

Saranac Community School

Board of Education Agenda

Regular Meeting

July 7, 2016

7:00 PM

Library, Saranac Jr/Sr High School

1. Call to Order_____
2. Pledge of Allegiance
3. Approval of Minutes 3
4. Additions & Deletions to the Agenda
5. Comments from Guests - Agenda Items
6. Presentation/Action Items
 - a. Depository of Funds 7
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 - k. Annual Loan/Repayment Activity Application 75
 - l. Administrative Partial Leave of Absence 78
 - m. Bills Paid 79
7. Reports/Presentations
 - a. Central Office & Middle School Egress Plan Update 92
 - b. NEOLA Policy 2nd Reading - Policy 8000 (Operations) & Policy 9000 (Relations) 93
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
 - a. Consumers Energy Update
10. Board Requests/Reports
 - a. Board Committee Update
11. Communications

12. Approve Executive Session Minutes
13. Closed Session for Negotiations Purposes
14. Closed Session for Superintendent's Evaluation Follow-up
15. Other
16. 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."

Due to only 1 meeting scheduled in July, Presentation Items may be considered for Action at this meeting.

Saranac Community Schools
Board of Education
Meeting #21

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, June 16, 2016 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

The meeting was called to order by Brent Denny, President at 7:00 p.m.

Present: Coulson, Denny, Doll, Hawkins, LaWarre, Price, & VanKuiken.

Steve LaWarre led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated June 2, & finance committee meeting dated June 14, 2016 were approved as written.

TREASURER'S REPORT: The Treasurer's Report for May was accepted as presented.

ADDITIONS & DELETIONS: Superintendent Geiger would like to add Item 9, g., Final Food Service Budget to the consent agenda, and move 9.g, Board Member Compensation to a separate action item.

COMMENTS FROM GUESTS – AGENDA ITEMS: The Board heard public comment.

BUDGET HEARING FOR 2016-17 SCHOOL YEAR: Superintendent Maury Geiger conducted the budget hearing for the projected 2016-2017 fiscal year budget for General Fund, Debt Fund and School Service Fund.

APPROVE THE 2016-2017 BUDGET: Superintendent Geiger presented the 2016-2017 budget for adoption.

Motion by LaWarre, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the 2016-2017 budget as presented.

CONSENT AGENDA: Motion by VanKuiken, supported by Doll and unanimously approved that the Saranac Board of Education approve the Consent Agenda items as listed:

- ✓ Bills Paid: \$657,206,764 from General Fund for May/June
- ✓ Accept Gifts totaling \$6,325.00
- ✓ Approve the 4th & Final Amendment of the 2015-16 Budget
- ✓ Approve 2016-17 MHSAA Membership Resolution
- ✓ Approve 2016-17 Extracurricular Assignments
- ✓ Approve Final Food Service Budget

BOARD MEMBER COMPENSATION: A board member suggested that the board withhold any compensation from July to December, 2016 to show that they are also making efforts to save money in the budget.

Motion by Price, supported by Hawkins and unanimously approved that the Saranac Board of Education suspend board compensation for the remainder of the 2016 calendar year from July – December to zero.

RESOLUTION FOR SCHOOLS OF CHOICE: Superintendent Geiger reported that the State requires board action to “opt in” or “opt out” of the State’s plan. Mr. Geiger explained that all the districts within the Ionia County ISD will be presenting with this information for adoption for the 2016-2017 school year.

There was much board discussion regarding these resolutions.

Resolution to Opt Out of Section 105: Motion by Price, supported by LaWarre that the Saranac Board of Education exercises the option permitted by *Section 105* applications of non-resident students from outside our district, for purposes of operating an intermediate school district-wide schools of choice program in accordance with Section 105 for the 2016-17 school year. Yes Votes: Coulson, Denny, Doll, LaWarre, Price & VanKuiken. No Votes: Hawkins. Motion Approved.

Resolution to Participate in the Ionia County ISD Open Enrollment Program: Motion by VanKuiken, supported by Coulson that the Saranac Board of Education will participate in the Ionia County Intermediate School District Open Enrollment Program for the 2016-17 school year. Yes Votes: Coulson, Denny, Doll, LaWarre, Price & VanKuiken. No Votes: Hawkins. Motion Approved.

Resolution to Opt In to Section 105C: Motion by Price, supported by LaWarre that the Saranac Board of Education exercises the option permitted by Section 105c of the State School Aid Act, Public Act 119 of 1999, as amended by Public Act 297 of 2000, will accept applications for enrollment from residents of contiguous intermediate school districts for the 2016-17 school year. Yes Votes: Coulson, Denny, Doll, LaWarre, Price & VanKuiken. No Votes: Hawkins. Motion Approved.

APPROVE GENERAL FUND OPERATING LOAN: Superintendent, Maury Geiger reported that Finance Director, Jammie Sprank has been working on the preliminary cash flow projection for the 2016-2017 school year and has projected that we will need to borrow up to \$2,200,000 to get us through the months with cash flow problems.

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

Motion by LaWarre, supported by VanKuiken and unanimously approved that the Saranac Board of Education waive past practice and adopt the attached resolution: *Resolution Authorizing Issuance of Notes in Anticipation of State School Aid (August Borrowing)*.

SPECIAL EDUCATION/CROSS INDICATOR ANALYSIS UPDATE: Special Education Coordinator, Beth Hudson updated the board on the special education services for the 2015-2016 school year. Mrs. Hudson reported that the Michigan Department of Education’s Office of Special Education requires that school districts present the compliance data for IEP timeliness. In reviewing our data for the 2014-15 school year we had 1 IEP that was overdue in our district. This equates to 99.2% compliance. The goal for this data is 100%. This data serves two functions; first, this is a celebration of

our high compliance rate for IEP timeliness. This is a testament to the hard work and collaboration skills of our district's special education staff and helpful tracking tools in Illuminate-our online Special Education System. Second, this data provides the basis for the further analysis of this data and the development of action steps to improve our compliance rate, including: closer collaboration and communication between our pupil accounting personnel and special education staff. We will be more thoroughly analyzing our IEP data around MSDS Count Dates to ensure accurate data is being reported. If the analysis presents an accuracy or compliance issue, supports and training will be provided to all parties to remedy the noncompliance.

JR/SR HIGH SCHOOL COURSE OFFERINGS: Jr/Sr High Principal, Josh Leader presented the 2016-2017 student course offerings with very few changes. This will be brought back at the July 7 meeting for action.

DISTRICT SCHOOL IMPROVEMENT PLAN: Curriculum Director, Connie Hamilton presented the summary of the District and School Improvement Plans for the 2016-17 school year.

COMMENTS FROM GUESTS-NON AGENDA ITEMS: The Board heard public comment.

SUPERINTENDENT REPORT: Superintendent Geiger reported the school year wrapped up on Monday and noted that student attendance was not an issue. Mr. Geiger updated the board on the latest student count. Mr. Geiger updated the board on the Consumers Energy project that is still being reviewed by legal counsel. Mr. Geiger thanked board member, Roy Hawkins for attending the end-of-year staff recognition. Central Office will be moving their office up to the Technology Building in July. We have had resignations from the Varsity Softball Coach and the JV Baseball Coach. These positions will be posted sometime this summer.

BOARD REQUESTS/REPORTS: A board member suggested having some public workshop meetings on school funding/budget and celebrating students. A committee of three board members – Roy Hawkins, David Price & Ted VanKuiken will come up with topics of discussion and possibly have our first workshop meeting in August.

A board member suggested the possibility of someone in the community to help with marketing the school for extra revenue.

Board President, Brent Denny replied to the formal complaint that was made against the superintendent. After some deliberation there is no need to see any action on this complaint. Every item was explored and explained. The formal complaint had misinformation. There was a consensus of the board that the matter has been resolved.

COMMUNICATIONS: None

APPROVE EXECUTIVE SESSION MINUTES: Executive Session minutes dated June 29, 2016 were approved as written.

CLOSED SESSION FOR NEGOTIATIONS PURPOSES: Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 9:52 p.m. for the purpose of negotiations returning to open session at 10:15 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, Price and

VanKuiken. Motion Carried.

CLOSED SESSION FOR SUPERINTENDENT'S MID-YEAR EVALUATION:

Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 10:30 p.m. for the purpose of the superintendent's mid-year evaluation returning to open session at 11:22 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, Price and VanKuiken. Motion Carried.

OTHER: Board President, Brent Denny updated the board on the latest FOIA request noting that it took staff over 19 hours to complete at a cost of approximately \$950 in labor and copy charges.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 11:24 p.m.

Respectfully submitted,

Steve LaWarre
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Depository of Funds

POLICY: 3400 Depository of Funds

Background

Policy 3400, Depository of Funds, states that: "At the annual organizational meeting, the board shall designate the bank(s) or trust companies in which the funds of the district shall be deposited and the proportion of funds to be deposited in each." The banking institutions that we would like approved for our deposits are as follows:

Fund/Bank	Note	Proration
Building and Site Funds		
Currently not used		
American Express Financial Advisors, Inc.		
Bank One		0%
Citizens Commercial Savings, Flint		
Commonwealth Financial Network	2006 Bldg & Site Fund	0%
Fifth Third, Grand Rapids		0%
Huntington Bank, Lowell		
Franklin Bank, Southfield		
Ionia County National Bank, Ionia		
J.P. Morgan Trust Co.		0%
Michigan National Bank		0%
Michigan School District Liquid Asset Fund Plus (MILAF)		0%
Multi-Bank, Southfield		
Debt Fund		
U.S. Bank	Payment Only (from Ind. Bank)	0%
The Bank of New York	Payment Only (from Ind. Bank)	0%
General Fund		
Independent Bank, Saranac		100%
Scholarship Funds		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
School Service Fund (Ath/FS/Trust)		
Independent Bank, Saranac		100%

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the list of bank(s) or trust companies as listed above for the FY: 2016-2017 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

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TO: Board of Education
 FROM: Maury Geiger, Superintendent
 SUBJECT: Authorized Signatures
 POLICY: 3550 Authorized Signatures

Background:

Policy 3550, Authorized Signatures, states that: “At the annual organizational meeting, 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
 Board Treasurer
- General Fund Savings..... Superintendent
 Assistant Bookkeeper
- Food Service Checking..... Assistant Bookkeeper
 Central Office Secretary
- Trust & Agency Fund Checking..... Assistant Bookkeeper
 Central Office Secretary
- ~~2005 Refunded Debt Fund Checking Account..... Board President~~
~~Electronic Transfer Board Treasurer, Superintendent & Finance Director~~
- 2006 Refunded Debt Fund Checking Account.....Board President
- 2013 Refunded Debt Fund Checking Account.....Board President
 Electronic Transfer Board Treasurer, Superintendent & Finance Director
- 2015 A Refunded Debt Fund Checking Account.....Board President
 Electronic Transfer Board Treasurer, Superintendent & Finance Director
- 2015 B Refunded Debt Fund Checking Account.....Board President
 Electronic Transfer Board Treasurer, Superintendent & Finance Director
- 2016 Refunded Debt Fund Checking Account (NEW).....Board President**
Electronic Transfer Board Treasurer, Superintendent & Finance Director
- General Fund Account A (Sweep) (2 sign).....Assistant Bookkeeper
 Superintendent & Finance Director

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the above signatures on accounts for the FY: 2016-2017 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Investment of Funds

POLICY: 3300 Investment of Funds

Board Policy 3300 reads: "Annually, the board shall pass a resolution authorizing the superintendent to invest surplus funds of the district."

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 waive board practice and approve the superintendent to invest of surplus funds of the district for the FY: 2016-2017 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

This is directly related to the following areas of the District Strategic Plan:

- Community Relations

Here are the latest gifts received from various people and organizations.

Saranac Baseball Program	Donation	\$ 5,000.00
Saranac Volleyball Program	Donation	\$ 500.00
Saranac Cheerleaders	Donation	\$ 100.00
Saranac Cheerleaders	Donation	\$ 20.00
Saranac Cheerleaders	Donation	\$ 100.00
Saranac Promise	Donation	\$ 500.00
Saranac Promise	Donation	\$ 300.00
Saranac Promise	Donation	\$ 50,000.00
Saranac Cheerleaders	Donation	\$ 35.00
Saranac Cheerleaders	Donation	\$ 400.00
Saranac Cheerleaders	Donation	\$ 50.00
Saranac Cheerleaders	Donation	\$ 100.00
Saranac Cheerleaders	Donation	\$ 100.00
Saranac Promise	Donation	\$ 250.00
Saranac Promise	Donation	\$ 300.00
Saranac Promise	Donation	\$ 1,000.00
Saranac Promise	Donation	\$ 1,500.00
Saranac Promise	Donation	\$ 1,000.00
Saranac Cheerleaders	Donation	\$ 50.00
Total This Month		\$ 61,305.00
Total Gifts for 2016-2017 Including This Month		\$ 61,305.00

Suggested Resolution

“I move that the Saranac Board of Education waive past practice and accept the gifts as listed above.”

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

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TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Pay to Participate

As we have reviewed many budgetary items for consideration this past school year, an item that has been mentioned for consideration is to look at the "pay to participate" fee that is currently in place for our athletic programs.

The current fees of \$75 per student for the year, and/or @225 for a family for the year, and was initiated with the start of the 2007-2008 school year.

I have attached the pay to participate fees that are currently being paid in our conference. I will be reviewing this information with the board finance committee next week, and be bringing a recommendation to the board meeting for your consideration.

Suggested Resolution

I move that the Saranac Board of Education waive past practice and approve Pay to Participate rates for the 2016-2017 school year as follows:.

Motion by _____ Supported by _____

Discussion Yes _____ No _____

Approved/Denied: Yes _____ No _____

CMAC Pay to Play and Transportation Info

School	Pay to Play Policy	Transportation Policy
Bath	HS - \$100/year MS - \$50/year \$200 Cap/Family *Fee waived for Free/Reduced lunch	Provides Busses for all sports to and from events. ◦ SAT. TRANSPORT ONLY TO CMAC/MHSAA TOURNAMENTS
Dansville	HS - \$75/sport, Cap of \$150/year MS - \$50/sport, Cap of \$100/year *Fee waived for Free/Reduced Lunch	Provides one-way transportation to sporting events within 30 miles and on Saturdays. Provides two-way busses over 30 miles and all MHSAA tournaments.
Fowler	HS - \$60/sport MS - \$60/sport Cap of \$120/Student or \$300/Family *Fee Waived for Free/Reduced Lunch	Provides one-way transportation to sporting events only.
Fulton	No Fees	Provides buses both ways during the week. No Saturday transportation.
Laingsburg	HS - \$100/Sport MS - \$100/Sport Cap- 3 rd sport is free *Scholarships available via sports boosters for Free/reduced lunch	Provides Busses for all sports to and from events.
Pewamo	HS - \$100/Sport MS - \$75/Sport No Cap *Helping hands group provides scholarships for those in need	The district does not provide transportation for athletic events. Buses may be rented by teams.
Potterville	HS - \$65/Sport MS - \$32.50/Sport Cap - 3 rd Sport Free *Fee cut in half for free/reduced students	Two way bussing during the week for teams with 10+ athletes. Saturday transportation for Teams with 20+ Athletes.
St. Pats	No Fees	One bus used for sports if not in use for other school or church activities.
Saranac	HS - \$75/ YEAR Cap of \$225/Family MS - Ranges from \$30-\$50/Sport	District provides transportation for High School Events only.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2016-2017 School Calendar

The attached 2016-2017 school year calendar has been TA'd during negotiations Monday, June 27. I will ask for approval at the July 7 meeting.

