

Saranac Community School

Board of Education Agenda

Regular Meeting

June 4, 2015

7:00 PM

Library, Saranac Elementary School

6:15 pm Walk-Thru

1. Call to Order_____
2. Pledge of Allegiance
3. Approval of Minutes 3
4. Additions & Deletions
5. Comments from Guests - Agenda Items
6. Administrator's Update
7. Instructional Highlight - Elementary's Student Council
8. Reports/Presentations
 - a. Accept Gifts 5
 - b. Saranac Promise Fundraising Feasibility Study 6
 - c. Strategic Planning Update 16
 - d. Athletic Director Update 17
 - e. 2015-16 MHSAA Membership Resolution 22
 - f. 2015-16 Jr/Sr High Course Offering Book 25
 - g. 2015-16 Jr/Sr High Student Handbook 52
 - h. 2015-16 Extracurricular Assignments 81
 - i. 2014-15 Budget Hearing Resolution 83
 - j. Voluntary Severance Plan 86
 - k. Present Fifth Draft of the 2015-16 Budget 105
9. Comments from Guests - Non Agenda Items
10. Superintendent's Report
 - a. Student Enrollment
 - b. Staffing Update
11. Board Request/Reports
12. Communications
13. Closed Session for Superintendent's Evaluation
14. Other

15. Adjournment

Saranac Community Schools
Board of Education
Meeting #22

The Saranac Community Schools Board of Education held a regular meeting on Thursday, May 21, 2015 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

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

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

Chris Coulson led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated May 7, 2015 were approved as written.

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

ADDITIONS & DELETIONS: Superintendent Geiger would like to add a Presentation Item to the agenda of the Performance Contract Update.

COMMENTS FROM GUESTS: The board heard public comment.

APPROVE CONSENT ACTION ITEMS: Board member Coulson asked to have more discussion on the consent agenda items of the ISD Technology & Business Services. Board member Denny asked to have more discussion on agenda item; Non-Affiliated Compensation.

Motion by Hawkins, supported by Coulson and unanimously approved that the Saranac Board of Education accept the Consent Agenda Items as presented:

- ✓ Approve Bills Paid totaling \$663,179.71 from General Fund for April/May
- ✓ Accept Gifts totaling \$6,656.00
- ✓ Approve Best Practice Resolution
- ✓ Approve the ISD 2015-2016 Budget Resolution
- ✓ Approve the ISD Biennial Election Resolution
- ✓ Approve the Neola Board Policies and Administrative Guidelines Contract
- ✓ Approve Teacher's Partial Leave of Absence
- ✓ Approve the Retirement Resolutions

NON-AFFILIATED COMPENSATION: The Board had more discussion on this item before being approved.

Motion by Coulson, supported by Hawkins and unanimously approved that the Saranac Board of Education approve the Non-Affiliated Compensation as presented.

IONIA ISD TECHNOLOGY SERVICES PARTNERSHP AGREEMENT: The Board had more discussion of possibility of Mr. Geiger looking into having an "in-house" cost estimate.

Motion by LaWarre, supported by Doll and unanimously approved that the Saranac Board of Education approve the Technology Support Services Agreement as presented.

IONIA ISD BUSINESS SERVICES PARTNERSHIP AGREEMENT: The Board had more discussion of possibility of Mr. Geiger looking into having an “in-house” cost estimate.

Motion by LaWarre, supported by Price and unanimously approved that the Saranac Board of Education approve the Business Services Partnership Agreement as presented.

PERFORMANCE CONTRACTING UPDATE: Superintendent Geiger discussed the Performance Contracting and it was unanimous by the board to move forward in developing a contract.

SUPERINTENDENT REPORT: Superintendent Geiger reviewed the 2015-2016 budget projections. The board would like Mr. Geiger to move forward with no cuts/reduction at this time.

Mr. Geiger & board member, Ted VanKuiken went to a new board member training; and Mr. Geiger and board member, David Price went to the Legislative Retreat in Lansing.

Mr. Geiger gave an update on the Destination Imagination team that were at the Globals competition and shared pictures of the team.

Mr. Geiger will be sharing information in the local newspaper regarding the schools strategic planning process.

COMMENTS FROM GUESTS: The board heard public comment.

BOARD REQUESTS/REPORTS: Board Present, Brent Denny requested questions by May 28th for the Superintendent’s Evaluation process.

COMMUNICATION: Two thank you cards were received from staff.

APPROVE EXECUTIVE SESSION MINUTES: Executive Session minutes dated May 7, 2015 were approve as written

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:13 p.m.

Respectfully submitted,

Steve LaWarre
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

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

Saranac Chiropractic Center	Donation to Destination Imagination Program	\$ 50.00
Mr. & Mrs. Courtney Hill	Donation to Destination Imagination Program	\$ 100.00
VIP Salon	Donation to Destination Imagination Program	\$ 20.00
Real Pro Auto Service Saranac	Donation to Destination Imagination Program	\$ 100.00
Mrs. Carla Jackson	Donation of a flute to the Band Program	\$ 300.00
Mr. & Mrs. James Darby	Donation for a college scholarship	\$ 500.00
Mr. John Hardy	Donation for the Girls Basketball Program	\$ 1,000.00
Ms. Sheila Pachulski	Donation to the Jr/Sr High Band Program	\$ 50.00
Contrac DeWatering Services	Donation to Destination Imagination Program	\$ 100.00
Mr. & Mrs. Doug Hotchkiss	Donation to Destination Imagination Program	\$ 1,000.00
Ionia County Fishing & Hunting Club	Donation for a college scholarship	\$ 500.00
Lake Funeral Home	Donation for the Saranac Promise scholarship fund	\$ 500.00
Mr. & Mrs. Bob Lake, Jr.	Donation for Bobby & Shannon Lake scholarship	\$ 500.00
Mr. & Mrs. Eric Jorgensen	Donation to Destination Imagination Program	\$ 50.00
Mr. & Mrs. Troy Hoople	Donation to Destination Imagination Program	\$ 100.00
Dawn Borup Photography	Donation to Destination Imagination Program	\$ 100.00
Edmondson, Rouse & Schmid, PC	Donation to Destination Imagination Program	\$ 100.00
General Rental of Ionia	Donation for work done on the baseball field	\$ 125.00
Mrs. Patricia Valone	Donation to the Jr/Sr High Band Program	\$ 65.00
Mr. & Mrs. James Maatman	Donation to Destination Imagination Program	\$ 50.00
Mr. & Mrs. Darold Simpson	Donation to the Steven Simpson Scholarship Fund	\$ 431.78
Mr. John McNeilly	Donation to the Jr/Sr High Band Program	\$ 55.00
Mr. & Mrs. Edward Wood	Donation to the McGee Memorial Scholarship	\$ 25.00
Mr. & Mrs. Ed Truswell	Donation to the Jr/Sr High Band Program	\$ 50.00
Total This Month		\$ 5,871.78
Total Gifts for 2014-2015 Including This Month		\$ 200,827.34

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Saranac Promise Fundraising Feasibility Study

Mr. Keith Hopkins, of Hopkins Fundraising Consulting has met with the Saranac Promise Committee in regards to assisting us with a feasibility and fundraising campaign. (The members of the Saranac Promise Committee are as follows: Sharon Darby, Bruce Chadwick, Cathy Cooper, David Price and Maury Geiger.) While we have already been able to generate funds for the Saranac Promise Program, it is the recommendation of the committee that Mr. Hopkins present to the board the scope of services he will be able to provide in assisting us with continuing in this very worthwhile endeavor.

His PowerPoint is attached for your review.

Pre-Campaign Planning

Presented by Keith Hopkins
Hopkins Fundraising Consulting

Experience working with School Districts and Educational Nonprofits

8

- Grand Rapids Public Schools/Challenge Scholars
- Kalamazoo Public Schools/Communities in Schools
- University Prep
- Greenville Public Schools
- Traverse City Area Public Schools

Successful Campaigns typically begin with feasibility studies

- Three month process
- \$15,000 cost
- Key steps:
 - Drafting a Case for Support
 - Identifying potential donors
 - Interviews

Rationale for Doing a Feasibility Study

- Tests the campaign concept with key community leaders
- Provides feedback on the size and scope of the goal
- Identifies potential campaign leadership
- Identifies potential campaign donors
- Helps uncover potential obstacles to raising the money
- Prepares the community for a fundraising effort by cultivating key leaders

Step One

- Drafting a Case for Support
 - A synopsis of the reason for the campaign and the anticipated community impact
 - Must include a financial goal
 - Typically 4-5 pages
 - Initial draft written by consultant
 - Cover letter

Step Two

- Identifying potential donors (interviewees)
 - Business leaders
 - Foundations (public and private)
 - Individuals/Families of wealth and with a history of generosity
 - Potential campaign chairs
 - Other key civic leaders

Step Three

- Interviews
 - Reaction to campaign concept
 - Reaction to the goal
 - Concerns
 - Timing
 - Leadership interest
 - Donorship interest

Campaign without a Feasibility Study

- First three months of the campaign
- \$15,000 cost
- Pro: jump right into fundraising
- Con: no roadmap to success
- Will require internal staff

Campaign Initial Steps

- Leadership recruitment/job descriptions
- Campaign budget
- Development of marketing materials
- Board solicitation process
- Identification of key donor prospects
- Meeting agendas/gift charts/volunteer binders
- Provides an option for a month by month extension of the contract

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Strategic Planning Update

Scott Morrell from MASB will be here to update the board on the Strategic Planning process.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Athletic Update

Athletic Director, Josh Leader will be updating the board on the 2014-15 school athletics program.

