

Saranac Community School

Board of Education Agenda

Regular Meeting

July 8, 2019

7:00 PM

Conference Room, Saranac Central Office

1. Call to Order_____	
2. Pledge of Allegiance	
3. Approval of Minutes - Regular Meeting dated 6-24-19	2
4. Treasurer's Report - June	5
5. Additions, Deletions & Modifications to the Agenda	
6. Comments from Guests - Agenda Items	
7. Action Items	
a. Authorized Signatures	12
b. Depositories of School Funds	13
c. Investment of Funds	14
d. Bills Paid	15
e. JSH Student Handbook & Athletic Code	39
f. Approve Elementary School Handbook	80
g. Annual Loan/Repayment Activity Application	81
h. Hire Staff	84
8. Reports/Presentations	
a. NEOLA Policy Updates	100
b. JSH Class Course Offering Numbers	143
9. Comments from Guests - Non Agenda Items	
10. Superintendent's Report	
11. Board Requests/Reports	
12. Communications	
13. Other	
14. Adjournment_____	

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

Saranac Community Schools
Board of Education
Meeting #17

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, June 24, 2019 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 7:02 p.m.

Present: Courtnay, Doll, Elliott, Hawkins, Jackson, & Price.
Absent: VanKuiken

Kirk Jackson led in the Pledge of Allegiance.

Board President, Sarah Doll appointed Roy Hawkins as Secretary pro tem in the absence of Board Secretary, Ted VanKuiken.

APPROVAL OF MINUTES: Minutes from regular meeting dated 6/10/19 and, Strategic Committee Minutes, dated 6/17/19 were approved as presented.

ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA: None

COMMENTS FROM GUESTS – AGENDA ITEMS: None

BUDGET HEARING FOR 2019-20 SCHOOL YEAR: Superintendent, Jason Smith conducted the budget hearing for the projected 2019-2020 fiscal year budget for General Fund, Debt Fund. Food Service Fund and Student/School Activity Fund.

APPROVE APPROPRIATION ACT OF THE 2019-2020 BUDGET: Superintendent, Jason Smith presented the 2019-2020 budget for adoption.

Motion by Price, supported by Courtnay and unanimously approved that the Saranac Board of Education approve the 2019-2020 budget as presented.

APPROVE FINAL 2018-2019 BUDGET AMENDMENT: Motion by Hawkins, supported by Elliott and unanimously approved that the Saranac Board of Education approve the final budget amendment for the 2018-2019 school year as presented.

ACCEPT GIFTS: Motion by Courtnay, supported by Jackson and unanimously approved that the Saranac Board of Education accept the gifts as listed below totaling \$51,269.20 for the months of May & June as presented.

To:	Donation for:	Amount
Saranac Promise	Donation	\$ 244.20
Saranac Promise	Donation	\$ 500.00
Lake Scholarship	Donation	\$ 500.00

McGee Memorial Scholarship	Donation	\$ 25.00
U of M Scholarship (New)	Donation	\$ 50,000.00
Staff Luncheon	Donation of Potato Salad	
Staff Luncheon	Donation of Potato Salad	
Staff Luncheon	Donation of Beverages	
Staff Luncheon	Donation of Hamburgers	
Staff Luncheon	Donation of Brats	
Total This Month		\$ 51,269.20
Total Gifts for 2018-2019 Including This Month		\$ 180,137.20

IONIA ISD TECHNOLOGY AGREEMENT & BUSINESS SERVICES CONTRACT: Motion by Hawkins, supported by Courtney and unanimously approved that the Saranac Board of Education approve the Ionia ISD Technology Agreement and Business Services Contract as presented.

TEACHER PARTIAL LEAVE OF ABSENCE: Motion by Elliott, supported by Hawkins and unanimously approved that the Saranac Board of Education deny the request for the teacher to remain on a partial leave of absence for the 2019-2020 school year as presented.

ADMINISTRATOR'S CONTRACT: Motion by Hawkins, supported by Price and unanimously approved that the Saranac Board of Education approve the Elementary School Principal's Contract as presented for the 2019-2020 school year.

REPRODUCTIVE HEALTH: Superintendent, Jason Smith reported that per board policy we are to update the board annually on the district's Reproductive Health. Elementary Principal, Mike Catrell updated the board regarding what is taught in the fourth, fifth, seventh and ninth grades reproductive health units. Mr. Catrell mentioned the district should revisit this curriculum to update it.

SCIENCE INSTRUCTION: Jeremy Winsor, Science Instructor from Fulton Schools along with Connie Hamilton, Curriculum Coordinator (skyped in to the meeting) reviewed the Next Generation of Science Standards. Mr. Winsor has been using this in his science classrooms. There will be training to implement this at the JSH and invite Elementary School teachers to stagger in to implementation. Volunteers at the K-6 will lead the rollout of the modeling units and assist in planning a full implementation beginning in the fall of 2020 as a target date. Training dates are July 22 – July 26 at Ionia ISD. There was much discussion from everyone.

SUPERINTENDENT STUDENT GROWTH DATA UPDATE: Mr. Smith presented student growth data from this school year.

COMMENTS FROM GUESTS – NON AGENDA ITEMS: The board received public comment.

SUPERINTENDENT'S REPORT: Mr. Smith reported interviews will be conducted for the Assistant Principal position. Mr. Leader is interviewing for the Spanish and Math positions. We

have posted for the Boys & Girls JV Basketball positions. We will be investing some of General Fund money with MILAF to get a better investment return. Construction is moving along nicely.

BOARD REQUESTS/REPORTS: A board member asked if there would be training for High-Risk Trauma Based. Mr. Smith reported the plan is to have Professional Development in November regarding this topic.

A board member thanked Mr. Fountain for organizing the 5th grade Mackinaw trip, and the 8th grade Washington DC Trips. They had a great number of kids in little league baseball and softball this spring/summer.

The Strategic Planning Committee met and have reached out to Scott Morrell from MASB who facilitated our last strategic planning to possibly help with updating what we already have in place.

A board member attended the Treasury Department's Budget & Finance Conference in Traverse City.

COMMUNICATIONS: None

SUPERINTENDENT'S EVALUATION FOR 2018-2019: The Board completed Mr. Smith's evaluation rating the Student Growth piece and the Progress Toward District-Wide Goals. Both categories Mr. Smith received a rating of four for Highly Effective. His overall evaluation was "Highly Effective." The board complemented Mr. Smith on the great job he is doing with the district.

Motion by Courtney, supported by Jackson and unanimously approved that the Saranac Board of Education approve the Superintendent's Evaluation for FY: 2018-2019 as presented rating him as highly effective.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:30 p.m.

Respectfully submitted,

Roy Hawkins
Secretary Pro-Tem

SARANAC COMMUNITY SCHOOLS
GENERAL FUND TRIAL BALANCE
JUNE 30, 2019
(NOT FULLY ACCRUED)

Cash Checking	\$1,515,516.69
Cash Savings	\$257,762.84
Cash Payroll Checking	\$1,336.69
Petty Cash Petty Cash	\$400.00
Interest Receivable on Investments and Deposits	\$1,750.00
Inventory Supplies	\$51,234.60
Prepaid/Deferred Expenditures	\$999.00
Prepaid/Deferred Expenditures Apple iPad Apps	\$99.04
TOTAL ASSETS	<u>\$1,829,098.86</u>

Accounts Payable	\$7,687.07
Accounts Payable Priority Health Employee Portion	\$481.16
Tax Anticipation Notes and Loans Payable	\$1,050,000.00
Due to Other Governmental Units Taxes Retirement	\$54,149.66
Due to Other Governmental Units Taxes Retirement - Stabilization 147c	(\$415,118.60)
Payroll Related Accrual Liabilities Insurance Employee Portion	\$4,259.11
Accrued Expenditures	\$257,609.29
Salaries Payable	\$401,221.20
Salaries Payable Terminal Leave Payable	\$4,770.00
Deferred Revenue	\$61,675.76
TOTAL LIABILITIES	<u>\$1,426,734.65</u>

Beginning Fund Balance	\$631,704.44
Fund Revenues	\$7,445,291.55
Fund Expenses	<u>(\$7,674,631.78)</u>
TOTAL FUND BALANCE	<u>\$402,364.21</u>

TOTAL LIABILITIES AND FUND BALANCE	<u>\$1,829,098.86</u>
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SARANAC COMMUNITY SCHOOLS
GENERAL FUND REVENUES SUMMARY
AS OF JUNE 30, 2019
(NOT FULLY ACCRUED)

	Amended Budget	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$925,982.00	\$921,983.08	\$3,998.92	99.57%
300 - Revenue from State Sources	\$7,599,404.00	\$6,192,318.06	\$1,407,085.94	81.48%
400 - Revenues from Federal Sources	\$177,343.00	\$114,756.55	\$62,586.45	64.71%
500 - Incoming Transfers and Other Transactions	\$212,619.00	\$211,233.86	\$1,385.14	99.35%
600 - Fund Modifications	\$5,000.00	\$5,000.00	\$0.00	100.00%
	<u>\$8,920,348.00</u>	<u>\$7,445,291.55</u>	<u>\$1,475,056.45</u>	<u>83.46%</u>

SARANAC COMMUNITY SCHOOLS
GENERAL FUND EXPENDITURES
AS OF JUNE 30, 2019
(NOT FULLY ACCRUED)

Function*	Function* Code	Amended Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function*	1111 - Elementary	\$2,538,542.00	\$0.00	\$2,316,686.02	\$221,855.98	91.26%
Function*	1112 - Middle/Junior High	\$494,620.00	\$0.00	\$448,463.79	\$46,156.21	90.67%
Function*	1113 - High School	\$1,302,982.00	\$0.00	\$1,190,729.25	\$112,252.75	91.38%
Function*	1119 - Summer School	\$12,295.00	\$0.00	\$10,357.87	\$1,937.13	84.24%
Function*	1122 - Special Education	\$626,414.00	\$0.00	\$564,286.19	\$62,127.81	90.08%
Function*	1125 - Compensatory Education	\$146,280.00	\$0.00	\$134,635.65	\$11,644.35	92.04%
Function*	1212 - Guidance Services	\$94,271.00	\$0.00	\$85,906.58	\$8,364.42	91.13%
Function*	1215 - Speech Pathology and Audiology Services	\$151,622.00	\$0.00	\$151,622.38	(\$0.38)	100.00%
Function*	1216 - Social Work Services	\$10,274.00	\$0.00	\$6,560.70	\$3,713.30	63.86%
Function*	1219 - Other Pupil Support Services	\$11,719.00	\$0.00	\$10,678.77	\$1,040.23	91.12%
Function*	1221 - Improvement of Instruction	\$348,960.00	\$0.00	\$309,920.80	\$39,039.20	88.81%
Function*	1222 - Educational Media Services	\$9,271.00	\$0.00	\$6,959.25	\$2,311.75	75.06%
Function*	1226 - Supervision and Direction of Instructional Staff	\$8,069.00	\$0.00	\$7,421.27	\$647.73	91.97%
Function*	1227 - Academic Student Assessment	\$550.00	\$0.00	\$497.00	\$53.00	90.36%
Function*	1231 - Board of Education	\$35,764.00	\$0.00	\$32,641.12	\$3,122.88	91.27%
Function*	1232 - Executive Administration	\$225,550.00	\$0.00	\$225,056.10	\$493.90	99.78%
Function*	1241 - Office of the Principal	\$221,108.00	\$0.00	\$204,815.01	\$16,292.99	92.63%
Function*	1242 - Junior High Sch Principal Admin	\$129,727.00	\$0.00	\$117,181.62	\$12,545.38	90.33%
Function*	1243 - Senior High Sch Principal Admin	\$137,204.00	\$0.00	\$124,905.60	\$12,298.40	91.04%
Function*	1249 - Other School Administration	\$2,000.00	\$0.00	\$1,443.11	\$556.89	72.16%
Function*	1252 - Fiscal Services	\$173,817.00	\$0.00	\$165,627.39	\$8,189.61	95.29%
Function*	1257 - Internal Services	\$0.00	\$0.00	\$0.00	\$0.00	
Function*	1259 - Other Business Services	\$51,502.00	\$0.00	\$21,406.81	\$30,095.19	41.57%
Function*	1261 - Operating Buildings Services	\$743,990.00	\$0.00	\$688,437.97	\$55,552.03	92.53%
Function*	1271 - Pupil Transportation Services	\$548,758.00	\$0.00	\$491,806.12	\$56,951.88	89.62%
Function*	1283 - Staff/Personnel Services	\$8,053.00	\$0.00	\$6,292.52	\$1,760.48	78.14%
Function*	1284 - Non-Instructional Technology Services	\$161,685.00	\$0.00	\$144,860.51	\$16,824.49	89.59%
Function*	1285 - Pupil Accounting	\$21,229.00	\$0.00	\$0.00	\$21,229.00	0.00%
Function*	1291 - Pupil Activities	\$34,192.00	\$0.00	\$25,932.16	\$8,259.84	75.84%
Function*	1293 - Athletic Activities	\$148,718.00	\$0.00	\$137,738.09	\$10,979.91	92.62%
Function*	1295 - Agency Activities	\$6,800.00	\$0.00	\$6,800.00	\$0.00	100.00%
Function*	1411 - Payments to Other Public Schools Within the State of Michigan	\$18,480.00	\$0.00	\$18,407.48	\$72.52	99.61%
Function*	1456 - Building Improvement Services	\$3,220.00	\$0.00	\$3,220.00	\$0.00	100.00%
Function*	1459 - Other Facilities Acquisition and Construction Services	\$12,500.00	\$0.00	\$13,334.65	(\$834.65)	106.68%
Function*	1491 - Prior Period Adjustments-Material Transactions	\$8,440,166.00	\$0.00	\$7,674,631.78	\$765,534.22	90.93%

School Days available	180
Complete to Date	180
% complete	100.00%

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE TRIAL BALANCE
AS OF JUNE 30, 2019
(NOT FULLY ACCRUED)

Cash Checking	\$55,562.42
Petty Cash Petty Cash	\$40.00
Inventory Supplies	\$2,956.17
TOTAL ASSETS	<u>\$58,558.59</u>
Accounts Payable	\$915.00
Accrued Expenditures	\$31.95
Salaries Payable Terminal Leave Payable	\$417.26
Deferred Revenue	\$5,704.48
TOTAL LIABILITIES	<u>\$7,068.69</u>
Beginning Fund Balance	\$32,299.22
Fund Revenues	\$324,302.85
Fund Expenses	(\$305,112.17)
TOTAL FUND BALANCE	<u>\$51,489.90</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$58,558.59</u>

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE REVENUES AND EXPENDITURES
AS OF JUNE 30, 2019
(NOT FULLY ACCRUED)

Function* Code	Amended Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
REVENUES:					
100 - Revenue from Local Sources	\$87,637.00	\$0.00	\$97,406.00	(\$9,769.00)	111.15%
300 - Revenue from State Sources	\$27,902.00	\$0.00	\$16,445.50	\$11,456.50	58.94%
400 - Revenues from Federal Sources	\$211,412.00	\$0.00	\$210,451.35	\$960.65	99.55%
	<u>\$326,951.00</u>	<u>\$0.00</u>	<u>\$324,302.85</u>	<u>\$2,648.15</u>	<u>99.19%</u>
EXPENDITURES:					
1297 Food Service	\$325,008.00	\$0.00	\$300,112.17	\$24,895.83	92.34%
1611 Fund Modification	\$5,000.00	\$0.00	\$5,000.00	\$0.00	100.00%
	<u>\$330,008.00</u>	<u>\$0.00</u>	<u>\$305,112.17</u>	<u>\$24,895.83</u>	<u>92.46%</u>

TRUST FUND ACCOUNTS

June 30, 2019

Athletic Activities	48,998.58
Athletics-"Catching A Dream"	438.66
Auditorium	0.00
Band Boosters	3,984.00
Band	3,897.14
DI	60.92
Compagner Memorial Fund	11,865.59
Elementary School Activities	9,952.37
E.S. Summer Enrichment Program	10,120.69
High School Activities	35,037.09
High School Spirit Store	507.00
Interest Earned	(410.72)
ICCF Grant	2,819.71
Jenkins Educational Fund	1,117.69
Middle School Activities	2,114.98
PBIS Store F.R.	543.28
Red & White	0.00
Relay	0.00
Revolving	8,993.26
Robotics	4,819.72
Saranac Education Foundation	119,718.60
Saranac One	0.00
Simons Memorial	6,832.59
Saranac Promise	31,635.80
Teachers Pop - Elementary School	543.58
Teachers Pop - High School	1,382.25
Teachers Pop-Middle School	820.71
Allen Scholarship	0.00
Brown Scholarship	19,990.18
Crowley Scholarship	250.00
Darby	500.00
Draper Scholarship	0.00
Eddy Scholarship	64.44
Hammer Scholarship	43.17
Kramer Scholarship	500.00
Lake	500.00
Lamphere	0.00
McGee Scholarship	163.01
Morris Scholarship	1,000.00
Raimer Scholarship	189.27
Sachen Scholarship	959.05
Sharritts Scholarship	(443.56)
Simpson Scholarship	600.00

TRUST FUND ACCOUNTS

Simmons	50,000.00
Spens Scholarship	169.32
Total	380,278.37

Cash In Checking	350,828.34
Certificates of Deposit	29,450.03
Total	380,278.37

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Authorized Signatures

Authorized Signatures - the board shall authorize the signatures of those persons who may sign checks upon the various accounts of the district. Facsimile signatures may be used as authorized by the board.