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the 2016-2017 school year calendar as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools will start the 2016-2017 school year on Monday, August 29th, 2016, and end on June 7th, 2017. We have received a three-year waiver to start school prior to Labor Day beginning with the 2016-2017 school year along with all of the other public schools in Ionia County, and approximately 230 of the 540 public school districts in the State of Michigan. The State of Michigan also passed legislation requiring the number of days to increase from 175 days to 180 days of student instruction. Many thanks to our teachers, administration, and the Board of Education for working together to develop a calendar to meet the requirements of the State of Michigan, and allow for continued professional development to meet the needs of our students and staff. Please review the calendar and contact our Central Office at 616.642.1400 if you have any questions. Thank you!

2016-2017 Calendar

August 25 th	Professional Development - Teacher Work Day
August 26 th	Opening - Administration Meeting, Professional Development - Teacher Work Day
August 29th	First day with students - Full day
September 2 nd	Labor Day Weekend – No School
September 5 th	Labor Day – No School
September 6 th	No School for Students - Staff Professional Development (AM)
September 7 th	School Resumes - Full Day
September 23 rd	Students half day (AM) - Staff Professional Development (PM)
October 10 th	Columbus Day – Students half day (AM) & Staff Professional Development (PM)
November 8 th	Election Day - Students half day (AM) & Staff Professional Development (PM)
November 23 rd	Students and Staff half day (AM)
Nov 24 th & 25 th	Thanksgiving Break – No School
Dec 21 st – Jan 3 rd	Winter Break – No School
January 4 th	School Resumes – Full Day
January 13 th	End of First Semester – 85 student days
January 16 th	Martin Luther King Day - Start of Second Semester Student half day (AM) - Staff Professional Development (PM)
February 20 th	President’s Day - Students half day (AM) & Staff Professional Development (PM)
March 17 th	Students half day (AM) - Staff Professional Development (PM)
March 31 st	No School for Students and Staff
April 3 rd - 7 th	Spring Break
April 14 th	Good Friday – No School
April 17 th	Students half day (AM) - Staff Professional Development (PM)
May 26 th	Students and Staff half day (AM)
May 29 th	Memorial Day – No School
June 7 th	Students and Staff half day (AM) - Teacher Work Day (PM) & End of second Semester (95 days)

Notes:

First Day of School for Students - August 29th Last Day of School for Students - June 7th

Student instructional hours

170 full days	Minimum of 180 instructional days required
10 half days	Minimum of 1098 hours of instruction required

Hours of operation	Full Days	Half Days
Elementary	7:45-2:45	7:45-11:00
Junior Senior High	7:40-2:40	7:40-10:55

Saranac Community Schools

2016-2017 School Year

Hday s	180 Student Days	PD/Opening/Adm Mtg/WD	PD-NS	HDS- HDPD	HDS
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July

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August

	1	2	3	4	5
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

September

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December

			1	2
5	6	7	8	9
12	13	14	15	16
19	20		21	22
26	27		28	29

January

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April

	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

May

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approve Lunch Price Recommendation

Lunch prices have not increased since 2011 and Carmen Smith, Food Service Director would like the board to consider raising the prices by .25 for the 2016-2017 school year. The cost of a lunch in grades Young 5's through 6th grade will be \$2.25 per meal, and the cost of a lunch for 7th through 12th grade will be \$2.50 per meal. Breakfast costs will be \$1.25 and an adult lunch will be \$3.25.

Suggested Resolution

I move that the Saranac Board of Education set the lunch meal prices for Young 5's through 6th grade as \$2.25 per meal; 7th through 12th grade as \$2.50 per meal; Adult lunch as \$3.25 per meal, and breakfast at \$1.25 per meal.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Amount of Milk Sold in Units:		
	14-15	15-16
FF Chocolate	94,210	87,000
Skim White	14,253	11,300

Total Lunches Served:		
	Total	Average Per Day
2014-15	86,549	518
2015-16	85,615	507

	2014-15	Average Per Day	2015-16	Average Per Day
High School	36,175	217	37,320	221
Elementary	50,374	302	48,295	288

FREE & REDUCED APPLICATIONS ON FILE:						
SCHOOL	FREE	REDUCED	Based on February Enrollment	% on Free	% on Reduced	
2013-14						
HIGH	129	52	470	0.27	0.11	
ELEMENTARY	198	57	579	0.34	0.10	
	327	109	1,049	0.31	0.10	
Total % of District	0.31	0.10				
2014-15						
HIGH	87	55	454	0.19	0.12	
ELEMENTARY	172	74	553	0.31	0.13	
	259	129	1,007	0.26	0.13	
Total % of District	0.26	0.13				
2015-16						
HIGH	116	35	435	0.27	0.08	
ELEMENTARY	190	65	564	0.34	0.12	
	306	100	999	0.31	0.10	
Total % of District	0.31	0.10				

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2016-17 Elementary School Student Handbook

POLICY: Numerous Policies in 5000, 7000, and 8000 Sections

Annually the Board of Education is asked to review and consider changes to the various student handbooks used at Saranac Community Schools.

Jason Smith has prepared proposed changes (attached) to the Elementary School Student Handbook for use in 2016-17.

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the changes to the Elementary Student Handbook for FY: 2016-2017 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Elementary Proposed Handbook Changes for 2016-17

1. **Cell phones**- Change listed below, new wording is highlighted. The change now reflects current Junior/Senior high handbook
2. **Head Lice**- Change listed below. Elementary office staff worked in coordination with the Ionia County Health Department and Ionia Public Schools
3. **Food service (future item)**- Not listed at this time. Carmen will be checking to be sure the current handbook reflects the current procedures in food service.

Electronic Devices and Hazardous Materials

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 (CD players, I-pods, MP-3 players, cell phones, etc.) must be used respectfully and responsibly. If there is a medical or personal reason the devices need to be used, prior permission must be granted by administration. These items will be confiscated and not returned.

Students may use cell phones before or after school. Electronic devices will be taken if they are seen, whether in use or not, or heard in the classroom and/or sitting on a table/desk, 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 at the end of the day
Second offense – device confiscated, lunch detention
Third offense – device confiscated, 1 day in school, and parent contact
Fourth offense – device confiscated, 2 days in school, and parent contact

Current: *Head lice are parasites of the human head and its hair. The presence of head lice is not an indicator of hygiene, parenting, social or economic status.*

If a student is identified with an active infestation, (defined as the presence of live lice or nits found within ¼” of the scalp), the parent will be notified so that the student maybe taken home to be treated in the most effective manner possible.

The student will be readmitted to school after treatment. If, upon examination by the designated school personnel no live lice are found the student may re-enter the classroom

Proposed: Human head lice are minute (about the size of a sesame seed), wingless parasitic insects that must live on a person to survive. The presence of head lice is not an indicator of hygiene, parenting, social or economic status.

- If a student is identified with an active infestation, (defined as the presence of live lice or nits found within ¼” of the scalp), the parent will be notified so that the student maybe taken home to be treated in the most effective manner possible. Immediate treatment at home is advised.
- The student will be readmitted to school after treatment. If upon examination by the school-designated personnel no live lice are found the student may re-enter the classroom.
- Any student with nits (farther than ¼” from scalp) may be allowed in school.

Head Lice fast facts:

- Head lice often infest people with good hygiene
- Head lice move by crawling: **THEY CANNOT JUMP, FLY, OR CRAWL GREAT DISTANCES.**
- Head lice do not transmit disease, but can spread easily through close head-to-head contact. Common ways of transmission through head to head include: slumber parties, sport activities, shared beds, and reading circles.
- Head lice are much harder to get than a cold, the flu, ear infections, pink eye, strep throat or impetigo.
- It is important to talk to your pediatrician or family physician to learn about treatment options.
- Visit Centers for Disease Control and Prevention www.cdc.gov for treatment, myths vs. facts, and general education of head lice.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Jr/Sr High School Student Handbook for 2016-2017

POLICY: Numerous Policies in 5000, 7000, and 8000 Sections

Annually the Board of Education is asked to review and consider changes to the various student handbooks used at Saranac Community Schools.

Josh Leader have prepared proposed changes (attached) to the Jr/Sr High School Student Handbook for use in 2016-17.

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the changes to the Jr/Sr High Student Handbook for FY: 2016-2017 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

FOREWARD

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: 88 S. Pleasant Street, Saranac, MI 48881.

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

Brent Denny, President	Chris Coulson, Trustee
Roy Hawkins, Vice-President	David Price, Trustee
Steve LaWarre, Secretary	Ted VanKuiken, Trustee
Sarah Doll, Treasurer	

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

Maury Geiger, Superintendent	Joshua Leader, Principal /Athletic Director
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The school is located and may be contacted at: 150 S. Pleasant Street, Saranac, MI 48881. Phone number is 616-642-1100 and Fax number is 616-642-1105.

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. Maury Geiger 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 88 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. Beth Simpson;
- 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?

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

Who may request a personal curriculum?

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

When may a personal curriculum be requested?

If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9th grade, although any resulting PC may not be implemented until the onset of 9th grade. The earliest submission timeline for all other PC requests is after the student has completed 9th grade.

If the parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact the high school counselor.

SARANAC JUNIOR/SENIOR HIGH SCHOOL

MICHIGAN HIGH SCHOOL GRADUATION REQUIREMENTS

18 Michigan Merit Curriculum Credits

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

- | | |
|--|-------------|
| A. Language Arts (must include English 9, English 10, English 11 and English 12 or equivalent) | 4.0 Credits |
| B. Mathematics (must include Algebra I, Geometry, Algebra 2, and a 4 th math course Senior year. (See Math courses for senior math) | 4.0 Credits |
| C. Science (must include Biology, 10 th Grade Science, and one year of additional science) | 3.0 Credits |
| D. Social Studies (must include US History, World History, | |
| E. Government, and Economics) | 3.0 Credits |
| F. Physical Education | 0.5 Credit |
| G. Health | 0.5 Credit |
| H. Visual, Performing and Applied Arts | 1.0 Credit |
| I. World Language | 2.0 Credits |
| J. Students must also participate in some form of online learning experience during their high school career. | |

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

ADDITIONAL REQUIREMENTS:

- All students will be required to participate in the state required assessment process (currently the SAT/MME). They will be expected to give a "good faith" effort. Not doing so will result in the loss of their eligibility to participate in the graduation ceremony.
- A semester class is equal to one-half credit. Students will receive high school credit along with college credit for the classes in which they are dual enrolled.
- All students must be enrolled in 6 classes each semester.
- A student may be granted credit for up two (2) for work-based learning or an unlimited number of E20/20 courses.
- The principal may substitute up to one credit for a student under the following circumstances:
 - The educational program for the student is clearly improved.
 - The total number of required credits is not changed.
 - The minimums as set by the State are met.

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." A student who has repeated classes will not qualify for Valedictorian or Salutatorian honors. 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.

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:
 - ❖ 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.

PHYSICAL EDUCATION WAIVER

Students who participate in approved extracurricular athletics or other extracurricular activities involving physical activity will be awarded ½ credit by the school district. A waiver can be obtained in the school office and must be signed by the student, parent, teacher or coach and submitted to administration. Final approval must be given by administration.

TESTING OUT

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

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

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

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

JUNIOR HIGH REQUIREMENTS FOR PROMOTION

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

TOP ACADEMIC STUDENTS

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

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

NATIONAL HONOR SOCIETY SELECTION PROCESS

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

Saranac Honor Society Leadership, Service and Character Descriptions

Leadership

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

The student who exercises leadership:

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

Service

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

The student who serves:

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

Character

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics and regularly shows courtesy, concern, and respect for others.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- Has powers of concentration, self-discipline, and sustained attention shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

GENERAL SCHOOL INFORMATION

AGE OF MAJORITY

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

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

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

ANIMALS ON SCHOOL PROPERTY

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

AWARDS

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

BULLETIN BOARDS

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

CAMPUS VISITORS

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

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

COLLEGE VISITS

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

- The visitation arrangements must be made prior to the visit through the office and form completed.
- The student must bring back a written notification of appearance from the attending institution.
- Seniors will be allowed a day in March during ACT testing to visit schools for the month of March. All other college visits in March 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, at a cost of .10 per copy. Classroom notes will not be copied without written permission from the teacher to do so. A teacher or the office must approve any copying done in any lab.

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.
- 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, are 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.

GRADING SYSTEM

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

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

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

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

HALL PASSES

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

HOMECOMING FLOATS

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

IMMUNIZATION

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

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

IN-SCHOOL ILLNESS

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

JR HIGH STUDENT COUNCIL OFFICERS

Officers for the 2016-17 school year will be elected after the students return. Students elected must adhere to the Student Council Constitution.

JR HIGH FIELD TRIPS AND REWARD ACTIVITY PARTICIPATION

Semester Activities/End-of-the-Year Trip:

1. No disciplinary referrals to the office where the consequence results in time out of the classroom.
2. No more than two after-school detentions (counts as one infraction).
3. Passing all classes (as per class criteria).

If the student has any steps on the discipline policy, the teacher reserves the right to require a parent to accompany their child on any field trip if the student is eligible to go. For Semester and Year-end Activities, all criteria must be met.

Trips to the principal's office and all suspensions continue to accumulate and move the student up on the discipline policy.

Reward trips and field trips are planned for the benefit of 7th and 8th grade students. Due to limited space and supervision, siblings are not invited. Chaperones will also be limited to students' parents/guardians (no siblings or extended family unless otherwise approved by administration).

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. 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 at the principal's office.

LUNCH

Lunch prices are \$2.25 for a lunch and 35¢ 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

It is the student's responsibility to complete an online course. These are courses that are taught through Edgenuity (e2020), MVU or MVHS and are intended to be completed independently.

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).

Students are required to show notes to a teacher/supervisor of on-line classes prior to taking a test/exam.

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.

To ensure that courses are completed prior to the end of the semester students will need to work on courses at home. There are approximately 70 days of school each semester and students will need to work on their classes at home too (course hours attached).

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.

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 2:35 pm. each day. The announcements are to be school business only. Please do not ask to have personal announcements made.

REPORT CARDS

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

SAFETY DRILL PROCEDURES AND CONDUCT

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

SCHEDULE FOR NORMAL SCHOOL DAY:

High School

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

Middle School

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

SCHOOL CLOSING

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

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, information regarding all after-school functions will be shared as decisions are made.

SCHOOL DAY:

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

SCHOOL TRIPS

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

SEARCH AND SEIZURE

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

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

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

Students

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

Seizure of Property

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

SEMESTER EXAMS OR FINAL PROJECTS

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

SENIOR FINAL SEMESTER EXAMS OR FINAL PROJECTS

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

* 85% average

*No more than 5 absences

*No out-of-school suspensions

*Exceptions could be made for pre-approved college visits, death in the family or documented medical absences or other extenuating circumstances.

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 3) 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.

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, a step on the Discipline Policy 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 expulsion, a step on the Discipline Policy and possible police contact.

