

- A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
- The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.
- The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

### **IN SCHOOL ILLNESS**

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

### **JR HIGH STUDENT COUNCIL OFFICERS**

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

### **LOCKERS**

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

## **LOCKS**

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

## **LOST AND FOUND**

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

## **LUNCH**

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

## **MAKE-UP WORK**

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

## **MEDICATION ADMINISTERED TO STUDENTS**

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

## **MEDIA CENTER**

### **Books, Magazines & Vertical Files**

Saranac Community School Library/Media Centers are completely automated. Books are checked out using our computer circulation software. SHS students may check out up to three (3) items at any one time.

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

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

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

### **Parent Usage**

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

### **All About Our Computers**

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

### **Internet information**

Saranac Community School Library/Media Centers internet site and card catalog: <http://library.saranac.k12.mi.us>.

Log onto Michigan eLibrary for more library information.

### **MONEY**

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

### **ONLINE COURSES**

1. It is the student's responsibility to complete an online course. These are courses that are taught through Edgenuity (e2020), MVS, or Dual Enrollment and are intended to be completed independently.
2. Students are required to work on the online course during the class period they are enrolled to do the on-line class.
  - a. **Opening of multiple tabs will NOT be allowed unless necessary for the course.**
  - b. **The use of cell phones will NOT be allowed (this includes the playing of music through phones).**
3. Students are required to show notes to a teacher/supervisor of on-line classes prior to taking a test/exam.
  - a. **Students are provided with one percentage check, but not specific correct/incorrect answers**
4. Cumulative exams must be taken on campus; they cannot be taken at home. **Exams not completed before a student leaves campus will be removed. Students will have two attempts to complete a cumulative exam. If, at that point, a student has not achieved a passing grade, the student will be required to repeat the entire course.**
  - a. **Teachers will review concepts with students after the first attempt, but will not share specific questions/answers.**
  - b. **Students will be required to sit near the instructor during the completion of an exam.**
5. To ensure that courses are completed prior to the end of the semester students will need to work on courses at home. There are approximately 90 days of school each semester and students will need to work on their classes at home too.
6. **Courses must be completed by the end of the semester. If the course is not completed, it will result in an F on the transcript. The student may still complete the course, but once completed it will be a second entry on the transcript with the passing grade. The F will not be removed.**
7. **Failure to comply with online course rules will result in disciplinary action.**
8. **Dual-enrollment and/or MVS courses withdrawn or receiving a failing grade will be billed directly to the student/parent or guardian for full reimbursement (at a potential cost of \$300 to \$700 per course).**

### **PUBLIC ADDRESS SYSTEM**

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

### **REPORT CARDS**

Report cards are sent to the parents via the students at the end of each semester. Scholastic marks, traits, and absences are listed on this report. These cards do not have to be returned to the school. During the semester, reports may be sent to those parents whose sons/daughters are doing poorly, have discipline problems, or are

absent or tardy in excess. At scheduled times during the year, parent/teacher conference will be held at the school. These give parents and teachers an opportunity to confer on the progress of the student.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

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

### **SCHEDULE FOR NORMAL SCHOOL DAY:**

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

#### High School

7:40 to 8:35 – 1<sup>st</sup> Hour

8:40 to 9:35 – 2<sup>nd</sup> HOUR

9:40 to 10:35 – 3<sup>rd</sup> Hour

10:40 to 11:10 – Intervention Period

11:10 to 11:40 – LUNCH (HIT Bus Departs at 11:35)

11:45 to 12:40 – 4<sup>th</sup> HOUR

12:45 to 1:40 – 5<sup>th</sup> Hour

1:45 to 2:40 – 6<sup>th</sup> Hour

#### JUnior High

7:40 to 8:35 – 1<sup>st</sup> Hour

8:40 to 9:35 – 2<sup>nd</sup> HOUR

9:40 to 10:35 – 3<sup>rd</sup> Hour

11:15 to 12:10 – 4<sup>th</sup> hour

12:10 to 12:40 – LUNCH

12:45 to 1:40 – 5<sup>th</sup> Hour

1:45 to 2:40 – 6<sup>th</sup> Hour

### **SCHOOL CLOSING**

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

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

### **SCHOOL TRIPS**

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

### **SEARCH AND SEIZURE**

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

#### School Property and Equipment, Personal Effects of Students

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

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

#### Students

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

### Seizure of Property

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

### **SEMESTER EXAMS OR FINAL PROJECTS**

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

### **SENIOR FINAL SEMESTER EXAMS OR FINAL PROJECTS**

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

\* 85% average

\*No more than 5 absences (dependent on current State recommendations)

\*No out-of-school suspensions

### **SEVERE WEATHER POLICY**

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

Tornado Watch (Severe weather conditions with tornado conditions present)

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

General Information:

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

Parents should have a plan for their students when no one will be at home upon their arrival from school.

### **Other Emergencies**

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

### **STUDENT ARRIVAL AT SCHOOL and LEAVING SCHOOL**

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

### **STUDENT GROUPS**

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

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

- A. the activity has been initiated by students
- B. attendance at the meeting is voluntary

- C. no agent or employee of the District will promote, lead, or participate in the meeting
  - D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
  - E. non-school persons do not direct, conduct, control, or regularly attend the activity.
- A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

### **STUDENT HEALTH**

Saranac Community Schools are committed to providing a safe and healthy environment for the students and employees. Communicable diseases must be reported to the school nurse OR attendance line for the school secretary, who will file the required report with the Ionia County Health Department.

The following are indicators that your child may be contagious and **should stay home**:

- Fever. Children must be FEVER FREE WITHOUT FEVER REDUCING MEDICATIONS FOR 24 HOURS prior to return
- Diarrhea, vomiting within the last 24 hours. Children need to be symptom-free for 24 hours before returning to school.
- Reddened eyes with thick mucus or pus draining from eyes.
- Sore throat, especially if combined with fever or swollen neck glands.
- Rashes with fever or rashes of unknown origin.
- Upper respiratory infection and/or severe cold, especially if accompanied with green or yellow nasal discharge and/or ear pain. A cough spreads germs, and a cough that keeps a child up at night means they will be too tired to learn the next day.
- Unusual fatigue, paleness, loss of appetite, confusion and irritability.

Students who are found to have a fever of 100.4° or greater, vomiting, diarrhea (2x or more), or those too sick to have a meaningful school interaction will be excluded for a minimum of 24 hours.

If you have further questions regarding when your child should stay home OR when they may return to school after an illness, please visit [Michigan Department of Health & Human Services](https://www.michigan.gov/health) website and search “Managing communicable diseases in schools”, a chart within this packet will guide your decision making.

### **Consent**

As of the 2023-2024 school year the school nurse will be sending home a consent form prior to the school year starting. The consent form is allowing the school RN to assess and aid the student in the case of injury or illness. If “consent given” or “I do not give consent” are not signed on the paper, the RN will automatically be assessing and aiding the student.

### **Immunization**

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

1. A valid medical contraindication exists to receiving the vaccine. The child’s physician must provide written certification of the contraindication.
2. The student’s parent/guardian holds religious or philosophical beliefs against receiving the vaccination. The parent/guardian must provide a written statement before a waiver is granted.
3. The child has received at least one dose of each immunizing agent, and the next doses are not due yet.

If your child has vaccines which are not up to date, you will be contacted by the school nurse regarding MCIR status via letter or phone call. If there is no appointment set for vaccination or waiver in the very near future, the RN and administration legally cannot let your child attend school after the date which their next vaccine dose is due according to Michigan Public Health Code Section 333.9208:

“A teacher or principal shall not permit a child to enter or attend school unless a certificate indicating that a minimum of 1 dose of an immunizing agent against each of the diseases specified by the department has been received and certified to by a health professional or local health department. A parent, guardian, or person in loco parentis having a child registered with only these minimum doses of immunizing agents shall present an updated certificate of immunization within 4 months after initial attendance showing that the immunizations have been completed as prescribed by the department.”

### **In school Illness and Emergency Accidents**

In the event of illness or injury during school hours, students are to report to the principal's school office to be assessed by the school RN or office staff. If permission by a parent or guardian is given for the student to go home, the student must sign out with the office. If the school nurse or office staff are unable to reach the parent after 3 hours (this includes leaving voicemails on the hour and attempting all emergency contacts) the sheriff's office will be called.

When a medical emergency arises, every effort will be made to contact parents, guardians, or an emergency contact. The school nurse/support staff will provide first aid and determine the need for emergency medical treatment based on the nature of the event and the student's response. In the event that a call to 911 is placed, an authorized representative from the school will accompany the child and remain with him/her until parents/guardians arrive. Our emergency information form, filled out at the time of enrollment, serves as consent for your child to be transported by ambulance to a local medical facility of your choosing to receive emergency care.

If your child has a chronic illness such as severe asthma, an allergy to a common food which may require an epi-pen, seizures, AMPs, diabetes, celiac disease, reactive airway disorder, anemia which has led to passing out, heart arrhythmias, heart disorders, blood or clotting disorders, cyclical vomiting, migraines, epilepsy, irritable bowel syndrome or fainting, please contact their specialist or primary care provider and have them provide the school with an "emergency action plan". This or a "medical management plan" will guide the nurse and office staff in any medical needs which may arise while at school.

### Medication Administration at School

Taking medication during school hours or during school related activities is prohibited unless it is necessary for the student's health and well-being. When a student's licensed healthcare provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request the school dispense the medication to the child by completing a "student medical authorization form." Student Medical Authorization forms can be found in both school offices and can be updated by the parent/guardian at any time. Additionally, the prescribed medication must have a pharmacy label on it with the correct medication name, student information, expiration date, dosage and time of administration. If the school nurse feels uncomfortable administering any medication, the school nurse holds the right to not medicate the child until the school receives a signed doctor's note with orders.

PLEASE NOTE: The office will no longer be supplying over the counter medications as of the 2023-2024 school year. If you want your child to have access to over the counter medications while at school, please put the name of the medication on the medical authorization form and send a supply in with them.

Examples of over the counter medications that you may want to list and supply for your student: Ibuprofen, Tylenol, Tums, Benadryl, NSAIDS, cough drops with menthol, Dayquil, cough medication, allergy relief medication.

It is the parents'/guardians' responsibility to ensure their child has a stock of any potentially needed medication at the school. These medications will be kept locked in the office by the school nurse and office staff. The school will only be providing non-menthol cough drops (Luden's brand) and mints. Please be mindful of the quantity of any medication you send in with your child as we have limited space in our medical room.