Saranac Community Schools Athletics Update

June 4, 2015

I. Athletic Offerings and Coaching Positions

a. Fall Sports

a.1. Football

a.1.1. Varsity – Head Coach **Dennis Cooper**; Assistant
Joe Cooper

a.1.2. JV – Head Coach **Andy Lytle**; Assistant **Jeff Videan***

a.2. Volleyball

a.2.1. Varsity – Head Coach **Amy McElvain**

a.2.2. JV – Head Coach **Amy Miles**

a.2.3. 7th/8th Grade – **Taylor Simmons** (self-funded)

a.3. Cross Country

a.3.1. Head Coach **Diana Smith**

a.4. Sideline Cheer – Sue Frank (self-funded)

b. Winter Sports

b.1. Basketball

b.1.1. Varsity Girls' Head Coach **Steve Tompkins**

b.1.2. JV Girls' Head Coach **Todd Chipman**

b.1.3. Varsity Boys' Head Coach **Carmen Brown**

b.1.4. JV Girls' Head Coach **Gelan Dibaba**

b.1.5. 7th/8th Grade Girls' and Boys' (self-funded)

b.2. Sideline Cheer – **Becky Bowen** (self-funded)

c. Spring Sports

c.1. Baseball

c.1.1. Varsity Head Coach **Jason Smith**

c.1.2. JV Head Coach **Keaton Moyer**

c.2. Softball

c.2.1. Varsity Head Coach **Terry Johnson**

c.2.2. JV Head Coach **Becky Sterzick**

c.3. Track

c.3.1. Head Coach Diana Smith

c.3.2. 7th/8th Grade – **Steve and Pam Houtteman** (self-funded)

Girls' and Boys' Golf not offered in 2014 (self-funded)

II. Self-funded vs. School Sponsored

- a. Both must abide by all CMAC and MHSAA rules/regulations
- b. Saranac Athletic Code applies to all students regardless of sports
- c. Varsity Coaches recommend (to athletic director) coaches of self-funded teams

III. High School Student Athletes

- a. Fall Sports: 2014: 89 (34 Girls/55 Boys); 2013: 97 (37 Girls/60 Boys); 2012: 106 (46 Girls/60 Boys)
- b. Winter Sports: 2015: 40 (18 Girls/22 Boys); 2014: 44 (20 Girls/24 Boys); 2013: 41 (19 Girls/22 boys)
- c. Spring Sports: 2015: 117 (53 Girls; 64 Boys) 126 (54 Girls/72 Boys); 2013: 118 (46 Girls/72 Boys)
- d. Cheer: 24 (22 Girls/2 Boys)
- e. Single Sport Athletes: 58 (2014: 66)
- f. Dual-sport Athletes: 70 (2014: 70) (2013: 62)
- g. Three-sport Athletes: 16 (2014: 21) (2013: 20)
- h. Four-sport Athletes: 0 (2014: 0) (2013: 1)
- i. "Cut" Sports: Volleyball, Basketball, Baseball and Softball
- j. Concerns for 2015-16
 - j.1. JV Football – Not likely to field a team
 - j.2. JV Girls' Basketball – Not likely to field a team
 - j.3. 7/8 Volleyball and Basketball (both genders)

IV. Pay-to-Participate Fees

- a. \$75 per athlete/per year (\$225 family cap)
 - a.1. Includes all seasons

- a.2. Self-funded sports not included
 - a.2.1. Rate determined by the coach
 - a.3. CMAC Comparison
 - v. Transportation
 - a. School-sponsored policies – Transport teams of 15 or more members to and from events (some drop-and-return routes for weekend tournaments/invites).
 - a.1. Transport teams to all MHSAA tournament games
 - a.2. School vans and private transportation used for teams of less than 15.
 - a.2.1. Students may not drive other students.
 - a.2.2. Vans often not available, forcing parent transport
 - b. Self-funded policies – teams may “purchase” transportation or use private transportation from team trust accounts.
 - b.1. Students still may not drive other students
 - b.2. Estimated transportation cost per event - \$200-300
- vi. MHSAA Issues
 - a. Concussions – 2nd year of legislation
 - a.1. Impact
 - b. Football practice regulations
 - c. Heat-related illness/injury (Heat Index Measurement)
 - d. Required Coaches Training
 - d.1. CAP Program levels I and II – all paid coaches
 - d.2. CPR/AED Training – all varsity head coaches
- vii. League Issues
 - a. League Membership (Bath, Dansville, Fowler, Fulton, Laingsburg, Pewamo-Westphalia, Portland St. Pat’s, Potterville, Saranac)
 - a.1. No plans to expand
 - b. Officials’ Contracts
 - b.1. CMAC Assignors – 2nd Year
 - b.2. Non-Conference Games
 - c. Scheduling/Title IX – Second year of split schedule
- viii. Local Issues

- a. Building Security
 - a.1. Postings, summer schedule, coaches' meetings
- b. Facility Maintenance
 - b.1. Gym resurfacing at Jr/Sr High 6/22, 23, 24
 - b.2. Track repairs completed
 - b.3. Baseball dugouts completed
 - b.4. Baseball and softball infields in need of attention
 - b.5. Sound system in contest gym in need of replacement
 - b.6. Scoreboard and backboard winch issues in contest gym
 - b.7. Future of 7/8 Basketball in HMS?
 - b.7.1. Contest in Auxiliary Gym?
 - b.7.2. Impact on gym availability
- IX. Looking Ahead
 - a. Fall schedule set/Winter nearly complete
 - b. Coaches' evaluations all up-to-date
 - c. Sports Physicals June 19th
 - d. Summer Athletics Calendar and Fall Contests on Website
 - e. Spirit Club – 2015
 - f. Possible athletic trainer services for 2015-16 through Grand River Physical Therapy

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Participation in the Michigan High School Athletic Association

We are required to annually renew our membership in the Michigan High School Athletic Association. The resolution to be approved is attached. I will ask for Board approval of this resolution at the June 18 meeting.

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

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

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

MEMBERSHIP RESOLUTION

For the year August 1, 2015 — through July 31, 2016

LIST ON BACK

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

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2015-16 must be listed on the back of this form)

Saranac Community Schools _____ City of Saranac _____

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

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

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

This authorization shall be effective from August 1, 2015 and shall remain effective until July 31, 2016, during which the authorization may not be revoked.

RECORD OF ADOPTION

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

Saranac Community _____ School(s), on the 18 day of June, 2015,
and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Saranac Community Schools _____

(Governing Body Name)

88 Pleasant Street _____

(Address)

Saranac, MI 48881 _____

(City)

Board Secretary Signature
or Designee

☐ Check if Designee

Schools Which Are To Be MHSAA Members During 2015-16

NOTE: Pursuant to the MHSAA Constitution, "All high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has an enrollment and on-site attendance of at least 15 students, weather for grades 7 and 8, or 7 through 9, or 10 through 12, or 9 through 12; and (b) if nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization." If enrollment falls below the minimum, the school must notify the MHSAA and its membership will be subject to suspension.

*Senior High School(s)

*Junior High /Middle School(s) (Include how many students in grades 7th & 8th)

*Even if all grades are housed in one school building. The below columns must be completed separately in order for schools serving 7-12 grades to be included as members. 7th&8th grade enrollment must be included for JH/Middle Schools.

1. <u>Saranac Jr/Sr High School</u>	1. <u>Saranac Jr/Sr High School 7/8th</u> (137)
2. _____	2. _____ ()
3. _____	3. _____ ()
4. _____	4. _____ ()
5. _____	5. _____ ()
6. _____	6. _____ ()
7. _____	7. _____ ()
8. _____	8. _____ ()
9. _____	9. _____ ()
10. _____	10. _____ ()
11. _____	11. _____ ()
12. _____	12. _____ ()
13. _____	13. _____ ()
14. _____	14. _____ ()
15. _____	15. _____ ()
16. _____	16. _____ ()
17. _____	17. _____ ()
18. _____	18. _____ ()
19. _____	19. _____ ()
20. _____	20. _____ ()

If necessary, list additional schools on a separate sheet.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Junior Senior High School Course Offerings

Beth Simpson and Josh Leader have reviewed the proposed course offerings for the junior senior high school for the 2015-2016 school year and will be available to present the information and answer any questions you may have at this time.

Saranac Jr/Sr High School

150 S. Pleasant Street
Saranac, Michigan 48881



www.saranac.k12.mi.us

To: Saranac School Board and Supt. Maury Geiger
From: Beth Simpson
Re: Course Offering Book 2015-16 changes
Date: May 20, 2015

There are not many changes to the course offerings book this year. There are courses in this book that are not offered but we are choosing to leave them in so that we may be able to offer them should the opportunity arise. This eliminates having to add courses for Board approval for a new course.

The following are the changes for the 2015-16 school year.

Page 5: New Course (English Elective)

RESEARCH CLASS 1 SEMESTER 9,10,11,12 ½ CREDIT
Using technology, students will research topics and create projects and presentations from their research.

Page 6: New Course (Math Elective)

MATH LAB 2 SEMESTERS 9, 10 1 CREDIT
Students taking math lab will receive assistance in strengthening their math skills. These skills will be strengthened through pre-teaching concepts necessary to succeed in their regular math class, which is taken in concert with math lab. Students will also grow by mastering mathematical concepts identified as deficiencies specific to each individual student. Students placed in this class must be motivated to improve their skills. Placement in this course will be will administrative/counselor approval.

Page 12: New Course Title (description is the same as Critical Issues...just a new name)

CURRENT EVENTS 1 SEMESTER 11,12 ½ CREDIT
Prerequisite: U.S. History (Elective)
This class is designed to help students take many aspects of the social studies field and relate them to current world situations. We will discuss and form opinions/solutions to some current world problems after studying the problem from economical, geographical, political and cultural viewpoints. Also, environmental and human rights issues will be included. This class will be challenging and require students to use their thinking, writing and persuasive skills in trying to understand some of today's problems.

Page 13: New Course Description to change of name of Team Sports

LIFETIME SPORTS 1 SEMESTER 10,11,12 ½ CREDIT
Students will learn activities that will promote and maintain a healthy lifestyle.

Page 22: Delete Construction Technology from Heartlands courses as they no longer have the program.

Saranac High School Course Descriptions

2015-16



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II. DESCRIPTION OF SHS COURSES

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III. LIST OF SHS COURSES

24

GRADUATION REQUIREMENTS

18 Michigan Merit Curriculum Credits + 4 Electives

22 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, Earth Science, Intro. to Chemistry or Intro. to Physics and Chemistry or Physics) Class of 2017 and beyond will be required to take Biology, 10 th grade Science and Chemistry or Physics. | |
| 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 (Class of 2016 and beyond) | 2.0 Credits |
| 2 years of a foreign language or 1 year foreign language with 1 year of CTE (Career Technical Education- HIT) | |
| J. Students must also participate in some form of online learning experience during their high school career. | |

ADDITIONAL REQUIREMENTS:

- All students will be required to participate in the state required assessment process (currently the ACT/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.

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, Chemistry and Physics.
- d) English - English 9, English 10, English 11, and one year of English not open to freshman and sophomores or the equivalent advanced courses.
- e) Two full credits of a foreign language in the same language.

DIPLOMA WITH HONORS

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

A. Diploma of Honors course criteria:

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

VALEDICTORIAN AND SALUTATORIAN

- a) **The valedictorian and salutatorian must meet the criteria for an "Honors Diploma."**
- b) **A student who is repeating classes will not qualify for Valedictorian or Salutatorian honors.**
- c) For the purpose of selecting the Valedictorian and Salutatorian, the G.P.A. will be averaged to the nearest 1/100 of a point.

TOP ACADEMIC STUDENTS:

Students will achieve this status by attaining a G.P.A. of 3.60 or higher through their first eleven semesters.

Within the 3.6 - 4.0 range, there will be three levels of recognition:

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

Testing Out Policy

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

Repeating Classes

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

Advanced Placement

A weighted grading system is in effect for Advanced Placement (AP) courses to recognize the added rigor of these courses and provide incentive for students to undertake challenging courses. Students who have taken AP courses will have .50 added to their course grade for each semester the class is taken. This weighted system will only 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:

1Your completed and signed Student Release Form and fee.

2Your official transcript mailed directly from every high school you have attended.

3Your 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.

Sequence of Classes – 12 classes each year for 6 Credits

Freshmen

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

Juniors

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

Sophomores

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

Seniors

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

(Numbers in parentheses are the number of semesters for the course)



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: Core English

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: Sophomore English

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: Junior English

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: Teacher 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*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.