FIGHTING (ASSAULT)

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

Penalty: Students who physically assault another student will be suspended for up to 10 days with possible recommendation made to the Board for expulsion of a longer duration. Students who verbally abuse or threaten another student will be suspended for a period of time up to 10 days. Both offenses carry one step on the Discipline Policy.

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.

THROWN OBJECTS

Objects, including snowballs, may not be thrown on school property at any time.

Penalty: Reprimand up to a 10-day suspension from school, which may result in a step on the Discipline Policy.

UNSAFE BEHAVIOR

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

Penalty: A lunch detention up to recommendation for expulsion, possible police contact and possible step.

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 expulsion, as specified in the Act.

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 AND CYBERBULLYING

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

A. Prohibited Conduct

1. For the purposes of this policy, "bullying and cyberbullying" shall be defined as: Any written, verbal, 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 placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Penalty: Reprimand up to an expulsion, including possible police contact. This may include a step on the Discipline Policy.

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.

ALCOHOL AND SUBSTANCE ABUSE

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

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

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

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

First Offense

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

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

Second Offense

- 1) 10 day out-of-school suspension pending a hearing with

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

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

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

BUS TRANSPORTATION

Parent/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student’s safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity in not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

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. This may include a step on the Discipline Policy.

INAPPROPRIATE LANGUAGE, GESTURES OR ACTIONS

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

Penalty: Infractions of this policy will result in assignment to the Alternative Learning room (ALR), up to and including suspension from school for a maximum of 10 days. It may also result in a step on the Discipline Policy.

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 save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- 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

Dishonest behavior is any misrepresentation of facts(s) to a staff member in any role in the district.

Penalty: Minimum will be a day in ALR. Any additional violations will be three days in the ALR and step.

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. This may include a step on the Discipline Policy.

STUDENT COOPERATION WITH STAFF/LACK OF EFFORT

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 suspension for 10 days and possible step on the discipline policy.

INSUBORDINATION/GROSS DISRESPECT

A student may not swear at, show disrespect for, or refuse to obey a reasonable request or direct order from a teacher, administrator, or other person given the responsibility of supervision. 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: The minimum will be three days in the alternative learning room up to a ten-day suspension from school and may result in a step on the Discipline Policy.

THEFT

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

Penalty: Five day suspension from school up to and including expulsion, one step on the Discipline Policy and a possible police contact. Also, remuneration/compensation for stolen property will be expected.

TOBACCO

A student may not possess or use tobacco in any form at any time during the school day either on or off school property, or at any time at a school function. This also includes the use of any type of electronic smoking (nicotine delivery) device. For a student who rides a bus, the school day will start from the time the student gets to the bus stop and leaves the bus after school.

Penalty

- a. First Offense - three days in alternative learning room or two Cease Smoking Sessions through the Ionia County Health Department, notification of law enforcement officials and a step on the Discipline Policy.
- b. Second Offense – five day suspension from school and a step on the Discipline Policy.
- c. Third Offense – ten day suspension from school and a step on the Discipline Policy.
- d. Fourth Offense - expulsion.

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

policy.

VANDALISM or DEFACEMENT

Vandalism, defacement of property or malicious destruction of school or private property is not allowed. School districts in the State of Michigan reauthorized 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: Minimum will be three days in the ALR and a step on the discipline policy up to expulsion. Repeated offenses will result in additional steps on the discipline policy and suspension from school for a period ranging from three days to expulsion.

BREAKING OF SCHOOL RULES AND REGULATIONS AND/OR PERSISTENT DISOBEDIENCE

ATTENDANCE

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

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

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

Student Absences

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

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

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

Appealing Loss of Credit:

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

Parent contact will be made after the 5th and 7th absence. If an appeal is granted the following criteria must be met:

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

ELECTRONIC DEVICES 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 (CD players, I-pods, MP-3

players, cell phones, etc.) must be used respectfully and responsibly. If there is a medical or personal reason the devices need to be used, prior permission must be granted by administration. These items will be confiscated and not returned. Students may use cell phones in between classes or at lunch. Electronic devices will be taken if they **are seen, whether in use or not, or heard in the classroom and/or sitting on a table/desk**, 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 at the end of the day
Second offense – device confiscated **and returned to parent**, lunch detention
Third offense – device confiscated **and returned to parent**, 1 day ALR
Fourth offense – device confiscated **and returned to parent**, considered persistent disobedience (3 days ALR and a step)

DISCIPLINE POLICY STEPS

Violation of school rules and regulations will result in a student being advanced a step on the Discipline Policy. The student will receive the stronger of the listed consequences for either the step level or the specific offense. (Carries over for the entire year)

- Step 1: The penalty will be as specified for the specific violation. The parents will be notified.
Step 2: The penalty will be as specified for the specific violation. The parents will be notified.
Step 3: The student will be in the alternative learning room for 3 to 5 full days. The parents will be notified.
Step 4: The student will be suspended from school for up to 10 days. The parents will be notified.
Step 5: The principal will recommend that the student be expelled from the Saranac school system.

DISRUPTIVE BEHAVIOR/CLASS REMOVAL

A student may be removed from any "class, subject, or activity" and referred to the principal by a teacher for disrespectful actions, attitudes, disobedience, or creating a disturbance 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 ALR for remainder of class period and the next day class period
Second Offense- Assignment to ALR for remainder of class period, plus 2 additional class periods
Third Offense - Assignment to ALR for one full day and may result in a step on the discipline policy.
Fourth Offense – considered Persistent Disobedience (See policy)

CHEATING/PLAGIARISM

Academic Dishonesty

What is cheating?

- ☒ Copying another student's homework 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
- ☒ Taking credit for work done by someone else
- ☒ Copying from a source without crediting the source
- ☒ Using another's ideas without crediting the source
- ☒ Providing to or using test answers from another person
- ☒ Sabotaging the work of others
- ☒ Excessive assistance from parents, peers, etc. on an assignment
- ☒ Creating or falsifying dates or information
- ☒ Taking credit for group work to which you not have contributed

Consequences of Cheating

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

- ☒ **First Offense:** Teacher/observer/student calls parents and informs administrator. Student receives a zero for the assignment. Student is not eligible to be in NHS, or receive other academic honors for the current school year.
- ☒ **Second Offense:** One Day ALR. Student receives a zero for the assignment. Teacher/observer/student calls parents and informs administrator. Student is not eligible to be in NHS or receive other academic honors for the current school year.
- ☒ **Third Offense:** Student received a zero for the assignment. Student, parent, observer, teacher, administrator will meet before student may return to school. Student is not eligible to be in the NHS or receive other academic honors for the current school year. Student will be

suspended for one day.

~~Fourth Offense: Student receives a zero for the assignment and a 10% reduction in the course grade. Student, parent, observer, teacher, administrator must meet before student may return to school (minimum 3-day suspension). Student is not eligible to be in NHS or receive other academic honors for the remainder of his/her high school career.~~

~~Fifth Offense: Student receives no credit for the class.~~

Penalty: Minimum will be one day in the ALR and a step on the discipline policy up to expulsion. Parents will be contacted. The student is not able to receive academic honors for the current school year. The student will not be eligible for NHS at any point. Repeated offenses will result in additional steps on the discipline policy, assignment to the ALR and/or suspension from school for a period ranging from three days to expulsion.

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, RockStar, Red Bull, Five Hour Energy, during school hours. Possession will result in confiscation and disposal of said drink. Repeated offenses may result in discipline action.

Only water is allowed in the classrooms but not in computer labs. .

Penalty: First Offense – Warning, up to one-day ALR assignment

Second Offense – Warning, up to one day ALR assignment and may result in a step on the Discipline Policy.

Third Offense – treated as persistent disobedience

HEARTLANDS TRANSPORTATION

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

Per board policy, this may be granted by the administration only.

Penalty: First Offense – reprimand up to 1 day in ALR

Second Offense – 1 day in ALR and a step

Third Offense – 3-day suspension and a step (includes Heartlands)

Fourth Offense – Insubordination – five days suspension and a step (includes Heartlands)

Fifth Offense – Insubordination, ten days suspension and consideration for expulsion to the Board of Education

LUNCH DETENTION

Students assigned to lunch detention will be given a detention slip from the teacher. It is the student's responsibility to serve the lunch detention on the assigned day. If a student misses that day they will be assigned an additional lunch detention for a total of two. If the student fails to serve either of those detentions, they will be assigned a day in ALR.

PERSISTENT DISOBEDIENCE

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

Penalty: Three to five days in the ALR and a step.

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: Lunch detention up to a recommendation for expulsion or a possible step on the Discipline Policy.

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 is a student's willful choice to miss a class period(s).

Penalty: One day in ALR and a step

Leaving class early: First offense: 2 lunch periods

Additional offenses: one day in ALR and a step

TARDY POLICY

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

First tardy – warning

Second and third tardy – lunch detention

Fourth and Fifth tardy – one day in ALR

Additional tardies – considered persistent

disobedience (3 days ALR)

STUDENT DRESS:

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

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

- 1) creates a present danger to the health and safety of the student (himself/herself) or other persons;
- 2) creates or potentially creates a disruptive influence on the educational process;
- 3) infringes upon the rights and freedoms of other students. Special religious customs may be accommodated at discretion of the principal.
- 4) an article of clothing must not expose any part of the midriff area, cleavage, or undergarments.
- 5) Shorts/dresses/skirts should be longer than fingertips with arms extended flat at their sides. Holes in jeans and shorts may not extend above the fingertips.
- 6) Administration shall have final determination of the appropriateness of the student's dress, subject to appeal to the superintendent and the Board of Education. If conditions warrant it, the student will be asked to rectify the situation, and it may result in a step on Discipline Policy.

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

- Pajama pants
- head wear (hats, bandannas, hoods)
- coats or jackets
- halters or tube tops, tank tops or any sleeveless top with undergarments showing (bra straps, cami straps, or spaghetti straps)
- mutilated clothing including cut shirts (shirts may be sleeveless as long as they have a seam around the opening)
- clothing with profane, vulgar or obscene suggestions, sexually suggestive language, advertises alcoholic beverages or drugs or violent language

CAMPUS PRIVILEGES

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: Minimum of one day in the alternative learning room up to a three-day suspension from school, be considered an unexcused absence and will result in a step on the Discipline Policy.

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 will be an additional suspension 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 principal and have the registration tag clearly visible in the vehicle. Any vehicle parked illegally or not properly registered may be towed. No student may drive a motor vehicle of another student without the permission from the principal. 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 spot.** 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 – Three lunch detentions, up to loss of driving privileges

3rd and subsequent Offense – A loss of driving privileges for five days, up to three days in the ALR and a step

Any student who drives carelessly on school property at any time will 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 and may result in a step on the discipline policy.

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. Alternative Learning Room: Removal of a student from a class or classes and placement in the ALR,
3. Expulsion: A permanent suspension from school.
4. 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.

ALTERNATIVE LEARNING ROOM

Principals are delegated the authority to drop a student from a class within the guidelines of the general classroom disturbance and to assign him/her to the alternative learning room for the remainder of the semester. Students may also be assigned to the alternative learning room for other violations as deemed appropriate by the principal. Days served in the alternative learning room will be recorded as excused absences. The following guidelines shall be used for a 10 day placement or less in the ALR.

- The student will be notified either verbally or in writing.
- If the student denies the allegations, the principal shall explain to the student the evidence against him/her and give the student an opportunity to present his/her explanations of the incident.
- The parents shall be notified if the student is under the age of 18. In addition to guidelines A, B & C, the following appeal procedure is in effect for placement in the alternative learning room of longer than ten (10) days.
- Within five (5) days of notification, the parent or student may appeal to the superintendent or his designee. The superintendent shall affirm or modify the decision within two school days.
- Within five days of notification of the superintendent's decision the student or parent may appeal the decision to the Board of Education. The Board shall set a hearing within ten (10) school days of notification of the appeal.

ALTERNATIVE ROOM RULES

Students who do not follow school rules may be subject to assignment in the alternative learning room. Failure to follow the rules as posted in the alternative learning room will result in suspension from school. The rules shall include the following:

- a. The student must be in his/her assigned seat before the bell at the beginning of his/her period in ALR.
- b. The student will not talk, fool around, or cause a disturbance of any kind.
- c. The student will not leave his/her seat without permission from the supervisor.
- d. The student will be doing schoolwork at all times.
- e. The student will not be allowed to leave the room. Students who are placed in the room for the entire day, will be given one restroom break in the morning and one in the afternoon. The student will be allowed to purchase a lunch but the lunch must be eaten in the alternative learning room.
- f. A student who is suspended from school for violation of alternative learning room rules must serve the remainder of his/her alternative learning room time upon return to school.
- g. A student will receive credit for work done in the alternative learning room.
- h. The student must follow all directions given by the supervisor.

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.

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. Maury Geiger	88 Pleasant Street, Saranac, MI 48881	(616) 642-1400
2) Title IX	Mr. Jason Smith	150 Pleasant Street, Saranac, MI 48881	(616) 642-1200
3) Section 504 and Americans With Disabilities Act (ADA)	Mr. Joshua Leader	234 Vosper Street, Saranac, MI 48881	(616) 642-1100
4) Asbestos Abatement Lead Free/Radon Pesticide Application Sexual Harassment	Mr. Maury Geiger	88 Pleasant Street, Saranac, MI 48881	(616) 642-1400
5) Freedom Of Information Act (FOIA)	Mr. Maury Geiger	88 Pleasant Street, Saranac, MI 48881	(616) 642-1400

Administration:

Superintendent	Mr. Maury Geiger	88 Pleasant Street, Saranac, MI 48881	(616)642-1400
Jr/Sr High Principal	Mr. Joshua Leader	150 S. Pleasant, Saranac, MI 48881	(616) 642-1100
ES Principal	Mr. Jason Smith	250 S. Pleasant, Saranac, MI 48881	(616) 642-1200
Curriculum Director	Mrs. Constance Hamilton	250 S. Pleasant, Saranac, MI 48881	(616) 642-1200

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Jr/Sr High School Course Description for 2016-2017

POLICY: Numerous Policies in 5000, 7000, and 8000 Sections

At the last meeting the board reviewed the changes to the Course Description Guide for FY: 2016-2017.

Suggested Resolution

I move that the Saranac Board of Education approve the changes to the Jr/Sr High Course Description Guide for FY: 2016-2017 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac High School Course Descriptions

2016-17



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GRADUATION REQUIREMENTS

18 Michigan Merit Curriculum Credits

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

- | | |
|--|-------------|
| A. Language Arts (must include English 9, English 10, English 11 and English 12 or equivalent) | 4.0 Credits |
| B. Mathematics (must include Algebra I, Geometry, Algebra 2, and a 4 th math course Senior year. (See Math courses for senior math) | 4.0 Credits |
| C. Science (must include Biology, 10 th Grade Science, and one year of additional science) | 3.0 Credits |
| D. Social Studies (must include US History, World History, Government, and Economics) | 3.0 Credits |
| E. Physical Education | 0.5 Credit |
| F. Health | 0.5 Credit |
| G. Visual, Performing and Applied Arts | 1.0 Credit |
| H. World Language | 2.0 Credits |
| I. Students must also participate in some form of online learning experience during their high school career. | |

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

ADDITIONAL REQUIREMENTS:

- All students will be required to participate in the state required assessment process (currently the SAT/PSAT/M-Step). They will be expected to give a “good faith” effort. Not doing so will result in the loss of their eligibility to participate in the graduation ceremony.
- A semester class is equal to one-half credit. Students will receive high school credit along with college credit for the classes in which they are dual enrolled.
- All students must be enrolled in 6 classes each semester.
- A student may be granted credit for up two (2) for work-based learning or an unlimited number of E20/20 courses.
- The principal may substitute up to one credit for a student under the following circumstances:
 - The educational program for the student is clearly improved.
 - The total number of required credits is not changed.
 - The minimums as set by the State are met.