The following shall be authorized to sign checks from the various accounts:

General Fund Checking	Central Office Secretary
	Assistant Bookkeeper, Superintendent & Finance Director
General Fund Payroll Checking	Superintendent
	Assistant Bookkeeper & Finance Director
General Fund Savings.....	Superintendent
	Assistant Bookkeeper & Finance Director
Food Service Checking	Assistant Bookkeeper
	Central Office Secretary & Finance Director
Trust & Agency Fund Checking.....	Assistant Bookkeeper
	Central Office Secretary
2013 Refunded Debt Fund Checking Account.....	Electronic Transfer
	Superintendent & Finance Director
2015 A Refunded Debt Fund Checking Account.....	Electronic Transfer
	Superintendent & Finance Director
2015 B Refunded Debt Fund Checking Account.....	Electronic Transfer
	Superintendent & Finance Director
2016 Refunded Debt Fund Checking Account	Electronic Transfer
	Superintendent & Finance Director
2018 Debt Fund Checking Account	Electronic Transfer
	Superintendent & Finance Director
2018 Capital Project Bond Fund Checking Account	Electronic Transfer
	Superintendent & Finance Director
General Fund Account A (Sweep) (2 sign).....	Assistant Bookkeeper
	Superintendent & Finance Director
General Fund ICS Reciprocal Sweep.....	Superintendent & Finance Director

Suggested Resolution

I move that the Saranac Board of Education approve the above signatures on accounts for the FY: 2019-2020 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Designate Depositories for School Funds

POLICY: 0150

The board normally adopts a resolution designating the institutions for school funds at its first meeting in July. Below is the list we currently use.

Fund/Bank	Note	Proration
Capital Projects Funds		
Currently not used		
Michigan School District Liquid Asset Fund Plus (MILAF)		100%
Independent Bank, Saranac	Payments flow through	
Debt Fund		
The Bank of New York	Payment Only (from Ind. Bank)	0%
Independent Bank, Saranac		100%
General Fund		
Independent Bank, Saranac		up to 100%
Michigan School District Liquid Asset Fund Plus (MILAF)		up to 100%
Scholarship/Fiduciary Funds		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
Special Revenue Funds (FS and Student/School Activities)		
Independent Bank, Saranac		100%

Suggested Resolution

I move that the Saranac Board of Education approve the above depositories for school funds for FY: 2019-2020 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Investment of Funds

POLICY: 6144 Investment of Funds

The board normally adopts a resolution authorizing the superintendent to invest surplus funds of the district at its first meeting in July. We typically invest the proceeds from the operating loan and surplus funds in the Trust, Scholarship, and Debt Funds.

Suggested Resolution

I move that the Saranac Board of Education approve the superintendent to invest of surplus funds of the district for the FY: 2019-2020 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: \$637,775.33 from General Fund for June.
- Bills Paid: \$539,398.97 from Building & Site Fund.

Suggested Resolution

I move that the Saranac Board of Education approve the bills paid from General Fund for June in the amount of \$637,775.33, and from the Building & Site Fund for 539,398.97 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/04/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/04/2019	61678 Accounts Payable	Inflate-A-Fun LLC		770.00
	Invoice	Date	Description		Amount
	JS6419	06/04/2019	ES End of Year Activity		770.00
Check	06/04/2019	61679 Accounts Payable	The Screen Print Dept. Inc.		780.00
	Invoice	Date	Description		Amount
	290608	06/04/2019	ES Fitness Shirts		780.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$1,550.00
Checks:	2		\$1,550.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/07/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/06/2019	61680 Accounts Payable	A.B. Dick Document Solutions		90.67
	Invoice	Date	Description		Amount
	33AR362974	06/04/2019	Contract Base Rate Charge -ES/JSH		90.67
Check	06/06/2019	61681 Accounts Payable	BELDING AREA SCHOOLS		13,944.48
	Invoice	Date	Description		Amount
	2018-19MMMEL	06/04/2019	Mid Michigan Migrant Consortium/EL Students		13,944.48
Check	06/06/2019	61682 Accounts Payable	BUYERS GUIDE		8.90
	Invoice	Date	Description		Amount
	JS5719	06/04/2019	Basketball Coach Ad		8.90
Check	06/06/2019	61683 Accounts Payable	CLEAR RATE COMMUNICATIONS		326.45
	Invoice	Date	Description		Amount
	5610621	06/04/2019	Fax Lines		326.45
Check	06/06/2019	61684 Accounts Payable	CRYSTAL FLASH ENERGY		3,198.85
	Invoice	Date	Description		Amount
	177166885	06/04/2019	Diesel Fuel		1,545.39
	177166976	06/04/2019	Gasoline		1,653.46
Check	06/06/2019	61685 Accounts Payable	Encore Technology Group, LLC		3,663.49
	Invoice	Date	Description		Amount
	142108	06/04/2019	May Phone Bill		3,663.49
Check	06/06/2019	61686 Accounts Payable	Four Health Family Resource Center Inc.		1,225.00
	Invoice	Date	Description		Amount
	12357	06/04/2019	Bridging The Gap Contracted Services		400.00
	12358	06/04/2019	Bridging The Gap Contract Services		200.00
	12359	06/04/2019	Bridging The Gap Contract Services		50.00
	12360	06/04/2019	Bridging The Gap Contract Services		300.00
	12361	06/04/2019	Bridging The Gap Contract Services		275.00
Check	06/06/2019	61687 Accounts Payable	Gallagher Uniform		51.12
	Invoice	Date	Description		Amount

User: Chris Updyke

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6/7/2019 11:05:15 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/07/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	10627167	06/04/2019	Towels & Uniforms		51.12
Check	06/06/2019	61688 Accounts Payable	GORDON FOOD SERVICE		91.04
	Invoice	Date	Description		Amount
	764355656	06/04/2019	Community Dinner Supplies		55.93
	764357970	06/04/2019	End of Year Lunch Supplies		35.11
Check	06/06/2019	61689 Accounts Payable	HARDER, BRIDGET		48.81
	Invoice	Date	Description		Amount
	JS6419	06/04/2019	ES Teaching Supplies		48.81
Check	06/06/2019	61690 Accounts Payable	Hi-Tech Building Services		9,128.61
	Invoice	Date	Description		Amount
	020531	06/04/2019	May Custodial Cost		9,128.61
Check	06/06/2019	61691 Accounts Payable	HOOPER PRINTING		443.85
	Invoice	Date	Description		Amount
	57308	06/04/2019	Commencement Annoucements		443.85
Check	06/06/2019	61692 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		10.00
	Invoice	Date	Description		Amount
	1000-2304	06/04/2019	Ad-Basketball Coach		10.00
Check	06/06/2019	61693 Accounts Payable	Ionia Lock & Key		7.96
	Invoice	Date	Description		Amount
	18030343	06/04/2019	Keys Cut		7.96
Check	06/06/2019	61694 Accounts Payable	KERKSTRA PORTABLE RESTROOM , SERVICE, INC.		475.00
	Invoice	Date	Description		Amount
	139721	06/04/2019	Portable Restrooms		475.00
Check	06/06/2019	61695 Accounts Payable	LANSING SANITARY SUPPLY, INC.		116.00
	Invoice	Date	Description		Amount
	1036554	06/04/2019	Custodial Supplies		62.00
	1036689	06/04/2019	Custodial Supplies		54.00
Check	06/06/2019	61696 Accounts Payable	Macomb Intermediate School District		60.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/07/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Invoice					Amount
113775					60.00
Check	06/06/2019	61697 Accounts Payable	MIBLSI State Conference-Amy Frias	MUTSCHLER, SALLY	64.15
Invoice					Amount
JS6319					64.15
Check	06/06/2019	61698 Accounts Payable	ES Teaching Supplies	NAPA AUTO & TRUCK PARTS	8.48
Invoice					Amount
845573					8.48
Check	06/06/2019	61699 Accounts Payable	Bus Garage Supplies	Neola, Inc.	1,225.00
Invoice					Amount
80925					1,225.00
Check	06/06/2019	61700 Accounts Payable	Update School Board Policies	SMITH, CARRIE	300.00
Invoice					Amount
JS6319					300.00
Check	06/06/2019	61701 Accounts Payable	Tuition	SMITH, JASON	240.00
Invoice					Amount
JS6319					240.00
Check	06/06/2019	61702 Accounts Payable	Cell Phone Apr-June	SMITH, STEPHANIE	35.59
Invoice					Amount
JS6519					35.59
Check	06/06/2019	61703 Accounts Payable	ES Teaching Supplies	STATE WIRE & TERMINAL INC.	150.50
Invoice					Amount
5309-00					150.50
Check	06/06/2019	61704 Accounts Payable	Bus Garage Supplies	SUNRISE SUPPLIES, INC.	216.00
Invoice					Amount
22152					216.00
Check	06/06/2019	61705 Accounts Payable	Maintenance Supplies	WARD, TIM	32.04
Invoice					Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/07/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	JS53119	06/04/2019	Membership Fee		32.04
Check	06/06/2019	61706 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,254.63
	Invoice	Date	Description		Amount
	7941684723334	06/04/2019	ES Trash Removal Cost		540.44
	794168323333	06/04/2019	JSH Trash Removal Cost		580.52
	794169623335	06/04/2019	Bus Garage Trash Removal Cost		133.67
Check	06/06/2019	61707 Accounts Payable	West Michigan International		84.24
	Invoice	Date	Description		Amount
	X101157017:01	06/04/2019	Parts		84.24
GF CHECKING General Fund Checking Totals:			Transactions: 28		\$36,500.86
Checks:	28		\$36,500.86		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/10/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/10/2019	61708 Accounts Payable	CONSUMERS ENERGY		15,699.01
	Invoice	Date	Description		Amount
	JS6519	06/04/2019	May Electric & Natural Gas Cost		15,699.01
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$15,699.01
Checks:	1		\$15,699.01		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/13/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/13/2019	61709 Accounts Payable	A.B. Dick Document Solutions		1,452.58
	Invoice	Date	Description		Amount
	33AR366823	06/10/2019	B/W & Color Printers		177.86
	33AR366827	06/10/2019	Printers		83.75
	33AR366838	06/10/2019	Copier Chargers		1,190.97
Check	06/13/2019	61710 Accounts Payable	ArbiterPay Trust Account		600.00
	Invoice	Date	Description		Amount
	00642330	06/10/2019	3 Year Contract Fee		600.00
Check	06/13/2019	61711 Accounts Payable	AT&T		195.20
	Invoice	Date	Description		Amount
	JS61119	06/10/2019	911 Lines		195.20
Check	06/13/2019	61712 Accounts Payable	BADER & SONS CO.		356.17
	Invoice	Date	Description		Amount
	745497	06/10/2019	Mower Parts		356.17
Check	06/13/2019	61713 Accounts Payable	BERT'S GLASS		302.33
	Invoice	Date	Description		Amount
	1034	06/10/2019	Car Winshield Repairs-Rock From Buses		302.33
Check	06/13/2019	61714 Accounts Payable	Central Montcalm Public School		2,289.00
	Invoice	Date	Description		Amount
	72	06/10/2019	Transportation-Sadie Loveless		2,289.00
Check	06/13/2019	61715 Accounts Payable	CIZAUSKAS, BARB		30.82
	Invoice	Date	Description		Amount
	JS6719	06/10/2019	ES Teaching Supplies		30.82
Check	06/13/2019	61716 Accounts Payable	DEMCO, INC.		97.17
	Invoice	Date	Description		Amount
	6625377	06/10/2019	Library Order		97.17
Check	06/13/2019	61717 Accounts Payable	Frias , Amy		228.55
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/13/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	JS6619	06/10/2019	ES At Risk Supplies		228.55
Check	06/13/2019	61718 Accounts Payable	Gallagher Uniform		57.36
	Invoice	Date	Description		Amount
	10628278	06/10/2019	Towels & Uniforms		57.36
Check	06/13/2019	61719 Accounts Payable	Grand River Physical Therapy , Specialists, P.C.		100.00
	Invoice	Date	Description		Amount
	JS6719	06/10/2019	Athletic Training Hours		100.00
Check	06/13/2019	61720 Accounts Payable	Granger		27.79
	Invoice	Date	Description		Amount
	20201090	06/10/2019	Curby Recycler		27.79
Check	06/13/2019	61721 Accounts Payable	GreatAmerica Financial Services		1,112.26
	Invoice	Date	Description		Amount
	24899089	06/10/2019	JSH & ES Printers		1,112.26
Check	06/13/2019	61722 Accounts Payable	LEADER, JOSHUA		240.00
	Invoice	Date	Description		Amount
	JS61119	06/10/2019	Cell Phone Reimbursement		240.00
Check	06/13/2019	61723 Accounts Payable	MENARDS-IONIA		54.09
	Invoice	Date	Description		Amount
	87638	06/10/2019	Maintenance Supplies		34.10
	89224	06/10/2019	Maintenance Supplies		19.99
Check	06/13/2019	61724 Accounts Payable	METS		6,705.64
	Invoice	Date	Description		Amount
	14670	06/10/2019	Salaries & Fees		6,705.64
Check	06/13/2019	61725 Accounts Payable	Milks , Molly		172.69
	Invoice	Date	Description		Amount
	JS6619	06/10/2019	ES Teaching Supplies		172.69
Check	06/13/2019	61726 Accounts Payable	NAPA AUTO & TRUCK PARTS		54.24