RESEARCH CLASS

1 SEMESTER

9,10,11,12

½ CREDIT

Using technology, students will research topics and create projects and presentations from their research.

**ALGEBRA I A and B**

2 SEMESTERS

8,9,10

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 as quadratic equations; graphing of all types of equations; real world applications of all areas. (It is recommended that each student own a scientific calculator, such as the TI-30Xa.)

GEOMETRY A and B

2 SEMESTERS

9, 10

1 CREDIT

Prerequisite: None

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

ALGEBRA 2 A and B

2 SEMESTERS

10,11,12

1 CREDIT

Prerequisite: Algebra 1

The objective of this course is to provide the students with the understanding and language of the mathematics used in employment and future education in colleges and technical schools. The study of Advanced Algebra includes: linear, quadratic and exponential functions; trigonometry; logarithms; applications of algebra to geometry, statistics, and probability; powers; matrices; uses of graphics calculators and computers. This course of study weaves together the mathematics of all previous course work.

(It is recommended that each student own a graphic calculator such as the TI-83.)

PRE-CALCULUS A & B

2 SEMESTERS

11,12

1 CREDIT

Prerequisite: Algebra 2

The objective of this course is for students to develop a deeper understanding of each branch of mathematics as they apply to each other and to the real world. In order to facilitate this learning, students will study the following topics: equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometry, trigonometric graphs, solving trigonometric equations, trigonometric identities and proofs, trigonometric applications, analytic geometry, and statistics and probability.

(Although calculators are available for classroom use, it is recommended that each student own a Texas Instruments TI-83 or similar equipment.)

MATH LAB

2 SEMESTERS

9, 10

1 CREDIT

Students taking math lab will receive assistance in strengthening their math skills. These skills will be strengthened through pre-teaching concepts necessary to succeed in their regular math class, which is taken in concert with math lab. Students will also grow by mastering mathematical concepts identified as deficiencies specific to each individual student. Students placed in this class must be motivated to improve their skills.

Placement in this course will be will administrative/counselor approval.

CONSUMER MATH

1 SEMESTER

12

½ CREDIT

*Prerequisite: 3 years of math**(Math credit)*

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

CRITICAL THINKING

1 SEMESTER

12

½ CREDIT

*Prerequisite: 3 years of math**(Math credit)*

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

using and reinforcing concepts learned in Algebra 1, Geometry, and Algebra 2.

STRATEGIES

1 SEMESTER

9-12

½ CREDIT

*Prerequisite: 3 years of math**(Math Credit)*

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

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 - 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

½ CREDIT

Prerequisite: Biology

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

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

½ CREDIT

Prerequisite: Biology

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 (not a class)

Agri-science is the combination of three 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 three sections if they want to earn their State FFA Degree)

1. ANIMAL SCIENCE

1 SEMESTER

9, 10, 11, 12

½ CREDIT

*Prerequisite: Biology A & B**(Applied Arts)*

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: Earth Science**(Applied Arts)*

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: Biology A & B**(Applied Arts)*

Students study plant physiology, plant nutrition, pests and pest management and soil. Students will raise plants in the school greenhouse.

**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

11

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

11

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, 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

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.

10

PSYCHOLOGY II

1 SEMESTER

11,12

½ CREDIT

*Prerequisite- Psych I**(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 Current Events

1 SEMESTER

11,12

½

CREDIT

*Prerequisite: U.S. History**(Elective)*

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

A HISTORY OF CONFLICT

1 SEMESTER

11,12

½ CREDIT

*Prerequisite: U.S. History**(Elective)*

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

LIFE MANAGEMENT

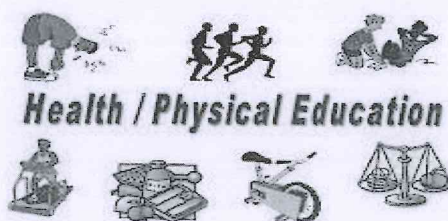
1 SEMESTER

12

½ CREDIT

*Prerequisite: none**(Math)*

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."



PHYSICAL EDUCATION

1 SEMESTER

9

½ CREDIT

Prerequisite: None

Skills and activities incorporated into this class will consist of team and individual activities, understanding of the skills, rules and strategies of games, realization of the importance of good sportsmanship, and developing an understanding of a proper strength-training program.

TEAM SPORTS

1 SEMESTER

10,11,12

½ CREDIT

Prerequisite: Physical Education

(Elective)

Instruction and playing in softball, basketball, floor hockey, volleyball, in-door soccer, pickleball, badminton, eclipse ball and team handball will be the focus of this class.

LIFETIME SPORTS

1 SEMESTER

10,11,12

½ CREDIT

Students will learn activities that will promote and maintain a healthy lifestyle.

INDIVIDUAL SPORTS

1 SEMESTER

10,11,12

½ CREDIT

Prerequisite: Physical Education

(Elective)

This class will offer instruction on the rules, etiquette, skill development and playing strategies of various individual sports. The following sports will be studied: Tennis, Golf, Jogging, Strength Training, Badminton, Table Tennis, Yoga, Aerobic Dance, Pilates, Archery, Frisbee Golf and Bowling.

HEALTH

1 SEMESTER

9

½ CREDIT

Prerequisite: None

(Health)

Learning experiences that will attempt to influence, educate, and change behavior concerning the health of the individual, family and community. Topics include stress and suicide, nutrition; fitness, first aid; disease; reproductive health; substance abuse.

FITNESS AND NUTRITION

1 SEMESTER

10, 11,12

½ CREDIT

Prerequisite: Physical Education

(Elective)

This course will present principles and methods of muscular and energy fitness, as well as information regarding nutrition and its role in a healthy lifestyle.

HISTORY OF SPORTS

1 SEMESTER

10, 11,12

½ CREDIT

Prerequisite: Physical Education

(Elective)

Sports have always been a part of both world history and States history. This class will examine the history of some sports, such as basketball, baseball, football, hockey, soccer, and volleyball to name a few. We will look at the history and development of the sport along with practicing and playing the sport.

AEROBICS

1 SEMESTER

10, 11,12

½ CREDIT

Prerequisite: Physical Education

(Elective)

This class is designed to develop the individual's cardiovascular fitness and increase his/her knowledge of a lifelong wellness program. This will be accomplished through endurance based activities such as aerobic dance, step aerobics, walking, jogging, running and stationary aerobic equipment.

WEIGHTLIFTING

1 SEMESTER

10, 11,12

½ CREDIT

Prerequisite: Physical Education

(Elective)

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

**SPANISH I A and B**

2 SEMESTERS

9, 10, 11, 12

1 CREDIT

Prerequisite: None

Students will become acquainted with Spanish and Latin American culture through classroom activities projects. Students will learn survival language skills and how to communicate their own needs as well as understand those around them. Students will learn through listening, reading, writing and speaking.

SPANISH II A and B

2 SEMESTERS

9, 10, 11, 12

1 CREDIT

Prerequisite: Spanish I

Students will demonstrate mastery of Spanish I concepts. Students will continue to speak, listen, read and write in class daily. Students will research assigned cultural topics and present their findings in Spanish videos to their classmates. Students will learn situational vocabulary and learn to express themselves in four additional tenses.

SPANISH III A and B

2 SEMESTERS

9, 10, 11, 12

1 CREDIT

Prerequisite: Spanish II

This class is designed for the self-motivated and college bound student. Students will read short novels in Spanish and research artists and music of different Spanish speaking countries. Students will also learn a minimum of 8 additional tenses to express themselves.

SPANISH IV A and B

2 SEMESTERS

9, 10, 11, 12

1 CREDIT

Prerequisite: Spanish III

This class is for the truly dedicated student who wishes to work on their listening and speaking abilities. Students will make use of videos, radio and Spanish speaking programs available on the Internet. Students will also work to improve their fluency and knowledge of the cultures through presentations and research.

FRENCH I A and B

2 SEMESTERS

9-12

1 CREDIT

Prerequisite: None

The objective of this course is to provide students with a heightened awareness of world cultures and an ability to communicate with French-speaking people through speaking, listening, reading, and writing in French.

Vocabulary, grammar, and pronunciation studies are the focus on in this class. Class activities are conducted using written text, audio and video presentations, and computer software.

(It is recommended that each student own a French-English dictionary.)

FRENCH II A and B

2 SEMESTERS

10,11,12

1 CREDIT

Prerequisite: French I

The objective of this course is to provide students with a heightened awareness of world cultures and an ability to communicate with French-speaking people through speaking, listening, reading, and writing in French.

Vocabulary, grammar, and pronunciation studies include a comprehensive review and extension of French I functions. Class activities are conducted using written text, audio and video presentations, and computer software.

(It is recommended that each student own a French-English dictionary.)

VISUAL, PERFORMING AND APPLIED ARTS



SENIOR BAND A and B

2 SEMESTERS

9-12

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 wishes 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

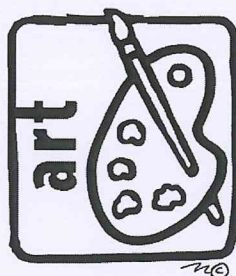
1 SEMESTER

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

9-12

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

9-12

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

9-12

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

9-12

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

9-12

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

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 - 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



YEARBOOK PUBLICATION

2 SEMESTERS

10,11,12

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

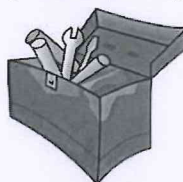
9,10,11,12

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.

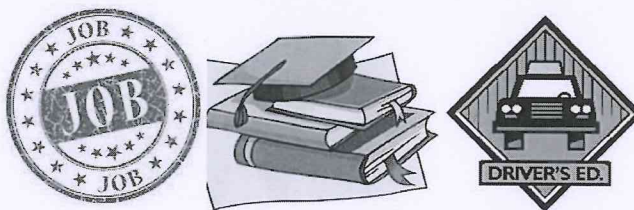
MECHANICAL DRAWING I 1 SEMESTER 11, 12 ½ CREDIT
Prerequisite: None
 Working knowledge of the area of drafting which includes lettering, multi-view drawing, dimensioning, sectional views and pictorial drawing.

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 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

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
IDEA Writing
Literacy and Comprehension I
Literacy and Comprehension II

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
Strategies for Academic Success

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

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

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

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

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

DUAL ENROLLMENT

SEMESTER

9, 10, 11, 12 ½ CREDIT

Prerequisite: Principal/Counselor Approval

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

To be eligible for dual enrollment, students must:

- ▲ be enrolled in high school, but not for more than four school years.
- ▲ be in at least the eleventh grade.
- ▲ have taken and achieved a qualifying score in:
- ▲ All subject areas of the Michigan Merit Exam (MME) or other state approved readiness assessment, **or**
- ▲ in the subject area of the eligible course in which a student wishes to enroll.