Physical Education Waiver

Many Saranac High School students participate in co-curricular and extra-curricular activities which require hours of physical activity on their part. In recognition of this, and to allow greater flexibility to students and parents in preparing for their high school careers as related to post-secondary plans, the following Physical Education waiver policy is in place: Students may waive the Saranac High School Physical Education graduation requirement under the following criteria: Medical waiver; two years of participation in interscholastic athletics (must participate in a full season in **two different school years**); two years of marching band; or one year of marching band and one year of interscholastic athletics (must participate in both for a full season in **two different school years**). They also must successfully pass a written exam.

A Physical Education waiver must be completed and approved prior to the students' first day of their senior year, or they will be placed in a Physical Education class regardless of their intent to participate in marching band or interscholastic athletics during their senior year. Students must be able to participate in at least 70% of the interscholastic athletic or marching band season, and be in good standing with the program in order to have the participation count towards their waiver requirement. A student's PE credit will be waived after meeting the marching or athletic requirement as well as passing the PE final exam.

HONORS DIPLOMA and DIPLOMA WITH HONORS

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

HONORS DIPLOMA

- a) Must have an overall grade point average of at least a 3.400.
- b) Mathematics - Algebra I, Algebra II, Geometry, and Pre-Calculus
- c) Science - Biology, 10th Grade Science and one additional year of science
- d) English - English 9, English 10, English 11, and one year of English not open to freshman and sophomores or the equivalent advanced courses.
- e) Two full credits of a foreign language in the same language.

DIPLOMA WITH HONORS

A student who does not take all of the courses needed to receive an "Honors Diploma" is eligible to receive a "Diploma with Honors" in an area if they have a GPA of 3.7 or better in a specific area

A. Diploma of Honors course criteria:

1. Fine Arts--four credits that include at least two areas.
2. Language Arts--five credits that include four English and one foreign language.
3. Science--four credits that include Biology, Chemistry, and Physics.
4. Mathematics--four credits that include Algebra I, Geometry, Algebra II, and Pre-Calculus.
5. Social Studies--four credits
6. Vocational Education--four credits.

VALEDICTORIAN AND SALUTATORIAN

a) **The valedictorian and salutarian must meet the criteria for an "Honors Diploma."**

b) For the purpose of selecting the Valedictorian and Salutarian, the G.P.A. will be averaged to the nearest 1/100 of a point.

TOP ACADEMIC STUDENTS:

Students will achieve this status by attaining a G.P.A. of 3.60 or higher through their first eleven semesters. Within the 3.6 - 4.0 range, there will be three levels of recognition:

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

Testing Out Policy

Students will be allowed to "Test Out" of courses according to the State Law and Saranac High School. See school administration for further information. Testing out will occur during the first 2 weeks prior to each semester. You may not test out of a course you are currently enrolled in or have taken in the past.

Repeating Classes

Students may repeat any previously passed class to earn a higher grade. The coursework will be completed through the E20/20 program on the student's own time. The lower grade will be replaced with a "R" for repeat and will not be counted toward the total graduation requirements or computed into the GPA. **A student who is repeating classes will not qualify for Valedictorian or Salutarian honors.**

Advanced Placement

A weighted grading system is in effect for Advanced Placement (AP) courses to recognize the added rigor of these courses and provide incentive for students to undertake challenging courses. Students who have taken AP courses will have .50 added to their course grade for each semester the class is taken. This weighted system will only apply to the AP courses taught by Saranac High School teachers. Advanced Placement courses offer a national standardized test at the end of the yearlong course that may earn college credit for students.

NCAA Division I and II Eligibility Requirements

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. This process usually begins in your junior year of high school. It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you.

Registration materials and information are available at: www.ncaa.org.

Documents needed are:

1. Your completed and signed Student Release Form and fee.
2. Your official transcript mailed directly from every high school you have attended.
3. Your ACT or SAT scores.

CORE UNITS REQUIRED FOR NCAA CERTIFICATION		
	Division I	Division II
English Core	4 years	3 years
Math Core (Algebra, Geometry, or Advanced Algebra)	3 years	2 years
Science Core (including at least one year of lab science)	2 years	2 years
Social Science Core	2 years	2 years
English, Math, Science	1 year	2 years
Additional Core	2 years	2 years
(English, Math, Science, Social Studies, World Languages, Philosophy, Nondoctrinal Religion)	4 years	3 years
Total Core Units	16	14

Athletics must earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the SAT. Division I: The minimum grade-point average in the 14 core courses and required ACT and SAT score vary according to the Initial-Eligibility Index below. This index applies to students enrolling as college freshmen during 1996-97 and thereafter, wishing to participate in Division I athletics.

Michigan Public Universities Admissions Expectations

The President's Council of 15 state universities has established the following core courses for college admissions in Michigan:

English	4 years	
Mathematics	3 years	Including Algebra II; 4 years strongly recommended
Science	2 years	Physical/Biological Sciences; 3 years strongly recommended
Social Sciences	3 years	History and Social Sciences; 1 year American History 1 year World History strongly recommended.

The Council also strongly recommends the following:

Computer Literacy	1 year
Fine and Performing Arts	2 years
Foreign Language	3 years

Please refer to each college for foreign language requirements.

The Presidents Council also encourages Advanced Placement (AP) courses. Parents and students are strongly encouraged to seek out information regarding specific college/university recommendations regarding admission expectations early in each student's high school career.

Class of 2017 and Beyond - 12 classes each year for 6 Credits – Typical Schedule of Courses

Freshmen

- (2) English 9
- (2) Biology
- (2) US History/AP US History
- (2) Algebra 1
- (1) Health
- (1) Physical Education
- (2) Electives

Sophomores

- (2) English 10 or College Prep
- (2) World History/AP World History
- (2) Geometry
- (2) 10th Science
- (2) World Language
- (2) Electives

Juniors

- (2) English 11 or College Prep Eng.
- (2) Chemistry or Physics
- (2) Algebra II
- (1) Government/AP Gov't
- (1) Economics
- (2) World Languages
- (2) Electives

Seniors

- (2) English 12 or AP English or College Prep
- (2) Pre- Calculus or additional math course
- (8) Electives



ENGLISH 9 A and B

2 SEMESTERS

9

1 CREDIT

Prerequisite: None

Core English is an entry-level class to the language arts curriculum of Saranac High School. We have designed this course to evaluate and develop the skills and strategies necessary to prepare students for future high school course work. We understand that skills in reading, writing, speaking, researching, and studying are critical to the success of our students in the high school, and to that end, this course is designed to introduce, develop, and reinforce these skills. We will be using a varied reading list of fiction, non-fiction (textbooks from other core classes), poetry, drama, the Internet, newspapers and magazines. Students will be provided with extensive instruction in the use of skills and strategies in grammar, vocabulary development, reading, writing, studying, test taking, and organization. Evaluation will take a wide variety of forms with the goal to prepare students to demonstrate their knowledge using tests, writing assignments, public speaking, projects, productions, and personal reflection.

ENGLISH 10 A and B

2 SEMESTERS

10

1 CREDIT

Prerequisite: English 9

An in-depth study of American literature from pre-Civil War to the end of the twentieth century is accomplished through essays, journal writings, short stories and novels combined with writing persuasive essays, reflective essays and the research paper. To improve language skills, emphasis will be placed on vocabulary, writing, grammar, and oral presentations. This course will offer expanded opportunities to learn and practice essay strategies, including sentence/paragraph development. Technical, expository and narrative/description essays will be analyzed and practiced.

ENGLISH 11 A and B

2 SEMESTERS

11

1 CREDIT

Prerequisite: English 10

The class is designed to give students the opportunity to explore various forms of literature and expression. Students will learn the writing process, which will include persuasive essays, the basics of oral communication, and strategies for informational reading and success on the ACT.

ENGLISH 12 A and B 2 SEMESTERS 12 1 CREDIT

Prerequisite: English 11

This class is designed to use literature and writing to analyze, assess, compare and evaluate literary ideals with students' lives and the world in which they live. Students will also work on oral communication skills, ultimately creating and presenting a final project for the semester.

COLLEGE PREP ENGLISH A and B 2 SEMESTERS 10,11,12 1 CREDIT

Prerequisite: Instructor Approval

College Prep English is a class offered to Juniors in lieu of English 11. In it, as per the state English standards, students will study world literature from the Middle Ages to the Modern Era, including the following works: Sir Gawain and the Green Knight, Richard III, Les Miserables, The Count of Monte Cristo, and The Kite Runner, to name a few. Students will also engage in an intensive study of grammar. They will work on perfecting the writing of the persuasive essay as well as other writing forms, including a research paper during the second semester.

ADVANCED PLACEMENT ENGLISH A and B 2 SEMESTERS 11,12 1 CREDIT

Prerequisite: Instructor Approval

Advanced Placement English (Literature and Composition) will engage students in the intensive study of representative works of imaginative literature from various periods and genres. Through close study of selected texts, students will deepen their understanding of a work's structure, style, and themes as well as the use of figurative language, imagery, symbolism and tone. At the conclusion of the course, students will be afforded the opportunity to take the AP Examination which, may earn the student college credit depending on the achieved score. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

LEADERSHIP CLASS 1 SEMESTER 9,10,11,12 ½ CREDIT

Prerequisite: None

The leadership course will give students the opportunity to examine leadership theories, develop leadership skills and apply their knowledge and skills through team-building activities, speeches, mini-projects, and a large project. The class will cover such topics as goal-setting, project planning, problem solving, decision-making, evaluation techniques, self-reflection, communication skills, group dynamics and leadership styles.

CREATIVE WRITING 1 SEMESTER 9,10,11,12 ½ CREDIT

Prerequisite: None

This course is designed for students who have not had extensive experience in creative writing. Students will develop such writing resources as voice, imagery, characterization, dialogue, and narration through frequent writing exercises. Students will learn how to organize stories by learning about plot, setting, and characterization. Writers will learn to evaluate and critique their work in collaborative and individualized settings. They will use the processes of revision, editing, and rewriting to improve upon their own existing pieces. Experimentation is encouraged.



ALGEBRA I A and B 2 SEMESTERS 8,9 1 CREDIT

Prerequisite: None

The objective of this course is to introduce students to all the dimensions of the understanding of algebra: its skills, its properties, its uses, and its representations, as well as providing the foundation for success in geometry. Students will be involved in connecting algebra to geometry, to statistics, and to probability. Students will learn to

conjecture and reason logically, to apply mathematics to real problems, to connect mathematical ideas with other disciplines. They will learn the technology of calculators and computers. Algebra includes the studies of algebraic expressions; set notation; probability and statistics; applying and solving linear equalities and inequalities, exponential equations, as well a quadratic equations; graphing of all types of equations; real world applications of all areas. (It is recommended that each student own a scientific calculator, such as the TI-30Xa.)

<u>GEOMETRY A and B</u>	2 SEMESTERS	9, 10	1	CREDIT
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Prerequisite: None

The objective of this course is for students to gain a clear understanding of deductive logic and the properties of the two- and three-dimensional objects that make up the world around them. Four types of understanding are emphasized: skill in drawing, visualizing, and following algorithms; understanding of properties, mathematical relationships, and proofs; using geometric ideas in real situations; and representing geometric concepts with coordinates, networks, and other diagrams. In order to facilitate this understanding, students learn about the following topics; points and lines, definitions, if-then statements, angles and lines, reflections, polygons, transformations and congruence, triangle congruence, measurement formulas, the properties of three-dimensional figures, surface areas and volumes, coordinate geometry, similarity, and introductory trigonometry. (It is recommended that each student own a scientific calculator, ruler, protractor, and compass.)

<u>ALGEBRA 2 A and B</u>	2 SEMESTERS	10,11,12	1	CREDIT
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Prerequisite: Algebra 1

The objective of this course is to provide the students with the understanding and language of the mathematics used in employment and future education in colleges and technical schools. The study of Advanced Algebra includes: linear, quadratic and exponential functions; trigonometry; logarithms; applications of algebra to geometry, statistics, and probability; powers; matrices; uses of graphics calculators and computers. This course of study weaves together the mathematics of all previous course work. (It is recommended that each student own a graphic calculator such as the TI-83.)

<u>PRE-CALCULUS A & B</u>	2 SEMESTERS	11,12	1	CREDIT
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Prerequisite: Algebra 2

The objective of this course is for students to develop a deeper understanding of each branch of mathematics as they apply to each other and to the real world. In order to facilitate this learning, students will study the following topics: equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometry, trigonometric graphs, solving trigonometric equations, trigonometric identities and proofs, trigonometric applications, analytic geometry, and statistics and probability. (Although calculators are available for classroom use, it is recommended that each student own a Texas Instruments TI-83 or similar equipment.)

<u>CONSUMER MATH</u>	1 SEMESTER	12	½	CREDIT
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Prerequisite: 3 years of math

(Math credit)

Consumers Mathematics is an opportunity for students to practice the necessary mathematics to be wise consumers in the modern world. It is a study of the language and computations involved in working, investing, saving, buying, selling, borrowing, renting, insuring and taxing. Students will gain the fundamental knowledge to understand their options in financial transactions and to make reasonable decisions in daily living situations.

<u>CRITICAL THINKING</u>	1 SEMESTER	12	½	CREDIT
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Prerequisite: 3 years of math

(Math credit)

This course will explore math concepts through projects, story problems, and real world application. Students will be working on various problems and tasks individually and in teams. The math concepts used will vary from simple calculations through more complex problems using and reinforcing concepts learned in Algebra 1, Geometry, and Algebra 2.

<u>STRATEGIES</u> CREDIT	1 SEMESTER	9, 10, 11,12	½	
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Prerequisite: 3 years of math

(Math Credit)

This course introduces concepts of strategy and how they can be used in the real world. The students will learn strategies in sequential and simultaneous interactions. The students will learn games designed to sharpen strategy skills. Real life applications will be explored using strategy including such topics as auctions, bidding, bargaining, voting, and contests. Classroom participation is mandatory as well as journal writing.

LIFE MANAGEMENT

1 SEMESTER

12

½ CREDIT

*Prerequisite: none**(Math Credit)*

This class will include an understanding of many of the challenges students will encounter once they leave SHS. We will focus on the “20 things that matter in life,” but will primarily focus on the personal, economic, and career life skills that one must know to find and manage a job and handle the responsibilities of money and living independently. Areas of study include budgeting, buying insurance, rents and leases, home ownership, banking services, saving and investing, borrowing and credit among others. If you are soon to leave home and SHS behind, find out “what they don’t teach you in school” before you leave so you are better prepared to face “the real world.”