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/13/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice	Date	Description		Amount
Check	845719	06/10/2019	Parts		54.24
	06/13/2019	61727 Accounts Payable	PCMI		21,315.87
	Invoice	Date	Description		Amount
Check	63753	06/10/2019	Sub Salaries & Fees		3,777.85
	63900	06/10/2019	Salaries & Fees		17,538.02
	06/13/2019	61728 Accounts Payable	Presidio		6,480.00
	Invoice	Date	Description		Amount
Check	6013419011973	06/10/2019	Dell Chrome Books		5,760.00
	6013419012008	06/10/2019	Dell Chrome Books		720.00
	06/13/2019	61729 Accounts Payable	RASMUS TARA		8.00
	Invoice	Date	Description		Amount
Check	JS6719	06/10/2019	ES Teaching Supplies		8.00
	06/13/2019	61730 Accounts Payable	RICHTER, ROBERT		120.00
	Invoice	Date	Description		Amount
Check	JS61019	06/10/2019	Cell Phone		120.00
	06/13/2019	61731 Accounts Payable	SCHOOL SPECIALTY INC.		329.63
	Invoice	Date	Description		Amount
Check	208122943156	06/10/2019	Library Order		134.80
	208122942622	06/10/2019	Pencil Sharpeners		87.48
	20812759666	06/10/2019	JSH Office Order/Tammy Howe		19.19
Check	208122956550	06/10/2019	JSH Office Order/Tammy Howe		88.16
	06/13/2019	61732 Accounts Payable	SCOTTY'S REAL PRO AUTO		266.75
	Invoice	Date	Description		Amount
	0043955	06/10/2019	Gold Van Repairs		266.75
GF CHECKING General Fund Checking Totals:			Transactions: 24		\$42,596.14
Checks:	24	\$42,596.14			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/17/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/17/2019	61733 Accounts Payable	ArbiterSports		600.00
	Invoice	Date	Description		Amount
	00642330	06/17/2019	3 Year Contract Fee		600.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$600.00</u>
Checks:	1		\$600.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/17/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/14/2019	61734 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice		Date	Description	Amount
		2019-00000492	06/14/2019	ROTH IRA - ROTH IRA	200.00
Check	06/14/2019	61735 Accounts Payable	American Fidelity Assurance		350.17
	Invoice		Date	Description	Amount
		2019-00000493	06/14/2019	FLEX POST TAX - AmFid Post Tax*	350.17
Check	06/14/2019	61736 Accounts Payable	American Fidelity Assurance Company		661.78
	Invoice		Date	Description	Amount
		2019-00000494	06/14/2019	FLEX MED - AmFid Flex Medical Pre-Tax **	661.78
Check	06/14/2019	61737 Accounts Payable	HORACE MANN		2,257.81
	Invoice		Date	Description	Amount
		2019-00000495	06/14/2019	H MANN - Horace Mann Insurance	2,257.81
Check	06/14/2019	61738 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice		Date	Description	Amount
		2019-00000496	06/14/2019	FOC - Child Support FOC	201.61
Check	06/14/2019	61739 Accounts Payable	Performant Recovery, Inc.		147.61
	Invoice		Date	Description	Amount
		2019-00000497	06/14/2019	GARN - Garnishment	147.61
GF CHECKING General Fund Checking Totals:			Transactions: 6		\$3,818.98
Checks:	6	\$3,818.98			

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Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/18/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/18/2019	61740 Accounts Payable	Woodland Commercial Equipment		22,221.32
	Invoice	Date	Description		Amount
	19024	06/18/2019	New Mowers & Trimmers		22,221.32
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$22,221.32
Checks:	1		\$22,221.32		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/20/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/20/2019	61741 Accounts Payable	A PARTS WAREHOUSE		527.40
	Invoice	Date	Description		Amount
	150674	06/18/2019	Parts		287.40
	150702	06/18/2019	Parts		240.00
Check	06/20/2019	61742 Accounts Payable	BADER & SONS CO.		165.52
	Invoice	Date	Description		Amount
	748957	06/18/2019	Lawn Mower Parts		165.52
Check	06/20/2019	61743 Accounts Payable	Encore Technology Group, LLC		3,662.42
	Invoice	Date	Description		Amount
	143228	06/18/2019	June Phone Bill		3,662.42
Check	06/20/2019	61744 Accounts Payable	Four Health Family Resource Center Inc.		462.50
	Invoice	Date	Description		Amount
	12362	06/18/2019	Bridging The Gap Contract Services		462.50
Check	06/20/2019	61745 Accounts Payable	Galaxy Signs & Awards		15.00
	Invoice	Date	Description		Amount
	2980	06/18/2019	Name Plate-Plaque		15.00
Check	06/20/2019	61746 Accounts Payable	Gallagher Uniform		50.08
	Invoice	Date	Description		Amount
	10629250	06/18/2019	Towels & Uniforms		50.08
Check	06/20/2019	61747 Accounts Payable	Hurst Mechanical		508.77
	Invoice	Date	Description		Amount
	S27226	06/18/2019	Labor to Inspect Gym Handling Units-JSH		508.77
Check	06/20/2019	61748 Accounts Payable	JOSTENS		12.02
	Invoice	Date	Description		Amount
	23379217	06/18/2019	Diploma		12.02
Check	06/20/2019	61749 Accounts Payable	MENARDS-IONIA		50.75
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/20/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	93048		06/18/2019	JSH Teaching Supplies	50.75
Check	06/20/2019	61750 Accounts Payable	NAPA AUTO & TRUCK PARTS		1,545.10
	Invoice		Date	Description	Amount
	846037		06/18/2019	Parts	147.09
	846138		06/18/2019	Parts	414.55
	846374		06/18/2019	Parts	326.50
	846519		06/18/2019	Parts Return	(55.24)
	846520		06/18/2019	Parts & Supplies	601.72
	846536		06/18/2019	Parts	110.48
Check	06/20/2019	61751 Accounts Payable	SARANAC COMMUNITY SCHOOLS		66.72
	Invoice		Date	Description	Amount
	BE61719		06/18/2019	Postage/Teaching Supplies	66.72
Check	06/20/2019	61752 Accounts Payable	SARANAC COMMUNITY SCHOOLS		2,500.00
	Invoice		Date	Description	Amount
	JS62019		06/20/2019	018/2019 Fees	2,500.00
Check	06/20/2019	61753 Accounts Payable	SMITH, JASON		88.32
	Invoice		Date	Description	Amount
	JS61719		06/18/2019	End of Year Lunch Deserts	88.32
Check	06/20/2019	61754 Accounts Payable	STATE WIRE & TERMINAL INC.		299.14
	Invoice		Date	Description	Amount
	6058-00		06/18/2019	Bus Garage Supplies	299.14
Check	06/20/2019	61755 Accounts Payable	SYNCB/Amazon		426.91
	Invoice		Date	Description	Amount
	439983635457		06/18/2019	Tech. Supplies	75.96
	495875974788		06/18/2019	Tech Supplies	79.98
	449369754676		06/18/2019	ES Teaching Supplies	127.96
	466347434974		06/18/2019	ES Teaching Supplies	29.95
	666733866374		06/18/2019	ES Teaching Supplies	113.06
Check	06/20/2019	61756 Accounts Payable	West Michigan International		889.97
	Invoice		Date	Description	Amount

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Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 06/20/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		X101159430:01	06/18/2019	Parts-101	889.97
GF CHECKING General Fund Checking Totals:				Transactions: 16	<hr/> \$11,270.62
Checks:		16			\$11,270.62

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/28/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/28/2019	61757 Accounts Payable	Gallagher Uniform		50.08
	Invoice	Date	Description		Amount
	10631250	06/28/2019	Towels & Uniforms		50.08
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$50.08
Checks:	1		\$50.08		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/28/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/28/2019	61758 Accounts Payable	CATRELL, MIKE		960.00
	Invoice	Date	Description		Amount
		JS62419	06/24/2019	Cell Phone Reimbursement	960.00
Check	06/28/2019	61759 Accounts Payable	CATRELL, TINA		90.59
	Invoice	Date	Description		Amount
		JS62719	06/24/2019	ES Teaching Supplies	90.59
Check	06/28/2019	61760 Accounts Payable	CONSUMERS ENERGY		227.04
	Invoice	Date	Description		Amount
		JS62419	06/24/2019	Corrected Bus Garage/Tech Bill	227.04
Check	06/28/2019	61761 Accounts Payable	CRYSTAL FLASH ENERGY		3,330.49
	Invoice	Date	Description		Amount
		177165751	06/24/2019	Gas	1,604.78
		177165660	06/24/2019	Diesel Fuel	1,725.71
Check	06/28/2019	61762 Accounts Payable	Gallagher Uniform		55.28
	Invoice	Date	Description		Amount
		10630249	06/24/2019	Towels & Uniforms	55.28
Check	06/28/2019	61763 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		221.12
	Invoice	Date	Description		Amount
		2019-7	06/24/2019	Postage/Tech Chairs/Tax Forms	221.12
Check	06/28/2019	61764 Accounts Payable	LANSING SANITARY SUPPLY, INC.		575.94
	Invoice	Date	Description		Amount
		1040374	06/24/2019	Custodial Supplies	89.24
		1040583	06/24/2019	Floor Scrubber Repairs	486.70
Check	06/28/2019	61765 Accounts Payable	LEADER, JOSHUA		197.84
	Invoice	Date	Description		Amount
		JS62719	06/24/2019	Mileage & Hotel Fee	197.84
Check	06/28/2019	61766 Accounts Payable	MENARDS-IONIA		8.37
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/28/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	94495	06/24/2019	Maintenance Supplies		8.37
Check	06/28/2019	61767 Accounts Payable	METS		4,472.30
	Invoice	Date	Description		Amount
	14688	06/24/2019	Salary & Fee		129.76
	14729	06/24/2019	Salaries & Fees		4,342.54
Check	06/28/2019	61768 Accounts Payable	NAPA AUTO & TRUCK PARTS		40.70
	Invoice	Date	Description		Amount
	846935	06/24/2019	Oil		54.24
	846999	06/24/2019	Battery Core Deposit Return		(27.00)
	847001	06/24/2019	Parts		13.46
Check	06/28/2019	61769 Accounts Payable	Oriental Trading		645.90
	Invoice	Date	Description		Amount
	696390944-01	06/24/2019	Frias Order		645.90
Check	06/28/2019	61770 Accounts Payable	PCMI		7,397.33
	Invoice	Date	Description		Amount
	64139	06/24/2019	Salaries & Fees		5,341.55
	64041	06/24/2019	Sub Salaries & Fees		2,055.78
Check	06/28/2019	61771 Accounts Payable	Presidio		5,216.62
	Invoice	Date	Description		Amount
	6013419011470	06/24/2019	Back Up Server Software		5,216.62
Check	06/28/2019	61772 Accounts Payable	QUILL CORP.		36.99
	Invoice	Date	Description		Amount
	8135319	06/24/2019	ES Office Supplies		36.99
Check	06/28/2019	61773 Accounts Payable	ROK Systems		3,220.00
	Invoice	Date	Description		Amount
	14911	06/24/2019	MSP Security Grant		3,220.00
Check	06/28/2019	61774 Accounts Payable	SARANAC COMMUNITY SCHOOLS		109.66
	Invoice	Date	Description		Amount
	CU62719	06/24/2019	Postage & Board Supplies		32.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/28/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	MM6819	06/24/2019	Graduation Supplies/Postage		77.66
Check	06/28/2019	61775 Accounts Payable	SUNRISE SUPPLIES, INC.		36.00
	Invoice	Date	Description		Amount
	22235	06/24/2019	Shop Towels		36.00
Check	06/28/2019	61776 Accounts Payable	Village Floral West		75.00
	Invoice	Date	Description		Amount
	75	06/24/2019	Roses Graduation Ceremony		75.00
Check	06/28/2019	61777 Accounts Payable	VILLAGE OF SARANAC		5,736.00
	Invoice	Date	Description		Amount
	JS62719	06/24/2019	Water/Sewage Cost April-June		5,736.00
GF CHECKING General Fund Checking Totals:			Transactions: 20		\$32,653.17
Checks:	20		\$32,653.17		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/28/2019	61778 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
	2019-00000512	06/28/2019	ROTH IRA - ROTH IRA		200.00
Check	06/28/2019	61779 Accounts Payable	American Fidelity Assurance		350.17
	Invoice	Date	Description		Amount
	2019-00000513	06/28/2019	FLEX POST TAX - AmFid Post Tax*		350.17
Check	06/28/2019	61780 Accounts Payable	American Fidelity Assurance Company		661.78
	Invoice	Date	Description		Amount
	2019-00000514	06/28/2019	FLEX MED - AmFid Flex Medical Pre-Tax **		661.78
Check	06/28/2019	61781 Accounts Payable	HORACE MANN		2,236.57
	Invoice	Date	Description		Amount
	2019-00000515	06/28/2019	H MANN - Horace Mann Insurance		2,236.57
Check	06/28/2019	61782 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
	2019-00000516	06/28/2019	FOC - Child Support FOC		201.61
Check	06/28/2019	61783 Accounts Payable	Performant Recovery, Inc.		142.12
	Invoice	Date	Description		Amount
	2019-00000517	06/28/2019	GARN - Garnishment		142.12
Check	06/28/2019	61784 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		47.30
	Invoice	Date	Description		Amount
	2019-00000518	06/28/2019	TRANS SELECT - Trans Select Life Ins *		47.30
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$3,839.55
Checks:	7		\$3,839.55		

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Saranac Community Schools
Payment Batch Register
 Bank Account: 2018 CP - 2018 Capital Project Checking Ac
 Batch Date: 06/17/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	06/17/2019	2018039 Accounts Payable	Owen-Ames-Kimball Co.		139,888.63
	Invoice	Date	Description		Amount
	2	06/17/2019	Job 13976 -ES/JSH/CO		139,888.63
2018 CP 2018 Capital Project Checking Ac Totals:			Transactions: 1		\$139,888.63
Checks:		1	\$139,888.63		

Saranac Community Schools
Payment Batch Register
 Bank Account: 2018 CP - 2018 Capital Project Checking Ac
 Batch Date: 06/18/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	06/18/2019	2018040 Accounts Payable	Owen-Ames-Kimball Co.		399,154.44
	Invoice	Date	Description		Amount
	3	06/18/2019	District Construction Project-JSH/ES/CO		399,154.44
Check	06/18/2019	2018041 Accounts Payable	SYNCB/Amazon		355.90
	Invoice	Date	Description		Amount
	446859487837	06/18/2019	Internal Hard Drive		298.00
	593958634436	06/18/2019	Internal SSD		57.90
2018 CP 2018 Capital Project Checking Ac Totals:			Transactions: 2		\$399,510.34
Checks:	2		\$399,510.34		

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Jr/Sr High Student Handbook & Athletic Code

JSH Principal, Josh Leader will present the 2019-2020 student handbook and Athletic Code.

Suggested Resolution

I move that the Saranac Board of Education approve the 2019-2020 Jr/Sr High Student Handbook and Athletic Code as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

FORWARD

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

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

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

Roy Hawkins, President
Sarah Doll, Vice-President
David Price, Secretary
Kevin Courtney, Treasurer

Chad Elliott, Trustee
Kirk Jackson, Trustee
Ted VanKuiken, Trustee

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

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

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

SARANAC DISTRICT MISSION STATEMENT

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

SARANAC Jr/Sr HIGH SCHOOL MISSION STATEMENT

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

NOTIFICATION OF RIGHTS: The Federal Education Rights and Privacy Act

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

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

- d) The District has established the following information about each student as “directory information” and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within ten (10) days from the date of this notification that she/he will not permit distribution of any or all of such information: students name, address, and telephone number; picture; parent or guardian; date and place of birth; major field of study; weight and height; participation in and eligibility for officially recognized activities and sports; dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.
- e) A copy of the Board of Education’s policy and the accompanying District regulations are available in the Superintendent’s office.