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

The Automotive Technology Program is a 2 year program that covers the eight areas of Automotive Service Excellence (ASE) certification. The eight areas are: engine repair, automatic transmission, manual transmission and driveline, suspension and steering, brakes and electrical and electronic systems, heating and air conditioning, and engine performance. This course is a mixture of theory and operation taught in the classroom and hands-on training in the laboratory. Students will have the opportunity to take certification tests throughout the year and if successful, they will leave the program a certified automobile technician or well prepared for college.

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.

Dental Occupations

YEAR

11,12

3 CREDITS

Helpful background classes: Biology, Math, English, Chemistry

The Dental Occupations program is designed to expose students to the various career opportunities available in the dental field. Students have the opportunity to work with local dentists in the classroom to run the Heartlands' Dental Clinic and assist with elementary school fluoride program. Second year students serve an internship in a dental office. Upon completion of the program, the students will have had training in the areas of chair side procedures, lab techniques, and office procedures. 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

The Diesel/Heavy Equipment mechanic works with agricultural, material handling, or highway equipment. He or she will perform the following duties as a entry level mechanic: servicing, maintaining, repairing, inspecting, cleaning, dismantling 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.

<u>Culinary Arts</u>	YEAR	11,12	3 CREDITS
<i>Helpful background classes: Math, Communications</i>			
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.			
<u>Health Occupations</u>	YEAR	11,12	3 CREDITS
<i>Helpful background classes: Biology, Math, English</i>			
Health careers is designed to acquaint students with careers in the health fields, job needs, and employment skills, and to teach students basic medical assisting or nurse aide skills that will prepare them for employment or post-secondary education. First year students are provided with a combination of classroom, laboratory, and clinical observational and hands-on experiences in available health care facilities. Students can find employment in hospitals, doctor's offices, and extended care facilities. Related occupations include; Physical Therapy Aide, Ambulance Attendant, Occupational Therapy Aide, Nursing Assistant, Orderly, Pharmacy Helper, Central Supply Aide, Dietary Aide, and Home Health Assistant. Upon completion of the program the student will be certificate eligible and can take the state clinical and written exams.			
<u>Machine Tool</u>	YEAR	11,12	3 CREDITS
<i>Helpful background classes: Algebra, Industrial Arts, Technology Education, Computers</i>			
Machine Tool is a training program in applied knowledge. It 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. This program lets students/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 and design and draw it on a computer, then program the computer to run a computer-operated machine. Semi-skilled and skilled workers build, test, inspect, and operate machines and equipment.			
<u>Plant/Animal Science</u>	YEAR	11,12	3 CREDITS
<i>Prerequisite: None</i>			
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 receive firsthand experience in production and marketing of agricultural products. Students will have the opportunity to experience modern technology in agri-science involving hydroponics and aquaculture. Students will also work on the development of personal and career skills.			
<u>Criminal Justice</u>	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. Criminal Justice is a 2-year program where after successful completion of the first year, a student may apply to be selected as a second year student. 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.			
<u>Aviation Technology</u>	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. This is a 1 to 2 year 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. Although this course leans mostly towards the mechanical side of aviation, such as maintaining, servicing, repairing aircrafts and aircraft engines, it will allow the students to excel in post-secondary training for careers such as dispatcher, airport management, air traffic control, flight training, or entry-level work with an air carrier. The Aviation Technology program is a "off campus" program located at the Ionia County Airport with bussing provided from Heartlands. A high level of student maturity and discipline is required for this program.			

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 12:10 pm – 6:30 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 2014-2015

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
Research

LANG ARTS ELECTIVE ½ credit

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

MATH (4 Credits)

Algebra 1 A, B (9, 10)
Geometry A, B (9, 10)
Advanced Algebra A, B (10, 11, 12)
Pre-Calculus A, B (11, 12)
Consumer Math A, B (12)
Critical Thinking (12)
Strategies (9-12)
Life Management (10-12)

SCIENCE (3 Credits)

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

SCIENCE ELECTIVES (1/2 credit)

Anatomy
Zoology
Forensic Science
Animal Science
Natural Resources
Plant Science

SOCIAL STUDIES (3 Credits)

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

SOCIAL STUDIES ELECTIVES

Psychology I (11, 12)
Psychology II (11, 12)
Current Events (11, 12)
History of Conflict (11, 12)
American Culture & Media (11, 12)
Life Management (11, 12)

PHYSICAL EDUCATION (1 credit)

Health (9)
Physical Education (9)

PHYSICAL EDUCATION ELECTIVES

Team Sports (10, 11, 12)
Individual Sports (10, 11, 12)
Fitness and Nutrition (10, 11, 12)
History of Sports (10, 11, 12)
Weightlifting (10, 11, 12)
Aerobics (10, 11, 12)
Lifetime Sports

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)

APPLIED ARTS

Industrial Arts (9, 10, 11, 12)
Woods I (9, 10, 11, 12)
Woods II (9, 10, 11, 12)
Mechanical Drawing I (11, 12)
Home Maintenance (9, 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 (9, 10, 11, 12)
Sculpture & Design (9, 10, 11, 12)
Pottery (9, 10, 11, 12)
Drawing (9, 10, 11, 12)
Painting (9, 10, 11, 12)
Yearbook Publications (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)
Computers and Network Administration
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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Jr/Sr High School Student Handbook for 2015-2016

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.

Beth Simpson & Josh Leader have prepared proposed changes (attached) to the Jr/Sr High School Student Handbook for use in 2015-16.

Action to approve these documents will be requested at the June 18 meeting.



To: Saranac Board of Education
Re: Summary of Changes to Student Handbook
From: Beth Simpson
Date: May 20, 2015

Last year we completed a thorough review of our student handbook with the assistance of MASSP (Michigan Association of Secondary School Principals) legal advice. This year we have only a few changes. Some are required by the State of Michigan and some were in need of further clarification. The following corrections or additions were made to the 2015-16 handbook:

Page 2: Personal Curriculum – approved last year but have changed the language

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.

Page 4: Graduation with Honors – added statement from course offering book to student handbook for better communication.

The valedictorian and salutatorian must meet the criteria for an "Honors Diploma." A student who is repeating 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.

Page 14: Bullying and Cyberbullying – State requirement to add cyberbullying to the bullying policy.

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.

Page 17: Tobacco – added statement to cover electronic cigarettes

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.

Page 18: Electronic Devices – added a statement for clarification

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, 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.

Page 26 – Appendix D and Administration

This will be updated when Administrative roles are assigned.

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
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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:

- 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.
- 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.
- 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.
- 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.
- 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

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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).

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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.

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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, Earth Science, Intro. to Chemistry or Intro. to Physics and Chemistry or Physics) | 3.0 Credits |
| D. Social Studies (must include US History, World History, Government, and Economics) | 3.0 Credits |
| E. World Languages | 2.0 Credits |
| F. Physical Education | 0.5 Credit |
| G. Health | 0.5 Credit |
| H. Visual, Performing and Applied Arts | 1.0 Credit |

22 Credits to Graduate (16 MMC + 2 Credits of World Language in one language + 4 electives)

ADDITIONAL REQUIREMENTS:

- All students will be required to participate in the state required assessment process (currently the ACT/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 to one (1) by correspondence and 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 and Chemistry and Physics
English-----English 9, 10, 11, and one year of Advanced English or AP English
Social Studies---US History, World History, Government, and Economics
Two ~~One~~ full credit 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, Chemistry, and 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 is repeating 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 (New law as of June, 2014)

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 2nd 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:

100-95	A	76.99-74	C
94.99-90	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 become an "F". In order to retake a test, a student must participate in remediation and demonstrate improved competency to the extent that passing the retake test or a higher score is probable.

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 2015-16 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.**

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-doe 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 approve 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 is 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 accordance 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 unemancipated 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, 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 ALR, and parent contact
 Fourth offense – persistent disobedience (3 days ALR and 1 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 Honesty

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 date 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 for NO CREDIT.

- ☒ **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.

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 to be 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 must 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 I:

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: 2015-2016 Extracurricular Positions

POLICY: 5730 Recruitment

5750 Part-Time and Substitute Non-Certified Staff

The SEA contract requires the appointment of individuals to extracurricular positions by June 30th for the following year. I have attached a listing of extracurricular positions. I will ask for Board action on the list at the June 18 meeting.

A list of recommended appointments is attached.

2015-2016 Extracurricular Positions

Middle School Student Council.....	OPEN
Music Director.....	Matt Stauffer
High School Student Council... ..	Diana Smith
Yearbook Advisor.	Diana Smith
National Honor Society Sponsor.....	Nancy Helminski
FFA Sponsors.....	Tracy Dahms & Susann Young
Junior Class Sponsor	Phyllis Plumley
Head Varsity Football	Dennis Cooper
Head Junior Varsity Football	Andy Lytle
Assistant Football	Joe Cooper & Jeff Videan
Varsity & JV Fall Sports Cheerleading.....	Self Funded
Varsity Girls Basketball.....	Steve Tompkins
JV Girls Basketball	Todd Chipman
8th Grade Girls Basketball	Self-Funded
7th Grade Girls Basketball	Self-Funded
Cross Country.....	Diana Smith
Varsity Volleyball	Amy McElvain
JV Volleyball	Amy Miles
7 th & 8 th Grade Volleyball.....	Self Funded
Varsity Boys Basketball	Carmen Brown
Winter Varsity & JV Cheerleading.	Self Funded
JV Boys Basketball.....	Gelan Dibaba
8th Grade Boys Basketball	Self-Funded
7th Grade Boys Basketball	Self-Funded
Varsity Softball.....	Terry Johnson
JV Softball	Becky Sterzick
Varsity Baseball.....	Jason Smith
JV Baseball.....	Keaton Moyer
Track	Diana Smith
Assistant Track.....	Erric Smith
Jr. High Track.....	Self-Funded
Boys/Girls Golf.....	Self Funded
Soccer	Self Funded

Updated: 5/28/15

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approve Budget Hearing Resolution

POLICY: 3100 Annual Operating Budget

The attached resolution takes action to set a time, date, and place for a public hearing on the proposed budget for the 2015-2016 school year. The budgets will be presented at the June 18 hearing, with action for approval of the budgets to be requested following the hearing.

We will need to take action on this so that we can have the posting in a local newspaper.

Suggested Resolution

I move that the Saranac Board of Education approve the attached Budget Hearing Resolution as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

A regular meeting of the Board of Education of the Saranac Community Schools was held in the Library at Saranac Jr/Sr High School on the 4th day of June, 2015, at 7:00 p.m.