4th year math credit courses

Life Management - ½ credit

Woods 1 - ½ credit

Consumer Math – ½ credit

Woods 2 - ½ credit

Critical Thinking - ½ credit

All Heartlands Courses

Strategies - ½ credit

Pre-Calculus or Calculus – 1 credit

Physics – 1 credit (if not used as a Science Credit)

Chemistry – 1 credit (if not used as a Science Credit)

**BIOLOGY A and B**

2 SEMESTERS

9

1 CREDIT

Prerequisite: none

In this course students will learn about the basics of biochemistry including properties and functions of macromolecules; the cell including functions of organelles cell processes; basic ecology including food chains, food webs, trophic levels, population growth and interaction, and the effect of populations on the environment. Students will learn about the processes of photosynthesis and cell respiration, cell division, genetics and inherited traits, protein synthesis, evolution, classification and biodiversity.

EARTH SCIENCE

1 SEMESTER

9,10, 11, 12

½ CREDIT

Prerequisite: none

This course will teach students the basic concepts related to earth science. Topics will include: stars, planets and the universe, plate tectonics, surface features and weathering, earth resources, weather and climate.

INTRO CHEMISTRY

1 SEMESTER

10, 11, 12

½ CREDIT

Prerequisite: Biology

This course will teach students the basic concepts related to high school chemistry. Topics will include: classification of matter, properties of matter, elements and the periodic table, radioactivity, chemical bonding, chemical equations, energy, acids and bases and carbon compounds.

10TH SCIENCE*Prerequisite: Biology*

1 YEAR

10

1 CREDIT

This course is an integration of Earth Science, Physics and Chemistry. Each topic will be covered over a 12-week period. Student will complete the priority standards in each discipline. All 10th grade students will be required to take this course for the entire year.

CHEMISTRY A and B

2 SEMESTERS

11,12

1 CREDIT

Prerequisite: Algebra I

Chemistry is the study of atoms, the periodic table, quantum mechanics, bonding, chemical formulas and equations, stoichiometry, states of matter, thermochemistry, solutions, acids and bases and redox reactions. Because mathematics is used to prove scientific theories, students must have a working knowledge of algebra and be able to solve formulas. Students must also be able to perform basic trigonometric ratios involving triangles.

INTRO PHYSICS 1 SEMESTER 10, 11, 12 ½ CREDIT
Prerequisite: none
 This course will teach students the basic concepts related to high school physics. Topics will include: laws of motion, heat energy, light and wave energy, electricity, forces and gravity.

PHYSICS A and B 2 SEMESTERS 11,12 1 CREDIT
Prerequisite: Algebra I and Geometry
 Physics is the study of motion, force, momentum, periodic motion, mechanical energy, mechanical and electromagnetic waves, electric forces and currents, and energy transformations. Because mathematics is used to prove scientific theories, students must have a working knowledge of algebra and be able to solve formulas. Students must also be able to perform basic trigonometric ratios involving triangles.

HUMAN ANATOMY 1 SEMESTER 11,12 ½ CREDIT
Prerequisite: Biology (Elective)
 This course is designed to provide the student knowledge about the internal performance of the human body. It will look at the interactions of the body's various systems, which define human life and make survival, growth, development, and reproduction possible.

ZOOLOGY 1 SEMESTER 11,12 ½ CREDIT
Prerequisite: Biology (Elective)
 This class is designed to provide the student knowledge about the interrelationships of all life forms by covering common life processes. The course will also look at evolutionary relationships, aspects of animal organization that unite major phyla, and animal adaptations.

FORENSIC SCIENCE SEMESTER 11,12 ½ CREDIT
Prerequisite: none (Elective)
 This course will focus on various aspects of forensic science and modern criminal investigation analysis. It is a laboratory-based course involving scientific investigations using a variety of techniques and methods. The focus is on problem solving, designing experiments, testing and making conclusions based on empirical evidence. Writing is an integral part of the course with students being expected to communicate laboratory reports, results and conclusions as well as analyze case studies.

AGRI-SCIENCE
 Agri-science is the combination of four semesters. ALL students can take any one of the classes to earn applied arts credit. Each class will incorporate FFA events and contests as required by the State of Michigan – Agri-science Standards. (FFA members must take all four sections if they want to earn their State FFA Degree and be considered completers for CTE credit)

1. ANIMAL SCIENCE 1 SEMESTER 9, 10, 11, 12 ½ CREDIT
Prerequisite: Biology A & B (Applied arts/Science)
 Students study the organization of living systems, animal industries and domestic animal production, comparative animal systems and genetics, and animal health and nutrition. Student will raise farm animals in the school barn.

2. NATURAL RESOURCES 1 SEMESTER 9, 10, 11, 12 ½ CREDIT
Prerequisite: None (Applied Arts/Science)
 Students study the environment, energy systems, and natural resources fundamentals. Students will use these topics to explain scientific and social implications, and to demonstrate leadership, business education and career success.

3. PLANT SCIENCE 1 SEMESTER 9, 10, 11, 12 ½ CREDIT
Prerequisite: None (Applied Arts/Science)
 Students study plant physiology, plant nutrition, pests and pest management and soil. Students will raise plants in the school greenhouse.

4. LEADERSHIP 1 SEMESTER 9,10,11,12 ½ CREDIT
Prerequisite: None (Applied Arts/Science)
 Leadership will develop a student's leadership skills to make them successful in the vast agriculture industry. Personal and interpersonal leadership traits will be studied. The course is structured to make learning about leadership fun using the FFA's career development activities. The class will also require students to develop and maintain a supervised agricultural experience program (SAE) to demonstrate record keeping skills.



U.S. HISTORY A and B

2 SEMESTERS

9

1 CREDIT

Prerequisite: None

This class will be a journey through American History, which will be a process of discovery...exploring the hopes, ideas and fears that have driven Americans from the past up to the present. U.S. History will primarily concentrate on time periods from the Civil War to the present.

WORLD HISTORY A and B

2 SEMESTERS

10

1 CREDIT

Prerequisite: None

World History is a two-semester social studies class required for graduation. In a study of World History and Geography students will learn about the human experience over time and space. They will encounter powerful and sometimes conflicting ideas while learning about people and events in different places and times. They will investigate our diverse and common traditions and work to understand the complex interactions between various environmental, human and social forces that have influenced and continue to influence us. The course will help connect us to people and events across time and space, illuminating the range and depth of human experience on a grand as well as local scale.

ECONOMICS

1 SEMESTER

10, 11, 12

½ CREDIT

Prerequisite: None

This is an introduction course of our nation's economic system and the impact on society. Students will study economics, organization and operations. Students will be active members of a company and involved in the decision making process.

U.S. GOVERNMENT

1 SEMESTER

10, 11, 12

½ CREDIT

Prerequisite: None

The major purpose of this required class is to provide an overall view of the American government system and to encourage citizen participation within the system. We will examine the basic principles of the Declaration of Independence and US Constitution. Students will discover the responsibilities of the different levels of government. Citizenship, civil rights, politics, pressure groups, and current events are other important elements of this course.

AP WORLD HISTORY A and B

2 SEMESTERS

9,10,11,12

1 CREDIT

Prerequisite: Instructor approval

Advanced Placement World History is a course designed to enhance a student's understanding of the development of the history of nations through an investigation of the:

- relationship of change and continuity from about 8,000 B.C. to the present
- impact of interaction among and within major societies
- impact of technology, economics, and demography on people and their environment
- systems of social structure and gender structure in major cultures
- cultural, religious, and intellectual developments of major societies
- changes in functions and structures of states and attitudes toward states and political identities, including the emergence of the nation-state

This will be accomplished through an intense (multi-perspective) study of world history and a reading of related literature and philosophy. Students will take an exam in mid-May (which consists of 60-70 multiple choice items and three essays); those who demonstrate proficiency in World History may earn college credit. The number of credits earned (3-8) is dependent on the *student's score on the exam*; simply taking the class does not automatically confer college credit. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

AP GOVERNMENT A and B 2 SEMESTERS 9,10,11,12 1 CREDIT

Prerequisite: Instructor approval

Advanced Placement US Government and Politics will become immersed in an *intensive* investigation of the institutions (Presidency, Judiciary, and Legislative) of the American government through a study of the United States Constitution and other related documents, including the Federalist Papers. Students will examine the origin of our great nation (philosophically and historically), public opinion and (how it may be shaped by the) media, political parties, interest groups, PACs elections, public policy, and civil right/civil liberties. AP scholars will also be asked to write several essays in response to political issues which have affected (and continue to have an effect on) the evolution of our current system of government. **School will pay the exam fee if the student receives a 3 or higher score on the AP exam.**

AP U.S. HISTORY A and B 2 SEMESTERS 9,10,11,12 1 CREDITS

Prerequisite: Instructor approval

(Elective)

AP US History is designed to provide students with a more rigorous investigation of American History, from early exploration/colonization to the modern age. Throughout the course, students will study American History from a variety of perspectives, including cultural, political, economic, international, and technological, to name a few. In addition to the study of history, students will also read examples of the literature and philosophy created in each era to enhance their understanding of America's development. In May, students will take the AP History exam, which consists of 60-75 multiple-choice items and three essay questions. Demonstrating proficiency on the exam could enable students to earn college credit (3-8, depending on the university); however, enrolling in the class itself does not guarantee college credit. One must perform well on the exam to be awarded college credit.

School will pay the exam fee if the student receives a 3 or higher score on the AP exam.

PSYCHOLOGY I 1 SEMESTER 10, 11,12 ½ CREDIT

Prerequisite: None

(Elective)

The question of human behavior and why we think, feel, and behave as we do is the focus of this class. We will investigate methods, approaches and the history of studying human behavior, the brain and its basic processes. Topics will include sensation and perception, learning, memory, intelligence and personality development and theory. This class generally is very interesting for students and the format includes lecture and discussion, experiments, class projects and activities to demonstrate concepts and principals. Evaluation includes tests, quizzes, projects and class participation.

PSYCHOLOGY II 1 SEMESTER 10, 11,12 ½ CREDIT

Prerequisite- Psych I

10

(Elective)

This class is an extension of Psychology I delving into the fundamental concepts of psychology and human development. In this class we will investigate areas of human motivation and emotion, consciousness, stages of human development, conflict stress and coping skills as well as mental disorders and abnormal psychology. In general we will continue to investigate why we think, feel, and behave as we do. The class will include lecture and discussion, experiments, individual and group projects, papers and homework as required.

AMERICAN CULTURE AND THE MEDIA 1 SEMESTER 11,12 ½ CREDIT

Prerequisite: none

(Elective)

This course will explore dually the development of the film and television industry in the U.S. and how it came to be a window into the cultural values and mores of the times as well as helping shape the opinions and standards of society. This class will explore different films and television shows as they developed through current days viewing them critically as to their themes, symbolism and how they mirror the culture of each particular period – for better or worse. Course requirements will include critical thinking skills and evaluation, being able to express opinions based on fact and interpretation, writing summaries and commentary re: film and TV, essays and research papers.

CRITICAL ISSUES 1 SEMESTER 11,12 ½ CREDIT

Prerequisite: U.S. History

(Elective)

This class is designed to help students take many aspects of the social studies field and relate them to current world situations. We will discuss and form opinions/solutions to some current world problems after studying the problem from economical, geographical, political and cultural viewpoints. Also, environmental and human rights issues will be included. This class will be challenging and require students to use their thinking, writing and persuasive skills in trying to understand some of today's problems.

A HISTORY OF CONFLICT 1 SEMESTER 11,12 ½ CREDIT

Prerequisite: U.S. History

(Elective)

This class will examine wars throughout history such as the Crusades, the French Revolution, the American Revolution, the American Civil War, World Wars I & II, the Korean War, the Vietnam War, the War on Terror and others. The wars will be examined from social, political, and economic views as well as military strategies, to determine the reasons for and consequences of war.



<u>PHYSICAL EDUCATION</u>	1 SEMESTER	9	½ CREDIT
<i>Prerequisite: None</i>			
Skills and activities incorporated into this class will consist of team and individual activities, understanding of the skills, rules and strategies of games, realization of the importance of good sportsmanship, and developing an understanding of a proper strength-training program.			
<u>TEAM SPORTS</u>	1 SEMESTER	10,11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
Instruction and playing in softball, basketball, floor hockey, volleyball, in-door soccer, pickleball, badminton, eclipse ball and team handball will be the focus of this class.			
<u>INDIVIDUAL SPORTS</u>	1 SEMESTER	10,11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
This class will offer instruction on the rules, etiquette, skill development and playing strategies of various individual sports. The following sports will be studied: Tennis, Golf, Jogging, Strength Training, Badminton, Table Tennis, Yoga, Aerobic Dance, Pilates, Archery, Frisbee Golf and Bowling.			
<u>HEALTH</u>	1 SEMESTER	9	½ CREDIT
<i>Prerequisite: None (Health)</i>			
Learning experiences that will attempt to influence, educate, and change behavior concerning the health of the individual, family and community. Topics include stress and suicide, nutrition; fitness, first aid; disease; reproductive health; substance abuse.			
<u>FITNESS AND NUTRITION</u>	1 SEMESTER	10, 11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
This course will present principles and methods of muscular and energy fitness, as well as information regarding nutrition and its role in a healthy lifestyle.			
<u>HISTORY OF SPORTS</u>	1 SEMESTER	10, 11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
Sports have always been a part of both world history and States history. This class will examine the history of some sports, such as basketball, baseball, football, hockey, soccer, and volleyball to name a few. We will look at the history and development of the sport along with practicing and playing the sport.			
<u>AEROBICS</u>	1 SEMESTER	10, 11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			
This class is designed to develop the individual's cardiovascular fitness and increase his/her knowledge of a lifelong wellness program. This will be accomplished through endurance based activities such as aerobic dance, step aerobics, walking, jogging, running and stationary aerobic equipment.			
<u>WEIGHTLIFTING</u>	1 SEMESTER	10, 11,12	½ CREDIT
<i>Prerequisite: Physical Education (Elective)</i>			

This class is designed to improve physical fitness, muscle tone, strength, and agility. Much time is spent on weight machines, free weights, calisthenics, and running.



<u>SPANISH I A and B</u>	2 SEMESTERS	9, 10, 11, 12	1 CREDIT
Prerequisite: None			
Students will become acquainted with Spanish and Latin American culture through classroom activities projects . Students will learn survival language skills and how to communicate their own needs as well as understand those around them. Students will learn through listening, reading, writing and speaking.			
<u>SPANISH II A and B</u>	2 SEMESTERS	10, 11, 12	1 CREDIT
Prerequisite: Spanish I			
Students will demonstrate mastery of Spanish I concepts. Students will continue to speak, listen, read and write in class daily. Students will research assigned cultural topics and present their findings in Spanish videos to their classmates. Students will learn situational vocabulary and learn to express themselves in four additional tenses.			
<u>SPANISH III A and B</u>	2 SEMESTERS	11, 12	1 CREDIT
Prerequisite: Spanish II			
This class is designed for the self-motivated and college bound student. Students will read short novels in Spanish and research artists and music of different Spanish speaking countries. Students will also learn a minimum of 8 additional tenses to express themselves.			
<u>SPANISH IV A and B</u>	2 SEMESTERS	12	1 CREDIT
Prerequisite: Spanish III			
This class is for the truly dedicated student who wishes to work on their listening and speaking abilities. Students will make use of videos, radio and Spanish speaking programs available on the Internet. Students will also work to improve their fluency and knowledge of the cultures through presentations and research.			
<u>FRENCH I A and B</u>	2 SEMESTERS	9	1 CREDIT
Prerequisite: None			
The objective of this course is to provide students with a heightened awareness of world cultures and an ability to communicate with French-speaking people through speaking, listening, reading, and writing in French. Vocabulary, grammar, and pronunciation studies are the focus on in this class. Class activities are conducted using written text, audio and video presentations, and computer software. (It is recommended that each student own a French-English dictionary.)			
<u>FRENCH II A and B</u>	2 SEMESTERS	10,11,12	1 CREDIT
Prerequisite: French I			
The objective of this course is to provide students with a heightened awareness of world cultures and an ability to communicate with French-speaking people through speaking, listening, reading, and writing in French. Vocabulary, grammar, and pronunciation studies include a comprehensive review and extension of French I functions. Class activities are conducted using written text, audio and video presentations, and computer software. (It is recommended that each student own a French-English dictionary.)			