No school or district employee is allowed to administer to any student, or supervise a student, self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at school related functions, other than as provided for in this procedure.

A student may possess an epinephrine auto injector (Epi-Pen), and/or an asthma inhaler prescribed for immediate use at the student's discretion provided the student's parent/guardian has completed and signed a Student Self-Medication form school medication Authorization form **AND** the medication is registered with the school nurse in the office. These medications and their administration fall under the school nurse's license if they are used on school property during the school day.

To ensure student safety, the school nurse holds the right to confiscate these medications and hold them in the school office if any medications are being improperly used. If this occurs, the nurse will confiscate the medication and contact the parent/guardian immediately.

All medications must be picked up by a parent/guardian at the end of the school year. The school nurse will send out a letter each year reminding parents to pick up these medications. If the parent/guardian does not pick up the medication, all medications will be disposed of regardless of their expiration date.



School Nurse Contact Information:  
Karah Smith  
Ionia County Health Department  
Saranac School District Nurse  
Call or Text: 616-902-9439  
Email: [smithkar@scs-staff.org](mailto:smithkar@scs-staff.org)

### **TELEPHONE USE**

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

### **VIDEO AND AUDIO MONITORING SYSTEMS**

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

### **VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **WITHDRAWAL FROM SCHOOL**

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

### **WORKING PERMITS**

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

## **SARANAC JR/SR HIGH SCHOOL CODE OF CONDUCT**

### **Philosophy of Discipline**

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

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

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

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

interpret and apply the code of conduct with various discipline based upon the severity of the offense and circumstances around the event. All teachers and staff members have the authority to enforce school rules and direct students.

### **Expectations of Students**

Respect and be courteous to others.

Respect property of the school and others.

Attend school regularly.

Be punctual to school and class.

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

Complete assigned class work.

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

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

Obey the laws of the State of Michigan.

Respect and follow the rules of our community.

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

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

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

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### **Positive Behavior Intervention Support (PBIS)/Positive School Climate**

The Board believes that positive behavior intervention support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. It is the policy of the Board,

therefore, that the superintendent and his designees are authorized and directed to implement a system of school-wide Positive Behavior Intervention Support (PBIS) strategies.

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

### **Expectations of Students**

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

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

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

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

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

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

1. Student's Age
2. Student's Disciplinary History
3. Student's Disability (if applicable)
4. Seriousness of Behavior
5. Whether the Behavior Posed a Safety Risk
6. Restorative Practices
7. Whether Lesser Interventions Would Address the Behavior

### **Possible Disciplinary/Restorative Actions**

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

## MATTERS PERTAINING TO SAFETY OF SELF AND OTHERS

### **EXPLOSIVE/INCENDIARY MATERIALS**

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

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

### **FALSE FIRE ALARM/BOMB THREAT**

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

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

### **FIGHTING/ASSAULT/THREATS**

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

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

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

### **UNSAFE BEHAVIOR/PHYSICAL CONTACT or AGGRESSION**

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

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

### **WEAPONS**

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

**Penalty:** Suspension for ten (10) days with a recommendation made to the Board of Education for possible expulsion, as specified in the Revised School Code. Dangerous weapons are defined as: a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles. Notification of law enforcement agency will take place.

## MATTERS RELATING TO CITIZENSHIP AND RESPECT

### **BULLYING**

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

#### **A. Prohibited Conduct**

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

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;

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

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

### **B. Reporting a Bullying Incident**

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

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

### **ALCOHOL AND SUBSTANCE ABUSE**

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

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

- a. Alcohol, or any alcoholic beverage, including "nonalcoholic malt beverages".
- b. Illicit drugs
- c. Any usable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and copy machine fluid for inhalation.
- d. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to: aspirin, other pain relievers, stimulants and diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district's authorized use of medication procedures.
- e. Steroids, human growth hormones or other performance-enhancing drugs/substances.
- f. Substances purported to be illegal, or performance enhancing, i.e. "look alike" drugs.

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

#### **First Offense**

- 1) Up to 5 day out-of-school suspension and may be taken to the Board of Education for a possible expulsion
- 2) Contact parent/guardian (may include a strict behavioral and academic contract)
- 3) Possible law enforcement contact
- 4) Agree to a parent/guardian-paid, school-approved substance abuse program
- 5) Require a meeting with parent/guardian
- 6) Should a student not complete a school-approved substance abuse program s/he will be recommended for a hearing with the Board of Education for possible expulsion.

#### **Second Offense**

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

### **Consequences of possession/use of alcohol or illicit drugs:**

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

### **Consequences of manufacturing or distribution (including, but not limited to, barter, sale, trade, or gift) of alcohol or illicit drugs:**

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

### **BUS TRANSPORTATION**

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

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

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

### **GENERAL HARASSMENT**

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

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

### **INAPPROPRIATE LANGUAGE, GESTURES OR ACTIONS**

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

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

### **LUNCH AND CAFETERIA RULES**

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

#### **Cafeteria Rules**

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

- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
  - Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

### **DISHONEST BEHAVIOR/FORGERY**

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

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

### **SEXUAL HARASSMENT**

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

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

### **NON-COMPLIANCE/DEFIANCE/EMOTIONAL OUTBURSTS**

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

**Penalty:** Reprimand up to an expulsion.

### **DISRESPECT**

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

**Penalty:** Reprimand up to an expulsion.

### **THEFT**

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

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

### **TOBACCO, E-CIGARETTES, VAPING**

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

#### **Penalty**

- a. First Offense – Up to three-day suspension or two Cease Smoking Sessions through the Ionia County Health Department, possible notification of law enforcement officials
- b. Second Offense – Up to five-day suspension from school, possible notification of law enforcement officials
- c. Third Offense – Up to ten-day suspension from school, possible notification of law enforcement officials
- d. Fourth Offense - Up to 10 day out-of-school suspension pending a hearing with the Board of Education for possible expulsion; possible notification of law enforcement officials

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

### **VANDALISM/DEFACEMENT/PROPERTY MISUSE**

Vandalism, defacement of property, or malicious destruction of school or private property, and use of property and/or tools in a manner not as intended is not allowed. School districts in the State of Michigan are authorized to recover damages in an amount not to exceed \$2500 against parents of un-emancipated minors who have maliciously or willfully destroyed real, personal or mixed property belonging to the district. **Penalty:** Reprimand up to expulsion. Repeated offenses may result in suspension from school for a period ranging from three days to expulsion.

## **BREAKING OF SCHOOL RULES AND REGULATIONS AND/OR PERSISTENT DISOBEDIENCE**

### **ATTENDANCE**

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

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

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

### **Student Absences**

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

In the event of any absence, the student's parent or guardian is required to call the school at 616.642.1100 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 4:00 a.m. 2:40 PM-on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

### **Attendance Policies:**

In an effort to positively increase student attendance, the following policies have been adopted by Saranac Jr/Sr High School.

***Based on the discouragement of attendance incentives by the State of Michigan during the 2021-22 school-year as a response to COVID closures and precautions, this clause may temporarily not be enforced as written.***



- Students with five or less absences in a semester will earn an exemption from one final exam in the semester for which the attendance guideline is met. The exemption can only be used in a course with five or fewer absences. Students may not use their exemption for the same subject in consecutive semesters.
- Students who have earned all A's (not including A-'s) will earn an additional exemption.
- Students with ~~6-7~~ 6-10 absences will not be eligible for an incentive, nor will there be additional academic consequences.
- ~~Students with 8-10 absences in a semester must earn an exam grade of 77% (C+) or better in order to earn their letter grade and GPA credit for the course. Students who do not meet the academic threshold but still pass the course will receive credit (F-CR) with a 0.00 factored into his/her grade point average.~~
- Students with 11 or more absences in a semester will receive credit (F-CR) for any course in which they earn a 60% (D-) or better with a 0.00 factored into his/her grade point average. School-related absences, college visits, and suspensions will not count toward absence totals.
- Students who serve ~~two or more~~ days of suspension will be ineligible for the exam exemption.
- Students with serious medical conditions, long-term illnesses, unique family considerations, or other reasons for extended absences will have their case reviewed by administration. The administration will have the final determination to exempt a student from the consequences of excessive absences. Students must submit an appeal (with any doctor's notes/documentation) at least one week prior to the final exam to explain absences in excess of 10. The appeal will be reviewed by administration. The administration will have the final determination to exempt a student from the consequences of excessive absences. **Administrative exemptions will NOT qualify a student for exam exemptions.**

### **TECHNOLOGY MISUSE and HAZARDOUS/DISRUPTIVE ARTICLES**

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

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

Unless permission has been granted by the teacher, students shall not use headphones, airpods, earbuds, etc. in the classrooms. Airpods, headphones, earbuds, etc. seen and/or heard in the classroom without permission will be confiscated and the following consequences will apply.

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

### **DISCIPLINE POINTS**

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

1 Point – All referrals to the office with documented warnings (including bus incident reports)  
 1 Points – After-school detentions;  
 2 Points - Two and five-day bus suspensions

1 -10 Points – Out-of-school suspension (1 point per day); bus suspensions of 10 or more days

### **DISRUPTIONS**

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

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

### **CHEATING/PLAGIARISM**

What is cheating?

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

### **Consequences of Cheating**

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

**Penalty:** The minimum penalty will be an after-school detention up to expulsion. Parents will be contacted. The student is not able to receive academic honors for the remainder of the school year. The student will not be eligible for membership in The National Honor Society (NHS) at any point. Repeated offenses will result in additional consequences.

### **FOOD AND BEVERAGES**

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

Water is allowed in the classrooms, but not in computer labs. .

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

### **CAREER CENTER TRANSPORTATION**

Students are expected to ride the school bus/van to attend **Ionia County Career Center**. If parents give permission to their student to drive and/or ride with another student to **ICCC**, the parents/student must

complete the appropriate driving release. This form will release Saranac Community Schools from liability for any adverse results that may occur.

**In the event that a student does not adhere to the ICCC transportation policies:**

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

**AFTER-SCHOOL DETENTION**

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

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

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

**PERSISTENT DISOBEDIENCE**

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

**Penalty:** Suspension of up to ten days.

**PUBLIC DISPLAY OF AFFECTION**

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

**Penalty:** Reprimand up to an expulsion.

**REPORTING TO OFFICE**

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

**SKIPPING/TRUANCY**

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

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

For students who skip Intervention Period and/or violate open campus privileges, the following consequences will apply:

1st offense - after-school detention

2nd offense - the student will lose open-campus privileges for the next rotation.