The meeting was called to order at 7:00 o'clock, in the p.m. by:

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, Tonight this Board will review a proposed budget and desires to establish a hearing thereon for the fiscal year 2015-2016.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby set 7:00 o'clock, in the p.m. Thursday, June 18, 2015 in the Library at Saranac Jr/Sr High School, Michigan, as the time, date and location for the public hearing on the proposed budget for the 2015-2016 fiscal year.
2. The Board authorizes and directs the Superintendent to cause the Notice of a Public Hearing on Proposed 2015-2016 Budget, a copy of which is attached hereto as Exhibit A, to be published in a newspaper of general circulation in the district, not less than six (6) days prior to the hearing.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Yes: Members

No: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Saranac Community Schools, Ionia County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on Thursday, June 4, 2015, the original of which is part of the Board's minutes. The undersigned further certified that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Secretary, Board of Education

EXHIBIT A

NOTICE OF A PUBLIC HEARING ON PROPOSED 2015-2016 BUDGET

PLEASE TAKE NOTICE that on Thursday, June 18, 2015 at 7:00 p.m., in the Library at Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, Michigan, the Board of Education of Saranac Community Schools will hold a public hearing to consider the district's proposed 2015-2016 budget.

The Board may not adopt its proposed 2015-2016 budget until after the public hearing. A copy of the proposed 2015-2016 budget including the proposed property tax millage rate is available for public inspection during normal business hours at the Superintendent's Office, 88 Pleasant Street, Saranac, Michigan.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

This notice is given by order of the Board of Education

Steve LaWarre, Secretary

The third paragraph must be printed in 11-point boldface type as shown.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Voluntary Separation Agreement

I am following up with information in regards to the interest of the Board in a voluntary separation agreement for members of the Saranac Education Association. The information has been reviewed by legal council, and the eligibility factors are: (Section 2 of the SCS 2015 Voluntary Severance Plan)

To be eligible to participate in this VSP, an employee who is a current employee in the Association's bargaining unit must satisfy all of the following requirements, and must:

- A. Have a minimum of ten (10) years of service to the District prior to the effective date of the employee's resignation;
- B. Be employed by the Board on the last teacher work day of the 2014-2015 school year;
- C. Submit a written and executed VSP Application (Attachment A), VSP Agreement and Waiver/Release of Claims form (Attachment B), and a written resignation (with an effective date of July 31, 2015) to the Board in accordance with the terms of this VSP; and
- D. Make written application to participate in this VSP not later than 4:00 p.m. on Tuesday, July 21, 2015.

The primary benefits and exclusions are as follows: (Section 5 of the SCS 2015 Voluntary Severance Plan)

- A. The total benefit amount to be paid to each eligible employee participating in the VSP shall be Five Thousand Dollars (\$5,000), paid-out on or before August 31, 2015.
- B. The District shall continue the eligible employee's present insurance coverage through August 31, 2015, or until the employee becomes eligible for health insurance through MPSERS, whichever event comes first.

I have attached all of the documents for your review. For budgetary and planning purposes, I would ask that you consider waiving past practice and take action at this time.

Suggested Resolution

I move that the Saranac Board of Education offer the Voluntary Severance Package as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

37076614

**LETTER OF AGREEMENT
FOR 2015 VOLUNTARY SEVERANCE PLAN**

This Letter of Agreement is entered into between the Board of Education of the **Saranac Community Schools** ("Board") and the **Saranac Education Association, MEA/NEA** ("Association") for the purpose of authorizing and implementing a voluntary severance plan ("VSP") for certain eligible employees of the Board and members of the bargaining unit represented by the Association.

1. The purpose of the VSP (attached as Exhibit A and incorporated by reference), is to assist eligible members of the Association's bargaining unit who may voluntarily elect to sever their employment with the District. Participation in the Plan is totally voluntary by the eligible employee.

2. It is expressly understood that the Board has no intention to offer – or not to offer – a VSP in the foreseeable future. The authorization and implementation of this VSP shall not be precedent-setting and shall not in any way bind the Board and Association or their successors to incorporate such a feature in any successor collective bargaining agreement or to otherwise perpetuate the conditions outlined herein beyond the 2015 VSP expiration date.

3. This VSP shall not be regarded as an obligation, established working condition, or as a term or condition of employment beyond the terms specified in the VSP itself.

4. The parties expressly acknowledge that this VSP is not and will not become part of the Master Agreement between the Board and the Association.

5. The terms of the VSP, the Letter of Agreement, and the VSP Agreement and Waiver/Release of Claims have been developed through the collective bargaining process between the Board and the Association. Accordingly, the Board and the Association acknowledge and agree that nothing in the VSP, the Letter of Agreement, or in the VSP Agreement and Waiver/Release of Claims will be regarded as inconsistent with or contrary to the terms of their current collective bargaining agreement or any successor contract. To the extent that there is a conflict or inconsistency between the terms of the VSP and the collective bargaining agreement, the terms of the VSP shall control.

6. The VSP shall be implemented according to its terms and conditions for those eligible employees in the bargaining unit represented by the Association who make proper application and are approved to participate.

7. As soon as administratively feasible, and within the timelines required by the federal Older Workers' Benefit Protection Act and the Age Discrimination in Employment Act, the Board will adopt the attached VSP.

8. The window for application shall be Friday, June 5, 2015 to Tuesday, July 21, 2015 at 4:00 p.m.

9. An eligible employee who applies for the VSP shall submit his/her resignation effective July 31, 2015, and an executed Agreement and Waiver/Release of Claims.

10. An eligible employee who is approved to participate in the VSP shall receive the specified benefits in the Plan for the consideration of the employee's resignation and the executed Agreement and Waiver/Release of Claims.

11. If the VSP is withdrawn or an applicant is deemed non-eligible to participate in the VSP, the affected employee(s) shall be allowed to immediately withdraw his/her resignation letter and the Agreement and Waiver/Release of Claims, thereby continuing his/her uninterrupted employment as an employee with the District without any penalties or loss of employment rights.

12. This Letter of Agreement is entered into by and between the Board and the Association, whose authorized representative(s) have affixed their signatures below.

**SARANAC COMMUNITY SCHOOLS
BOARD OF EDUCATION**

By: _____

Maury Geiger

Its: Superintendent

Date: _____, 2015

**SARANAC EDUCATION ASSOCIATION,
MEA/NEA**

By: _____

Its: President

Date: _____, 2015

SARANAC COMMUNITY SCHOOLS 2015 VOLUNTARY SEVERANCE PLAN

As authorized by the Board of Education (the "Board") of the Saranac Community Schools (the "District") at its meeting of June 4, 2015, this Voluntary Severance Plan ("VSP") is agreed to by the Board and the Saranac Education Association, MEA/NEA (the "Association"), in consideration of the mutual covenants and undertakings recited below.

1. Purpose.

The purpose of this VSP is to assist eligible employees in the Association's bargaining unit ("employee"), as defined below, who may voluntarily elect to resign his/her employment from the District. Participation in this VSP is entirely voluntary. An eligible employee who participates in this VSP agrees to receive the VSP benefit in exchange for relinquishing his/her tenure rights and any contractual rights to continued employment with the District, as well as in exchange for the releases given by the employee in Attachment B, VSP Agreement and Waiver/Release of Claims.

2. Eligibility.

To be eligible to participate in this VSP, an employee who is a current employee in the Association's bargaining unit must satisfy **all** of the following requirements, and must:

- A. Have a minimum of ten (10) years of service to the District prior to the effective date of the employee's resignation;
- B. Be employed by the Board on the last teacher work day of the 2014-2015 school year;
- C. Submit a written and executed VSP Application (Attachment A), VSP Agreement and Waiver/Release of Claims form (Attachment B), and a written resignation (with an effective date of July 31, 2015) to the Board in accordance with the terms of this VSP; and
- D. Make written application to participate in this VSP not later than 4:00 p.m. on Tuesday, July 21, 2015.

The job titles and ages of each employee eligible to apply for participation in this VSP, as well as the ages of all employees in the same job classification who are *not* eligible to participate in this VSP are listed in Attachment C.

3. Open Window Provision.

Up to and including 4:00 p.m. on Tuesday, July 21, 2015, an eligible employee (as defined immediately above in ¶ 2 of this VSP), may apply for participation in this VSP under the following timelines:

- A. The opportunity to apply to participate in this VSP will be an open window of specific time from the date on which the Board and the Association have both approved this VSP until 4:00 p.m. on Tuesday, July 21, 2015. The opportunity to apply for participation in this VSP expires at that time.
- B. An eligible employee who wishes to apply for this VSP must concurrently submit a signed and fully executed written resignation, VSP Application (Attachment A), and VSP Agreement and Waiver/Release of Claims (Attachment B), which are attached hereto and incorporated herein. The VSP Application and VSP Agreement and Waiver/Release of Claims, signed by the eligible employee, must be received at the Superintendent's office (or be postmarked by) not later than 4:00 p.m. on Tuesday, July 21, 2015.
- C. Failure to provide a written resignation (with an effective date of July 31, 2015), with the properly signed VSP Application and VSP Agreement and Waiver/Release of Claims will result in the ineligibility and rejection of the employee's application for participation in this VSP.

4. Separation Date.

An employee who participates in this VSP and resigns from all employment with the District shall, at the time of his/her application, indicate in writing that his/her effective date of resignation will be July 31, 2015. The employee's resignation shall become irrevocable and binding upon acceptance by the Board (or its designee), subject only to the revocation provisions found in ¶ 11 of Attachment B. The resignation date shall not be altered absent a mutual subsequent written agreement between the Board and the employee.

5. Benefits and Exclusions.

- A. The total benefit amount to be paid to each eligible employee participating in the VSP shall be Five Thousand Dollars (\$5,000), paid-out on or before August 31, 2015.
- B. The District shall continue the eligible employee's present insurance coverage through August 31, 2015, or until the employee becomes eligible for health insurance through MPSERS, whichever event comes first.

6. Terms.

This VSP shall be effective beginning on the date it is approved by both the Board and Association and shall terminate at 4:00 p.m. on Tuesday, July 21, 2015. This VSP shall replace and supersede any past such plans or incentives and persons participating in those plans or

incentives shall not be eligible to participate in this VSP. Further, there is no known intent by the District to offer a VSP in the foreseeable future.

7. Conformity to Collective Bargaining Agreement.

The terms of this VSP, the Letter of Agreement, and the VSP Agreement and Waiver/Release of Claims have been developed through the collective bargaining process between the Board and the Association. Accordingly, the Board and the Association acknowledge and agree that nothing in the terms of the VSP, the Letter of Agreement, or in the VSP Agreement and Waiver/Release of Claims will be regarded as inconsistent with or contrary to the terms of their current collective bargaining agreement or any successor contract. To the extent that there is a conflict or inconsistency between the terms of the VSP and the collective bargaining agreement, the terms of the VSP shall control.

8. Conformity to Law.

If any provision or application of this VSP or Attachments A or B is determined to be invalid or contrary to law by a court or administrative agency, such provision shall be severed (to the extent required by law) but the remaining provisions of this VSP and Attachments A and B shall not be affected unless the severance results in a material change in the benefits or rights of any party under this VSP. In the latter event, the party claiming to be adversely affected shall give prompt written notice to the other party and shall confer with that party regarding an appropriate resolution of the matter.

9. Governing Law.

To the extent it is not pre-empted by federal law, this VSP shall be governed in all respects by the laws of the State of Michigan.

10. Unemployment Compensation.

An eligible employee who elects to participate in this VSP shall be treated as having resigned and shall *not* be eligible for unemployment compensation benefits because such action constitutes a voluntary resignation by the employee without cause attributable to the District.