VISUAL, PERFORMING AND APPLIED ARTS



SENIOR BAND A and B 2 SEMESTERS 9, 10, 11, 12 1 CREDIT

Prerequisite: Prior participation in a school band program and Director's Approval

The High School Band is a large musical ensemble that consists of any 9th through 12th grade student wishing to pursue the art of music through the playing of a woodwind, brass, or percussion instrument.

Membership in the High School Band includes marching band, concert band, pep band, jazz band, and solo & ensemble groups. Attendance at all rehearsals and concerts is mandatory. Students who do not meet the prerequisite must audition and be approved by the Director.

HIGH SCHOOL VOCAL ENSEMBLE 1 SEMESTER 9,10,11,12 1 CREDIT

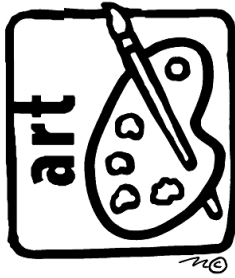
Prerequisite: None

The High School Vocal Ensemble is a large vocal music ensemble that consists of any 9th through 12th grade student that wishes to pursue the art of music through singing. It is designed to give students a wide variety of vocal musical experience at a high level. Students will receive instruction in fundamental music principles, performance and practice techniques, and individual vocal technique. This instruction will be accomplished by exposing students to a variety of music literature through small and large ensemble singing.

DRAMA 1 SEMESTER 10,11,12 ½ CREDIT

Prerequisite: None

Students will learn all the basics of play production including direction, stage management, acting, properties, costume and make-up. There will be written assignments and tests. We will briefly study the elements of classical Greek, Shakespearean, and modern theater. Our consideration of acting will include projection, movement, articulation, improvisation, auditioning techniques, and creative use of space. For the semester production, students will be placed in either the cast or crew, based on their personal preferences and a simple audition. **IMPORTANT:** Attendance at all rehearsals and performances are required of class members. Performances and rehearsals will be held outside school hours. Anyone who does not plan to attend should not sign up; attendance is part of the grade for this course.



INTRODUCTION TO ART 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: None

Introduction to Art is designed to introduce students to a variety of visual arts media. Students will work with many materials in areas such as drawing, painting, graphic design, sculpture, pottery and printmaking. Students will also study art history and develop skills of art criticism, aesthetics, and analysis. Upon successful completion of this course, students can take advanced classes.

SCULPTURE & DESIGN 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Intro to Art

Sculpture and Design is designed to provide students with a broad spectrum of visual art experiences in 2-Dimensional and 3-Dimensional form. Students will work with a variety of media which include clay, plaster of paris, alabaster, and pewter. On a 2-dimensional level, students will study design and how to communicate visually. They will design personal logs, study visual text and calligraphy, and work with pen & ink.

POTTERY 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Intro to Art

Pottery is designed to introduce students to a variety of hand building and wheel throwing techniques including pinch, slab, coil, drape, stamp making and ceramic sculpture. Students will learn the history of ceramic and the role pottery has played in past and modern culture. Students will also study clay terminology and tools related to clay. They will create their own glazes and learn the chemical component of a glaze. Students will also learn how to load and fire a ceramic kiln.

DRAWING 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Intro to Art

Drawing is designed to introduce students to a variety of drawing media including pastel, colored pencil, charcoal, pen & ink, scratch board and craypa. Students will learn and be encouraged to incorporate a variety of drawing and shading techniques. The class will include extensive studies of the human body from the skeletal system to the specific of the human face.

PAINTING 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Intro to Art

Painting is designed to introduce students to a variety of painting media and painting styles. Paintings will be done using acrylic, oil and watercolor paint. Students will learn to build and stretch a canvas. They will study and do paintings in the styles of Impressionism, Surrealism, and Expressionism. Each student will be required to research an artist or historical period of art and create a painting in that style and write a research paper.

ADVANCED ART 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Intro Art and 3.0 GPA or higher in previous art classes

Advanced Art is designed to give the more motivated art student a chance to work in a variety of media in greater depth including sculpture, painting, pottery, graphic design and drawing. Students will receive additional experiences in art criticism, analysis and history. In this class, students will work on development of personal style and development of personal expression in their work.

AMERICAN CRAFTS 1 SEMESTER 9, 10, 11, 12 ½ CREDIT

Prerequisite: Intro to Art

Craftsmanship is an essential part of creating works of art and crafts are forms of art that are often associated with occupation or a trade requiring art skills or manual dexterity. Students will learn skills and create original hand-made objects through an artistic manipulation of a variety of artistic materials including clay, textiles, metals, woods, glass, etc. Students will be able to use the skills learned in this class for future hobbies or possible careers.

MULTI-MEDIA DEPARTMENT



JOURNALISM (YEARBOOK and NEWSPAPER) 2 SEMESTERS 12 1 CREDITS

Prerequisite: None

Yearbook Publications is responsible for publishing the Chieftain. In this yearlong class, students will cover every major event of the school year using writing and photography. They also must work collaboratively to package these events in an interesting and attractive way. Creating designs as well as writing are key aspects of the purpose of the class. Students are required to do interviews, use specific computer programs, and sell ads and yearbooks. Before production of the yearbook begins, students are required to learn how media law is related to ethics and understand the standard ethical codes of journalism. Besides enjoying the challenge of writing and packaging it in effective designs, students should possess a sense of detail, a quality necessary to produce the yearbook.

MULTI-MEDIA 1 SEMESTER 9,10,11,12 ½ CREDIT

Prerequisite: none

Students will begin the semester by learning about film history and the changes that have taken place in film overtime. Students will then learn to shoot different genres of film, using a variety of camera shots and angles as part of the filming technique. Students will use digital camcorders to capture footage, and then learn how to upload and edit that footage to create a finished product. In addition to film students will be responsible for creating a weekly school newscast.

COMPUTER PROGRAMMING 1 SEMESTER 9,10,11,12 ½ CREDIT

Prerequisite: none

Students will use various computer programs (Scratch, Stencyl, and GameMaker) to create their very own video games. Upon completion of a game, students will then have that game tested by a number of classmates who will provide feedback. In addition, students will learn to write code using JavaScript, HTML, Visual Basic, and Python.

APPLIED ARTS



INDUSTRIAL ARTS 1 SEMESTER 9,10,11,12 ½ CREDIT

Prerequisite: none

Demonstrations and hands-on activities including sheet metal work, gas welding, arc welding, MIG welding, foundry work, auto body repair, and career connections. A materials fee is assessed.

WOODS I 1 SEMESTER 9, 10,11,12 ½ CREDIT

Prerequisite: none

Intro to woodworking – includes planning and layout work, measuring and purchasing lumber, working with different lumber and wood materials, care and maintenance of tools, sizing stock and wood joinery, as well as preparing wood for finishing and finishing methods. Students are expected to be involved on assigned project work. A materials fee is assessed.

WOOD II 1 SEMESTER 9,10,11,12 ½ CREDIT

Prerequisite: Wood I

Students will use of all methods and safety guidelines from Woods I to direct furniture-building techniques. This will include a history of furniture design. Students are expected to be involved in assigned project work. A materials fee is assessed.

Building Trades 1 SEMESTER 9,10,11,12 ½ CREDIT
 This course will provide a basic overview of the phases of construction basics. Course work will include safety, math, employability skills, materials, tools and equipment, blueprint reading, site preparation, residential, commercial and green construction.

MECHANICAL DRAWING I 1 SEMESTER 11, 12 ½ CREDIT
Prerequisite: None
 Working knowledge of the area of drafting which includes lettering, multi-view drawing, dimensioning, sectional views and pictorial drawing.

MECHANICAL DRAWING II 1 SEMESTER 11, 12 ½ CREDIT
Prerequisite: M.D. I
 This class will place an emphasis on working drawings, pattern development, printmaking, and architectural drawings.

INTRODUCTION TO CONSTRUCTION 1 SEMESTER 10, 11, 12 ½ CREDIT
Prerequisite: Woods I
 This is an introduction class to current construction practices. Coursework includes foundations, wall units, trusses, roofing, and material usage. Students will also learn how to read plans and build according to a plan using industry specifications and local codes. Hands on activities reinforce topics discussed. Sample project planning and budgeting is also addressed.

HOME MAINTENANCE 1 SEMESTER 9,10,11,12 ½ CREDIT
Prerequisite: none
 This class uses hands-on demonstrations of simple everyday maintenance. It will include car maintenance, home maintenance (i.e. changing electrical outlets), small engine repair, and a unit on how to conserve energy in our homes and cars. The central idea/theme of the class is to give students a practical knowledge of repairs they can make without paying a professional.

ADDITIONAL OPPORTUNITIES



DRIVER'S EDUCATION 1 SEMESTER 9, 10, 11, 12 ½ CREDIT
Prerequisite: Must meet age requirements (Elective)

This course combines the State of Michigan's Driver's Education Curriculum with other life topics such as career development, personal development, parenting, marriage relationships, family relationships, personal finances, and study skills. **There will be a fee for the student to take the course.** Students are also required to drive after school and/or on Saturdays to fulfill the state requirement.

CREDIT RECOVERY 1 SEMESTER 11,12 ½ CREDIT
Prerequisite: Prior permission of Administration (Elective)

Courses are offered via the Internet. These courses are designed to be taken to make-up or substitute for the high school graduation requirements. Students taking graduation requirement courses must have taken the course with a teacher and failed the class in order to enroll in credit recovery. These courses will be monitored by a certified teacher and require approval from the high school principal or his/her designee.

WORK BASED LEARNING

SEMESTER

12

½ CREDIT

A school-to-work coordinator approved educational activity that will help the student meet work based learning goals. The program features an off campus work component that will provide linkage to the student's chosen career path. The maximum number of credits for WBL that can be applied toward graduation will be two (2).

ONLINE COURSEWORK

SEMESTER

9, 10, 11, 12

½ CREDIT

Prerequisite: Must get prior approval from administration.

Courses are offered via the internet. Contact your counselor or administrator for further information. The following are the courses available online through Edgenuity (e2020):

MATH

6th Grade Math

7th Grade Math

Algebra

Algebra I

Algebra II

Financial Math

Geometry

Math Models with Applications

Pre-Algebra

Pre-Calculus

Trigonometry

SOCIAL STUDIES

Economics

Geography

Government

Human Geography

MS Civics, Government, and Economics

MS US History

MS World Cultures and Geography

MS World History

US History

World History

SCIENCE

Biology

Chemistry

Earth Science

Environmental Science

Life Science

Physical Science

Physics

ELECTIVES

AP Psychology

Art History I

Career Planning and Development

Career Skills

Computer Applications

Computer Applications-Office 2007

Consumer Skills

Foundations of Personal Wellness

Health

Healthy Living

Introduction to Art

Lifetime Fitness

Psychology

Sociology

Spanish I

Spanish II

LANGUAGE ARTS

AP English Language and Composition

CLN - A Midsummer Night's Dream

CLN - Borges Author Study

CLN - Call of the Wild

CLN - Dr. Jekyll and Mr. Hyde

CLN - Gulliver's Travels

CLN - Heart of Darkness

CLN - Jane Eyre

CLN - Mrs. Dalloway

CLN - Nineteen Eighty-four

CLN - O'Connor Author Study

CLN - Portrait of the Artist

CLN - Robinson Crusoe

CLN - The House of Seven Gables

CLN - The Red Badge of Courage

CLN - The Three Musketeers

Communications and Speech

Language Arts 6

Language Arts 7

Language Arts 8

Language Arts 9

Language Arts 10

Language Arts 11

Language Arts 12

Michigan Virtual School Courses

Mathematics:

Algebra 1
Algebra 2
AP Calculus
AP Statistics
Calculus
Geometry
Math of Baseball
Personal Finance
Pre-Algebra
Pre-Calculus
Statistics
Trigonometry

Science:

Anatomy and Physiology
AP Biology
AP Environmental Science
AP Physics B
AP Physics C
Astronomy
Biology
Chemistry
Earth Science
Environmental Science
Forensic Science
Health
Marine Science
Physical Science
Physics

Social Studies:

AP Macroeconomics
AP Microeconomics
AP Psychology
AP U.S. Government
AP U.S. History
AP World History
Civics
Economics
Leadership
Psychology
Sociology
U.S. History
World History

English:

AP English
Composition
English 9
English 10
English 11
English 12
Film Studies
Journalism
Reading
Literature

Languages:

Sign Lang. 1
Sign Lang. 2
AP French
French 1 – 4
AP Spanish
Spanish 1-4
German 1 – 4
Chinese 1 – 4
Japanese 1 – 2
Latin 1-3

Other:

Accounting
AP Art History
AP Computer Science
Employability Skills
Business Ethics
Entrepreneur Business Management
Entrepreneur Business Planning
Careers-Find Your Future
Career Planning
Microsoft Office 2007
Introduction to Computer Programming 1
Introduction to Computer Programming 2
Web Design
Game Design
Flash Animation
Art Appreciation
In Search of Cyrano
Digital Imaging and Communication
Medical Terminology
Music Appreciation
Personal Fitness
Study Skill

DUAL ENROLLMENT

Prerequisite: Principal/Counselor Approval

Post-secondary enrollment opportunities such as Advanced Placement (AP) classes, dual enrollment, Michigan Virtual School and career and technical preparation options are available to qualified students.

SEMESTER

9, 10, 11, 12 ½ CREDIT

Approved Assessments and Qualifying Scores:

- ▲ Michigan Merit Exam (MME) – Students who score at levels 1 or 2 (Exceeded the Standard or Met the Standard) will be eligible for dual enrollment.
- ▲ ACT & PLAN Assessment – Students who score at or above the minimums listed below:
 - Mathematics – 18
 - Reading – 17
 - Science – 19
 - English – 21
- ▲ PSAT Assessment
 - Critical Reading – 44
 - Writing Skills – 49
 - Mathematics – 45

If ACT scores are below these minimums or a student has not taken the ACT, student will need to go to the college to take placement tests to determine if they are eligible to be accepted into the college.

ELIGIBLE DUAL ENROLLMENT COURSES

- ▲ If a student qualifies for dual enrollment, eligible courses include:
- ▲ A course offered by an eligible post-secondary institution is not offered by the school district including Advanced Placement and online courses.
- ▲ A course offered by the school district, but is determined by the Principal to not be available to the eligible student because of a scheduling conflict beyond the eligible student's control.
- ▲ Courses that are a hobby, craft, recreational or courses in the areas of physical education, theology, divinity or religious education are **not** eligible for tuition support.