3rd offense - the student will lose open-campus privileges for the remainder of the year.

**TARDY POLICY**

Students should make every effort to arrive at class on time. Students who miss more than 15 minutes of the first class period will be counted absent (this may be considered skipping). If a student receives a tardy (arriving after the bell), the following consequences will occur:

First tardy – warning

Second and third tardy – after school detention

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

Tardies to first period may be excused by a parent or guardian up to five times per semester. Tardies in excess of five will be counted as unexcused tardies.

### **STUDENT DRESS:**

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

**Within this framework, students, with the guidance of parents, are asked to please refrain from wearing the following items of clothing that are not necessarily appropriate for a learning environment. This is a request, and these guidelines will not be treated as disciplinary issues.**

- Any article of clothing that exposes any part of the midriff area, cleavage, or undergarments should not be worn.
- Shorts/dresses/skirts should not be shorter than the student's fingertips with arms extended flat at their sides.
- Holes in jeans and shorts should not extend above the fingertips.
- ~~Pajama pants should not be worn~~
- Halter tops, tube tops or any similar tops should not be worn
- Undergarments should not be exposed

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

- clothing that creates a present danger to the health and safety of the student (himself/herself) or other persons;
- clothing that creates a disruptive influence on the educational process
- clothing that infringes upon the rights and freedoms of other students (special religious customs may be accommodated)
- **Hoods (Effective 2021-22, students will be allowed to wear hats/caps in all areas of the building; caps/hats will be allowed in classrooms at the teachers' discretion).**
- coats or jackets (for safety reasons)
- "cut shirts" (shirts may be sleeveless as long as they have a seam around the opening)
- clothing with profane, vulgar or obscene language/suggestions, sexually suggestive language, advertisements for alcoholic beverages, drugs, violent language, gang activity or messages that are divisive or prejudicial on the basis of race, national origin, ethnicity, religion, gender, or disability.

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

Students who believe they should be excused from any part of the district's dress code policy, for religious or other reasons, must obtain permission, in advance, from the building principal.

### **CAMPUS PRIVILEGES/INAPPROPRIATE LOCATION**

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

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

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

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

### **VEHICLE USE**

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

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

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

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

## **MISCELLANEOUS INFORMATION**

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

### **VIOLATION OF FEDERAL OR STATE OR LOCAL LAW**

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

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

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

## **STUDENT SUSPENSION AND EXPULSION**

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

### **A. Definitions**

1. Suspension: Removal of a student from school for a period of time or until a specific set of conditions has been met.
2. Expulsion: A permanent suspension from school.
3. Board Authority: The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline as granted in sections 380.1311 and 380.11a of the School Code. Section 380.1311 authorizes suspension or expulsion for the following reasons:
  - A. Gross misdemeanor
  - B. Persistent disobedience
  - C. Habits or bodily conditions detrimental to the school.

### **B. General Statement**

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

### **Suspensions of Ten Days or Less**

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

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

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

### **Expulsions and Long-Term Suspensions**

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

1. The student shall be on suspension pending an investigation by the Principal and Superintendent, culminating in the Board's final decision.
2. The Board of Education shall set the date, time, and the place of the hearing and shall transmit written notice of same to the parent or guardian, or the student (if 18 years old) at least five (5) school days before the hearing. The five-day requirement may be waived if mutually acceptable to the parties involved. The written notice shall include the following:
  - a. The statement of the charges against the student.
  - b. The name of the hearing officer or hearing board.
  - c. The hearing procedure to be used.
  - d. Status of the student pending the appeal and the appeal and the decision of the Board.
  - e. The right to request that the hearing be open or closed to the public and to have witnesses excluded from all parts of the meeting except where testimony is necessary if the meeting is closed.

- f. The right of the student and parent or guardian to be represented by an attorney or counsel of their choice.
  - g. The right to present witnesses and to question all witnesses testifying against the student.
  - h. The right to a written finding of fact and the right to a record of the hearing.
3. The hearing is not a court procedure and the court rules of evidence shall not be enforced.
  4. There may be present at the hearing, whether or not the hearing is closed, the Board attorney, the principal, the superintendent, and other such person, as the Board deems essential to the adjudication of the case.
  5. The Board shall render a written decision within five (5) school days following the hearing. A written copy shall be forwarded to all parties concerned.

**Appendix A: Non Discrimination on the Basis of Sex**

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

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

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

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

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

**Step 1:**

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

**Step II:**

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

**Step III:**

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

**Step IV:**

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

**Appendix B: Sexual Harassment and Intimidation**

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

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

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

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

### **Definition**

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

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. submission to or rejection of such conduct by a board member, employee, or student and is used as the basis for decisions affecting the employee or student; or
- c. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

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

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

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

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

### **Grievance Procedure**

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

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

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

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



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

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

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

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

**Sanctions**

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

**Notification**

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

**Appendix C: Equal Educational Opportunity**

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

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

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

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

**Step 1:**

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

**Step II:**

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

**Step III:**

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

**Step IV:**

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

**Appendix D: Compliance Officers/Title Coordinators**

Questions or concerns regarding the following should be addressed to the listed compliance officer/title coordinator:

|  |                   |                                    |                |
|--|-------------------|------------------------------------|----------------|
| 1) Title VI  | Mr. Jason Smith   | 225 S. Pleasant, Saranac, MI 48881 | (616) 642-1400 |
| 2) Title IX  | Mr. Jason Smith   | 225 S. Pleasant, Saranac, MI 48881 | (616) 642-1400 |
|  | Mrs. Sara Serne   | 150 S. Pleasant, Saranac, MI 48881 | (616) 642-1100 |
| 3) Section 504 and Americans With Disabilities Act (ADA)                               | Mr. Joshua Leader | 150 S. Pleasant, Saranac, MI 48881 | (616) 642-1100 |
| 4) Asbestos Abatement<br>Lead Free/Radon<br>Pesticide Application<br>Sexual Harassment | Mr. Jason Smith   | 225 S. Pleasant, Saranac, MI 48881 | (616) 642-1400 |
| 5) Freedom Of Information Act (FOIA)   | Mr. Jason Smith   | 225 S. Pleasant, Saranac, MI 48881 | (616) 642-1400 |

**Administration:**

|   |                     |                                    |                |
|---|---------------------|------------------------------------|----------------|
| Superintendent                                    | Mr. Jason Smith     | 225 S. Pleasant Saranac, MI 48881  | (616) 642-1400 |
| Jr/Sr High Principal                              | Mr. Joshua Leader   | 150 S. Pleasant, Saranac, MI 48881 | (616) 642-1100 |
| K-12 Principal and MTSS Coordinator               | Mrs. Sara Serne     | 150 S. Pleasant, Saranac. MI 48881 | (616) 642-1100 |
| Athletic Director                                 | Mr. Andrew Clementz | 150 S. Pleasant, Saranac, MI 48881 | (616) 642-1100 |
| K-12 Special Ed and JSH Student Serv. Coordinator | Mrs. Sarah Milbratz | 250 S. Pleasant, Saranac, MI 48881 | (616) 642-1200 |
| Elementary Principal                              | Mr. Michael Catrell | 250 S. Pleasant, Saranac, MI 48881 | (616) 642-1200 |



# **Saranac High School Course Descriptions**

## **2023-24**



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# GRADUATION REQUIREMENTS

## **18 Michigan Merit Curriculum Credits**

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

- |  |             |
|--|-------------|
| A. Language Arts (must include English 9, English 10, English 11 and English 12 or equivalent)   | 4.0 Credits |
| B. Mathematics (must include Algebra I, Geometry, Algebra 2, and a 4 <sup>th</sup> math course Senior year. (See Math courses for senior math) | 4.0 Credits |
| C. Science (must include Biology, 10 <sup>th</sup> Grade Science, and one year of additional science)  | 3.0 Credits |
| D. Social Studies (must include US History, World History, Government, and Economics)  | 3.0 Credits |
| E. Physical Education  | 0.5 Credit  |
| F. Health  | 0.5 Credit  |
| G. Visual, Performing and Applied Arts   | 1.0 Credit  |
| H. World Language  | 2.0 Credits |
| I. Students must also participate in some form of online learning experience during their high school career.                                  |             |

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

### **ADDITIONAL REQUIREMENTS:**

- All students will be required to participate in the state required assessment process (currently the SAT/PSAT/M-Step). They will be expected to give a “good faith” effort. Not doing so will result in the loss of their eligibility to participate in the graduation ceremony.
- A semester class is equal to one-half credit. Students will receive high school credit along with college credit for the classes in which they are dual enrolled.
- All students must be enrolled in 6 classes each semester.
- A student may be granted credit for up two (2) for work-based learning or an unlimited number of E20/20 courses.
- The principal may substitute up to one credit for a student under the following circumstances:
  - The educational program for the student is clearly improved.
  - The total number of required credits is not changed.
  - The minimums as set by the State are met.

### **Physical Education Waiver**

Many Saranac High School students participate in co-curricular and extra-curricular activities which require hours of physical activity on their part. In recognition of this, and to allow greater flexibility to students and parents in preparing for their high school careers as related to post-secondary plans, the following Physical Education waiver policy is in place: Students may waive the Saranac High School Physical Education graduation requirement under the following criteria: Medical waiver; two years of participation in interscholastic athletics (must participate in a full season in **two different school years**); two years of marching band; or one year of marching band and one year of interscholastic athletics (must participate in both for a full season in **two different school years**). They also must successfully pass a written exam.

A Physical Education waiver must be completed and approved prior to the students' first day of their senior year, or they will be placed in a Physical Education class regardless of their intent to participate in marching band or interscholastic athletics during their senior year. Students must be able to participate in at least 70% of the interscholastic athletic or marching band season, and be in good standing with the program in order to have the participation count towards their waiver requirement. A student's PE credit will be waived after meeting the marching or athletic requirement as well as passing the PE final exam.

## **HONORS DIPLOMA and DIPLOMA WITH HONORS**

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

### **HONORS DIPLOMA**

- a) Must have an overall grade point average of at least a 3.400.
- b) Mathematics - Algebra I, Algebra II, Geometry, and Pre-Calculus
- c) Science – 9<sup>th</sup> Grade Science, 10<sup>th</sup> Grade Science and one additional year of science (FOR 2024 GRADUATES AND BEYOND): 9<sup>th</sup> Grade Science, 10<sup>th</sup> Grade Science and two additional science credits, one of which must be either Chemistry or Physics.
- d) English - English 9, English 10, English 11, and one year of English not open to freshman and sophomores or the equivalent advanced courses.
- e) Two full credits of a foreign language in the same language.