11. Other Employment.

An eligible employee who elects to participate in this VSP may accept other employment outside the District without affecting his/her eligibility to receive benefits under this VSP. The District has no obligation to re-hire any employee who voluntarily terminates his/her employment under this VSP.

12. Funding of Benefits.

This VSP shall not be funded with a separate trust or escrow arrangement. All benefits shall be paid from the District's general assets to eligible employees who participate in this VSP.

13. Plan Administrator.

The District's Superintendent shall be the Plan Administrator and named fiduciary under the VSP. The Plan Administrator shall have the discretionary power and authority to administer the VSP in accordance with its terms and applicable laws and regulations. The Plan Administrator shall exercise his/her authority in a nondiscriminatory manner. The Plan Administrator's duties include, but are not limited to, the right to interpret the terms of the Plan. Specifically, the Plan Administrator may decide all questions regarding eligibility for participation, eligibility for benefit payments, and the amount of benefit payments.

14. Appeal Procedure.

Participation in this VSP has been derived from the collective bargaining process between the Board and the Association. Any asserted breach of the VSP (Appendix A), including the VSP application (Attachment A), or this Agreement and Waiver/Release of Claims (Attachment B), shall be subject to resolution through the following appeal procedure:

- A. Employee, or his or her personal representative, may file an appeal in writing under this Plan if the Employee believes that he or she has been treated unfairly as to the Plan or has been improperly denied the resignation incentive benefit.
- B. A written appeal must be filed with the Plan Administrator within sixty (60) days of the denial or the alleged unfair treatment.
- C. The Plan Administrator will make a full and fair review of the appeal within sixty (60) days of its receipt and provide written notice as to the decision about the appeal. If the appeal is denied in whole or in part, the written notice shall set forth the specific reason(s) for the denial.

Within thirty (30) days after receipt of the notice of denial, Employee, or his/her personal representative, may submit a request for review of the denial. In that event, the request for review shall be submitted to the last step of the grievance procedure contained in the collective bargaining agreement between the Board and the Association.

15. Notice and Revocation.

Each employee is advised to consult an attorney before signing the attached VSP Agreement and Waiver/Release. Further, each employee has forty-five (45) days after Board authorization to review the VSP Agreement and Waiver/Release. An employee's decision to participate in this VSP may be revoked within seven (7) days after the signed VSP Agreement and Waiver/Release is delivered to the Superintendent's office. The revocation will be valid only if it is in writing and timely delivered to the Superintendent's office. After the seven (7) day period, the VSP Agreement and Waiver/Release may not be revoked and is legally enforceable.

16. Amendment.

The Board may amend this VSP, with written agreement by the Association, but no amendment shall affect the rights of any employee to any benefits under this VSP to which that employee may have previously become entitled. This VSP shall comply with all state and federal laws and shall be amended, if necessary, to satisfy any such requirements.

17. Spendthrift Provision.

No benefits under this VSP may be sold, transferred, assigned, or encumbered. Any attempt to sell, transfer, assign, or encumber the benefits shall be void.

18. Non-Precedential.

The creation of this opportunity to participate in this VSP is intended to act as a benefit for those eligible employees who elect to voluntarily resign from the District. The creation of this opportunity or the implementation of this VSP shall not be precedent-setting and shall not in any way bind the Board or Association (or their respective successors) to continue or perpetuate its conditions beyond the VSP's expiration date. This VSP will not be regarded as an obligation, established working condition, or as a term or condition of employment beyond the VSP's express terms. The parties expressly acknowledge that this VSP is not and will not become part of the collective bargaining agreement between the Board and the Association.

**SARANAC COMMUNITY SCHOOLS
BOARD OF EDUCATION**

By: _____

Maury Geiger

Its: Superintendent

Date: _____, 2015

**SARANAC EDUCATION ASSOCIATION,
MEA/NEA**

By: _____

Its: President

Date: _____, 2015

**Saranac Community Schools
Resolution Approving Voluntary Severance Incentive Plan**

A regular meeting of the Board of Education (the "Board") of the Saranac Community Schools, Ionia County, Michigan (the "District") was held at the Media Center of the Jr/Sr High School, 150 Pleasant St, Saranac, Michigan, 48881 in the District on the 4th day of June, 2015, at 7:00 p.m. local time.

Present:

Absent:

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. The Board deems it to be in the District's best financial interest to offer a Voluntary Severance Incentive Plan (the "Plan") to its eligible employees in the instructional staff bargaining unit represented by the Saranac Education Association; and
2. That Plan has been prepared to best effectuate those financial interests; and
3. The Saranac Education Association has agreed to the terms of that Plan through the collective bargaining process and a Letter of Agreement.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Voluntary Severance Incentive Plan for eligible employees in the instructional staff bargaining unit represented by the Saranac Education Association is approved and made immediately available to eligible employees as provided in the applicable Plan documents.
2. The Superintendent is authorized to take all appropriate actions to implement the Plan.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are rescinded.

Ayes: Members

Nays: Members

Abstain: Members as required by MCL 380.1203

Resolution declared adopted. ____-____, with statutory majority under MCL 380.1203

Steve LaWarre
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of the Saranac Community Schools, Ionia County, Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board at a regular meeting held on the 4th day of June, 2015, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, PA 1976, as amended).

Steve LaWarre
Secretary, Board of Education



**SARANAC COMMUNITY SCHOOLS
VOLUNTARY SEVERANCE PLAN
ATTACHMENT "A" - APPLICATION**

I, the undersigned employee, apply to participate in the Voluntary Severance Plan (VSP) and request to receive the VSP benefit. I do hereby:

1. Represent that I have examined and read the Voluntary Severance Plan document and that I understand and knowingly accept its conditions and terms.
2. Agree that if I am accepted for participation in the VSP, I will, at the time I am notified of my acceptance in the Plan, submit my written resignation with an effective date of the July 31, 2015.
3. Agree to execute the VSP Agreement and Waiver/Release of Claims (Attachment B) attached hereto and incorporated herein.

I acknowledge that I have carefully read and fully understand the terms and conditions of the VSP, including Attachments A and B. After careful consideration, and with full understanding of the VSP and its impact on me, I accept its conditions and request to participate in the VSP.

As a condition to my participation in the VSP and in consideration of and in exchange for the VSP benefit, I agree to submit my voluntary, irrevocable (subject only to the provision of ¶12 of Attachment B), and unconditional resignation from employment with the District, according to the terms and conditions of the VSP. This written resignation will be provided by me to the Board at the time of my application to participate in the VSP and shall contain an effective date of July 31, 2015).

I also agree to the terms of the VSP document and the Waiver/Release of Claims (Attachment B), which I understand I must sign and submit to the Board no later than the time of my acceptance into this VSP, as a condition to my participation in this VSP.

I acknowledge and state that I am making this election as an exercise of my own free will and understand that if I reject the offer to participate in this VSP, that such rejection would have absolutely no impact or consequence on my current or future employment or status with the District.

Employee: _____ Date: _____, 2015
Signature

Employee: _____
Please Print Name

Witness Signature: _____ Date: _____, 2015

Accepted by Saranac School District

By: _____ Date: _____, 2015
Maury Geiger
Its: Superintendent

**SARANAC COMMUNITY SCHOOLS
VOLUNTARY SEVERANCE PLAN
ATTACHMENT "B" - AGREEMENT AND WAIVER/RELEASE OF CLAIMS**

This Voluntary Severance Plan ("VSP") Agreement and Waiver/Release of Claims is entered into by _____ ("Employee"), the Board of Education (the "Board") of the Saranac Community Schools (the "District"), and the Saranac Education Association, MEA/NEA (the "Association") in consideration of the mutual covenants and undertakings as recited below.

1. Employee acknowledges and agrees that he/she has voluntarily elected to participate in this Voluntary Severance Plan ("VSP") and accepts the benefits and conditions of this VSP as described in the VSP itself. Employee also acknowledges that he/she has read and understands the terms of the VSP, including this Waiver/Release of Claims. Further, Employee acknowledges and agrees that he/she has voluntarily submitted his/her resignation from all employment with the District according to the VSP terms and conditions. Employee acknowledges and understands that he/she could have rejected the offer to participate in the VSP and that such rejection would have had absolutely no impact or consequences upon his/her current or future employment or status with the District.

2. The Board acknowledges and agrees that it will provide the VSP benefit to Employee according to the terms and conditions of the VSP, the VSP Application (Attachment A), and this Agreement and Waiver/Release of Claims (Attachment B). Employee agrees and acknowledges that the VSP benefit provides valuable consideration for his/her resignation from employment with the District and for the releases given by him/her in this Waiver/Release of Claims.

3. In consideration of and in exchange for the VSP benefit, Employee for him/herself and for his/her heirs, executors, administrators, successors, and assigns agrees to forever discharge, waive, and release the District, the Board (including its individual Board members, administrators, employees, and/or agents) and the Association (including its individual members, employees, and/or agents) from any and all claims, complaints, charges, demands, grievances, losses, expenses, rights, entitlements, and/or other causes of action (pending or contemplated) of any kind whatsoever (and without limitation) and whether known or unknown, including those for:

- A. Claims or grievances for breach of contract, wrongful discharge, constructive discharge, breach of the duty of fair representation, unfair labor practice charges, deprivation of constitutional rights, discrimination with respect to disability, age, sex, religion, race, national origin, veteran status, and/or marital status which may have arisen under the United States Constitution, the Federal Civil Rights Acts, the Americans With Disabilities Act, Section 504 of the Rehabilitation Act, the Age Discrimination in Employment Act, the Older Workers Benefit Protection Act, Family and Medical Leave Act, the Fair Labor Standards Act, the Michigan Constitution, the Michigan Elliott-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act, the Michigan Whistleblowers' Protection Act, the Michigan Payment of Wages and Fringe Benefits Act, the Michigan Disability Compensation Act, the Michigan Occupational Health and Safety Act, and all other pertinent state and federal laws;
- B. In the event that the law prohibits a waiver of claims under any statute or regulation identified or referenced above, the Employee acknowledges that he/she has no valid claim under such statute or regulation;
- C. Claims for personal injury and/or damages of any kind, including those for infliction of emotional or mental distress, invasion of privacy, defamation, and/or injury to reputation;

D. Any other kind of contractual, legal, or equitable claim arising during and from his/her employment with and from his/her separation and resignation from the District pursuant to the terms of the VSP, which Employee has or may presently have against any of them; and

E. Any relief, no matter how described, including, but not limited to attorney's fees, costs, interest, wages, back pay, compensatory damages, and punitive damages.

4. Employee agrees that he/she will not institute any claim or suit of any kind against the Board (including its individual Board members, administrators, employees, and/or agents) including, but not limited to, claims related to Employee's employment with the District or Employee's separation from that employment. This promise not to sue does not apply to charges or complaints which the Employee may bring under the Age Discrimination in Employment Act to challenge the validity or enforceability of this Agreement and Waiver/Release of Claims.