STATEMENT OF ASSURANCE

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

EDUCATION OF STUDENTS WITH DISABILITIES

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

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

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

PERSONAL CURRICULUM

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

What is a personal curriculum?

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

Who may request a personal curriculum?

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

When may a personal curriculum be requested?

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

SARANAC JUNIOR/SENIOR HIGH SCHOOL

MICHIGAN HIGH SCHOOL GRADUATION REQUIREMENTS

16 Michigan Merit Curriculum Credits

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

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

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

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

ADDITIONAL REQUIREMENTS:

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

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

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

ACADEMIC STANDARDS

GRADUATION WITH HONORS

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

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

Mathematics----Algebra I, Geometry, Algebra II and Pre-Calculus

Science-----Biology, 10th Grade Science and one additional year of science

English-----English 9, 10, 11, and one year of Advanced English or AP English

Social Studies---US History, World History, Government, and Economics

Two full credits of a foreign language

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

A. 3.700 grade point average in the area of honors.

B. One of the following course criteria:

a. Fine Arts-----four credits that include at least two areas;

b. Language Arts--five credits that include four English (one Advanced or AP and one foreign language;

c. Science-----four credits that include Biology, 10th Grade Science, and Chemistry or Physics;

d. Mathematics----four credits that include Algebra I, Geometry, Algebra II, and Pre-Calculus

e. Social Studies---four credits;

f. Business-----four credits;

g. Vocational Ed---four credits

The valedictorian and salutatorian must meet the criteria for an "Honors Diploma." In addition, candidates for valedictorian and salutatorian must have been in attendance at Saranac High School minimally by the

beginning of their junior year at Saranac High School. The determination for all graduation honors will be made based upon a student's seventh semester cumulative grade point average.

GRADE-POINT AVERAGES (GPA's)

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

Advanced Placement (AP) (and beginning with the 2019-20 school year, dual-enrollment) classes carry weighted grade-point average points. The following scale is used for calculating AP (and beginning with the 2019-20 school year, 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.
- 5) Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript.
- 6) The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
- 7) Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.

Payment of Postsecondary classes: The district will pay a portion of the student's tuition and mandatory course fees, based on a formula of the sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the post-secondary institution. While this formula, which changes each year, may be enough to cover the tuition and fees for Lansing Community

College, or other local public colleges and universities, it may not be enough to cover the total tuition costs for private colleges and universities in the area. Parents are responsible for paying any difference in cost. Books, transportation, parking costs, or most activity fees, are **not** eligible charges under the law. If a student wishes to take a class that is not offered at Lansing Community College, they must seek approval from the principal and counselor. **Courses withdrawn or receiving a failing grade will be billed directly to the student/parent or guardian for full reimbursement.**

PHYSICAL EDUCATION WAIVER

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

TESTING OUT

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

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

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

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

JUNIOR HIGH REQUIREMENTS FOR PROMOTION

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

TOP ACADEMIC STUDENTS

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

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

NATIONAL HONOR SOCIETY SELECTION PROCESS

1. Letters will be sent out to individuals in 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

AGE OF MAJORITY

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

- (1) have the same privilege as their parents/guardians as it relates to access or control of their student records;
 - (2) represent themselves during disciplinary conferences and be the addressee for their grade reports
 - (3) sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
 - (4) provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.
- Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

ANIMALS ON SCHOOL PROPERTY

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

AWARDS

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

BULLETIN BOARDS

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

CAMPUS VISITORS

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

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

COLLEGE VISITS

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

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

COMMUNICABLE DISEASES

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

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

COPY MACHINE

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

DANCE REGULATIONS

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

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

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

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

DRUG FREE SCHOOLS ZONE

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

EARLY GRADUATION

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

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

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

IN SCHOOL ILLNESS

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

JR HIGH STUDENT COUNCIL OFFICERS

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

LOCKERS

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

LOCKS

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

LOST AND FOUND

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

LUNCH

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

MAKE-UP WORK

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

MEDICATION ADMINISTERED TO STUDENTS

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

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

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

MEDIA CENTER

Books, Magazines & Vertical Files

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

- * Overnight: Reference books and current magazine issues.
- * One week: Past magazine issues and Vertical File materials.
- * Two weeks: Fiction and non-fiction books (renewable for 2 weeks or longer with permission).

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

- * \$0.05 per school day: Books, past-issue magazines and Vertical File items.
- * \$0.25 per school day: Overnight items such as Reference books current issue magazines.

Parent Usage

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

All About Our Computers

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

Internet information

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

MONEY

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

ONLINE COURSES

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

PUBLIC ADDRESS SYSTEM

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

REPORT CARDS

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

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least six (6) fire drills,

two (2) tornado drills, and two (2) lock-down drills each school year. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SCHEDULE FOR NORMAL SCHOOL DAY:

High School	Junior High
7:40 to 8:35 – 1 st Hour (AM Announcements)	7:40 to 8:35 – 1 st Hour
8:40 to 9:35 – 2 nd HOUR	8:40 to 9:35 – 2 nd HOUR
9:40 to 10:35 – 3 rd Hour	9:40 to 10:35 – 3 rd Hour

Intervention/PSC/PRIDE TIME – 10:40 to 11:10

11:10 to 11:40 – LUNCH (PM HIT Departs @ 11:35)	11:15 to 12:10 – 4 th hour
11:45 to 12:40 – 4 th HOUR	12:10 to 12:40 – LUNCH
12:45 to 1:40 – 5 th Hour	12:45 to 1:40 – 5 th Hour
1:45 to 2:40 – 6 th Hour (PM Announcements)	1:45 to 2:40 – 6 th Hour

SCHOOL CLOSING

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

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

SCHOOL DAY:

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

SCHOOL TRIPS

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

SEARCH AND SEIZURE

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

School Property and Equipment, Personal Effects of Students

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

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

Students

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's

policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SEMESTER EXAMS OR FINAL PROJECTS

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

SENIOR FINAL SEMESTER EXAMS OR FINAL PROJECTS

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

* 85% average

*No more than 5 absences

*No out-of-school suspensions

SEVERE WEATHER POLICY

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

Tornado Watch (Severe weather conditions with tornado conditions present)

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

General Information:

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

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

Other Emergencies

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

STUDENT ARRIVAL AT SCHOOL and LEAVING SCHOOL

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

STUDENT GROUPS

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

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

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

E. non-school persons do not direct, conduct, control, or regularly attend the activity.

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

TELEPHONE

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

VIDEO AND AUDIO MONITORING SYSTEMS

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

VOLUNTEERS

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

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

WITHDRAWAL FROM SCHOOL

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

WORKING PERMITS

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

SARANAC JR/SR HIGH SCHOOL CODE OF CONDUCT

Philosophy of Discipline

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

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

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

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

Expectations of Students

Respect and be courteous to others.

Respect property of the school and others.

Attend school regularly.

Be punctual to school and class.

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

Complete assigned class work.

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

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

Obey the laws of the State of Michigan.

Respect and follow the rules of our community.

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

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

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

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Positive Behavior Intervention Support (PBIS)/Positive School Climate

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

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

Expectations of Students

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

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

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

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

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

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

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

Possible Disciplinary/Restorative Actions

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

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 **before returning**
- 6) Should a student not complete a school-approved substance abuse program s/he will be recommended for a hearing with the Board of Education for possible expulsion.

Second Offense

- 1) **Up to** 10 day out-of-school suspension **pending a** 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 pending 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 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 10:00 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:

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 with 6-7 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.

Students must be in attendance 80% of scheduled class time to receive credit. Missed class periods due to a school-sponsored or imposed absence will not count toward this total.

Appealing Loss of Credit:

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

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

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

TECHNOLOGY MISUSE and HAZARDOUS ARTICLES

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

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

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

DISCIPLINE POINTS

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

- 1 Point – All referrals to the office with documented warnings (including bus incident reports)
- 1 Points – After-school detentions;
- 2 Points - Two and five-day bus suspensions
- 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

HEARTLANDS TRANSPORTATION

Students are expected to ride the school bus/van to attend Heartlands Institute of Technology. If parents give permission to their student to drive and/or ride with another student to HIT, 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. Students who feel that they have a need to drive to Heartlands must have prior approval from administration or office staff. **Students approved to do so may transport themselves only. Per board policy, this may be granted by the administration only.**

In the event that a student does not adhere to the HIT transportation policies:

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

AFTER-SCHOOL DETENTION

Students assigned to a one-hour, after-school detention will be informed by the principal or student-services coordinator. It is the student's responsibility to serve the detention on the assigned day. If a student misses that day they 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.

TARDY POLICY

Students should make every effort to arrive to class on time. **Students who miss more than 15 minutes of arriving more than 5 minutes late to a class period will be counted absent (this may be considered skipping).** If a student receives a tardy, the following consequences will occur:

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

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)
- head wear (hats, bandannas, hoods)
- 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
3) Section 504 and Americans With Disabilities Act (ADA)	Mr. Joshua Leader	150 S. Pleasant, Saranac, MI 48881	(616) 642-1100
4) Asbestos Abatement Lead Free/Radon Pesticide Application 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
Curriculum Director	Mrs. Constance Hamilton	150 S. Pleasant, Saranac, MI 48881	(616) 642-1100
Athletic Director	Mr. Kim Stevens	150 S. Pleasant, Saranac, MI 48881	(616) 642-1100
Special Ed. Coordinator	TBD	250 S. Pleasant, Saranac, MI 48881	(616) 642-1200
Elementary Principal	Mr. Michael Cattrell	250 S. Pleasant, Saranac, MI 48881	(616) 642-1200

ATHLETIC CODE SARANAC COMMUNITY SCHOOLS

Representing the Saranac Community Schools in interscholastic athletics is regarded as an honor and a privilege. All students who take part in interscholastic competition must fully understand that adherence to all parts of the Athletic Code is an essential condition to participation. **Specific incidents of behavior or academic problems not covered in the Athletic Code are subject to the review and disciplinary action of the administration or coach.**

The purpose of the Athletic Code is not to restrict freedom, but instead to encourage the athletes to practice and develop a greater appreciation for the values associated with responsible behavior, healthful living, and good citizenship.

The athletes are reminded that they are frequently before the public and that their actions may either enhance or downgrade the public's general opinion of athletes and athletics. Athletes should strive for the type of behavior and quality of character that will make them a credit to their team, coach, school, and community.

Coverage

- A. Student athletes will be governed by the Athletic Code from the first day of involvement in interscholastic athletics through graduation. (This means during, as well as between sports seasons.)
- B. All athletes, managers, and other students who act as support personnel and who are in grades 7 through 12, must adhere to the principles of the Athletic Code.
- C. Athletes may appeal the decision of the Athletic Director to the athletic council. The council is composed of one administrator, two coaches, two athletes, and two parents.

Sportsmanship

In school, out of school, and out of town, conduct of the highest degree should be the goal of all athletes and/or spectators. Courtesy and sportsmanship will be extended to all opponents, officials, or persons in authority at all times. The following are unacceptable behavior as outlined and will result in action taken by the athletic director and/or his designee.

- Use of inappropriate language
- Flagrant or illegal use of physical force
- Damage to property at any school
- Disrespect for any coach, official, opponent, etc.

RULES AND REGULATIONS FOR STUDENT ELIGIBILITY

Eligibility – 7 to 12

1. A student must earn passing grades in 66% of all subjects at the end of each semester in order to be eligible for athletics the next semester according to **MHSAA** standards. Eligibility will be checked at the end of each semester. A student who is ineligible at the end of the spring semester may make up classes during summer school. Each class must be approved by the principal as an acceptable makeup class for a class in which a student was deficient for the spring semester. The grades for these classes will determine the final grades for the spring semester and used to determine eligibility for the fall. All ninth grade students will be eligible to try out for fall sports.
2. For students in grades 7 to 12, eligibility checks will be conducted (by the Athletic Director) every **two (2) weeks**. Eligibility will have two areas of evaluation, for academic achievement (grades) and for behavior and attitude in the classrooms.

At the time of the eligibility check, if a student is:

Failing One Class - The student will be placed on “probation” for one week. While on probation, the student will be allowed to participate in practices and contests while working to improve his/her grade.

If, after one week, the student is still failing one class, the student is ineligible for contests for a minimum of one week. Following that week, the student may be reinstated as soon as the student has achieved passing status in all classes.

Failing Two Classes – The student will be suspended from contests for a minimum of one week. Following that week, the student may be reinstated as soon as the student has achieved passing status in all classes. During this time, the student is expected to participate in practices.

Failing Three Classes – The student is suspended from practices and games for a minimum of one week. Following that week, the student may be reinstated as soon as the student has achieved passing status in all classes. During this time, the student may not participate in practices.

Online classes will be considered as part of an eligibility check. Students must be “on track” to complete any online classes by the completion due date. Any online class that is behind will be considered a failing grade.

- Students enrolled in Edgenuity (e2020) courses must be “on track” to complete any courses by the completion due date. Any class that is “behind” will be considered a failing grade.
- Students enrolled in MVS or dual-enrollment courses must have a passing grade.

The Athletic Director will check the grades of probationary/ineligible athletes every Monday. Otherwise, it is the student's responsibility to report to the Athletic Director, if they have achieved passing status in all classes and would like to return to participation in athletic practices/contests.

3. Any student who is ineligible three times in a season ~~will~~ **may** be removed from the team. In selecting members for a team, a coach/sponsor may NOT cut an eligible player in order to keep a player who is currently ineligible.
4. Eligibility checks will be conducted on Mondays.

RULES AND REGULATIONS FOR ATHLETES

Below is a list of requirements and rules governing persons participating in athletics. Violations of the Athletic Code will result in appropriate consequences as outlined in the Student Handbook.

1. In school, out of school, and out of town, conduct of the highest type should be the goal of all participants.
2. Courtesy and sportsmanship will be extended to all opponents, officials, or persons in authority at all time.
3. Before athletes can practice or participate, they must pass a doctor's physical exam and have the form filed with the school annually (per MHSAA guidelines, physicals must have been conducted after April 15th in order to be valid).
4. All equipment is the responsibility of the person to whom it is issued. All lost or ruined equipment is to be paid for by the athlete. All equipment must be turned in or paid for before a student may participate in another sport.
5. Before athletes can practice, they and their parents must sign the Saranac High School Athletic Code form and have it on file with the school.
6. Eligibility lasts for four years.
7. Athletes must be under nineteen (19) years of age on or before September 1st of the current school year
8. Amateur status must be held at all times. An athlete may receive no merchandise, money, or awards for participation in any athletic event, even if sponsored by an agency other than the school.
9. Athletes must not accept any award for athletic performance other than an emblematic award. The value of an emblematic award may not exceed fifteen dollars (\$15.00).
10. Athletes must not participate in any athletic competition during the season in a sport not under the sponsorship of Saranac Community Schools, after he/she has represented his/her school in that sport.
11. Any student going out for a team must be out at least one week before they can compete. (Special cases are at the discretion of the Athletic Director and may be appealed to the athletic council.) This rule does not apply to transfer students who have been participating in athletics.
12. Athletes are not permitted to possess, distribute and/or use alcohol, tobacco, or drugs (including performance-enhancing drugs or PEDs). If the Athletic Director determines that an athlete has violated this rule during the calendar year, then the parents and the

athlete will be notified in writing. For possession and/or use of alcohol and tobacco, the athlete will be suspended for one-third of their scheduled season dates (all fractions are rounded up to the next whole number). Drug possession (including PEDs) and/or use will result in the athlete being suspended for one calendar year (as defined in the high school student handbook).