Eligible students must designate whether the course is for high school or post-secondary credit or both at the time of enrollment. The district will pay a portion of the student's tuition and mandatory course fees, based on a formula of the sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the post-secondary institution. While this formula, which changes each year, may be enough to cover the tuition and fees for Lansing Community College, or other local public colleges and universities, it may not be enough to cover the total tuition costs for private colleges and universities in the area. Parents are responsible for paying any difference in cost. Books, transportation, parking costs, or most activity fees, are **not** eligible charges under the law. 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 for full reimbursement.**

MICHIGAN VIRTUAL SCHOOL

The *Michigan Virtual School (MVS)* is an online resource that enables Michigan high schools to provide courses (all taught by certified teachers) that students would not otherwise have access to. The Michigan Legislature founded it in July of 2000 to be operated by the *Michigan Virtual University (MVU)*, a private, not-for-profit Michigan corporation. *MVS* works in cooperation with individual school districts to grant course credit. Through *MVS*, Michigan high school students can take a variety of courses and learn any place there is a computer and an Internet connection. *MVS* helps to prepare students for a lifetime of integrating technology into their work and their lives. Students may take no more than two virtual courses per semester. **All** of the rules and guidelines for virtual high school are the same as those for dual enrollment at post-secondary institutions. **Courses withdrawn or receiving a failing grade will be billed directly to the student for full reimbursement.**

HEARTLANDS INSTITUTE OF TECHNOLOGY

All HIT classes are 3 class session block. If you sign up for this class, it is for 1 full school year. Students will not be allowed to drop the course without Administrative approval. Approvals will not be granted because you do not like the class. **No one is allowed to drive to HIT.** Students are required to ride the school bus to and from the class. AM students will need to be at the school by 7:25 am to catch the bus to HIT. PM students will return by 2:40 pm. This is School Board policy.

Automotive Technology

YEAR

11,12

3 CREDITS

Helpful background classes: Math, English, Chemistry

Course includes the development of skills in basic automotive maintenance, service and light repair. Students are introduced to diagnosis of systems and concerns, causes and correction of problems. Critical thinking skills and shop safety are emphasized. Course includes applied academics of math, science and language arts. Minimum performance requirements for this course are based on successful completion according to the National Automotive Technicians Education Foundation (NATEF) Automobile Program Standards.

Computer and Network Administration YEAR 11,12 3 CREDITS

Helpful background classes: Math, English, Computer Courses

Course offers the opportunity to learn computer networking and computer hardware repair, operate and maintain local area network (LAN) and (WLAN), use firewalls to safeguard networks from threats inside and outside and work towards industry certification. Students in the program will combine classroom training with in-class projects utilizing both current and legacy hardware and software from major IT companies. Test labs are used frequently to simulate local area network environments. Skills learned in class will include setup and maintenance of client computers, servers, switches, routers, network firewalls, software to update and maintain IT systems, configuring operating systems and analysis of security threats. Students will work towards one of a number of certifications offered by CISCO and Microsoft.

Building Trades 1 SEMESTER 11,12 3 CREDITS

Helpful background classes: Math, English, Chemistry, Physics

This course will provide a basic overview of the phases of construction basics. Course work will include safety, math, employability skills, materials, tools and equipment, blueprint reading, site preparation, residential, commercial and green construction.

Dental Occupations YEAR 11,12 3 CREDITS

Helpful background classes: Biology, Math, English, Chemistry

Dental Occupations is designed to introduce the students to the various career opportunities available in the dental field. Upon completion, the student will have had training in the areas of chair-side dental procedures, lab techniques, and office procedures. Students have an opportunity to serve an internship in a dental office and to work with local dentists in the classroom during the Heartlands' Dental Clinic. After completion of the program, students seek employment as assistants or receptionist and may pursue an advanced degree in dental hygiene, dental assisting, or dentistry.

Diesel / Heavy Equipment YEAR 11,12 3 CREDITS

Helpful background classes: Basic Reading and Math, General Science

Eight areas of the Diesel/Heavy Equipment mechanic are covered. The student works with agricultural, material handling, or highway equipment. Students will perform the following duties as a journey person mechanic: servicing, maintaining, repairing, inspecting, cleaning, dismantling engines and electrical systems and diagnosing of internal combustion engines, electrical components, transmissions, and heavy-duty brakes and suspension. Proper set-up and operation of vehicles, equipment, and machines are a part of the job. Mechanics must often work independently, solve problems, and perform work that is physically demanding.

Culinary Arts YEAR 11,12 3 CREDITS

Helpful background classes: Math, Communications

Culinary Arts is designed to acquaint the student with many occupations in the Food Service Industry. Students will gain knowledge and experience by working with food products in the area of baking, salad and garnishing, soups and salads, desserts and entrée items. This program operates the Class Act Restaurant giving students the opportunity to gain skills as a waiter/waitress, short order cook, host/hostess, and cashier. The Culinary Arts program follows the Pro-Start and Serv-Safe curriculum. This is the state approved program for Culinary Arts.

Medical Careers YEAR 11,12 3 CREDITS

Helpful background classes: Biology, Math, English

Medical Careers is designed to acquaint students with careers in the health fields and to teach students basic medical assisting or nurse aide skills. Students are provided with a combination of classroom, laboratory, and clinical observational and hands-on experience in available medical areas. Students are required to have a uniform to work in the laboratory. Related occupations include: Physical Therapy Aide, Ambulance Attendant, Occupational Therapy Aide, Nursing Assistant, Orderly, Pharmacy Technician, Central Supply Aide, Dietary Aide or Home Health Assistant. Upon completion of the program the student will be eligible to take the state clinical and written exams for certified nursing assistants.

Machine Tool YEAR 11,12 3 CREDITS

Helpful background classes: Algebra, Industrial Arts, Technology Education, Computers

Machine Tool uses industrial type machines such as drill presses, grinders, lathes, band saws, and milling machines to create useful items found in everyday life. It also uses precision measuring tools along with

blueprints to make items that are long lasting and of high quality. Welding is also covered. This program lets student/trainees rediscover and use what they already know from other classes and experiences. CAM (Computer Assisted Machining) is part of Machine Tool. In CAM, students learn how to take an idea, design it and draw it on a computer, and then program the computer to run a computer-operated machine. Jobs in the machine tool trade generally are classified as semi-skilled and skilled. Workers build, test, inspect, and operate machines and equipment.

Plant/Animal Science YEAR 11,12 3 CREDITS
 The Plant/Animal Science program will prepare students for careers or further study in the areas of horticulture and animal science. The program will focus on areas of greenhouse plants, landscaping, pest control and turf in the area of horticulture. In the area of animal science students will have the opportunity to explore the large animal industry in Michigan. The class will examine animal growth, body systems and management areas. Students will have the opportunity to experience modern technology in Agriscience involving hydroponics and aquaculture. Students will also work on the development of personal and career skills.

Criminal Justice YEAR 11,12 3 CREDITS
 The Criminal Justice program is designed to provide basic knowledge, skills and behaviors necessary for continued education in the fields of law enforcement, probation, corrections, investigation, private security and other criminal justice related positions. Students will experience areas of instruction to include law, ethics, investigations, physical conditioning, first aid, defensive tactics, and patrol and police skills. Due to the adult and sometimes graphic nature of the subject matter, a high level of student maturity and discipline is recommended for success in the program. Criminal Justice students will have the opportunity to receive 12 college articulated credits and develop strategies to help ensure achievement at their next education level.

Aviation Technology YEAR 11,12 3 CREDITS
 The Aviation Technology program is designed to introduce students to all aspects of the aviation industry. Students with an interest in pursuing a career related to aviation are good candidates for this program. Students will be introduced to subject areas ranging from the very first airplanes to modern commercial aviation, flight operations, regulations, aircraft inspection, maintenance, and many other aircraft systems. The Aviation Technology program is an “off-campus” program located at the SMAT Campus which is located in the Ionia County Airport with bussing provided from Heartlands. A high level of student maturity and discipline is required for this program.

Computers and Network Administration YEAR 11,12 3 CREDITS
 Computers and Network Administration offers the opportunity to learn computer networking and computer hardware repair, operate and maintain local area network (LAN) and (WLAN), use firewalls to safeguard networks from threats inside and outside and work towards industry certification.

The 21st Century brings with it a huge demand for technically proficient specialists. These specialists need technical expertise to design, implement, and support the technology that exists in business and industry. Students in the program will combine classroom training with in-class projects utilizing both current and legacy hardware and software from major IT companies. Test labs are used frequently to simulate local area network environments. Skills learned in class will includes setup and maintenance of: client computers, servers, switches, routers, network firewalls, software to update and maintain IT systems, configuring operating systems and analysis of security threats. Students will work towards one of a number of certifications offered by CISCO.

Heartlands Institute of Technology

CTE ACADEMIC CREDIT OFFERINGS

Legislative changes have opened up options for students in the world of CTE. Options for MMC are allowed in state-approved CTE programs only except for 4th year related Math.

State Approved Programs	Non-State Approved Programs	
Computer Networking Administration	Automotive Technology	
Criminal Justice	Aviation Technology *	
Culinary Arts	Diesel Technology	
Dental Occupations		
Health Occupations		
Machine Tool		
Plant/Animal Science		
	* This CTE Program is awaiting state approval status	

HEARTLANDS PROGRAMS	ENGLISH	MATH		SCIENCE	SOCIAL STUDIES	PE/HEALTH	VPAA	FOREIGN LANGUAGE
		4th Year Related Math	Algebra II	3rd Credit	(PC Only)	(PC only)		
Automotive Technology		X						
Aviation Technology		X						
Computer & Networking Administration		X		X	PC Only	PC Only	X	X
Criminal Justice		X		X	PC Only	PC Only	X	X
Culinary Arts		X		X	PC Only	PC Only	X	X
Dental Occupations		X		X	PC Only	PC Only	X	X
Diesel Technology		X						
Health Occupations		X		X	PC Only	PC Only	X	X
Machine Tool		X	X	X	PC Only	PC Only	X	X
Plant/Animal Science		X		X	PC Only	PC Only	X	X

GO (Graduation Options) Program

This is an alternative school day designed for students who are not on track to graduate. You must have less than 9 credits as a Junior and less than 14 as a Senior to qualify for the program. Administration may grant enrollment based on special circumstances. You must have 19 credits to graduate from this program. GO students can participate in all school activities. Sports are available if practice is outside of the GO program hours. GO program hours are from 11:30 pm – 6:15 pm Monday to Friday.

Classes will be assigned from the Education 20/20 courses. This is a program that students work independently through course work that is presented on the computer. There is a certified teacher in the computer lab for all sessions. The teacher's role is to assist with computer problems and redirect students who are struggling with the course work. See Administration or the School Counselor to enroll in this program.

SARANAC HIGH SCHOOL COURSE OFFERINGS 2016-17

LANGUAGE ARTS (4 Credits)

English 9 A, B
English 10 A, B
English 11 A, B
College Prep English A, B (10, 11)
English 12 A, B
AP English A, B

LANG ARTS ELECTIVE ½ credit

Creative Writing (9, 10, 11,12)
Leadership (9,10, 11, 12)
Journalism (12)

MATH-(4 Credits)

Algebra 1 A, B (9, 10)
Geometry A, B (9, 10)
Algebra II A, B (10, 11, 12)
Pre-Calculus A, B (11, 12)
Critical Thinking (12)
Strategies (9-12)
Financial Math (12)

SCIENCE (3 Credits)

Biology A, B (9)
10th Grade Science (10)
Chemistry A, B (11, 12)
Physics A, B (11, 12)

SCIENCE ELECTIVES (1/2 credit)

Anatomy
Zoology
Animal Science
Natural Resources
Plant Science
Leadership

SOCIAL STUDIES (3 Credits)

U.S. History A, B (9)
AP U.S. History A, B (9,10,11,12)
World History A, B (10)
AP World History A, B (9, 10, 11, 12)
Economics
U.S. Government
AP Government A, B (9, 10, 11, 12)

SOCIAL STUDIES ELECTIVES

Current Events (9-12)
Psychology (9-12)

PHYSICAL EDUCATION (1 credit)

Health (9)
Physical Education (9)

PHYSICAL EDUCATION ELECTIVES

Advanced Physical Education (10, 11, 12)
Conditioning (10, 11, 12)

FOREIGN LANGUAGE

Spanish I A, B (9, 10, 11, 12)
Spanish II A, B (10, 11, 12)
Spanish III A, B (11, 12)
Spanish IV A, B (12)
French I A, B (9, 10, 11, 12)
French II A, B (10, 11, 12)

PERFORMING ARTS

Senior Band A, B (9, 10, 11, 12)
Choir A, B (9,10, 11, 12)

Drama (10, 11, 12)

VISUAL ARTS

Intro Art/Advanced Art (9, 10, 11, 12)
Sculpture & Design (9, 10, 11, 12)
Pottery/Advanced Pottery (9, 10, 11, 12)
Drawing (9, 10, 11, 12)
Painting (9, 10, 11, 12)
Journalism (10, 11, 12)

ADDITIONAL CLASSES

Driver's Education
Credit Recovery
Work Based Learning
Dual Enrollment
Virtual High School

HEARTLANDS INSTITUTE (year long)

Auto Technology (11, 12)
Computer Networking (11,12)
Dental Occupations (11, 12)
Diesel Mechanics (11, 12)
Culinary Arts (11,12)
Health Occupations (11, 12)
Machine Tool (11, 12)
Plant/Animal Science (11,12)
Criminal Justice (11, 12)
Aviation Technology (11,12)

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Annual Loan/Repayment Activity Application

POLICY: 3200 Borrowing

Jammie Sprank has been working with our Bond Authority for the amount we will need to borrow for the 2016-17 school year regarding our Debt Funds. Those approximate figures are attached. The amount they anticipate we will need to borrow is \$1,935,644.00. A resolution and application are attached and is due back to the Michigan Department of Treasury by August 1.

Our previous borrowings have been:

- \$ 44,883 in 2015-16
- \$ 99,062 in 2014-15
- \$212,932 in 2013-14
- \$164,662 in 2012-13
- \$112,810 in 2011-12
- \$ 9,450 in 2010-11
- \$ 26,350 in 2009-10
- \$118,076 in 2008-09

Suggested Resolution

I move that the Saranac Board of Education waive past board practice and approve the 2016-17 Annual Loan/Repayment Activity Application showing the amount needed to borrow is \$1,935,644.00 as presented.

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 Saranac Community Schools	District Code No. 34-120	County Ionia County
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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 2016)	9.00	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2016		\$ 2,112,015.30
Estimated amount to borrow from or repay to the SBLF and/or SLRF		1,935,644.00
Estimated accrued interest		105,600.77
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2017		4,153,260.07

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

Nays: Members

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Administrative Partial Leave of Absence

I have received a request for a partial leave of absence for the 2016-2017 school year from Connie Hamilton, who currently serves our district as a 75% curriculum director. I have met with Connie and support her request for a partial leave of absence for the 2016-2017 school year.

Based upon board approval, Connie would serve our district in the capacity of 59 % curriculum director for the 2016-2017 school year.

Suggested Resolution

I move that the Saranac Board of Education waive past practice and approve a partial leave of absence for Connie Hamilton for the 2016-2017 school year.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Bills to Pay

Background

The payment of June bills is available for your review. I would be happy to answer any questions you may have at this time.