5. Employee agrees that nothing in the above Waiver and Release of Claims shall constitute a limitation on the right of a VSP participant to file a Charge of Discrimination with the Equal Employment Opportunity Commission ("EEOC") or to participate in an investigation or proceeding conducted by the EEOC, in accordance with and to the extent provided by 29 USC § 626(f)(4).

6. Employee agrees that if the terms of this Release are violated, the Board shall have the right to seek and obtain injunctive relief and damages in any court of competent jurisdiction as a result of that violation, including the right to the return of the entire amount of the VSP benefit paid by the Board under this Agreement, plus any other damages proven, including reasonable attorney's fees and costs.

7. Employee acknowledges and agrees that he/she has had the opportunity to communicate with the Michigan Public School Employees Retirement System to obtain any and all necessary information and confirmation of his/her retirement eligibility, as well as his/her anticipated benefits from the Michigan Public School Employees Retirement System, including any impact or consequence(s) of the VSP thereon, and has determined that the terms and conditions of the VSP are acceptable and satisfactory to him/her.

8. Employee acknowledges and agrees that the Board (including its individual Board members, administrators, employees, and/or agents) and the Association (including its individual members, employees, and/or agents) have not made any representations or provided any advice to him/her as to his/her eligibility to purchase or receive pension service credits, his/her eligibility to receive pension benefits, or the level of pension benefits he/she may be entitled to receive from the Michigan Public School Employees Retirement System.

9. Employee agrees that he/she will not attempt to hold any of the above parties responsible for any dispute or controversy which may arise regarding his/her eligibility to purchase or receive service credit, insurance, or retirement benefits from the Michigan Public School Employees Retirement System as a result of his/her resignation and the acceptance of the VSP benefit. This agreement does not affect Employee's right to pursue any such dispute directly with the Michigan Public School Employees Retirement System.

10. Employee acknowledges and agrees that he/she is solely, exclusively, and entirely responsible for any tax consequences resulting from his/her participation in the VSP and the payment of the VSP benefit on his/her behalf by the Board.

11. Employee acknowledges and agrees that he/she has been provided at least forty-five (45) days within which to consider the terms of this Agreement and Waiver/Release of Claims and the decision to resign all employment from the District and to participate in this VSP. If Employee signs and returns

this Agreement and Waiver/Release of Claims (Attachment B) before expiration of the forty-five (45) day period, he/she represents that this action has been taken as a matter of his/her own desire and that no suggestion or request to that effect has been made by either the Board (including individual Board members, employees, and/or agents) or by the Association (including its individual members, employees, and/or agents).

12. Employee acknowledges and agrees that he/she has seven (7) days after he/she signs this Agreement and Waiver/Release of Claims within which to revoke this Agreement and to rescind his/her resignation from the District. Any such revocation must be either delivered personally to the Superintendent or be postmarked (and sent via certified mail) on or before the expiration of this seven (7) day period. If such revocation is timely made, Employee's VSP participation shall be immediately cancelled. If such revocation is *not* made within the seven (7) day period, Employee's resignation becomes irrevocable without further action by any party.

13. Employee acknowledges and agrees that any waiver of age discrimination claims under the Older Workers' Benefit Protection Act and the Age Discrimination in Employment Act shall not become effective or enforceable until the seven (7) day revocation period has expired. Also, this Agreement and Waiver/Release of Claims does not waive any age discrimination claims that may arise after the date it is signed.

14. Employee acknowledges and agrees that he/she has received written notification of the job titles and ages of all persons in the Association's bargaining unit who are eligible for the VSP benefit and the ages of any persons in the Association's bargaining unit who are not eligible for the VSP benefit (Attachment C).

15. Employee acknowledges and agrees that he/she is and has therefore been advised in writing to consult with an attorney before accepting and signing this Agreement and Waiver/Release of Claims and that he/she has had a reasonable opportunity to consult with an attorney and/or seek other professional and personal consultation and advice from others of his/her own choosing as to the content, terms, and effects of this Agreement and Waiver/Release of Claims, as well as the terms of this VSP.

16. Employee represents that he/she has carefully read and fully understands all of the provisions of this Agreement and Waiver/Release of Claims (Attachment B), the VSP itself, and the VSP Application (Attachment A). Employee further agrees that he/she has not relied upon any representation or statement, written or oral, not set forth in this document, in the VSP itself or in the VSP Application (Attachment A).

17. Employee represents that he/she has voluntarily entered into this Agreement and Waiver/Release of Claims and has submitted his/her resignation from all employment with the District pursuant to this VSP and has not been subject to any duress, intimidation, or coercion with by the Board (including its individual Board members, administrators, employees, and/or agents), nor by the Association (including its individual members, employees, and/or agents).

18. Employee acknowledges and agrees that no other representations have been made to him/her regarding the availability, unavailability, level, or character of retirement or severance benefits which may or may not be available in the future to employees of the Board in the bargaining unit represented by the Association.

19. Employee agrees that the terms of this VSP represent good and valuable consideration for his/her resignation of employment and tenure rights, irrespective of any separation or retirement incentive benefits or opportunities which may become available in the future to members of the bargaining unit represented by the Association or to other employees of the Board. Employee recognizes that increased, different, or reduced benefits and/or additional programs of the same or similar nature as this VSP may

(or may not) in the future be made available through the process of collective bargaining between the Board and the Association and expressly disclaims any reliance upon representations to the contrary.

20. Employee agrees that his/her eligibility for participation in this VSP has been derived from the collective bargaining process between the Board and the Association and that any asserted breach of the VSP (Appendix A), including the VSP application (Attachment A), or this Agreement and Waiver/Release of Claims (Attachment B), shall be subject to resolution through the following appeal procedure:

- A. Employee, or his/her personal representative, may file an appeal in writing under this Plan if the Employee believes that he or she has been treated unfairly as to the Plan or has been improperly denied the resignation incentive benefit.
- B. A written appeal must be filed with the Plan Administrator within sixty (60) days of the denial or the alleged unfair treatment.
- C. The Plan Administrator will make a full and fair review of the appeal within sixty (60) days of its receipt and provide written notice as to the decision about the appeal. If the appeal is denied in whole or in part, the written notice shall set forth the specific reason(s) for the denial.
- D. Within thirty (30) days after receipt of the notice of denial, Employee, or his or her personal representative, may submit a request for review of the denial. In that event, the request for review shall be submitted to the last step of the grievance procedure contained in the collective bargaining agreement between the Board and the Association.

21. Employee acknowledges and understands that his/her voluntary resignation is intended to preclude his/her application for and receipt of unemployment benefits under the provisions of the Michigan Employment Security Act and may be presented to disqualify him/her from receipt of unemployment compensation benefits as evidence of a voluntary termination of employment without cause attributable to the Board or its insurers. Should Employee make application for and receive unemployment compensation benefits attributable to his/her employment with the District, an amount equivalent to those benefits shall be reduced from the VSP benefit to be remitted to Employee under the VSP.

22. Employee acknowledges and agrees that receipt of the final executed copy of Attachment B, Voluntary Severance Plan Agreement and Waiver/Release of Claims, following the Board's decision and action to accept his/her resignation of all employment with the District constitutes full and complete notice of the Board's decision and action as to his/her resignation and separation from employment and also constitutes notice to him/her of the right of a tenured teacher under the Michigan Teachers' Tenure Act to appeal the Board's decision and action. Employee specifically acknowledges notification to him/her that Article VI, Section 1 of the Michigan Teachers' Tenure Act provides:

"A teacher who has achieved continuing tenure status may appeal to the Tenure Commission any decision of a controlling Board under this Act, other than a decision governed by Article IV on discharge or demotion of a teacher on continuing tenure, within 20 days from the date of the decision. The Tenure Commission shall provide for a hearing on the appeal. Notice and conduct of the hearing shall be the same as provided in Article IV and in rules promulgated by the Tenure Commission."

23. Employee acknowledges and agrees that his/her signature on this Agreement and Attachment "A" results in a resignation from and termination of all his/her employment with the District and contains

releases and relinquishment of rights that Employee possesses and would otherwise be entitled to, including tenure, employment, and contract rights.

24. Employee acknowledges and agrees that he/she has been encouraged to carefully read this document as well as the VSP Document and Attachment A and to have them reviewed by his/her attorney and accountant (or other tax advisor) before signing.

25. Employee acknowledges and agrees that his/her participation in this VSP (provided he/she satisfies the VSP eligibility criteria) is at Employee's option and at his/her sole discretion, since the Board has no practice, policy, or procedure, formal or informal, written or unwritten, which would require any employee to sign this Agreement and Waiver/Release of Claims or to participate in this VSP. If anyone has made any statement which Employee interprets as directly, indirectly, or "constructively" requiring him/her or encouraging him/her to sign this Agreement or to participate in this VSP, *Employee is specifically informed and advised that he/she should not rely on such statement, since they do not constitute the position of the District.*

26. If anyone has informed Employee that no other retirement or severance benefits may become available to Employee in the future should Employee *not* resign now and participate in this VSP, *Employee is specifically informed and advised that he/she should not rely on such statement in deciding whether to participate in this VSP.*

27. If anyone has made any statement or representation to Employee regarding his/her separation benefits or conditions which are inconsistent with or additional to the terms of this VSP, *Employee is specifically informed and advised that he/she should not rely on such statement or representation in deciding whether to participate in this VSP.*

28. Wherever possible, each provision of this Agreement and Waiver/Release of Claims shall be interpreted in a way as to be effective and valid under the laws of the State of Michigan. If any provision of this Agreement and Waiver/Release of Claims is determined to be contrary to law by a court of competent jurisdiction or by subsequent legislative enactment, such invalid provision(s) shall be severed from this instrument but the remaining terms and covenants of this Agreement and Waiver/Release of Claims shall remain valid and enforceable. This Agreement and Waiver/Release of Claims may be enforced in a court of competent jurisdiction. The parties agree that the proper venue for any action to enforce this Agreement and Waiver/Release of Claims shall be Ionia County, Michigan.

**THIS AGREEMENT CONTAINS A WAIVER AND RELEASE OF CLAIMS
READ CAREFULLY AND COMPLETELY BEFORE SIGNING**

____ (Employee's Initials) I ACKNOWLEDGE THAT I HAVE RECEIVED, READ, AND UNDERSTOOD THE 2015 VOLUNTARY SEVERANCE PLAN.

____ (Employee's Initials) I ACKNOWLEDGE THAT I HAVE RECEIVED, READ, AND UNDERSTOOD THE TERMS OF THE AGREEMENT AND WAIVER/RELEASE OF CLAIMS FOR THE 2015 VOLUNTARY SEVERANCE PLAN.

Employee: _____ Date: _____, 2015
Signature

Employee: _____
Please Print Name

Witness Signature: _____ Date: _____, 2015

* * * * *

I received this 2015 VSP Agreement and Waiver/Release of Claims on _____, 2015
from _____.