- Attendance at an illegal party or get-together at which alcohol or other illegal drugs are being consumed or used will be considered a violation of this policy. If an athlete is proven to have been in attendance at such a party for any length of time, the athlete will be suspended for one-third of their scheduled season dates. If it can be proven beyond a reasonable doubt, the student athlete was not participating in any illegal activity; the suspension may be reduced up to 50% by the Athletic Director (all fractions are rounded up to the next whole number).
 - If an athlete violates the illegal substance rule a second time, he/she will be suspended from all athletics for one calendar year. The second violation of drug possession and/or use will result in permanent suspension from athletics. The Athletic Director may reduce this suspension if the athlete participates in a rehabilitation program.
13. If an athlete is guilty of violating civil law or rules of acceptable behavior or conduct, the Athletic Director will administer an appropriate penalty. Minimum penalty of 1/3 of the season to permanent suspension.
 14. Consequences for violations of these athletic policies will be carried over from one season and/or one school year to the next if it is impossible for the punishment to be enforced during the current school year.
 15. Unless **prior approval** is granted by the Principal or Athletic Director, an athlete must be in attendance **the entire day** in order to practice or play. Consequently, athletes are expected to be in attendance the entire school day following a contest.
 16. Athletes must practice and attend all team functions while on suspension for violating training rules (any deviation of the suspension is at the discretion of the Athletic Director and coach). He/she must ride the bus and sit with the team at the contest. He/she may not wear any part of their uniform for any contests.
 17. If for any reason an athlete feels the need to terminate his/her association with a team it must be communicated with the Athletic Director and coach. Appropriate measures will be taken to retain the athlete. If the athlete leaves the team without being released by the coach and/or Athletic Director, then he/she will forfeit one-third (1/3) of the next sports season in which he/she participates. This applies if the athlete terminates his/her association with the team after cuts have been made, or one week before the first scheduled contest. This policy may be waved if a parent, due to extenuating circumstances, decides the student athlete can no longer keep their association with their team. This is at the discretion of the Athletic Director, coach, and building Principal.
 18. Letter Requirements:
 - a. Coaches will establish requirements to receive a letter (certificate for non-varsity sports) prior to the beginning of the season. These requirements must be approved by the Athletic Director and communicated to the athletes and their parents prior to the season.
 19. All athletes are expected to ride to and from athletic contest on the team bus. Only in unusual situations may they ride with their parents, and only with prior approval of the coach and/or Athletic Director. While riding the team bus, athletes are expected to

- conduct themselves in a proper manner.
20. Violation of school rules not covered in this policy will be handled at the discretion of the Athletic Director or Principal.
21. If an athlete in grades 7-12 has been assigned an in-school suspension for any part of the day he/she must forfeit half of that day's athletic contest.
22. **No athlete will play in a contest until the pay-to-participate is paid in full (unless other arrangements have been made with the Athletic Director).**

ATHLETIC POLICY CONTRACT

My signature is evidence that I have read and do understand the Saranac Schools Athletic Code and agree to abide by it.

Student
signature _____ Date _____

My signature is evidence that I have read and do understand the Athletic Code of Saranac Schools. I will, to the best of my ability, see that my son/daughter abides by this code.

Parent
signature _____ Date _____

TRANSPORTING STUDENTS BY PRIVATELY-OWNED VEHICLES

It may be necessary to transport students in privately owned vehicles driven by the coach or parents of athletes. This form is to get your approval and remove the liability factor.

I hereby give permission for my son/daughter, _____ to ride in a privately owned vehicle.

I understand the coach will supervise the activity but because of transportation problems, it is necessary to transport the team by parents.

I hereby relieve the Saranac Community Schools of all responsibility beyond that of normal supervision.

Parent

signature_____Date_____

Student
signature_____Date_____

(In order for an athlete to participate, this signed permission slip must be on file with the school.)

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve Elementary School Handbook

Elementary Principal, Mike Catrell has presented the 2019-2020 student handbook at a previous meeting, and it is now ready for approval.

Suggested Resolution

I move that the Saranac Board of Education approve the 2019-2020 Elementary School Student Handbook as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Interim Superintendent

SUBJECT: Annual Loan/Repayment Activity Application

POLICY: 6145 - Borrowing

Jammie Sprank has been working with our Bond Authority for the amount we will need to borrow for the 2019-20 school year regarding our Debt Funds. Those approximate figures are attached. The amount they anticipate we will need to borrow is \$1,997,964.00. A resolution and application are attached and is due back to the Michigan Department of Treasury by August 1.

Suggested Resolution

I move that the Saranac Board of Education approve the 2019-20 Annual Loan/Repayment Activity Application showing the amount needed to borrow is \$1,997,964.00.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

School Bond Qualification and Loan Program
School Loan Revolving Fund
Bureau of Bond Finance
Michigan Department of Treasury
430 W. Allegan
Lansing, MI 48922

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION
For Participation in the School Bond Qualification and Loan Program

Legal Name of School District	District Code No.	County
Saranac Community Schools	34-120	Ionia County

CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the ____ day of _____, _____, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____.

(Type or Print Name of Secretary)

(Signature of Secretary)

(Type or Print Name of Treasurer, Board of Education)

(Signature of Superintendent of Schools)

RESOLUTION

A meeting was called to order by _____, President.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____

and supported by Member _____

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.

2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2019)	9.00	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2019		\$ 8,285,944.35
Estimated amount to borrow from or repay to the SBLF and/or SLRF		\$1,997,964.00
Estimated accrued interest		\$414,297.22
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2020		\$10,698,205.57

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Superintendent is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nayes: Members

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Hire Staff

Jason Smith, Superintendent; Josh Leader, JSH Principal; and Mike Catrell, Elementary Principal along with a team of staff members interviewed six candidates for the Assistant Principal/MTSS position. They would like to recommend Sara Serne to this position.

JSH Principal, Josh Leader and a team of staff members interviewed Amber Zigterman for the Spanish position. She has verbally accepted pending board approval.

JSH Principal, Josh Leader and a team of staff members interviewed Stephanie Fogt for the Math position. She has verbally accepted pending board approval.

Suggested Resolution

I move that the Saranac Board of Education hire Sara Serne as Assistant Principal/MTSS Coordinator; Amber Zigterman as the JSH Spanish Teacher and Stephanie Fogt as the JSH Math Teacher upon a clear criminal history check as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

SARA SERNE

5341 Darby Rd, Saranac, MI, 48881 | 616-902-2398 | sara.serne@gmail.com

Dear Superintendent Smith,

I am applying for the position of Assistant Principal/MTSS Coordinator/Behavioral Coach at Saranac Community Schools. I have 16 years of teaching experience and three years of student services coordinator experience. I am currently in my second year as the Assistant Principal at Ionia High School. My extracurricular focus for the first seven years was coaching at the middle and high school, the last ten have been dedicated to committees, district enhancement and leadership opportunities.

The creation of the Freshmen Shadow Project at IHS was a passion of mine this past year. Our data showed that this transition is particularly difficult for students to adjust to, and take ownership of their choices. Instead of waiting to implement strategies to correct problems, this was an opportunity to become involved and be solution orientated. Incoming freshmen were chosen based on SWIS data, grades, and their ability to grow into leaders with their own peer groups. They were paired with IHS students for a day of shadowing, team building and character development. The IHS students volunteered their time to prep for the activities, and to help the incoming 9th graders learn their way in a new building. In addition to the creation and prep work for the group, I led students on a tour, discussed our GRIT mantra, presented them with opportunities to grow, and led a discussion with them on the dangers of vaping. All 40 participants had positive feedback, and the effort was recognized at the District level.

In addition, to finding projects like this to be passionate about, I am responsible for the safety and wellness of 858 students each day. I take pride in the role I played with A.L.I.C.E training at IHS, updating our responses to potential threats and improving student health and behavior issues, teacher and student growth through 5D, and leading our School Improvement and MTSS teams. I have forged great relationships in my roles and brought many resources to my staff and students.

I have spent years growing myself into a role-model who actively listens, communicates effectively, holds myself and others to high standards, and works to grow staff in a collaborative manner. Saranac has my home, the elementary has my children, and this community has my heart. I have never had more love for a place than I do, for Saranac.

Sincerely,

Sara B. Serne

Sara B. Serne

Assistant Principal at Ionia High School

Applying for Saranac Community Schools Assistant Principal

5341 Darby Rd.

Saranac, MI 48881

(616) 902-2398

sara.serne@gmail.com

Twitter @SaraSerne

PROJECTS

Freshmen Shadow Project
Vape Prevention
School Safety Coordinator
MTSS SLT/DIT
Coordinate JSH Food Drive
Students With A Goal (SWAG)
Elementary Teaching Project
Data Carousels
Youth Softball Clinics
Summer Softball Teams
Fall Ball League
School Social Chair
JSH Yard Beautification
Youth Programs Coach

EDUCATION

LEADERSHIP CERTIFICATE

MASSP: January 2016

SLLA certified

Administration (ES) K-12

SECONDARY EDUCATION;

GVSU

Master of Arts in Secondary

Education: August 2009

SECONDARY EDUCATION;

CMU

Bachelor of Science in

Secondary Education:

December 2001

Spanish K-12(FF) History (CC)

LEADERSHIP EXPERIENCE

Ionia High School AP/Student Services Coordinator Saranac JSH

- Manage student discipline in a manner that creates positive relationships and opportunities for students to grow and parents to be involved through team meetings
- Participate in the IEP process and manifestation meetings
- Enhance student rapport through managerial duties
- Direct the seat time waiver program and support non-traditional students in their academic success
- Foster student communication and student growth through athletic eligibility checks
- Organize and lead building communications meetings/PD to meet staff needs and enhance a positive building culture
- Improve community and school relationship through two way communication
- Lead and manage the building
- Create a master schedule with a team that meets student and district financial needs
- A.L.I.C.E trained

School Improvement

- Lead the team to improve student academic performance, college and career readiness
- Model research based best-practice instruction in differentiated format to meet staff needs
- Create a data carousel to present essential school data to staff in a manner that promotes discussion and a growth mindset amongst staff
- Collect and use demographic, perception, student achievement and systems data in ASSIST

District Improvement Team

- Foster a growth mindset for staff and students' learning
- Develop a plan to implement a multi-tier support system for behavior and reading

MTSS Implementation Teams

- Identified members for the School Leadership Team
- Synthesized information from site visits to implemented schools
- Solicited banners for PBIS banners
- Outlined MTSS structure for School-Wide and classroom PBIS
- Trained in SWIS

Strategic Planning Co-Chair

- Enhancing communication and relations with key stakeholders
- Collecting and using perception data to enhance learning

County Principal Meetings/Assistant Principal Meetings

- Discuss current best practices
- Grow professional learning network

continued ➤

TECHNOLOGY



STRENGTHS

Relationships
Communication
Creative Problem
Solving
Organization
Time Management

MEMBERSHIPS

Michigan Association of
Secondary School
Principals

COACHING

MIDDLE SCHOOL GIRLS
BASKETBALL 2010-2011

JUNIOR VARSITY
SOFTBALL 2004-2009

TEACHING EXPERIENCE

Saranac Community Schools, Saranac, MI

Spanish Teacher

2003-Jan 2018

- Amplify the student learning experience through a World Language Week where students explore the real world connections of the language and spend a full day immersed in Spanish
- Involve all learners in cross-curricular projects that enhance their learning and academic experience
- Directly impact learning through student engagement and current best practices

Freeland Community Schools, Freeland, MI

Spanish Teacher Grades 7-12

2002-2003

- Encouraged student involvement with a Language Club
- Utilized local resources to provide students with cultural enhancement through traditional food and dance
- Created and aligned a curriculum project with area teachers for cohesiveness in the County

Summer Migrant Program, Belding, MI

Elementary Teacher Grades 3-5

2000-2003

- Assisted in assessing students ELL status and provided interventions with a multi-tiered system of support to close their learning gaps
- Elevated student status by students presenting at a cultural night for their parents and local community members

SPECIALIZED TRAINING

MASSP Ed Leadership Program SLLA Certificate

- Collaborate with current administrators and aspiring leaders
- Combine skills from school culture, school improvement, law briefs and teacher evaluation and growth to assist in Prezi presentations for School Board on District Strategic Plan

CEL 5Dimensions+ Teacher Evaluation

- Ongoing training in 5 Dimension Evaluation by MASSP
- Led a teacher PD on using the online PIVOT Evaluation Tool

ADDITIONAL PROFESSIONAL DEVELOPMENT

5D A5 Collection Systems of Data
Learning Targets with Robert J. Marzano
Literacy in Learners
Telling the Truth Training
Classroom Questioning
Standards Based Grading
Thinking Maps
Question Formulation Technique
Student Engagement
Classroom Management
Teach Like a Champion
Teach Like a Pirate
Michigan World Languages Association (MiWLA)
County Language Curriculum Design Workshop
Advanced Placement Spanish Training

Amber Zigterman

Secondary Spanish Teacher

Grand Rapids, MI 49503

amberzigterman3_82s@indeedemail.com

616.485.7458

Authorized to work in the US for any employer

Work Experience

Relationship Manager

Success VLC - Grand Rapids, MI

July 2018 to November 2018

Maintained communication with students, parents, and center director in order to keep students on track in their online learning and graduation date goals.

Substitute Teacher

Wellspring Preparatory Academy - Grand Rapids, MI

October 2017 to May 2018

Provided accurate attendance records and followed lead teacher lesson plans.

Substitute Spanish Teacher

National Heritage Academies - Kentwood, MI

March 2015 to May 2015

Trained with lead teacher in order to maintain as much stability in the classroom while she was on maternity leave. Followed lesson plans and integrated technology as well as interactive games into lesson plans.

Spanish Teacher

Vicksburg Community Schools - Vicksburg, MI

August 2012 to February 2013

Implemented a language immersed teaching style which proved to greatly improve listening and reading skills in the Spanish language.

Paraprofessional

Scotts Community Schools - Scotts, MI

July 2011 to June 2012

Communicated between Spanish speaking families and school officials to relay information about student progress to include IEP and behavioral support.

Spanish Teacher

Grand Rapids Public Schools - Grand Rapids, MI

October 2009 to June 2011

Held positive classroom discussions in the Spanish language while continuously working to improve classroom management.

Education

Bachelors in Secondary Education

Western Michigan University - Kalamazoo, MI

August 2004 to April 2009

Diploma in Humanities

Grand Rapids City High School

August 2000 to May 2004

Skills

Bilingual

Certifications/Licenses

State of Michigan Provisional Teaching Certificate

June 2018 to June 2023

Assessments

Proofreading — Proficient

June 2019

Proofreading written texts.

Full results: https://share.indeedassessments.com/share_assignment/q7dzndr3a6ybq9uq

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.



Vicksburg High School

501 East Highway Street, Vicksburg, MO 63082

Phone: 269-321-1000 Fax: 269-321-0015

March 14, 2013

To Whom It May Concern:

Please accept this letter of recommendation for Ms. Amber Ziglerman as the person's employment in your organization.

I had the pleasure of meeting Ms. Amber Ziglerman in the Fall of 2012 when I hired Amber as a part-time Spanish teacher. In her brief time at Vicksburg High School, Amber proved to be hard-working, dedicated, and committed to providing a fulfilling Spanish language experience for our students.

Amber's enthusiasm, combined with her extensive Spanish knowledge, allowed her to create lessons that actively engaged students in the speaking and writing of the Spanish language. She is strong in lesson design and incorporates a variety of activities in her lessons while being sure to guide and model prior to independent practice. In addition, she regularly incorporated outside resources to enhance her teaching.