### **DIPLOMA WITH HONORS**

A student who does not take all of the courses needed to receive an "Honors Diploma" is eligible to receive a "Diploma with Honors" in an area if they have a GPA of 3.7 or better in a specific area

A. Diploma of Honors course criteria:

1. Fine Arts--four credits that include at least two areas.
2. Language Arts--five credits that include four English and one foreign language.
3. Science--four credits that include Biology, Chemistry, and Physics.
4. Mathematics--four credits that include Algebra I, Geometry, Algebra II, and Pre-Calculus.
5. Social Studies--four credits
6. Vocational Education--four credits.

### **VALEDICTORIAN AND SALUTATORIAN**

a) **The valedictorian and salutatorian must meet the criteria for an "Honors Diploma."**

b) For the purpose of selecting the Valedictorian and Salutatorian, the G.P.A. will be averaged to the nearest 1/100 of a point.

### **TOP ACADEMIC STUDENTS:**

Students will achieve this status by attaining a G.P.A. of 3.60 or higher through their first eleven semesters. Within the 3.6 - 4.0 range, there will be three levels of recognition:

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

### **Testing Out Policy**

Students will be allowed to "Test Out" of courses according to the State Law and Saranac High School. See school administration for further information. Testing out will occur during the first 2 weeks prior to each semester. You may not test out of a course you are currently enrolled in or have taken in the past.

### **Repeating Classes**

Students may repeat any previously passed class to earn a higher grade. The coursework will be completed through the E20/20 program on the student's own time. The lower grade will be replaced with a "R" for repeat and will not be counted toward the total graduation requirements or computed into the GPA. **A student who is repeating classes will not qualify for Valedictorian or Salutatorian honors.**

### **Advanced Placement**

A weighted grading system is in effect for Advanced Placement (AP) courses to recognize the added rigor of these courses and provide incentive for students to undertake challenging courses. Students who have taken AP courses will have .50 added to their course grade for each semester the class is taken. This weighted system will

only to the AP courses taught by Saranac High School teachers. Advanced Placement courses offer a national standardized test at the end of the yearlong course that may earn college credit for students.



## **NCAA Division I and II Eligibility Requirements**

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. This process usually begins in your junior year of high school. It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you.

Registration materials and information are available at: [www.ncaa.org](http://www.ncaa.org).

Documents needed are:

1. Your completed and signed Student Release Form and fee.
2. Your official transcript mailed directly from every high school you have attended.
3. Your ACT or SAT scores.

| <b>CORE UNITS REQUIRED FOR NCAA CERTIFICATION</b>  |            |             |
|--|------------|-------------|
|  | Division I | Division II |
| English Core   | 4 years    | 3 years     |
| Math Core (Algebra, Geometry, or Advanced Algebra)   | 3 years    | 2 years     |
| Science Core (including at least one year of lab science)                                    | 2 years    | 2 years     |
| Social Science Core  | 2 years    | 2 years     |
| English, Math, Science   | 1 year     | 2 years     |
| Additional Core  | 2 years    | 2 years     |
| (English, Math, Science, Social Studies, World Languages, Philosophy, Nondoctrinal Religion) | 4 years    | 3 years     |
| <b>Total Core Units</b>  | <b>16</b>  | <b>14</b>   |

Athletics must earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the SAT.

Division I: The minimum grade-point average in the 14 core courses and required ACT and SAT score vary according to the Initial-Eligibility Index below. This index applies to students enrolling as college freshmen during 1996-97 and thereafter, wishing to participate in Division I athletics.

## **Michigan Public Universities Admissions Expectations**

The President's Council of 15 state universities has established the following core courses for college admissions in Michigan:

|                 |         |  |
|-----------------|---------|--|
| English         | 4 years |  |
| Mathematics     | 3 years | Including Algebra II; 4 years strongly recommended   |
| Science         | 2 years | Physical/Biological Sciences; 3 years strongly recommended   |
| Social Sciences | 3 years | History and Social Sciences; 1 year American History<br>1 year World History strongly recommended. |

The Council also strongly recommends the following:

|                          |         |
|--------------------------|---------|
| Computer Literacy        | 1 year  |
| Fine and Performing Arts | 2 years |
| Foreign Language         | 3 years |

Please refer to each college for foreign language requirements.

**The Presidents Council also encourages Advanced Placement (AP) courses. Parents and students are strongly encouraged to seek out information regarding specific college/university recommendations regarding admission expectations early in each student's high school career.**

## Class of 2017 and Beyond - 12 classes each year for 6 Credits – Typical Schedule of Courses

### Freshmen

- (2) English 9
- (2) Biology
- (2) US History/AP US History
- (2) Algebra 1
- (1) Health
- (1) Physical Education
- (2) Electives

### Sophomores

- (2) English 10 or College Prep
- (2) World History/AP World History
- (2) Geometry
- (2) 10<sup>th</sup> Science
- (2) World Language
- (2) Electives

### Juniors

- (2) English 11 or College Prep Eng.
- (2) Chemistry or Physics
- (2) Algebra II
- (1) Government/AP Gov't
- (1) Economics
- (2) World Languages
- (2) Electives

### Seniors

- (2) English 12 or AP English or College Prep
- (2) Pre- Calculus or additional math course
- (8) Electives



### **ENGLISH 9 A and B**

2 SEMESTERS

9

1 CREDIT

*Prerequisite: None*

Core English is an entry-level class to the language arts curriculum of Saranac High School. We have designed this course to evaluate and develop the skills and strategies necessary to prepare students for future high school course work. We understand that skills in reading, writing, speaking, researching, and studying are critical to the success of our students in the high school, and to that end, this course is designed to introduce, develop, and reinforce these skills. We will be using a varied reading list of fiction, non-fiction (textbooks from other core classes), poetry, drama, the Internet, newspapers and magazines. Students will be provided with extensive instruction in the use of skills and strategies in grammar, vocabulary development, reading, writing, studying, test taking, and organization. Evaluation will take a wide variety of forms with the goal to prepare students to demonstrate their knowledge using tests, writing assignments, public speaking, projects, productions, and personal reflection.

### **ENGLISH 10 A and B**

2 SEMESTERS

10

1 CREDIT

*Prerequisite: English 9*

An in-depth study of American literature from pre-Civil War to the end of the twentieth century is accomplished through essays, journal writings, short stories and novels combined with writing persuasive essays, reflective essays and the research paper. To improve language skills, emphasis will be placed on vocabulary, writing, grammar, and oral presentations. This course will offer expanded opportunities to learn and practice essay strategies, including sentence/paragraph development. Technical, expository and narrative/description essays will be analyzed and practiced.

### **ENGLISH 11 A and B**

2 SEMESTERS

11

1 CREDIT

*Prerequisite: English 10*

The class is designed to give students the opportunity to explore various forms of literature and expression. Students will learn the writing process, which will include persuasive essays, the basics of oral communication, and strategies for informational reading and success on the ACT.

**ENGLISH 12 A and B** 2 SEMESTERS 12 1 CREDIT

*Prerequisite: English 11*

This class is designed to use literature and writing to analyze, assess, compare and evaluate literary ideals with students' lives and the world in which they live. Students will also work on oral communication skills, ultimately creating and presenting a final project for the semester.

**COLLEGE PREP ENGLISH A and B** 2 SEMESTERS 10,11,12 1 CREDIT

*Prerequisite: Instructor Approval*

College Prep English is a class offered to Juniors in lieu of English 11. In it, as per the state English standards, students will study world literature from the Middle Ages to the Modern Era, including the following works: Sir Gawain and the Green Knight, Richard III, Les Miserables, The Count of Monte Cristo, and The Kite Runner, to name a few. Students will also engage in an intensive study of grammar. They will work on perfecting the writing of the persuasive essay as well as other writing forms, including a research paper during the second semester.

**ADVANCED PLACEMENT ENGLISH A and B** 2 SEMESTERS 11,12 1 CREDIT

*Prerequisite: Instructor Approval*

Advanced Placement English (Literature and Composition) will engage students in the intensive study of representative works of imaginative literature from various periods and genres. Through close study of selected texts, students will deepen their understanding of a work's structure, style, and themes as well as the use of figurative language, imagery, symbolism and tone. At the conclusion of the course, students will be afforded the opportunity to take the AP Examination which, may earn the student college credit depending on the achieved score. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

**LEADERSHIP CLASS** 1 SEMESTER 9,10,11,12 ½ CREDIT

*Prerequisite: None*

The leadership course will give students the opportunity to examine leadership theories, develop leadership skills and apply their knowledge and skills through team-building activities, speeches, mini-projects, and a large project. The class will cover such topics as goal-setting, project planning, problem solving, decision-making, evaluation techniques, self-reflection, communication skills, group dynamics and leadership styles.

**CREATIVE WRITING** 1 SEMESTER 9,10,11,12 ½ CREDIT

*Prerequisite: None*

This course is designed for students who have not had extensive experience in creative writing. Students will develop such writing resources as voice, imagery, characterization, dialogue, and narration through frequent writing exercises. Students will learn how to organize stories by learning about plot, setting, and characterization. Writers will learn to evaluate and critique their work in collaborative and individualized settings. They will use the processes of revision, editing, and rewriting to improve upon their own existing pieces. Experimentation is encouraged.

**JOURNALISM (YEARBOOK and NEWSPAPER)** 2 SEMESTERS 12 1 CREDITS

*Prerequisite: None*

Yearbook Publications is responsible for publishing the Chieftain. In this yearlong class, students will cover every major event of the school year using writing and photography. They also must work collaboratively to package these events in an interesting and attractive way. Creating designs as well as writing are key aspects of the purpose of the class. Students are required to do interviews, use specific computer programs, and sell ads and yearbooks. Before production of the yearbook begins, students are required to learn how media law is related to ethics and understand the standard ethical codes of journalism. Besides enjoying the challenge of writing and packaging it in effective designs, students should possess a sense of detail, a quality necessary to produce the yearbook.