SARANAC COMMUNITY SCHOOLS

By _____

Its _____

Approved for participation in the VSP on _____, 2015

SARANAC COMMUNITY SCHOOLS

By _____

Maury Geiger

Its Superintendent and Plan Administrator

ATTACHMENT "C"

SARANAC COMMUNITY SCHOOLS

2015 VOLUNTARY SEVERANCE PLAN

TABULATION OF ELIGIBLE AND NON-ELIGIBLE EMPLOYEES

The 2015 Voluntary Severance Plan ("VSP") contains the conditions which must be satisfied by an employee to be eligible for the severance incentive benefit. This document contains a tabulation of those employees in the bargaining unit represented by the Saranac Education Association, MEA/NEA who are eligible and not eligible for the severance incentive benefit.

Job Titles and Ages of *Eligible* Bargaining Unit Employees

<u>Job Title</u>	
Houston, Nancy - Teacher	
Videtich, Don - Teacher	
Houston, Keith - Teacher	
Kelly, Beth - Teacher	
Brunette, Teri - Teacher	
Truswell, June - Teacher	
Plumley, Phyllis - Teacher	
Rohrer, Karen - Teacher	
Goff, Renee - Teacher	
Jorgensen, Maureen - Teacher	
Webb, Carol - Teacher	
Smith, Carrie - Teacher	
Hoople, Becky - Teacher	
Gallagher, Sarah - Teacher	
Simpson, Brien - Teacher	
Manion, Joel - Teacher	
Koerner, Rob - Teacher	
McGee, Amy - Teacher	
Tompkins, Steve - Teacher	
Washburn, Keri - Teacher	
Brogger, Renee - Teacher	
Young, Susann - Teacher	
Gullikson, Roxie - Teacher	
McGee, Mike - Teacher	
VanPolen, Barb - Teacher	
Harder, Bridget - Teacher	
Smith, Stephanie - Teacher	

Smith, Diana - Teacher	
Helminski, Nancy - Teacher	
Patton, Patti - Teacher	
Rasmus, Tara - Teacher	
Douma, Jason - Teacher	
Woodard, Deb - Teacher	
Sanders, Stacy - Teacher	
Howe, Tammy - Teacher	
Brown, Carmen - Teacher	
Fountain, Glenn - Teacher	
Mutschler, Sally - Teacher	
Miles, Steve - Teacher	
Catrell, Mike - Teacher	
Serne, Sara - Teacher	
Catrell, Tina - Teacher	
Reed, Linette - Teacher	
Thomas, Kelli - Teacher	
Dahms, Tracy - Teacher	

Job Titles and Ages of *Ineligible* Bargaining Unit Employees

<u>Job Title</u>	
Cooper, Cathy - Teacher	
Stauffer, Matt - Teacher	
Hudson, Beth - Teacher	
O'Boyle, Laurel - Teacher	
Terpstra, Spencer - Counselor	
Chipman, Sue - Teacher	
Miles, Amy - Teacher	
McPherson, Doris - Teacher	
Milbratz, Sarah - Teacher	
Rottier, Katie - Teacher	
McRae, James - Teacher	
Peterson, Dawn - Teacher	
Cook, Bethany - Teacher	
Frank, Judy - Teacher	

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Preliminary 2015-2016 Budget

A reminder that we will be utilizing the same format that we have used for the last four years with projected student enrollment and staffing recommendations. Please note that the budget projections in the board packet reflect the fourth draft budget that was presented on May 21st, 2015. The fifth draft of the budget is in process and will be presented at the board meeting as I continue to evaluate student projections, staffing needs, and the latest legislative budget projections.

The budget timeline for presentation and approval is as follows:

May 7th – Update 2015-2016 budget projections (Third draft)

- Review current revenue/expenditure projections
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Make staffing recommendations

May 21st – Update 2015-2016 budget projections (Fourth draft)

- Review current revenue/expenditure projections
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Make staffing recommendations

June 4th – Update 2015-2016 budget projections (Fifth draft)

- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Update on staffing projections

June 18th – Final 2015-2016 budget projections (Final draft)

- Review/Approve 3rd amendment of the 2014-2015 school year
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Approve the 2015-2016 budget as presented

Saranac Community Schools

General Fund Budget 2014-15															
	6/23/11	6/14/12	6/21/12	06/20/13	06/20/13	06/20/13	06/19/14	06/19/14	11/20/14	02/19/15	FY 15	FY 16	Change		
	Proposed 2011-2012	Amended 2011-2012	Continuation Budget 2012-2013	4th Amendment FINAL BUDGET 2012-2013	Original Adopted Budget 2013-2014	1st Amended Budget 2013-2014	2nd Amended FINAL Budget 2014-2015	Original Adopted Budget 2014-2015	1st Amended Budget 2014-2015	2nd Amended Budget 2014-2015	FY 15 After Known adjustments yet to be made as of 5/21/15	Preliminary Budget calculations for FY 16 as of 05/21/15	Preliminary as of 03/05/15 2015-16		
100 Local Revenue	934,982	913,165	913,165	916,471	916,471	916,471	825,059	873,821	943,002	969,829	969,829	969,829	-		
300 State Revenue	7,265,417	7,571,984	7,571,984	7,690,066	7,203,918	7,241,936	7,486,861	7,354,647	7,671,323	7,653,321	7,704,921	7,188,948	(515,973)		
400 Federal Revenue	182,160	245,528	245,528	250,780	247,570	287,144	295,118	217,144	216,080	221,671	221,671	221,671	-		
500 Incoming Trans & Other	462,303	284,397	284,397	259,814	259,814	259,814	173,814	259,814	259,814	259,814	229,814	229,814	-		
Total Revenue- General Fund	8,844,862	9,015,074	9,015,074	9,117,131	8,627,773	8,705,365	8,780,852	8,705,426	9,090,219	9,120,635	9,126,235	8,610,262	(515,973)		
1110 Basic Programs	4,560,777	4,696,137	4,696,137	4,730,168	4,682,687	4,589,689	4,699,364	4,754,984	4,821,648	4,793,510	4,905,883	5,119,129	213,246		
1120 Added Needs	1,105,566	1,241,607	1,241,607	970,277	950,390	923,854	929,506	901,580	826,411	831,964	831,964	831,964	-		
1210 Pupil Support Services	241,348	245,534	245,534	329,253	327,883	324,164	317,834	317,846	318,481	318,481	318,481	318,481	-		
1220 Inst Staff Support Services	93,151	90,797	90,797	142,155	141,376	140,485	118,355	111,415	119,279	120,405	130,405	130,405	-		
1230 General Administration	308,546	308,546	308,546	312,189	312,140	360,840	356,626	291,751	309,044	308,912	312,012	312,746	734		
1240 School Administration	700,514	698,194	698,194	735,431	726,719	726,719	730,105	706,396	697,742	716,132	716,132	718,701	2,569		
1250 Basic Support Service	393,959	292,959	292,959	256,923	250,223	250,223	250,714	246,973	218,525	220,180	216,911	213,782	(3,129)		
1260 Operations & Maintenance	754,581	772,456	772,456	777,378	851,554	851,554	735,448	765,554	741,493	747,771	747,771	747,771	-		
1270 Transportation	537,117	525,768	525,768	512,385	531,147	531,147	547,911	542,197	541,301	574,324	574,324	574,324	-		
1280 Support Services	170,243	211,767	211,767	188,009	187,910	187,094	237,060	197,325	204,922	205,573	205,573	205,573	-		
1290 Other Support Service	140,845	162,545	162,545	165,549	165,706	165,706	154,749	161,266	162,163	162,163	162,559	164,046	1,487		
1320 Com Service, Recreation	-	2,500	2,500	-	-	-	-	-	-	-	-	-	-		
1350 Custody and Care of Children	-	-	-	5,100	5,100	5,100	-	-	-	-	-	-	-		
1130/1390 Continuing Ed	34,557	34,557	34,557	34,525	34,535	34,535	26,971	34,535	34,535	34,535	34,535	34,535	-		
1410 Transfers to Govt Units - Voc. Ed. Ag.	31,500	31,500	31,500	26,600	31,500	31,500	42,200	31,500	31,500	31,500	31,500	31,500	-		
1450 Facilities Acquisition, Construction and Improvements	-	-	-	-	-	-	-	-	87,000	88,449	88,449	88,449	-		
0 Non-Affiliated	-	-	-	-	-	-	-	-	-	-	15,758	20,303	4,545		
1510 Interest/School Loan	-	-	-	-	-	-	-	-	-	-	-	-	-		
1620 Fund Modifications: School Serv	-	-	-	-	-	-	-	-	-	-	-	-	-		
1630 Fund Modifications: Debt Fund	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Expenditures- General Fund	9,072,704	9,314,866	9,314,866	9,185,942	9,198,870	9,122,610	9,146,843	9,063,322	9,114,044	9,153,899	9,292,257	9,511,709	219,452		
Excess Rev/(Exp)	(227,842)	(299,792)	(299,792)	(68,811)	(571,097)	(417,245)	(365,991)	(357,896)	(23,825)	(49,264)	(166,022)	(901,447)			
Fund Balance Forward	813,559	1,003,973	1,003,973	1,217,763	1,148,952	1,410,100	1,410,100	1,044,109	1,239,811	1,239,811	1,239,811	1,126,365			
Audited Total Fund Balance	1,003,973	1,003,973	1,003,973	1,217,763	1,148,952	1,410,100	1,410,100	1,044,109	1,239,811	1,239,811	1,239,811	1,126,365			
Estimated Total Fund Balance	585,717	704,181	704,181	1,148,952	577,855	992,855	1,044,109	886,213	1,215,986	1,190,547	1,073,789	224,918			
Total Fund Balance as a % of Expenditures	6.5%	7.6%	7.6%	12.5%	6.3%	10.9%	11.4%	7.6%	13.3%	13.0%	11.6%	2.4%			

Reminder: Included in the Total Fund Balance are Committed amounts of \$230,000 total; \$35,000 Back the Track, \$20,000 Technology, \$75,000 Curriculum and \$100,000 Facilities
\$5,000 remaining B/T \$10,000 remaining Technology

Note: FY 15 does not include Best Practices as requested

FY 15 does not include change to Collaborative agreement Business Office

For now, all changes in contract have been put to Basic Programs instead of split between Basic and Added Needs, pass, imm as reclassification only

Does not include PPACA fees

Does not include 147c or 147d as currently

unknown if remaining and at what percentage

Comment:

The Governor's proposal includes \$75 One-time equity payment

Other Assumptions:

No changes in Federal Funding (Title I & Title II) or State Funding (At Risk)

****The Best Practices requirements have been met** **\$51,600 Additional Revenue added in**
Non-Affiliated compensation **\$55,127 Additional Expenditure**
(Including FS & GF)

\$15,758 2014-15 GF added in
\$20,303 2015-16 GF added in
\$19,066 2014-15-16 FS

****Amounts are projected**

Student counts:
Projected Loss 969
03/05/15 43 loss 316,953
05/07/15 20 loss 147,420

****State's budget projections have not been finalized**
****The Best Practices requirements have been revised**