In short, Amber has the skills necessary to make her an excellent teacher. Her commitment to teaching and to positively influencing young adults will make her a solid addition to any school staff.

If you require additional information, or would like to discuss Ms. Amber Ziglerman's candidacy in greater detail, I would encourage you to contact me at 269-321-1160 (W) or 269-649-4483 (H).

Sincerely,

Kevin J. O'Neill
Principal
Vicksburg High School

Otsego Public Schools

Hervé A. Dardis, Principal
Mark Rollandini, Assistant Principal
Michael F. Garvey, Athletic Director

Otsego High School
550 Washington Street
Otsego, Michigan 49078-1271
(269) 692-6166 • (269) 692-6188 FAX
www.otsegobulldogs.org

April 22, 2009

Dear Sir or Madam:

I am happy to have this opportunity to recommend Ms. Amber Zigterman to you as an applicant for employment in your school. She completed her student teaching here at Otsego High School this spring, and I consider her to be an outstanding candidate to join the profession and to become a member of your team.

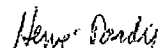
One of Ms. Zigterman's strengths is her ability to develop solid relationships with children. She displays a sincere concern for every individual, and her students detect this, responding very well to her. In her classroom she establishes an environment that is warm and comfortable, yet still focused to be productive. She is approachable by nature, and she builds relationships based upon mutual respect.

Ms. Zigterman also excels in her planning and delivery of instruction. Her organizational skills are exemplary, and she keeps the big picture in mind as she plans the smaller components of her curriculum. She provides her students with a variety of high-interest activities in different modalities. She makes especially productive use of role-playing, songs, games, and physical activities, creating smooth transitions from one activity to the next. Her classes offer a healthy balance of whole-group instruction, small-group exercises, and individual work, with an emphasis on student-to-student interaction. As a result of her effective planning and delivery, her students experience the opportunity to apply concepts in a many different contexts, making the learning relevant and inviting.

Finally, I have to make mention of the wonderful personality that Ms. Zigterman brings with her to work every day. She is extremely confident, yet quite unassuming. She is very engaging for kids and adults, and she contributes a daily dose of positive energy to her classroom and to her corner of the building. While she did not have any realistic opportunity to assume leadership positions here as a student teacher, she possesses the potential to serve in such capacities in any school lucky enough to employ her. I say this because of the maturity, professionalism, respectfulness, and interpersonal skills that she exhibits every day.

If I can be of any further help, please feel free to contact me.

Sincerely,



Hervé Dardis, Principal
Otsego High School

"Taking Students to the World..."

Otsego Public Schools

Hervé A. Dardis, Principal
Mark Rollandini, Assistant Principal
Michael E. Garvey, Athletic Director

Otsego High School
550 Washington Street
Otsego, Michigan 49078-1271
(269) 692-6166 • (269) 692-6188 FAX
[www.otsegoBulldogs.org](http://www.otsego Bulldogs.org)

To Whom It May Concern:

Amber Zigterman has been a student teacher in my Spanish classes for sixteen weeks. Amber has been responsible for teaching one section of Spanish 3B, three sections of Spanish 2, and one section of Spanish 1.

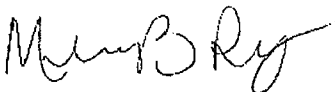
Ms. Zigterman will have had the experience of teaching consistently for nearly ten weeks. During this time she has planned and implemented the daily homework, weekly quizzes and unit tests. Amber has successfully demonstrated her awareness of different learning styles and has adequately adjusted assignments to meet the varied needs of students. She applied her knowledge of differentiated instruction through the use of anchor activities and flexible grouping. Her units were thoroughly prepared and implemented and involved both formative and summative assessments to inform her planning. Amber was successful in monitoring and adjusting to various schedules and handled the administrative tasks of teaching in a thorough and detailed manner.

Amber's lesson plans were detailed and well-organized to the minute. Each week, she created a weekly schedule for students complete with objectives and assessments. She successfully adapted lessons to the needs of students and was able to anticipate student misconceptions and difficulties with content. To address the mastery of difficult concepts, Amber often created her own songs and mnemonic devices to aid student retention. She constructed effective visual aids and graphic organizers to aid all of her lessons. She incorporated technology as a daily tool to engage and expose students to the language and culture. She designed several web quests for both grammar and vocabulary review and cultural exploration. Amber also spent a lot of time searching for the perfect video to demonstrate any given cultural topic. She is a very reflective teacher and was always looking for ways to improve student learning.

Amber possesses a positive and enthusiastic personality. She has a great rapport with the students she has worked with. She is well dressed, articulate, and always ready with a smile and a kind word.

I am confident that Ms. Zigterman will be an asset to any staff that she works with. She is confident, knowledgeable, and has the skills of a seasoned teacher. I believe that she will continue to grow and become even more effective as a teacher with further opportunities. Please feel free to contact me for more information at (269) 692-6166 or rruiz@otscgops.org.

Sincerely,



Merry Beth Ruiz
Spanish Teacher
Otsego Public Schools

"Linking Students to the World..."

Stephanie Fogt

1586 Ponstein Drive Hudsonville, Michigan 49426 · 616-295-2629 · fogt.stephanie@gmail.com

June 20, 2019

Dear Sir,

This is in response to your email regarding a Math Teacher, and I would like to inquire regarding the consideration of myself as an experienced Engineer transitioning into teaching. I am interested pursuing a second career that would enable me to work with youth and open their horizons through interesting educational experiences. Not only would I be interested in learning more about the position posted, but I would appreciate the opportunity to share with you my education and experiences in person.

For a quick synopsis of myself and my education I have a Bachelor of Science degree in Mechanical Engineering, as well as twenty years of experience in a variety of engineering roles. In addition, I have a Master's in Business Administration. I enjoy learning and applying what I've learned in life and in the workplace. I admittedly do not have a lot experience in the public classroom teaching as of yet, but to determine if this path was for me, I started substitute teaching late fall 2018 and obtained a Long Term Substitute role at Godwin Heights Middle School in December 2018. In the past I have taught AWIM (A World in Motion) classes both in Hudsonville and Hamilton school districts. I have also taught Wednesday evening education classes at our church and created the curriculum for the. Furthermore, I have been a Sunday School teacher and am currently a Senior High Youth Leader and I've also volunteered as a BSF Children's Leader in Zeeland, Michigan.

My resume, which is also included in my submission, contains additional information on my experience and skills. I have taken and passed the MTTC Mathematics Test for Secondary Education. I plan on achieving the rest of the requirements for certification through Michigan Teachers of Tomorrow. I can be reached anytime via my cell phone, 616-295-2629.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Stephanie Fogt

STEPHANIE FOGT

Phone: (616) 295-2629
fogt.stephanie@gmail.com

1586 Ponstein Drive
Hudsonville, MI 49426

I am an experienced engineer looking to start a second career in education. I'm devoted and driven to engage with students and help them learn while enjoying their education.

EDUCATION

Michigan State University
Master of Business Administration
Focus in Integrative Management

December 2003

Kettering University
Bachelor of Science in Mechanical Engineering
Minor in Management, Specialty in Biomedical Engineering

June 1998

TEACHING EXPERIENCE

Godwin Heights Middle School, Grand Rapids
Long Term Substitute, Substitute, Volunteer

December 2018 - Present

Worked primarily with sixth grade in math and science. Moved to other classrooms as needed.

EMPLOYMENT

Engineer/Cost Analyst Contractor, Benteler Automotive Systems
Holland, Michigan

January 2019 – April 2019

- Contract Engineer on special projects. One project involved completely and finitely detailing the costs of a project and determining true cost. This was completed via Teamcenter and SAP use. The project involved five variants with differing life cycles and volumes. Another project involved the creation and maintaining of an ECR database and assuring compliance to the pre-defined process once the Engineering portion was complete.

Phase 1 Engineer, Yanfeng Automotive Systems
Holland, Michigan

June 2016- October 2016

- Lead engineering role in quote process for door panel, instrument panel trim and hard trim assemblies. Duties involved creating the engineering bill of material, and associated engineering budget. Also, determining the optimal processes for parts to meet customer SOR and for potential cost reductions, and presenting the formal quotation to the customer in formal and informal technical reviews. Compiled an extensive NVH product database including consideration of design factors, cost and comparison to customer requirements.

Senior Product Engineer, ODL
Zeeland, Michigan

November 2014 – June 2016

- Led engineering of a new storm door product from Discovery to Concept Gate. Worked with cross functional teams on new product development projects. Also researched new materials and processes for the company.
- Interim patent filed March 2016

Engineer, Johnson Controls, Inc
Holland, Michigan

March 2011 – November 201

Worked part time to create and maintain design check sheets for door products for standardization across launch programs

Engineer, Johnson Controls, Inc
Holland, Michigan

1998 - 200

- Phase 1 Engineer – Beltline Down System
- Core Product Portfolio Engineer
- Product Design for Six Sigma Engineer
- Project Engineer – Door Panels
- Finite Element Analysis Engineer

ACTIVITIES

- High School Youth Group Leader, Holy Cross Lutheran Church, Jenison, Michigan
- Foundation Board Member, Holy Cross Lutheran Church, Jenison, Michigan

MICHIGAN TEACHERS —of Tomorrow™—

Date: June 21, 2019

Name: Stephanie Fogt

Address: 1586 Ponstein Dr. Hudsonville, MI 49426

Re: Letter of Eligibility

Dear Stephanie,

Congratulations! You have successfully completed Phase I: Classroom Readiness Training and passed the appropriate subject area examination(s).

You are now eligible to apply for an Interim Teaching Certificate in the following certification area:

- Mathematics (EX) (Secondary 6-12)

It is now appropriate to begin seeking employment. Once you get hired you must contact our office immediately with your employment information. Also, be sure to obtain your I Got a Job Form (supplied by Michigan Teachers of Tomorrow) and give it to your employer.

Call us if you have any questions and keep us updated on your search. We are excited that you have chosen Michigan Teachers of Tomorrow as your route to certification and we look forward to working with you.

Sincerely,



Linley Dieringer

Senior Executive Director

Michigan Teachers of Tomorrow

STATE OF MICHIGAN

State Board of Education

Department of Education

INTERIM TEACHING CERTIFICATE

awarded to

STEPHANIE FOGT

In accordance with the provisions of Act 287 of the Public Acts of 1964, the holder of this certificate is authorized to teach in any Michigan school all subjects and grades indicated.

Secondary

MATHEMATICS (EX) 6-12



Sheila A. Alles
Interim State Superintendent

Issue Date : 06/25/2019
Expiration Date : 06/30/2024
License Number : IT0000001006411

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

MICHIGAN PROFESSIONAL EDUCATOR'S CODE OF ETHICS

The following ethical standards address the professional educator's commitment to the student and the profession:

- Service toward common good -** The professional educator's primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.
- Mutual respect -** Professional educators respect the inherent dignity and worth of each individual.
- Equity -** Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.
- Diversity -** Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.
- Truth and honesty -** Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law, state and national student assessment guidelines, and exercise sound professional judgment.

ADVISORY TO EDUCATOR

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to : use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged educator certificate, or a certificate of another person.

TO BE EMPLOYED AS AN EDUCATOR IN MICHIGAN THE EDUCATOR OATH MUST BE SIGNED, NOTARIZED, AND SUBMITTED TO YOUR EMPLOYER.
THIS IS AN OFFICIAL CERTIFICATE ONCE SIGNED AND NOTARIZED.

EDUCATOR OATH - STATE OF MICHIGAN

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of educator according to the best of my ability.

This certificate was subscribed and sworn to before me, along with picture identification, on _____

Notary Print Name

Notary Signature

Commission Expires: _____

Notary Seal

Educator Signature

EMPLOYERS MUST VERIFY EDUCATOR CERTIFICATIONS AT: <https://mdoe.state.mi.us/MOECs/PublicCredentialSearch.aspx>
For information on the renewal or advancement requirements of this educator certificate please go to www.michigan.gov/teachercert



Grandville Public Schools

Improving Lives by Producing Successful, Life-Long Learners

June 5, 2019

To whom it may concern:

It gives me great pleasure to write this letter of recommendation for Stephanie Fogt for any mathematics teaching position you may have available in your district. Stephanie and I have known each other for over a decade and it is my pleasure to share with you her personal characteristics in order for you to catch a glimpse of her heart for children.

Stephanie is curious by nature and enjoys discovering new things about our world. When faced with a problem or new idea, she uses her critical thinking skills to identify possible solutions. This is supported by her diversity in career positions over time that have supported her ability to learn new skills. As an educator, one of the crucial skills in order to be effective are the critical thinking skills she possesses. Without such skills, students would not have a positive role model to follow by using enthusiasm and perseverance to find unique solutions to problems.

When meeting her for the first time, Stephanie shares a zest for life that resides in the confidence of her diverse skill set. She is extremely approachable and has a heart for other people. Given her educational background, career related training, and excellent communication skills, she would add depth to any educational setting. Stephanie is a team player. She communicates openly and gives more of herself than would be expected, which would be an asset to any school system that would be fortunate to hire her.

In an educational setting, her interpersonal skills will be a distinct advantage. She has worked with youth in her church youth programs, as a coach for Science Olympiad, and by assisting at an area school district with at-risk teens. Through these experiences, her calm yet commanding approach allows others to be respected with dignity. She is deeply respected by youth in these settings, and will be extremely effective in a classroom setting as well.

Stephanie has a very professional demeanor and she will easily maintain positive communication with all students and parents. I highly recommend her for any mathematics teaching position you may have as she will bring her exceptional skills, her love for children, and her educational expertise to your staff.

Sincerely,

Terri J. Avink



June 13, 2019

To Whom it May Concern,

It is a privilege to be writing this recommendation for Stephanie Fogt as she looks to enter the field of teaching. I have known Stephanie for the past 7 years as she has been a key leader in many of our church's educational programming. She has been an active leader at Holy Cross for 15 plus years.

Stephanie has worked with students of all ages and in many different settings. She has worked as a classroom teacher in our children's Sunday morning programming and with our mid-week evening programming where she worked with K-6 grade students. For the last 5 years she has been one of our primary high school teachers on Sunday mornings working with 9-12 grade students.

Along with these traditional classroom settings there has also been opportunity for Stephanie to teach in an experiential learning setting. Each year we have a week-long ministry that provides a hands on and engaging setting for students. Stephanie has lead a variety of these activities which include: story-telling, arts and crafts, experiments and games.

Stephanie has also filled the role of a mentor for a high school student. To be a mentor a student identifies an adult they respect and want to be influenced by. Stephanie was identified by a student and dedicated a year of meeting with and caring for this student. Great influence was (and continues) to be poured into a young woman who now is a leader within our church at the young age of 20 years old. Stephanie played a key role in helping develop this young adult!

In each of these settings Stephanie has shown a great desire for students to grow in their understanding of the material being taught. She shows great care for students and has a desire for each of them to grow in character and confidence. She enjoys challenging them to think in new ways. She has continued to step up in any role that is asked of her. The passion and dedication she's shown as a volunteer would be a blessing and asset to any school staff.

Sincerely,

A handwritten signature in cursive script that reads "Jim Hueseman".

Jim Hueseman
Director of Christian Education

grow. care. experience.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Neola Policy Updates (Feb-2019)

Bylaw 0100 – Definitions (Revised)

- The Open Meetings Act was revised to accommodate the absence of any member of the Board of Education due to military duty and allow that member's participation in Board business (M.C.L. 15.263). The definition of Voting in PO 0100 was revised to reflect this change. The new law also requires that a District establish procedures by which the absent member may participate in and vote on business and procedures by which the public is provided notice of the member's absence and information on how to contact the member to provide input prior to the meeting. These procedures are District specific and should be established by the District prior to the March 29, 2019 effective date of the law.