I  $\{\sqrt{\heartsuit}\}^2$   
math

**ALGEBRA I A and B**

2 SEMESTERS

8,9

1 CREDIT

*Prerequisite: None*

The objective of this course is to introduce students to all the dimensions of the understanding of algebra: its skills, its properties, its uses, and its representations, as well as providing the foundation for success in geometry. Students will be involved in connecting algebra to geometry, to statistics, and to probability. Students will

conjecture and reason logically, to apply mathematics to real problems, to connect mathematical ideas with other disciplines. They will learn the technology of calculators and computers. Algebra includes the studies of algebraic expressions; set notation; probability and statistics; applying and solving linear equalities and inequalities, exponential equations, as well a quadratic equations; graphing of all types of equations; real world applications of all areas. (It is recommended that each student own a scientific calculator, such as the TI-30Xa.)

**GEOMETRY A and B** 2 SEMESTERS 9, 10 1 CREDIT

*Prerequisite: None*

The objective of this course is for students to gain a clear understanding of deductive logic and the properties of the two- and three-dimensional objects that make up the world around them. Four types of understanding are emphasized: skill in drawing, visualizing, and following algorithms; understanding of properties, mathematical relationships, and proofs; using geometric ideas in real situations; and representing geometric concepts with coordinates, networks, and other diagrams. In order to facilitate this understanding, students learn about the following topics; points and lines, definitions, if-then statements, angles and lines, reflections, polygons, transformations and congruence, triangle congruence, measurement formulas, the properties of three-dimensional figures, surface areas and volumes, coordinate geometry, similarity, and introductory trigonometry. (It is recommended that each student own a scientific calculator, ruler, protractor, and compass.)

**ALGEBRA 2 A and B** 2 SEMESTERS 10,11,12 1 CREDIT

*Prerequisite: Algebra 1*

The objective of this course is to provide the students with the understanding and language of the mathematics used in employment and future education in colleges and technical schools. The study of Advanced Algebra includes: linear, quadratic and exponential functions; trigonometry; logarithms; applications of algebra to geometry, statistics, and probability; powers; matrices; uses of graphics calculators and computers. This course of study weaves together the mathematics of all previous course work. (It is recommended that each student own a graphic calculator such as the TI-83.)

**PRE-CALCULUS A & B** 2 SEMESTERS 11,12 1 CREDIT

*Prerequisite: Algebra 2*

The objective of this course is for students to develop a deeper understanding of each branch of mathematics as they apply to each other and to the real world. In order to facilitate this learning, students will study the following topics: equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometry, trigonometric graphs, solving trigonometric equations, trigonometric identities and proofs, trigonometric applications, analytic geometry, and statistics and probability. (Although calculators are available for classroom use, it is recommended that each student own a Texas Instruments TI-83 or similar equipment.)

**ADVANCED PLACEMENT PRE-CALCULUS A & B** 2 SEMESTERS 11,12 1 CREDIT

*Prerequisite: Algebra 2*

The objective of this course is for students to develop a deeper understanding of each branch of mathematics as they apply to each other and to the real world. In order to facilitate this learning, students will study the following topics: equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometry, trigonometric graphs, solving trigonometric equations, trigonometric identities and proofs, trigonometric applications, analytic geometry, and statistics and probability. (Although calculators are available for classroom use, it is recommended that each student own a Texas Instruments TI-83 or similar equipment). At the conclusion of the course, students will be afforded the opportunity to take the AP Examination which, may earn the student college credit depending on the achieved score.

**PERSONAL FINANCE** 1 SEMESTER 12 ½ CREDIT

*Prerequisite: 3 years of math*

*(Math credit)*

Consumers Mathematics is an opportunity for students to practice the necessary mathematics to be wise consumers in the modern world. It is a study of the language and computations involved in working, investing, saving, buying, selling, borrowing, renting, insuring and taxing. Students will gain the fundamental knowledge to understand their options in financial transactions and to make reasonable decisions in daily living situations.

**CRITICAL THINKING** 1 SEMESTER 12 ½ CREDIT

*Prerequisite: 3 years of math*

*(Math credit)*

This course will explore math concepts through projects, story problems, and real world application. Students will be working on various problems and tasks individually and in teams. The math concepts used will vary from simple calculations through more complex problems

using and reinforcing concepts learned in Algebra 1, Geometry, and Algebra 2.

**STRATEGIES**

1 SEMESTER

9, 10, 11,12

½

**CREDIT**

Prerequisite: 3 years of math

*(Math Credit)*

This course introduces concepts of strategy and how they can be used in the real world. The students will learn strategies in sequential and simultaneous interactions. The students will learn games designed to sharpen strategy skills. Real life applications will be explored using strategy including such topics as auctions, bidding, bargaining, voting, and contests. Classroom participation is mandatory as well as journal writing.

**LIFE MANAGEMENT**1 SEMESTER  
(Math Credit)

12

½ CREDIT

*Prerequisite: none*

This class will include an understanding of many of the challenges students will encounter once they leave SHS. We will focus on the “20 things that matter in life,” but will primarily focus on the personal, economic, and career life skills that one must know to find and manage a job and handle the responsibilities of money and living independently. Areas of study include budgeting, buying insurance, rents and leases, home ownership, banking services, saving and investing, borrowing and credit among others. If you are soon to leave home and SHS behind, find out “what they don’t teach you in school” before you leave so you are better prepared to face “the real world.”

**Typical 4<sup>th</sup> year math credit courses**

Life Management - ½ credit

Consumer Math – ½ credit

Critical Thinking - ½ credit

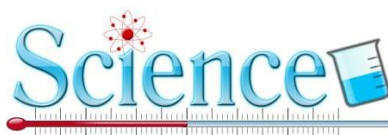
Strategies - ½ credit

Pre-Calculus or Calculus – 1 credit

Physics – 1 credit (if not used as a Science Credit)

Chemistry – 1 credit (if not used as a Science Credit)

All Heartlands Courses

**BIOLOGY A and B**

2 SEMESTERS

9

1 CREDIT

*Prerequisite: none*

In this course students will learn about the basics of biochemistry including properties and functions of macromolecules; the cell including functions of organelles cell processes; basic ecology including food chains, food webs, trophic levels, population growth and interaction, and the effect of populations on the environment. Students will learn about the processes of photosynthesis and cell respiration, cell division, genetics and inherited traits, protein synthesis, evolution, classification and biodiversity.

**10<sup>TH</sup> SCIENCE***Prerequisite: Biology*

1 YEAR

10

1 CREDIT

This course is an integration of Earth Science, Physics and Chemistry. Each topic will be covered over a 12-week period. Student will complete the priority standards in each discipline. All 10<sup>th</sup> grade students will be required to take this course for the entire year.

**CHEMISTRY A and B**

2 SEMESTERS

11,12

1 CREDIT

*Prerequisite: Algebra I*

Chemistry is the study of atoms, the periodic table, quantum mechanics, bonding, chemical formulas and equations, stoichiometry, states of matter, thermochemistry, solutions, acids and bases and redox reactions. Because mathematics is used to prove scientific theories, students must have a working knowledge of algebra and be able to solve formulas. Students must also be able to perform basic trigonometric ratios involving triangles.



**PHYSICS A and B** 2 SEMESTERS 11,12 1 CREDIT

*Prerequisite: Algebra I and Geometry*

Physics is the study of motion, force, momentum, periodic motion, mechanical energy, mechanical and electromagnetic waves, electric forces and currents, and energy transformations. Because mathematics is used to prove scientific theories, students must have a working knowledge of algebra and be able to solve formulas. Students must also be able to perform basic trigonometric ratios involving triangles.

**HUMAN ANATOMY** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: Biology*

*(Elective)*

This course is designed to provide the student knowledge about the internal performance of the human body. It will look at the interactions of the body's various systems, which define human life and make survival, growth, development, and reproduction possible.

**ZOOLOGY** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: Biology*

*(Elective)*

This class is designed to provide the student knowledge about the interrelationships of all life forms by covering common life processes. The course will also look at evolutionary relationships, aspects of animal organization that unite major phyla, and animal adaptations.

**FORENSIC SCIENCE** SEMESTER 11,12 ½ CREDIT

*Prerequisite: none*

*(Elective)*

This course will focus on various aspects of forensic science and modern criminal investigation analysis. It is a laboratory-based course involving scientific investigations using a variety of techniques and methods. The focus is on problem solving, designing experiments, testing and making conclusions based on empirical evidence. Writing is an integral part of the course with students being expected to communicate laboratory reports, results and conclusions as well as analyze case studies.

### **AGRI-SCIENCE**

Agri-science is the combination of four semesters. ALL students can take any one of the classes to earn applied arts credit. Each class will incorporate FFA events and contests as required by the State of Michigan – Agri-science Standards. (FFA members must take all four sections if they want to earn their State FFA Degree and be considered completers for CTE credit)

**1. ANIMAL SCIENCE** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Biology A & B*

*(Applied arts/Science)*

Students study the organization of living systems, animal industries and domestic animal production, comparative animal systems and genetics, and animal health and nutrition. Student will raise farm animals in the school barn.

**2. NATURAL RESOURCES** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: None*

*(Applied Arts/Science)*

Students study the environment, energy systems, and natural resources fundamentals. Students will use these topics to explain scientific and social implications, and to demonstrate leadership, business education and career success.

**3. PLANT SCIENCE** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: None*

*(Applied Arts/Science)*

Students study plant physiology, plant nutrition, pests and pest management and soil. Students will raise plants in the school greenhouse.

**4. LEADERSHIP** 1 SEMESTER 9,10,11,12 ½ CREDIT

*Prerequisite: None*

*(Applied Arts/Science)*

Leadership will develop a student's leadership skills to make them successful in the vast agriculture industry. Personal and interpersonal leadership traits will be studied. The course is structured to make learning about leadership fun using the FFA's career development activities. The class will also require students to develop and maintain a supervised agricultural experience program (SAE) to demonstrate record keeping skills.

**5. FOOD SCIENCE** 2 SEMESTERS 9,10,11,12 1 CREDIT

Food Science is a class designed to allow the students to develop an understanding of the food industry by using a variety of classroom activities. There will be traditional classroom instruction, group projects, hands on exploration, individual research and activity, etc. The class is setup to allow students a different way of looking at food and science. Topics: Food Science History, Chemistry of foods, Composition of foods, Nutrition, Food

Preservation, Microbiology of Foods, Food Safety, Product lines (eggs, dairy, meat, etc), Farm to Fork, etc.