Suggested Resolution

"I move that the Saranac Board of Education waive board practice and authorize the payment of June bills from General Fund totaling \$187,950.39."

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: 06/10/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/10/2016	57916 Accounts Payable	Meijer		44.99
	Invoice		Date	Description	Amount
	MG61016		06/10/2016	Retirement Cake	44.99
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$44.99
Checks:		1	\$44.99		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/15/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/17/2016	57917 Accounts Payable	Advanced Pension Solution Inc.		180.00
	Invoice		Description		Amount
		2016-00000495	06/17/2016	ROTH IRA - ROTH IRA	180.00
Check	06/17/2016	57918 Accounts Payable	AFLAC		80.67
	Invoice		Description		Amount
		2016-00000496	06/17/2016	AFLAC Pre-Tax - AFLAC Pre-Tax *	80.67
Check	06/17/2016	57919 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice		Description		Amount
		2016-00000497	06/17/2016	HSA - Health Savings Account *	150.00
Check	06/17/2016	57920 Accounts Payable	HORACE MANN		1,776.22
	Invoice		Description		Amount
		2016-00000498	06/17/2016	H MANN - Horace Mann Insurance	1,776.22
Check	06/17/2016	57921 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice		Description		Amount
		2016-00000499	06/17/2016	FOC - Child Support FOC	201.61
Check	06/17/2016	57922 Accounts Payable	STATE OF MICHIGAN		5,666.08
	Invoice		Description		Amount
		2016-00000500	06/17/2016	MI TAX - Michigan Withholding Tax	5,666.08
Check	06/17/2016	57923 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		56.11
	Invoice		Description		Amount
		2016-00000501	06/17/2016	TRANS SELECT - Trans Select Life Ins *	56.11
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$8,110.69
Checks:	7		\$8,110.69		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/16/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/16/2016	57924 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		5,001.24
	Invoice	Date	Description		Amount
	178043	06/06/2016	B/W & Color Printers		559.92
	178044	06/06/2016	Printers		641.89
	178045	06/06/2016	Copiers		3,799.43
Check	06/16/2016	57925 Accounts Payable	AT&T		102.26
	Invoice	Date	Description		Amount
	MG61016	06/06/2016	Phone Bill		102.26
Check	06/16/2016	57926 Accounts Payable	CONSUMERS ENERGY		19,248.50
	Invoice	Date	Description		Amount
	MG61416	06/06/2016	Disrict Natural Gas & Electric Bill		19,248.50
Check	06/16/2016	57927 Accounts Payable	CRYSTAL FLASH ENERGY		1,935.93
	Invoice	Date	Description		Amount
	157176924	06/06/2016	Diesel Fuel-Buses		1,935.93
Check	06/16/2016	57928 Accounts Payable	Edwards , Becky		15.70
	Invoice	Date	Description		Amount
	MG6916	06/06/2016	Postage		15.70
Check	06/16/2016	57929 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		391.74
	Invoice	Date	Description		Amount
	A997146	06/06/2016	Monthly Monitoring-HS		179.52
	A997148	06/06/2016	Monthly Monitoring-Tech		212.22
Check	06/16/2016	57930 Accounts Payable	GALAXY SIGNS & AWARDS		384.00
	Invoice	Date	Description		Amount
	2352	06/06/2016	Spring Athletic Plaques		384.00
Check	06/16/2016	57931 Accounts Payable	Gallagher Uniform		184.04
	Invoice	Date	Description		Amount
	10475405	06/06/2016	Uniforms & Towels		63.08

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/16/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		10476645	06/06/2016	Towels & Uniforms	57.88
		10477477	06/06/2016	Towels & Uniforms	63.08
Check	06/16/2016	57932 Accounts Payable	GRAND TRAVERSE RESORT		397.27
		Invoice	Date	Description	Amount
		LVGMR	06/06/2016	Lodging-Josh Leader	397.27
Check	06/16/2016	57933 Accounts Payable	Hi-Tech Building Services		4,522.57
		Invoice	Date	Description	Amount
		011939	06/06/2016	Custodial Hours-May	4,522.57
Check	06/16/2016	57934 Accounts Payable	HOOVER PRINTING		461.02
		Invoice	Date	Description	Amount
		48122	06/06/2016	2016 Commencement Announcements	461.02
Check	06/16/2016	57935 Accounts Payable	LANSING SANITARY SUPPLY, INC.		114.48
		Invoice	Date	Description	Amount
		887708	06/06/2016	Custodial Supplies	114.48
Check	06/16/2016	57936 Accounts Payable	LaPointe & Butler, P.C.		54.00
		Invoice	Date	Description	Amount
		MG6316-634-03M	06/06/2016	Legal Services	54.00
Check	06/16/2016	57937 Accounts Payable	METS		6,886.64
		Invoice	Date	Description	Amount
		10733	06/06/2016	Salaries & Fees	6,886.64
Check	06/16/2016	57938 Accounts Payable	NAPA AUTO & TRUCK PARTS		1,801.07
		Invoice	Date	Description	Amount
		770812	06/06/2016	Maint. Supplies	28.96
		770829	06/06/2016	Parts	751.14
		770842	06/06/2016	Parts	(119.79)
		770932	06/06/2016	Parts	552.35
		771033	06/06/2016	Parts	239.00
		771040	06/06/2016	Bus GARage Supplies	48.49
		771224	06/06/2016	Core Deposit	(119.79)
		771445	06/06/2016	Parts	158.72

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/16/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
					261.99
Check	06/16/2016	771550	Parts		1,095.00
			Neola, Inc.		Amount
			Invoice	Date	1,095.00
Check	06/16/2016	66522	School Board Policies Update		89.00
			O'Mara Plumbing, Heating & Cooling		Amount
			Invoice	Date	89.00
Check	06/16/2016	72939	Air Conditioning Repairs-ES		9,382.62
			PCMI		Amount
			Invoice	Date	7,829.36
Check	06/16/2016	48875	Sub Salaries & Fees		1,553.26
			Aides Salaries & Fees		38.99
Check	06/16/2016	44634	SCHOOL SPECIALTY INC.		Amount
			Invoice	Date	38.99
Check	06/16/2016	208116262320	S Teaching Supplies		240.00
			SMITH, JASON		Amount
			Invoice	Date	240.00
Check	06/16/2016	MG61316	Cell Phone		101.00
			SNAP-ON TOOLS , RUSSELL ROSEMA		Amount
			Invoice	Date	101.00
Check	06/16/2016	05311623530	Bus Garage Supplies		359.43
			SUNRISE SUPPLIES, INC.		Amount
			Invoice	Date	54.23
Check	06/16/2016	18206	Maint. Supplies		139.68
			Maint. Supplies		165.52
			Maint. Supplies		1,450.14
Check	06/16/2016	18207	THRUN LAW FIRM, P.C.		Amount
			Invoice	Date	1,303.00
			232040	06/06/2016	Legal Services
			232129	06/06/2016	Legal Services

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/16/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	06/16/2016	57947 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,052.76
	Invoice	Date	Description		Amount
	768944623331	06/06/2016	ES Trash Removal		453.48
	768944523333	06/06/2016	HS Trash Removal		487.13
	768944723339	06/06/2016	BG Trash Removal		112.15
Check	06/16/2016	57948 Accounts Payable	West Michigan International		1,063.37
	Invoice	Date	Description		Amount
	X101038421:01	06/06/2016	Parts		214.56
	X101038668:01	06/06/2016	Parts		103.99
	X101038777:01	06/06/2016	Parts		199.90
	X1011038900:01	06/06/2016	Parts		141.18
	X101039608:01	06/06/2016	Parts		403.74
GF CHECKING General Fund Checking Totals:			Transactions: 25		\$56,372.77
Checks:	25	\$56,372.77			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/21/2016	57949 Accounts Payable	Great Wolf Lodge		2,251.03
	Invoice		Date	Description	Amount
	21677749		06/21/2016	Commit Conference Lodging	2,251.03
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$2,251.03
Checks:	1		\$2,251.03		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/30/2016	57950 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		27.74
	Invoice	Date	Description		Amount
	178704	06/23/2016	Copier Supplies		27.74
Check	06/30/2016	57951 Accounts Payable	CONSUMERS ENERGY		1,766.99
	Invoice	Date	Description		Amount
	MG62316	06/23/2016	ES Natural Gas Cost		1,766.99
Check	06/30/2016	57952 Accounts Payable	COULSON, CHRIS		410.00
	Invoice	Date	Description		Amount
	MG62716	06/23/2016	Board Membewr Compensation		410.00
Check	06/30/2016	57953 Accounts Payable	CRYSTAL FLASH ENERGY		554.80
	Invoice	Date	Description		Amount
	158991768	06/23/2016	Diesel Fuel		554.80
Check	06/30/2016	57954 Accounts Payable	DENNY, BRENT		535.00
	Invoice	Date	Description		Amount
	MG62716	06/23/2016	Board Member Compensation		535.00
Check	06/30/2016	57955 Accounts Payable	Doll, , Sarah		425.00
	Invoice	Date	Description		Amount
	MG62716	06/23/2016	Board Member Compensation		425.00
Check	06/30/2016	57956 Accounts Payable	Encore Technology Group, LLC		1,845.82
	Invoice	Date	Description		Amount
	125232	06/23/2016	Phone Bill		1,845.82
Check	06/30/2016	57957 Accounts Payable	Gallagher Uniform		116.80
	Invoice	Date	Description		Amount
	10478634	06/23/2016	Custodial Towels & Bus Garage Uniforms		55.80
	10479799	06/23/2016	Towels & Uniforms		61.00
Check	06/30/2016	57958 Accounts Payable	Hawkins , Roy		440.00
	Invoice	Date	Description		Amount

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	MG62716		06/23/2016	Board Member Compensation	440.00
Check	06/30/2016	57959 Accounts Payable	HONEYWELL , ACS-SERVICE		460.80
	Invoice		Date	Description	Amount
	5236625320		06/23/2016	Boiler Repairs	460.80
Check	06/30/2016	57960 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		95,051.47
	Invoice		Date	Description	Amount
	2016-3		06/23/2016	Semi Annual Billing-Final Invoice	95,051.47
Check	06/30/2016	57961 Accounts Payable	JOSTENS		220.78
	Invoice		Date	Description	Amount
	18949353		06/23/2016	Top Academic Cords	220.78
Check	06/30/2016	57962 Accounts Payable	LAWARRE, STEVE		470.00
	Invoice		Date	Description	Amount
	MG62716		06/23/2016	Board Member Compensation	470.00
Check	06/30/2016	57963 Accounts Payable	LEADER, JOSHUA		80.00
	Invoice		Date	Description	Amount
	MG61516		06/23/2016	Cell Phone	80.00
Check	06/30/2016	57964 Accounts Payable	MENARDS-IONIA		7.56
	Invoice		Date	Description	Amount
	6655		06/23/2016	Maint. Supplies	1.89
	6656		06/23/2016	Maint. Supplies	5.67
Check	06/30/2016	57965 Accounts Payable	METS		4,496.93
	Invoice		Date	Description	Amount
	10790		06/23/2016	Salaries & Fees	4,496.93
Check	06/30/2016	57966 Accounts Payable	MILES, STEVE		40.90
	Invoice		Date	Description	Amount
	MG62116		06/23/2016	HS Teaching Supplies	40.90
Check	06/30/2016	57967 Accounts Payable	NAPA AUTO & TRUCK PARTS		630.84
	Invoice		Date	Description	Amount

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		771568	06/23/2016	Core Deposit	(27.78)
		771907	06/23/2016	Parts	24.45
		772002	06/23/2016	Parts	8.18
		772008	06/23/2016	Parts	8.70
		772464	06/23/2016	Parts	34.73
		772793	06/23/2016	Bus Garage Supplies	59.88
		772928	06/23/2016	Parts	147.06
		773211	06/23/2016	Transportation Supplies	13.22
		773216	06/23/2016	Transportation Supplies	102.48
		773220	06/23/2016	Parts	5.72
		773282	06/23/2016	Transportation Supplies	42.98
		773292	06/23/2016	Parts	211.22
Check	06/30/2016	57968 Accounts Payable	NICHOLS PAPER & SUPPLY CO.		375.12
		Invoice	Date	Description	Amount
		11719143-00	06/23/2016	Custodial Supplies	375.12
Check	06/30/2016	57969 Accounts Payable	PCMI		4,222.48
		Invoice	Date	Description	Amount
		44784	06/23/2016	Sub Fees & Salaries	3,724.36
		44867	06/23/2016	Salaries & Fees	498.12
Check	06/30/2016	57970 Accounts Payable	Price , David		520.00
		Invoice	Date	Description	Amount
		MG62716	06/23/2016	Board Member Compensation	520.00
Check	06/30/2016	57971 Accounts Payable	SARANAC COMMUNITY SCHOOLS		121.13
		Invoice	Date	Description	Amount
		MG62716	06/23/2016	Petty Cash-HS	52.99
		CU62716	06/23/2016	Petty Cash	36.43
		TB62716	06/23/2016	Petty Cash	31.71
Check	06/30/2016	57972 Accounts Payable	SPEEDWAY LLC		458.86
		Invoice	Date	Description	Amount
		MG62316	06/23/2016	Gas District Vehicles	458.86
Check	06/30/2016	57973 Accounts Payable	SUNRISE SUPPLIES, INC.		83.60

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	18358		06/23/2016	Maint. Supplies	83.60
Check	06/30/2016	57974 Accounts Payable		SYNCB/Amazon	1,169.23
	Invoice		Date	Description	Amount
	262901204234		06/23/2016	Tec Supplies	543.93
	202193489075		06/23/2016	Tech Supplies	177.00
	153634676670		06/23/2016	Tech Supplies	250.35
	24647465867		06/23/2016	Tech Supplies	197.95
Check	06/30/2016	57975 Accounts Payable		TRANSPORTATION ACCESSORIES CO.	254.38
	Invoice		Date	Description	Amount
	456153		06/23/2016	Parts	254.38
Check	06/30/2016	57976 Accounts Payable		VanKuiken , Ted	455.00
	Invoice		Date	Description	Amount
	MG62716		06/23/2016	Board Member Compensation	455.00
Check	06/30/2016	57977 Accounts Payable		West Michigan International	148.87
	Invoice		Date	Description	Amount
	X101040376:01		06/23/2016	Parts	40.11
	X101040376:02		06/23/2016	Parts	108.76
Check	06/30/2016	57978 Accounts Payable		X-CEL CHEMICAL SPECIALTIES CO.	170.20
	Invoice		Date	Description	Amount
	61871		06/23/2016	Custodial Supplies	170.20
GF CHECKING General Fund Checking Totals:			Transactions: 29		\$115,560.30
Checks:	29			\$115,560.30	

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/30/2016	57979 Accounts Payable	VILLAGE OF SARANAC		5,610.61
	Invoice		Date	Description	Amount
	MG63016		06/30/2016	Apr-June Water Sewage Cost	5,610.61
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$5,610.61
Checks:	1		\$5,610.61		

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Central Office & Middle School Egress Plans

I will present information on the Egress Plans for Central Office and Middle School.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2nd Reading of NEOLA Policy 8000 (Operations) & Policy 9000 (Relations)

We will be reviewing and discussing the 2nd reading of NEOLA Policy 8000 and 9000. No action will be taken.