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies..

Bylaw 0167.2 – Closed Session (Revised)

- This bylaw was revised to allow the Board to consider security planning to address existing or potential threats to the safety of students and staff in closed session (MCL 15.268(k)).

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Policy 1422.01 – Drug-Free Workplace (New)

- This new policy was prepared to provide the same policy requirements for administrators as is currently provided in Policy 3122.01 / 4122.01 for other employees.

This new policy reflects the current state of Federal law and should be adopted to be consistent with policy requirements of other District employees.

Policy 1430 / 3430 / 4430 – Leaves of Absence (NEW / Revised)

- This new policy and revisions to existing templates are in response to recent legislation, the Paid Medical Leave Act (PMLA), signed into law by outgoing Governor Rick Snyder on December 13, 2018. The PMLA, formerly known as the "Earned Sick Time Act," requires employers to pay eligible employees for earned medical leave time, which may be used for personal or family health needs. The Act takes effect March 29, 2019.

Employers such as school districts are subject to PMLA only if they employ 50 or more individuals, regardless of the employees' full or part-time status or how many hours they work. The PMLA does not require that a school district

implement a Board-adopted policy, but it does require compliance with the terms of the Act. Since each district will have different preferences with respect to implementing the Act, districts should assess their needs and preferences and ensure that they are complying with their obligations under the PMLA. Also, if current collective bargaining agreements and/or other paid leave time policies already provide all of the requirements of the PMLA, those are sufficient to address the district's obligations to that set of employees.

These revisions should only be considered if such paid leave provisions are not currently addressed in District-specific policies and/or collective bargaining agreements already address paid leave, the District should revise those documents to the March 29, 2019 effective date of the law.

Policy 2210 – Curriculum Development (Revised)

- On December 18, 2018, the Michigan Department of Education released its model program of instruction in career development as required by previous changes to M.C.L. 380.1166a(1). Beginning with the 2019-2020 school year, Districts must ensure that grade appropriate instruction on career development is provided in grades K – 12. This policy was revised to reflect this requirement. Districts also should review and incorporate the Michigan Career Development Model or a district-developed model that meets the requirements of the statute.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 2414 – Reproductive Health and Family Planning (Revised)

- This policy was revised to delete reference to Michigan Department of Education (MDE) publication that is no longer provided as official guidance regarding reproductive health and family planning.

This revision is recommended for adoption.

Policy 3120 – Employment of Professional Staff (Revised)

Policy 3120.04 – Employment of Substitutes (Revised)

- The legislature amended M.C.L. 380.1233 to expand the criteria for persons eligible to substitute teach in the areas of industrial technology and career and technical education. A person is now eligible to substitute teach if: 1) s/he has a high school diploma or equivalency certificate; 2) if substitute teaching in an area in which a professional license or certification is required, s/he has a professional license or certification in that field, or held such a license or certification that expired within two years of initial employment and was in good standing when it expired; and 3) has at least two consecutive years of experience in the relevant subject areas within the preceding ten years.

Policy 5113.02 – School of Choice Options Provided by Federal Law (Revised)

- This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

This revision reflects current Federal law and should be adopted to maintain accurate policies.

Policy 5200 – Attendance (Revised)

- This revision modifies the mandatory attendance age provided by law.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 6321 – New School Construction, Renovation (Revised)

- This policy has been revised to include the requirement of the new school safety legislation for consultation with first responder agencies during the planning of new construction or major renovation of school buildings.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 6325 – Procurement – Federal Grants / Funds (Revised)

- This policy is revised in response to audit questions regarding Small and Minority Businesses and Women’s Business Enterprises. The language added clearly references the entities in question which had originally been encompassed by the C.F.R. citation. A new administrative guideline is offered to provide more information regarding affirmative steps the District should take in encouraging competitive participation in the procurement process.

This revision is recommended for adoption.

Policy 6605 – Crowdfunding (Revised)

- Revisions to this policy and related administrative guideline are prompted to recent attention by the Auditor of State (AOS) regarding this evolving fundraising mechanism. Emphasis was added in policy to address the importance of privacy protection for students and to maintain appropriate fiscal safeguards.

This revision is recommended for adoption.

Policy 8400 – School safety Information (Revised)

- This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

This revision reflects current Federal and State law and should be adopted to maintain accurate policies.

Policy 8402 – Emergency Operations Plan (New)

- This new policy is provided to assist districts in complying with MCL 380.1308b. The new law calls for collaboration, review, and notification obligations to be met by the District.

This new policy is recommended for review and adoption.

Policy 8500 – Food Services (Revised)

- This policy has been revised in response to issues raised by United States Department of Agriculture (USDA) reviews of District policies and procedures. The USDA's position is that an appropriate "team" is required to approve any dietary modification to the school's USDA-reimbursable meal pattern for a student, whether or not that student has a disability or is eligible for a Section 504 plan.

These revisions reflect the current USDA requirements and should be considered for adoption.

Policy 8640 – Transportation for Field and Other District-Sponsored Trips (Revised)

- This policy and related administrative guidelines have been revised as part of a regular review of Neola templates to assure compliance with current regulations and practice.

These revisions are recommended for adoption.

Book	Policy Manual
Section	Board ready
Title	Copy of DEFINITIONS
Code	po0100
Status	
Adopted	September 15, 2016
Last Revised	November 29, 2018

0100 - **DEFINITIONS**

Whenever the following items are used in these bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross-examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, USB thumb drives and memory chips, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. The Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty, Board members must be physically present to have their vote officially recorded in the Board minutes.

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

Revised 1/19/17

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Book	Policy Manual
Section	Board ready
Title	Copy of CLOSED SESSION
Code	po0167.2
Status	
Adopted	September 15, 2016
Last Revised	November 29, 2018

0167.2 - **CLOSED SESSION**

The Board may by means of a roll call vote meet in a closed session, one closed to the public, for the following purposes:

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing **(a majority vote is required)**
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing **(a majority vote is required)** (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing **(a majority vote is required)**
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained **(a two-thirds (2/3's) vote is required)**
- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body **(a two-thirds (2/3's) vote is required)**
- F. to consider materials exempt from discussion or disclosure under State or Federal statute, including by way of example only, written opinions of legal counsel, and school safety plans **(a two-thirds (2/3's) vote is required)**
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential **(a two-thirds (2/3's) vote is required)**

However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.

- H. to consider security planning to address existing threats or prevent potential threats to the safety of the students or staff (a majority vote is required)

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

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Book	Policy Manual
Section	Board ready
Title	Vol. 33, No. 2 - February 2019 New DRUG-FREE WORKPLACE
Code	po1422.01
Status	

1422.01 - DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which

[] [~~OPTION #1 (needed only if Federal funds come directly from Washington)~~]

~~(-) meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.~~

~~The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements.~~

[x] [OPTION #2 (applies to most schools)]

(x) is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's administration at any time while on District property or while involved in any District-related activity or event. Any administrator who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each administrator is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed.

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Legal	P.L. 101-126
	Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.
	20 U.S.C. 3224A

Book	Policy Manual
Section	Board ready
Title	Vol. 33, No. 2 - February 2019 New LEAVES OF ABSENCE
Code	po1430
Status	

1430 - LEAVES OF ABSENCE

All administrative staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreement with the Saranac Education Association.

All requests for unpaid leaves of absence by administrative staff members shall be presented to the Board of Education for approval.

Any administrative staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

~~{ DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE PMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE }~~

~~{ } Paid Medical Leave (PML)~~

~~This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO). The District adopts [CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]~~

~~{ } [OPTION #1]~~

~~The Accrual Method~~

~~Each eligible employee will accrue one (1) hour of Paid Medical Leave for every thirty five (35) hours worked, but not more than one hour of paid medical leave in a calendar week () limited to a maximum of forty (40) hours per benefit year. Eligible employees may carry over () forty (40) hours () [some number higher than forty (40)] of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on () March 29, 2019, or upon a new hire's start date () however, new employees must wait ninety (90) days after the commencement of employment to use accrued time. () The District will prorate paid leave for eligible employees hired during a benefit year.~~

~~{ } [OPTION #2]~~

~~The Frontload Method~~

~~The District will frontload forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. () No carryover of paid medical leave is permitted. In subsequent benefit years, the District will provide an eligible employee with forty (40) hours of paid medical leave on () March 29 () [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

~~A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.~~

~~{ END OF OPTIONS }~~

- ~~A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.~~
- ~~B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:~~
 - ~~1. for medical, psychological or other counseling for physical or psychological injury or disability;~~
 - ~~2. to obtain services from a victim services organization;~~

3. ~~to relocate due to domestic violence or sexual assault;~~
 4. ~~to obtain legal services; and/or~~
 5. ~~to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.~~
- C. ~~Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.~~
 - D. ~~If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.~~

Definitions

A "family member" includes:

- A. ~~a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;~~
- B. ~~a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;~~
- C. ~~an individual to whom the employee is "legally married under the laws of any state";~~
- D. ~~a grandparent or grandchild; and~~
- E. ~~a biological, foster, or adopted sibling.~~

~~{DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.}~~

~~[] PMLA leave must be used in () one (1) hour increments () _____ DRAFTING NOTE: MAY INSERT A LONGER INCREMENT. [END OF OPTIONS]~~

~~An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.~~

~~Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.~~

~~Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece rate pay, or gratuities.~~

~~Employee () will not () will be paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary.~~

~~To the extent that any current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.~~

Book	Policy Manual
Section	Board ready
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	
Adopted	September 15, 2016

2210 - CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

(x) provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th;

[DRAFTING NOTE: THIS LANGUAGE IS NOT OPTIONAL AND MUST BE ADOPTED TO COMPLY WITH CURRENT LAW.]

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provides instruction in courses required by statute and State Department of Education regulations;
- B. ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with the District's beliefs and goals and ensure the possibility of their achievement;
- D. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- E. at the high school level, consider alternatives to the Carnegie Unit as a method for determining student progress toward receiving course credit;
- F. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- G. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- H. utilizes a variety of learning resources to accomplish the educational goals;
- I. encourages students to utilize guidance and counseling services in their academic and career planning;

J. provides for multi-cultural education by including, units of study which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African- Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

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M.C.L. 380.1166a

Legal

M.C.L. 380.1282

Book	Policy Manual
Section	Board ready
Title	Copy of REPRODUCTIVE HEALTH AND FAMILY PLANNING
Code	po2414
Status	
Adopted	September 15, 2016
Last Revised	February 15, 2018

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that instruction be provided on the principal modes by which dangerous communicable diseases, including HIV and AIDS, are spread and the best methods for the restriction and prevention of these diseases. The instruction shall stress that abstinence from sex is the only protection that is 100% effective against unplanned pregnancy and sexually transmitted diseases, including HIV and AIDS, and that abstinence is a positive lifestyle for unmarried young people.

No person shall dispense or otherwise distribute in a District school or on District school property a family planning drug or device. Additionally, any officer, agent, or employee of the Board is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

~~The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.~~

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

Before any revisions to the curriculum on the subjects taught pursuant to M.C.L. 380.1169 are implemented, the Board shall hold at least two (2) public hearings on the proposed revisions. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given in the manner required for board meetings. A public hearing held pursuant to this section may be held in conjunction with a public hearing held pursuant to M.C.L. 380.1507.

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Legal	M.C.L. 380.1169, 380.1507, 388.1766 A.C. Rule 388.273 et seq.
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Book	Policy Manual
Section	Board ready
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	September 15, 2016
Last Revised	November 29, 2018

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. teachers
- B. counselors

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation in regard to the vacancy.

All applications for employment shall be referred to the Superintendent.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive a recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in

process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day-to-day basis, if the person has at least sixty (60) semester hours of college credit or an associate degree from a college, university or community college and, for substitute teaching in grades 9 to 12, ~~is at least twenty-two (22) years of age,~~ or for a full school year if the person has met all other conditions established by law and by the Superintendent.
- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.
- D. The Superintendent may employ noncertificated, ~~substitutes~~ teachers to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 - 1. at least a bachelor's degree;
 - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
 - 1. at least a bachelor's degree, and
 - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;
- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:
 - 1. at least a bachelor's degree, and
 - 2. meets standards for new teachers (above), or
 - 3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

All teachers hired for a Title I supported program or a core subject area must be "highly qualified."

As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas shall be required to submit documentation that they are "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

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Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
 20 U.S.C. 6319 & 7801
 R 390.1105

Book	Policy Manual
Section	Board ready
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	
Adopted	September 15, 2016
Last Revised	November 29, 2018

3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

Substitute personnel are subject to a criminal history record check. See Policy 3121.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required. A substitute, however, who is employed directly by the District for 150 days or more during a school year of not less than 180 days, except under circumstances identified in statute, shall be given, during the balance of that year as well as during the succeeding school year, the first opportunity to accept or reject a contract for which the person is certified and qualified, provided that all other District teachers have been reemployed in accordance with the negotiated, collectively-bargained agreement.

Substitutes must possess a valid Michigan professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least sixty (60) semester hours of college credit or an associate degree from a college or university or community college. The sixty (60) semester hours do not need to be from the same college, university or community college. and, for substitute teaching in grades 9 to 12, is at least twenty-two (22) years of age.
- C. The Superintendent may employ noncertificated, substitutes to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute, employed directly by the District in one (1) specific teaching position, shall, after sixty (60) consecutive days in that assignment, be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

A substitute shall be paid actual hours worked.

The Board may enter into a contract with a person or entity (a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust, or other legal entity) to furnish substitute teachers to the District as necessary to carry out the operations of the District. A contract entered into under this section shall include the following provisions:

- A. Assurance that the person or entity will furnish the School District with qualified teachers in accordance with the School Code and any implementing rules and regulations.
- B. Assurance that the person or entity will not furnish to the School District any teacher who, if employed directly by the School District, would be ineligible for employment by the District as a substitute teacher under the School Code.
- C. A description of the level of compensation and fringe benefits to be provided for the employees of the person or entity who are to be assigned to the District as substitute teachers.
- D. A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the School District.
- E. Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the District, will comply with and provide to the Board the criminal history record information obtained under section 1230 and with the results of the criminal record check under section 1230a of the School Code.

Revised 8/17/17

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Legal

M.C.L. 380.1230, 380.1230a, 380.1230g, 380.1233, 380.1233b, 380.1531

M.C.L. 380.1236, 380.1236a

A.C. Rule 390.1105(1), 390.1141(2). 390.1146

Book	Policy Manual
Section	Board ready
Title	Vol. 33, No. 2 - February 2019 Revised LEAVES OF ABSENCE
Code	po3430
Status	
Adopted	September 15, 2016

3430 - LEAVES OF ABSENCE

All professional staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreement with the _____.

All requests for unpaid leaves of absence by professional staff members shall be presented to the Board of Education for approval.