- 6. AGRICULTURAL POWER AND TECHNOLOGY** 1 SEMESTER 9,10,11,12 ½ CREDIT  
*Agricultural Power and Technology* (APT) exposes students to mechanics, power, technology, and career options in the world of agriculture. Students participating in the APT will experience mechanical and engineering concepts with exciting hands-on activities, with two to three labs per week. Students will acquire the basic skills to operate, repair, engineer, and design agricultural tools and equipment.



**U.S. HISTORY A and B**

2 SEMESTERS

9

1 CREDIT

*Prerequisite: None*

This class will be a journey through American History, which will be a process of discovery...exploring the hopes, ideas and fears that have driven Americans from the past up to the present. U.S. History will primarily concentrate on time periods from the Civil War to the present.

**WORLD HISTORY A and B**

2 SEMESTERS

10

1 CREDIT

*Prerequisite: None*

World History is a two-semester social studies class required for graduation. In a study of World History and Geography students will learn about the human experience over time and space. They will encounter powerful and sometimes conflicting ideas while learning about people and events in different places and times. They will investigate our diverse and common traditions and work to understand the complex interactions between various environmental, human and social forces that have influenced and continue to influence us. The course will help connect us to people and events across time and space, illuminating the range and depth of human experience on a grand as well as local scale.

**ECONOMICS**

1 SEMESTER

10, 11, 12

½ CREDIT

*Prerequisite: None*

This is an introduction course of our nation's economic system and the impact on society. Students will study economics, organization and operations. Students will be active members of a company and involved in the decision making process.

**U.S. GOVERNMENT**

1 SEMESTER

10, 11, 12

½ CREDIT

*Prerequisite: None*

The major purpose of this required class is to provide an overall view of the American government system and to encourage citizen participation within the system. We will examine the basic principles of the Declaration of Independence and US Constitution. Students will discover the responsibilities of the different levels of government. Citizenship, civil rights, politics, pressure groups, and current events are other important elements of this course.

**AP WORLD HISTORY A and B**

2 SEMESTERS

9,10,11,12

1 CREDIT

*Prerequisite: Instructor approval*

Advanced Placement World History is a course designed to enhance a student's understanding of the development of the history of nations through an investigation of the:

- relationship of change and continuity from about 8,000 B.C. to the present
- impact of interaction among and within major societies
- impact of technology, economics, and demography on people and their environment
- systems of social structure and gender structure in major cultures
- cultural, religious, and intellectual developments of major societies
- changes in functions and structures of states and attitudes toward states and political identities, including the emergence of the nation-state

This will be accomplished through an intense (multi-perspective) study of world history and a reading of related literature and philosophy. Students will take an exam in mid-May (which consists of 60-70 multiple choice items and three essays); those who demonstrate proficiency in World History may earn college credit. The number of credits earned (3-8) is dependent on the *student's score on the exam*; simply taking the class does not automatically confer college credit. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

**AP GOVERNMENT A and B** 2 SEMESTERS 9,10,11,12 1 CREDIT

*Prerequisite: Instructor approval*

Advanced Placement US Government and Politics will become immersed in an *intensive* investigation of the institutions (Presidency, Judiciary, and Legislative) of the American government through a study of the United States Constitution and other related documents, including the Federalist Papers. Students will examine the origin of our great nation (philosophically and historically), public opinion and (how it may be shaped by the) media, political parties, interest groups, PACs elections, public policy, and civil right/civil liberties. AP scholars will also be asked to write several essays in response to political issues which have affected (and continue to have an effect on) the evolution of our current system of government. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

**AP U.S. HISTORY A and B** 2 SEMESTERS 9,10,11,12 1 CREDITS

*Prerequisite: Instructor approval*

(Elective)

AP US History is designed to provide students with a more rigorous investigation of American History, from early exploration/colonization to the modern age. Throughout the course, students will study American History from a variety of perspectives, including cultural, political, economic, international, and technological, to name a few. In addition to the study of history, students will also read examples of the literature and philosophy created in each era to enhance their understanding of America's development. In May, students will take the AP History exam, which consists of 60-75 multiple-choice items and three essay questions. Demonstrating proficiency on the exam could enable students to earn college credit (3-8, depending on the university); however, enrolling in the class itself does not guarantee college credit. One must perform well on the exam to be awarded college credit.

**School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

**PSYCHOLOGY I** 1 SEMESTER 10, 11,12 ½ CREDIT

*Prerequisite: None*

(Elective)

The question of human behavior and why we think, feel, and behave as we do is the focus of this class. We will investigate methods, approaches and the history of studying human behavior, the brain and its basic processes. Topics will include sensation and perception, learning, memory, intelligence and personality development and theory. This class generally is very interesting for students and the format includes lecture and discussion, experiments, class projects and activities to demonstrate concepts and principals. Evaluation includes tests, quizzes, projects and class participation.

**PSYCHOLOGY II** 1 SEMESTER 10, 11,12 ½ CREDIT

*Prerequisite- Psych I*

10  
(Elective)

This class is an extension of Psychology I delving into the fundamental concepts of psychology and human development. In this class we will investigate areas of human motivation and emotion, consciousness, stages of human development, conflict stress and coping skills as well as mental disorders and abnormal psychology. In general we will continue to investigate why we think, feel, and behave as we do. The class will include lecture and discussion, experiments, individual and group projects, papers and homework as required.

**AMERICAN CULTURE AND THE MEDIA** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: none*

(Elective)

This course will explore dually the development of the film and television industry in the U.S. and how it came to be a window into the cultural values and mores of the times as well as helping shape the opinions and standards of society. This class will explore different films and television shows as they developed through current days viewing them critically as to their themes, symbolism and how they mirror the culture of each particular period – for better or worse. Course requirements will include critical thinking skills and evaluation, being able to express opinions based on fact and interpretation, writing summaries and commentary re: film and TV, essays and research papers.

**CURRENT EVENTS** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: U.S. History*

(Elective)

This class is designed to help students take many aspects of the social studies field and relate them to current world situations. We will discuss and form opinions/solutions to some current world problems after studying the problem from economical, geographical, political and cultural viewpoints. Also, environmental and human rights issues will be included. This class will be challenging and require students to use their thinking, writing and persuasive skills in trying to understand some of today's problems.

**A HISTORY OF CONFLICT** 1 SEMESTER 11,12 ½ CREDIT

*Prerequisite: U.S. History*

(Elective)

This class will examine wars throughout history such as the Crusades, the French Revolution, the American Revolution, the American Civil War, World Wars I & II, the Korean War, the Vietnam War, the War on Terror and others. The wars will be examined from social, political, and economic views as well as military strategies, to determine the reasons for and consequences of war.



**PHYSICAL EDUCATION** 1 SEMESTER 9 ½ CREDIT

*Prerequisite: None*

Skills and activities incorporated into this class will consist of team and individual activities, understanding of the skills, rules and strategies of games, realization of the importance of good sportsmanship, and developing an understanding of a proper strength-training program.

**TEAM SPORTS** 1 SEMESTER 10,11,12 ½ CREDIT

*Prerequisite: Physical Education*

*(Elective)*

Instruction and playing in softball, basketball, floor hockey, volleyball, in-door soccer, pickleball, badminton, eclipse ball and team handball will be the focus of this class.

**INDIVIDUAL SPORTS** 1 SEMESTER 10,11,12 ½ CREDIT

*Prerequisite: Physical Education*

*(Elective)*

This class will offer instruction on the rules, etiquette, skill development and playing strategies of various individual sports. The following sports will be studied: Tennis, Golf, Jogging, Strength Training, Badminton, Table Tennis, Yoga, Aerobic Dance, Pilates, Archery, Frisbee Golf and Bowling.

**HEALTH** 1 SEMESTER 9 ½ CREDIT

*Prerequisite: None*

*(Health)*

Learning experiences that will attempt to influence, educate, and change behavior concerning the health of the individual, family and community. Topics include stress and suicide, nutrition; fitness, first aid; disease; reproductive health; substance abuse.

**FITNESS AND NUTRITION** 1 SEMESTER 10, 11,12 ½ CREDIT

*Prerequisite: Physical Education*

*(Elective)*

This course will present principles and methods of muscular and energy fitness, as well as information regarding nutrition and its role in a healthy lifestyle.

**HISTORY OF SPORTS** 1 SEMESTER 10, 11,12 ½ CREDIT

*Prerequisite: Physical Education*

*(Elective)*

Sports have always been a part of both world history and States history. This class will examine the history of some sports, such as basketball, baseball, football, hockey, soccer, and volleyball to name a few. We will look at the history and development of the sport along with practicing and playing the sport.

**AEROBICS** 1 SEMESTER 10, 11,12 ½ CREDIT

*Prerequisite: Physical Education*

*(Elective)*

This class is designed to develop the individual's cardiovascular fitness and increase his/her knowledge of a lifelong wellness program. This will be accomplished through endurance based activities such as aerobic dance, step aerobics, walking, jogging, running and stationary aerobic equipment.

**WEIGHTLIFTING** 1 SEMESTER 10, 11,12 ½ CREDIT

*Prerequisite: Physical Education*

*(Elective)*

This class is designed to improve physical fitness, muscle tone, strength, and agility. Much time is spent on weight machines, free weights, calisthenics, and running.



**SPANISH I A and B**

2 SEMESTERS

9, 10, 11, 12

1 CREDIT

Prerequisite: None

Students will become acquainted with Spanish and Latin American culture through classroom activities projects. Students will learn survival language skills and how to communicate their own needs as well as understand those around them. Students will learn through listening, reading, writing and speaking.

**SPANISH II A and B**

2 SEMESTERS

10, 11, 12

1 CREDIT

Prerequisite: Spanish I

Students will demonstrate mastery of Spanish I concepts. Students will continue to speak, listen, read and write in class daily. Students will research assigned cultural topics and present their findings in Spanish videos to their classmates. Students will learn situational vocabulary and learn to express themselves in four additional tenses.

**SPANISH III A and B**

2 SEMESTERS

11, 12

1 CREDIT

Prerequisite: Spanish II

This class is designed for the self-motivated and college bound student. Students will read short novels in Spanish and research artists and music of different Spanish speaking countries. Students will also learn a minimum of 8 additional tenses to express themselves.

**SPANISH IV A and B**

2 SEMESTERS

12

1 CREDIT

Prerequisite: Spanish III

This class is for the truly dedicated student who wishes to work on their listening and speaking abilities. Students will make use of videos, radio and Spanish speaking programs available on the Internet. Students will also work to improve their fluency and knowledge of the cultures through presentations and research.