Any professional staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

~~[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE PMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]~~

~~[] Paid Medical Leave (PML)~~

~~This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).~~

~~The District adopts [CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]~~

~~[] [OPTION #1]~~

~~The Accrual Method~~

~~Each eligible employee will accrue one (1) hour of Paid Medical Leave for every thirty five (35) hours worked, but not more than one hour of paid medical leave in a calendar week () limited to a maximum of forty (40) hours per benefit year. Eligible employees may carry over () forty (40) hours () _____ [some number higher than forty (40)] _____ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on () March 29, 2019, or upon a new hire's start date () however, new employees must wait ninety (90) days after the commencement of employment to use accrued time. () The District will prorate paid leave for eligible employees hired during a benefit year.~~

~~[] [OPTION #2]~~

~~The Frontload Method~~

~~The District will frontload forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. () No carryover of paid medical leave is permitted. In subsequent benefit years, the District will provide an eligible employee with forty (40) hours of paid medical leave on)(March 29 () _____ [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

~~A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.~~

~~[END OF OPTIONS]~~

- ~~A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.~~
- ~~B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:~~

- ~~1. for medical, psychological or other counseling for physical or psychological injury or disability;~~

2. ~~to obtain services from a victim services organization;~~
 3. ~~to relocate due to domestic violence or sexual assault;~~
 4. ~~to obtain legal services; and/or~~
 5. ~~to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.~~
- C. ~~Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.~~
- D. ~~If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.~~

Definitions

A. ~~"family member" includes:~~

- A. ~~a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;~~
- B. ~~a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;~~
- C. ~~an individual to whom the employee is "legally married under the laws of any state; "~~
- D. ~~a grandparent or grandchild; and~~
- E. ~~a biological, foster, or adopted sibling.~~

[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]

[] PMLA leave must be used in () one (1) hour increments () _____ DRAFTING NOTE: MAY INSERT A LONGER INCREMENT. [END OF OPTIONS]

~~An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.~~

~~Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above. Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece rate pay, or gratuities.~~

~~Employee () will not () will be paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary.~~

~~To the extent that any current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.~~

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Book	Policy Manual
Section	Board ready
Title	Vol. 33, No. 2 - February 2019 Revised LEAVES OF ABSENCE
Code	po4430
Status	
Adopted	September 15, 2016

4430 - LEAVES OF ABSENCE

All support staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreement with the

All requests for unpaid leaves of absence by support staff members shall be presented to the Board of Education for approval.

Any support member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE PMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]

[x] Paid Medical Leave (PML)

This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid time off (i.e. PTO).

The District adopts [CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]

~~[] [OPTION #1]~~

~~The Accrual Method~~

~~Each eligible employee will accrue one (1) hour of Paid Medical Leave for every thirty five (35) hours worked, but not more than one hour of paid medical leave in a calendar week () limited to a maximum of forty (40) hours per benefit year. Eligible employees may carry over () forty (40) hours () [some number higher than forty (40)] of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on () March 29, 2019, or upon a new hire's start date () however, new employees must wait ninety (90) days after the commencement of employment to use accrued time. () The District will prorate paid leave for eligible employees hired during a benefit year.~~

[x] [OPTION #2]

The Frontload Method

The District will frontload forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. () No carryover of paid medical leave is permitted. In subsequent benefit years, The District will provide an eligible employee with forty (40) hours of paid medical leave on () July 1 March 29 ().
[INSERT THE START DATE OF THE NEW BENEFIT YEAR]. ~~An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

[END OF OPTIONS]

An employee may use Paid Medical Leave under the PMLA for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.
- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
 - 1. for medical, psychological or other counseling for physical or psychological injury or disability;
 - 2. to obtain services from a victim services organization;
 - 3. to relocate due to domestic violence or sexual assault;
 - 4. to obtain legal services; and/or
 - 5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- D. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.

Definitions

A "family member" includes:

- A. a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;
- C. an individual to whom the employee is "legally married under the laws of any state";
- D. a grandparent or grandchild; and
- E. a biological, foster, or adopted sibling.

[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]

[☒ PMLA leave must be used in-(~~x~~) accordance with the collective bargaining agreements— **DRAFTING NOTE: MAY INSERT A LONGER INCREMENT. [END OF OPTIONS]**

An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.

Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.

Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities.

Employee () will not (x) will be paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary in accordance with the collective bargaining agreements.

To the extent that any current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

Book	Policy Manual
Section	Board ready
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOLS OF CHOICE (Intra-District)
Code	po5113.01
Status	

~~5113.01—SCHOOLS OF CHOICE (Intra-District)~~

~~The Board of Education supports the concept of providing parents with the choice of which () elementary () middle () high school their child may attend in the District.~~

~~The Superintendent shall, in cooperation with the appropriate committee, submit a plan to the Board each year for its review and approval. The plan is to specify the conditions under which a student may enroll in a school other than the one in his/her attendance area as well as the arrangements for transportation.~~

~~See also, Policy 5113.02—School Choice Options Provided by Federal Law the No Child Left Behind Act~~

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Book	Policy Manual
Section	Board ready
Title	Vol. 33, No. 2 - February 2019 Revised SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW
Code	po5113.02
Status	
Adopted	September 15, 2016

5113.02 - SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW~~THE NO-CHILD-LEFT-BEHIND-ACT~~

The Board of Education acknowledges that the Federal ~~No-Child-Left-Behind-Act-of-2001 ("NCLBA")~~ Elementary and Secondary Education Act (ESEA), as amended, provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not a qualifying school in the District, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level if the parent/guardian requests a transfer.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer within the District in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Title I, Section 1116(b)(1)(E) of the ~~No-Child-Left-Behind-Act-of-2001~~ Elementary and Secondary Education Act, as amended
 Title I, Section 1116(e) of the Elementary and Secondary Education Act, as amended ~~No-Child-Left-Behind-Act-of-2001~~
 Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended ~~No-Child-Left-Behind-Act-of-2001~~

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Legal Title I, Section 1116(b)(1)(E) of the Elementary and Secondary Education act, as amended
 Title I, Section 1116(e) of the Elementary and Secondary Education Act, as amended
 Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

Book	Policy Manual
Section	Board ready
Title	Copy of ATTENDANCE
Code	po5200
Status	
Adopted	September 15, 2016

5200 - ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a confirmation of the cause for such absence. The Board reserves the right to verify such confirmation and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18) ~~sixteen (16)~~. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports weekly to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports

efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
- D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

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Legal M.C.L. 380.1561, 380.1561(3a-3c), 380.1586(3)

Book	Policy Manual
Section	Board ready
Title	Vol. 33, No. 2 - February 2019 Revised NEW SCHOOL CONSTRUCTION, RENOVATION
Code	po6321
Status	
Adopted	September 15, 2016

6321 - NEW SCHOOL CONSTRUCTION, RENOVATION

Before commencing construction of any new school building or the major renovation of an existing school building, the Board shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit (\$24,459 for 2019) (~~\$20,959 for 2009~~).

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
 - 1. specify the date and time by which all bids must be received by the Board at a designated location;
 - 2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
 - 3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;
 - 4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.

F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

[] The Board may consider and provide a preference to bidders:

() which use a Michigan-based business as the primary contractor.

() which use one (1) or more Michigan-based business(es) as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
2. have filed a Michigan income tax return showing income generated in or attributed to Michigan
3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

G. The competitive bid threshold amount specified in this policy ~~(\$20,959 for 2009)~~ is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

M.C.L. 380.1267

M.C.L. 380.1264

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Legal

M.C.L. 380.1267

M.C.L. 380.1264

Book	Policy Manual
Section	Board ready
Title	Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	November 2, 2017
Last Revised	November 29, 2018

6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326) including affirmative steps for small and minority businesses and women's business enterprises for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;
- E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list.

Solicitation Language

The District shall require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

A. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$10,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources

B. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

4. A firm fixed price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

C. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

D. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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Book	Policy Manual
Section	Board ready
Title	Copy of CROWDFUNDING
Code	po6605
Status	
Adopted	January 19, 2017

6605 - CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. ~~"Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

"Crowdfunding" is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

All crowdfunding activities are subject to AG 6605.

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Book	Policy Manual
Section	Board ready
Title	Copy of SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	August 17, 2017

8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school- sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Michigan law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

~~Annually,~~ ~~the~~ Superintendent shall convene a meeting for the purpose of ~~reviewing the provisions~~ conferring regarding of the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement agencies. The following may also be invited to participate in the meeting:

- A. Chief Judge of Circuit and/or District Courts or his/her designee, including a representative of the family division;
- B. representative from the Intermediate School District (ISD);
- C. representative(s) from the local child protection agency;
- D. building administrators;
- E. teachers;
- F. parents;
- G. Students;
- H. Fire Marshall or his/her designee;
- I. representative(s) from emergency medical services;
- J. representative(s) from county emergency management service agency;
- K. Sheriff Officer;
- L. representatives from other school districts within Ionia ISD.

The Superintendent shall make a report to the Board about ~~this annual review~~ all such reviews and recommend the approval and adoption of any proposed revisions or additions.

District Contact Person

Furthermore, in accordance with state law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for the district shall be provided to the Michigan State Police in the manner and frequency required by law. ~~The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty four (24) hours of receipt of that information.~~

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g., commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.
Law Enforcement Information Network (LEIN)

The Board authorizes the Superintendent and building administrators to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publications, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence ~~U.S. Department of Education publication, Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates.~~ The goal of the threat

assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the building administrator and include a school counselor, or social worker, school psychologist, and instructional personnel. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet on a regular basis when the building administrator learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school- sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

[Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended](#)
[M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a](#)

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Legal

Title IX, Section 9532 of the No Child Left Behind Act of 2001

M.C.L. 380.1308 and 380.1310a, 771.2a

Book	Policy Manual
Section	Board ready
Title	Vol. 33, No. 2 - February 2019 New EMERGENCY OPERATIONS PLAN
Code	po8402
Status	

8402 - EMERGENCY OPERATIONS PLAN

By no later than January 1, 2020, for each school building the District shall 1) develop an emergency operations plan or 2) adapt its statewide school information policy (referred to as the "Plan" throughout the remainder of this Policy) to comply with the requirements of this Policy. This action shall be taken with input from the public. School building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Beginning in the 2019-2020 school year, and at least biennially thereafter, the District shall conduct a review of its Plan, including a review of the vulnerability assessment, with at least one law enforcement agency that has jurisdiction over the District.

The Plan must include guidelines and procedures that address all of the following:

- A. school violence and attacks
- B. threats of school violence and attacks
- C. bomb threats
- D. fire
- E. weather-related emergencies
- F. intruders
- G. parent and pupil reunification
- H. threats to a school-sponsored activity or event whether or not it is held on school premises
- I. a plan to train teachers on mental health and pupil and teacher safety
- J. a plan to improve school building security
- K. an active violence protocol
- L. continuity of operations after an incident
- M. a vulnerability assessment

The District shall notify the Michigan Department of Education not later than thirty (30) days after it adopts its Plan and after each biennial review in the form and manner prescribed by the Department.

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Legal	M.C.L. 380.1308b
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Book	Policy Manual
Section	Board ready
Title	Copy of FOOD SERVICES
Code	po8500
Status	
Adopted	September 15, 2016
Last Revised	August 17, 2017

8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. 15(b)(3). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the students diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, If determined appropriate by a team of qualified individuals including, but limited to, the Principal, parent, Director of Food Services, substitutions to the standard meal requirements may be made, at no additional charge, ~~for students who are not "disabled persons", but have a~~ student who is not a "disabled person" but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Food Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Finance Director.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the district general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

The Superintendent shall establish administrative guidelines for the conduct of the school lunch program that shall include provisions for:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation and consumption of food;
- C. the purchase of foods and supplies in accordance with law;
- D. complying with food holds and recalls in accordance with USDA regulations;
- E. the accounting and deposition of food-service funds;
- F. the safekeeping and storage of food and food equipment.

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.

Legal

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

M.C.L. 380.1272, 1272a, 1272d et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1758, 1760

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Book	Policy Manual
Section	Board ready
Title	Copy of TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640
Status	
Adopted	September 15, 2016

8640 - **TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for field trips a certain number of approved field trips as specified in the Superintendent's administrative guidelines.

~~It will also assume the transportation costs~~ For all other trips including co-curricular trips and District-sponsored athletic events (does not include club sports).

It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the fuel and vehicle usage. The driver's cost will also be charged. This charge is to be paid by the sponsoring organization and/or from a designated fund.

- A. Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.
- B. All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.
- C. District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.
- D. No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: JSH Course Offering Numbers

JSH Principal, Josh Leader will present the course offerings and the number of students signed up in those classes.

Saranac JSH Schedule 2019-20

Teacher	1st hour	2nd hour	3rd hour	4th hour	5th hour	6th hour
Tompkins	7 Math 22/22	8 Math 29/29	8 Math 23/23	7 Math 23/23	PREP	7 Math 25/25
Helmski	PerFin/CritThink 15/15	PREP	Algebra II 16/15	Algebra II 18/20	10 Science 22/27/23	Pre-Calculus 14/15
New	8 Math 23/23	Algebra I 31/31	Algebra I 22/21	Geometry 31/31	PREP	Geometry 26/28
New					Psychology I/Psych II 20/19	DriveEd/DriveEd 22/13
Fountain	7 S. Studies 30/30	8 S. Studies 24/24	8 S. Studies 29/29	PREP		
Miles	World History 25/25	PREP	World History 15/17	AP US History 13/13	US History 31/31	World History 26/27
McRae	7 S. Studies 22/22	Econ/Gov't 31/31	7 S. Studies 25/22	US History 27/27	Econ/Gov't 14/18	PREP
Young	Chemistry 19/19	PREP	7 Science 23/23	7 Science 28/28	10 Science 26/22/20	7 Science 23/23
Dahms	Animal/Plant 24/22	Food Science 31/31	PREP	8 Elective 25/27/24	7/8 Elective 22/23/24	Bio B/Bio B 32/31
Koerner	8 Biology 34/34	7 Elective 25/25/24	8 Biology 23/23	PREP	10 Science 31/26/24	8 Biology 28/28
Houston	9 English 20/29	10 English 24/23	10 English 23/23	Drama/Drama 32/32	9 English 24/24	PREP
O'Boyle	11 English 21/21	7 Elective 25/24/25	PREP	7 English 23/23	11 English 18/18	8 English 25/25
Smith	CP English 17/17	12 English 17/17	PREP	Journalism 8/4	AP English 10/14	French I/II 12/12/44
Dourna	8 English 28/28	8 English 23/23	7 English 25/25	8 Elective 26/26/27	PREP	7 English 22/22
Manion	AP CPS 4/4	7 Elective 24/25/25	PREP	M. Media/M. Media 27/1	7/8 Elective 24/21/22/22	8 S. Studies 32/32
New	Spanish I 31/31	Spanish II 31/31	Spanish I 31/31	8 Elective 27/24/24	Spanish III/IV 2/2	PREP
Stauffer			HS Band 58/58	PREP	7/8 Band 55/55	Choir/Music Apprec 5/11
Kelly	PREP	AdvArt/Sculpting 9/7	Pottery/AdvPottery 15/15	Drawing/Painting 17/17	7/8 Elective 22/22/29/24	IntroArt/IntroArt 31/25
Plumley	FitNut/Team Sports 22/21	PE/Health 22/21	AdvPE/Conditioning 22/21	PE/Health 24/31	7/8 Elective 22/22/27/24	PREP
Piercefield	Algebra 1 4/4	8th Math 2/8	PREP	Study Skills 4/4	Study Skills 21/515	7th Math 4/4
Chaffins	Study Skills 2/2	9th ELA 6/6	7th/8th ELA 4/4/9/9	10th ELA 8/9	PREP	Study Skills 4/9
Millbratz	Geometry 2/8	Study Skills 6/2	Study Skills 7/9	Algebra 2/Econ 3/2	11th/12th ELA 22/4/4	PREP

E2020 classes - 54

MVS - 47

College - 28

FS - 31

WBL - 5

AM-Heartland's - 21

PM-Heartland's - 29