**FRENCH I A and B**

2 SEMESTERS

9

1 CREDIT

Prerequisite: None

The objective of this course is to provide students with a heightened awareness of world cultures and an ability to communicate with French-speaking people through speaking, listening, reading, and writing in French.

Vocabulary, grammar, and pronunciation studies are the focus on in this class. Class activities are conducted using written text, audio and video presentations, and computer software.

(It is recommended that each student own a French-English dictionary.)

**FRENCH II A and B**

2 SEMESTERS

10,11,12

1 CREDIT

Prerequisite: French I

The objective of this course is to provide students with a heightened awareness of world cultures and an ability to communicate with French-speaking people through speaking, listening, reading, and writing in French.

Vocabulary, grammar, and pronunciation studies include a comprehensive review and extension of French I functions. Class activities are conducted using written text, audio and video presentations, and computer software.

(It is recommended that each student own a French-English dictionary.)

***VISUAL, PERFORMING AND APPLIED ARTS*****SENIOR BAND A and B**

2 SEMESTERS

9, 10, 11, 12

1 CREDIT

*Prerequisite: Prior participation in a school band program and Director's Approval*

The High School Band is a large musical ensemble that consists of any 9<sup>th</sup> through 12<sup>th</sup> grade student wishing to pursue the art of music through the playing of a woodwind, brass, or percussion instrument.

Membership in the High School Band includes marching band, concert band, pep band, jazz band, and solo & ensemble groups. Attendance at all rehearsals and concerts is mandatory. Students who do not meet the prerequisite must audition and be approved by the Director.

**HIGH SCHOOL VOCAL ENSEMBLE**

1 SEMESTER

9,10,11,12

1 CREDIT

*Prerequisite: None*

The High School Vocal Ensemble is a large vocal music ensemble that consists of any 9<sup>th</sup> through 12<sup>th</sup> grade student that wishes to pursue the art of music through singing. It is designed to give students a wide variety of vocal musical experience at a high level. Students will receive instruction in fundamental music principles, performance and practice techniques, and individual vocal technique. This instruction will be accomplished by exposing students to a variety of music literature through small and large ensemble singing.

**DRAMA**

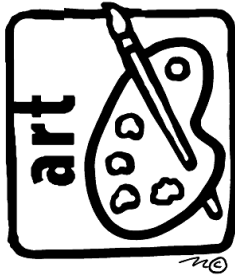
1 SEMESTER

10,11,12

½ CREDIT

*Prerequisite: None*

Students will learn all the basics of play production including direction, stage management, acting, properties, costume and make-up. There will be written assignments and tests. We will briefly study the elements of classical Greek, Shakespearean, and modern theater. Our consideration of acting will include projection, movement, articulation, improvisation, auditioning techniques, and creative use of space. For the semester production, students will be placed in either the cast or crew, based on their personal preferences and a simple audition. **IMPORTANT:** Attendance at all rehearsals and performances are required of class members. Performances and rehearsals will be held outside school hours. Anyone who does not plan to attend should not sign up; attendance is part of the grade for this course.



**INTRODUCTION TO ART** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: None*

Introduction to Art is designed to introduce students to a variety of visual arts media. Students will work with many materials in areas such as drawing, painting, graphic design, sculpture, pottery and printmaking. Students will also study art history and develop skills of art criticism, aesthetics, and analysis. Upon successful completion of this course, students can take advanced classes.

**SCULPTURE & DESIGN** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Sculpture and Design is designed to provide students with a broad spectrum of visual art experiences in 2-Dimensional and 3-Dimensional form. Students will work with a variety of media which include clay, plaster of paris, alabaster, and pewter. On a 2-dimensional level, students will study design and how to communicate visually. They will design personal logs, study visual text and calligraphy, and work with pen & ink.

**POTTERY** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Pottery is designed to introduce students to a variety of hand building and wheel throwing techniques including pinch, slab, coil, drape, stamp making and ceramic sculpture. Students will learn the history of ceramic and the role pottery has played in past and modern culture. Students will also study clay terminology and tools related to clay. They will create their own glazes and learn the chemical component of a glaze. Students will also learn how to load and fire a ceramic kiln.

**ADVANCED POTTERY** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Advanced Pottery is designed to give the more motivated pottery student a chance to work in greater depth in pottery. Students will receive additional experiences and will work on development of personal style and development of personal expression in their work.

**DRAWING** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Drawing is designed to introduce students to a variety of drawing media including pastel, colored pencil, charcoal, pen & ink, scratch board and craypa. Students will learn and be encouraged to incorporate a variety of drawing and shading techniques. The class will include extensive studies of the human body from the skeletal system to the specific of the human face.

**PAINTING** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*

Painting is designed to introduce students to a variety of painting media and painting styles. Paintings will be done using acrylic, oil and watercolor paint. Students will learn to build and stretch a canvas. They will study and do paintings in the styles of Impressionism, Surrealism, and Expressionism. Each student will be required to research an artist or historical period of art and create a painting in that style and write a research paper.

**ADVANCED ART** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro Art and 3.0 GPA or higher in previous art classes*

Advanced Art is designed to give the more motivated art student a chance to work in a variety of media in greater depth including sculpture, painting, pottery, graphic design and drawing. Students will receive additional experiences in art criticism, analysis and history. In this class, students will work on development of personal style and development of personal expression in their work.

**AMERICAN CRAFTS** 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

*Prerequisite: Intro to Art*



Craftsmanship is an essential part of creating works of art and crafts are forms of art that are often associated with occupation or a trade requiring art skills or manual dexterity. Students will learn skills and create original hand-made objects through an artistic manipulation of a variety of artistic materials including clay, textiles, metals, woods, glass, etc. Students will be able to use the skills learned in this class for future hobbies or possible careers.

## MULTI-MEDIA DEPARTMENT



### **MULTI-MEDIA**

1 SEMESTER

9,10,11,12

½ CREDIT

*Prerequisite: none*

Students will begin the semester by learning about film history and the changes that have taken place in film overtime. Students will then learn to shoot different genres of film, using a variety of camera shots and angles as part of the filming technique. Students will use digital camcorders to capture footage, and then learn how to upload and edit that footage to create a finished product. In addition to film students will be responsible for creating a weekly school newscast.

### **COMPUTER PROGRAMMING**

1 SEMESTER

9,10,11,12

½ CREDIT

*Prerequisite: none*

Students will use various computer programs (Scratch, Stencyl, and GameMaker) to create their very own video games. Upon completion of a game, students will then have that game tested by a number of classmates who will provide feedback. In addition, students will learn to write code using JavaScript, HTML, Visual Basic, and Python

### **ADVANCED-PLACEMENT COMPUTER SCIENCE**

2 SEMESTERS

9,10,11,12

1 CREDIT

*Prerequisite: none*

AP Computer Science Principles is an introductory college-level computing course. Students cultivate their understanding of computer science through working with data, collaborating to solve problems, and developing computer programs as they explore concepts like creativity, abstraction, data and information, algorithms, programming, the internet, and the global impact of computing.

## *ADDITIONAL OPPORTUNITIES*

### **WORK BASED LEARNING**

SEMESTER 12 ½ CREDIT

A school-to-work coordinator approved educational activity that will help the student meet work based learning goals. The program features an off campus work component that will provide linkage to the student's chosen career path. The maximum number of credits for WBL that can be applied toward graduation will be two (2).

### **ONLINE COURSEWORK**

SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Must get prior approval from administration.

Courses are offered via the internet. Contact your counselor or administrator for further information. The following are the courses available online through Edgenuity (e2020):

### **DUAL ENROLLMENT**

SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Principal/Counselor Approval

Post-secondary enrollment opportunities such as Advanced Placement (AP) classes, dual enrollment, Michigan Virtual School and career and technical preparation options are available to qualified students.

### **EARLY COLLEGE - MONTCALM COMMUNITY COLLEGE (MCC)** SIX SEMESTERS 11,12+ 12 CREDITS

Prerequisite: Student must be on track to graduate and be accepted by MCC (through an application process during their sophomore year)

Students accepted into this program will attend MCC for three years, starting their junior year. Upon successful completion of the program, students will graduate with a diploma and an associate's degree.

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## **ELIGIBLE DUAL ENROLLMENT COURSES**

- ⤴ If a student qualifies for dual enrollment, eligible courses include:
- ⤴ A course offered by an eligible post-secondary institution is not offered by the school district including Advanced Placement and online courses.
- ⤴ A course offered by the school district, but is determined by the Principal to not be available to the eligible student because of a scheduling conflict beyond the eligible student's control.
- ⤴ Courses that are a hobby, craft, recreational or courses in the areas of physical education, theology, divinity or religious education are **not** eligible for tuition support.

Eligible students must designate whether the course is for high school or post-secondary credit or both at the time of enrollment. The district will pay a portion of the student's tuition and mandatory course fees, based on a formula of the sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the post-secondary institution. While this formula, which changes each year, may be enough to cover the tuition and fees for Lansing Community College, or other local public colleges and universities, it may not be enough to cover the total tuition costs for private colleges and universities in the area. Parents are responsible for paying any difference in cost. Books, transportation, parking costs, or most activity fees, are **not** eligible charges under the law. **Courses withdrawn or receiving a failing grade will be billed directly to the student for full reimbursement.**

## **MICHIGAN VIRTUAL SCHOOL**

The *Michigan Virtual School (MVS)* is an online resource that enables Michigan high schools to provide courses (all taught by certified teachers) that students would not otherwise have access to. The Michigan Legislature founded it in July of 2000 to be operated by the *Michigan Virtual University (MVU)*, a private, not-for-profit Michigan corporation. *MVS* works in cooperation with individual school districts to grant course credit. Through *MVS*, Michigan high school students can take a variety of courses and learn any place there is a computer and an Internet connection. *MVS* helps to prepare students for a lifetime of integrating technology into their work and their lives. Students may take no more than two virtual courses per semester.

## **IONIA COUNTY CAREER CENTER**

All ICCC classes are 3 class session block. If you sign up for this class, it is for 1 full school year. Students will not be allowed to drop the course without Administrative approval. Approvals will not be granted because you do not like the class. AM students will need to be at the school by 7:25 am to catch the bus to HIT. PM students will return by 2:40 pm. This is School Board policy.

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**Computer and Network Administration** YEAR 11,12 3 CREDITS

*Helpful background classes: Math, English, Computer Courses*

Course offers the opportunity to learn computer networking and computer hardware repair, operate and maintain local area network (LAN) and (WLAN), use firewalls to safeguard networks from threats inside and outside and work towards industry certification. Students in the program will combine classroom training with in-class projects utilizing both current and legacy hardware and software from major IT companies. Test labs are used frequently to simulate local area network environments. Skills learned in class will include setup and maintenance of client computers, servers, switches, routers, network firewalls, software to update and maintain IT systems, configuring operating systems and analysis of security threats. Students will work towards one of a number of certifications offered by CISCO and Microsoft.

**Construction** 1 SEMESTER 11,12 3 CREDITS

*Helpful background classes: Math, English, Chemistry, Physics*

This course will provide a basic overview of the phases of construction basics. Course work will include safety, math, employability skills, materials, tools and equipment, blueprint reading, site preparation, residential, commercial and green construction.

**Diesel / Heavy Equipment** YEAR 11,12 3 CREDITS

*Helpful background classes: Basic Reading and Math, General Science*

Eight areas of the Diesel/Heavy Equipment mechanic are covered. The student works with agricultural, material handling, or highway equipment. Students will perform the following duties as a journey person mechanic: servicing, maintaining, repairing, inspecting, cleaning, dismantling engines and electrical systems and diagnosing of internal combustion engines, electrical components, transmissions, and heavy-duty brakes and suspension. Proper set-up and operation of vehicles, equipment, and machines are a part of the job. Mechanics must often work independently, solve problems, and perform work that is physically demanding.

**Culinary Arts** YEAR 11,12 3 CREDITS

*Helpful background classes: Math, Communications*

Culinary Arts is designed to acquaint the student with many occupations in the Food Service Industry. Students will gain knowledge and experience by working with food products in the area of baking, salad and garnishing, soups and salads, desserts and entrée items. This program operates the Class Act Restaurant giving students the opportunity to gain skills as a waiter/waitress, short order cook, host/hostess, and cashier. The Culinary Arts program follows the Pro-Start and Serv-Safe curriculum. This is the state approved program for Culinary Arts.

**Health Foundations** YEAR 11,12 3 CREDITS

*Helpful background classes: Biology, Math, English*

Medical Careers is designed to acquaint students with careers in the health fields and to teach students basic medical assisting or nurse aide skills. Students are provided with a combination of classroom, laboratory, and clinical observational and hands-on experience in available medical areas. Students are required to have a uniform to work in the laboratory. Related occupations include: Physical Therapy Aide, Ambulance Attendant, Occupational Therapy Aide, Nursing Assistant, Orderly, Pharmacy Technician, Central Supply Aide, Dietary Aide or Home Health Assistant. **Upon completion of the program the student will NOT be eligible to take the state clinical and written exams for certified nursing assistants.**

**Health Occupations** YEAR 11,12 3 CREDITS

*Helpful background classes: Biology, Math, English*

Medical Careers is designed to acquaint students with careers in the health fields and to teach students basic medical assisting or nurse aide skills. Students are provided with a combination of classroom, laboratory, and clinical observational and hands-on experience in available medical areas. Students are required to have a uniform to work in the laboratory. Related occupations include: Physical Therapy Aide, Ambulance Attendant, Occupational Therapy Aide, Nursing Assistant, Orderly, Pharmacy Technician, Central Supply Aide, Dietary Aide or Home Health Assistant. Upon completion of the program the student will be eligible to take the state clinical and written exams for certified nursing assistants.

**Machine Tool** YEAR 11,12 3 CREDITS

*Helpful background classes: Algebra, Industrial Arts, Technology Education, Computers*

Machine Tool uses industrial type machines such as drill presses, grinders, lathes, band saws, and milling machines to create useful items found in everyday life. It also uses precision measuring tools along with blueprints to make items that are long lasting and of high quality. Welding is also covered. This program lets

student/trainees rediscover and use what they already know from other classes and experiences. CAM (Computer Assisted Machining) is part of Machine Tool. In CAM, students learn how to take an idea, design it and draw it on a computer, and then program the computer to run a computer-operated machine. Jobs in the machine tool trade generally are classified as semi-skilled and skilled. Workers build, test, inspect, and operate machines and equipment.

|                                    |      |       |           |
|------------------------------------|------|-------|-----------|
| <b><u>Plant/Animal Science</u></b> | YEAR | 11,12 | 3 CREDITS |
|------------------------------------|------|-------|-----------|

The Plant/Animal Science program will prepare students for careers or further study in the areas of horticulture and animal science. The program will focus on areas of greenhouse plants, landscaping, pest control and turf in the area of horticulture. In the area of animal science students will have the opportunity to explore the large animal industry in Michigan. The class will examine animal growth, body systems and management areas. Students will have the opportunity to experience modern technology in Agriscience involving hydroponics and aquaculture. Students will also work on the development of personal and career skills.

|                                |      |       |           |
|--------------------------------|------|-------|-----------|
| <b><u>Criminal Justice</u></b> | YEAR | 11,12 | 3 CREDITS |
|--------------------------------|------|-------|-----------|

The Criminal Justice program is designed to provide basic knowledge, skills and behaviors necessary for continued education in the fields of law enforcement, probation, corrections, investigation, private security and other criminal justice related positions. Students will experience areas of instruction to include law, ethics, investigations, physical conditioning, first aid, defensive tactics, and patrol and police skills. Due to the adult and sometimes graphic nature of the subject matter, a high level of student maturity and discipline is recommended for success in the program. Criminal Justice students will have the opportunity to receive 12 college articulated credits and develop strategies to help ensure achievement at their next education level.

|                                   |      |       |           |
|-----------------------------------|------|-------|-----------|
| <b><u>Teacher Preparation</u></b> | YEAR | 11,12 | 3 CREDITS |
|-----------------------------------|------|-------|-----------|

The Teacher Preparation program is designed to provide basic knowledge, skills and behaviors necessary for continued education in the field of teacher education. Students will complete classwork at ICCC and in actual classrooms within their home districts. Teacher Preparation students will have the opportunity to receive college credits and develop strategies to help ensure achievement at their next education level.

Ionia County Career Center

## **CTE ACADEMIC CREDIT OFFERINGS**

Legislative changes have opened up options for students in the world of CTE. Options for MMC are allowed in state-approved CTE programs only except for 4<sup>th</sup> year related Math.

| HEARTLANDS PROGRAMS                  | MATH                  |            |          | SCIENCE    | SOCIAL STUDIES | PE/HEALTH | VPAA | FOREIGN LANGUAGE |
|--------------------------------------|-----------------------|------------|----------|------------|----------------|-----------|------|------------------|
|                                      | 4th Year Related Math | Algebra II | Geometry | 3rd Credit | (PC Only)      | (PC only) |      |                  |
| Construction                         | X                     |            | X        | X          | PC Only        | PC Only   | X    | X                |
| Computer & Networking Administration | X                     |            |          | X          | PC Only        | PC Only   | X    | X                |
| Criminal Justice                     | X                     |            |          | X          | PC Only        | PC Only   | X    | X                |
| Culinary Arts                        | X                     |            |          | X          | PC Only        | PC Only   | X    | X                |
| Health Foundations                   | X                     |            |          | X          | PC Only        | PC Only   | X    | X                |
| Diesel Technology                    | X                     |            |          | X          | PC Only        | PC Only   | X    | X                |
| Health Occupations                   | X                     |            |          | X          | PC Only        | PC Only   | X    | X                |
| Machine Tool                         | X                     | X          |          | X          | PC Only        | PC Only   | X    | X                |
| Plant/Animal Science                 | X                     |            |          | X          | PC Only        | PC Only   | X    | X                |





# SARANAC HIGH SCHOOL COURSE OFFERINGS 2023-24

## LANGUAGE ARTS (4 Credits)

English 9 A, B  
English 10 A, B  
English 11 A, B  
College Prep English A, B (10, 11)  
English 12 A, B  
AP English A, B

## LANG ARTS ELECTIVE ½ credit

Yearbook (10-12)

## MATH-(4 Credits)

Algebra 1 A, B (9, 10)  
Geometry A, B (9, 10)  
Algebra II A, B (10, 11, 12)  
AP Pre-Calculus A, B (11, 12)  
Critical Thinking (12)  
Personal Finance (12)

## SCIENCE (3 Credits)

9<sup>th</sup> Grade Science A, B (9)  
10<sup>th</sup> Grade Science (10)  
Chemistry A, B (11, 12)

## SCIENCE ELECTIVES (1/2 credit)

Food Science  
Ag. Power/Tech  
Animal Science  
Plant Science

## SOCIAL STUDIES (3 Credits)

U.S. History A, B (9)  
AP U.S. History A, B (9,10,11,12)  
World History A, B (10)  
AP World History A, B (9, 10, 11, 12)  
Economics  
U.S. Government  
IS AP Government A, B (9, 10, 11, 12)  
Psychology A, B (9,10,11,12)

## PHYSICAL EDUCATION (1 credit)

Health (9)  
Physical Education (9)

## PHYSICAL EDUCATION ELECTIVES

Advanced Physical Education (10, 11, 12)  
Team Sports (10, 11, 12)

## FOREIGN LANGUAGE

Spanish I A, B (9, 10, 11, 12)  
Spanish II A, B (10, 11, 12)  
Spanish III A, B (11, 12)  
French I A, B (9, 10, 11, 12)  
French II A, B (10, 11, 12)

## PERFORMING ARTS

Senior Band A, B (9, 10, 11, 12)  
Choir A, B (9,10, 11, 12)  
Drama (10, 11, 12)

## VISUAL ARTS

Intro Art/Advanced Art (9, 10, 11, 12)  
Sculpture & Design (9, 10, 11, 12)  
Pottery/Advanced Pottery (9, 10, 11, 12)  
Drawing (9, 10, 11, 12)  
Painting (9, 10, 11, 12)

## ADDITIONAL CLASSES

Music Appreciation  
Current Events  
Multimedia  
Programming  
AP Computer Science Principles  
Credit Recovery  
Work-Based Learning  
Dual Enrollment  
Virtual High School

## Ionia County Career Center (year long)

Teacher Preparation (11, 12)  
Construction Trades (11,12)  
Computer Networking (11,12)  
Diesel Mechanics (11, 12)  
Culinary Arts (11,12)  
Health Occupations – CNA Prep (11, 12)  
Health Foundations (11, 12)  
Machine Tool (11, 12)  
Plant/Animal Science (11,12)  
Criminal Justice (11, 12)

