

Saranac Community School

**Board of Education Agenda
Regular Meeting
July 13, 2020
7:00 PM
Conference Room, Central Office**

1. Call to Order _____
2. Pledge of Allegiance
3. Approval of Minutes 2
4. Additions, Deletions & Modifications to the Agenda
5. Comments from Guests - Agenda Items
6. Action Items
 - a. Investment of Funds 6
 - b. Authorized Signatures 7
 - c. Depositories of School Funds 8
 - d. Bills Paid 9
 - e. Annual Loan/Repayment Activity Application 26
7. Reports/Presentations
 - a. Jr/Sr Student Handbook 30
 - b. Elementary School Student Handbook 65
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
10. Board Requests/Reports
11. Communications
12. Other
13. Adjournment _____

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

Saranac Community Schools
 Board of Education
 Meeting #14

The meeting of the Saranac Community Schools Board of Education was held on Monday, June 29, 2020 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI. The meeting was called to order at 7:02 p.m.

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

Absent: Jackson

Administrators: Jason Smith and Sara Serne

Mike Catrell and Josh Leader used Zoom to attend the meeting.

Chad Elliott led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated June 8, 2020 and Finance Committee Meeting Minutes dated June 22, 2020 were approved as presented.

ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA: None

COMMENTS FROM GUESTS – AGENDA ITEMS: None

BUDGET HEARING FOR 2020-2021 SCHOOL YEAR: Superintendent, Jason Smith conducted the budget hearing for the projected 2020-2021 fiscal year budget for General Fund, Debt Fund, Food Service Fund and Student/School Activity Fund. Mr. Smith based the budget on a \$500 student loss and a 20-student decline.

APPROVE APPROPRIATION ACT OF THE 2020-2021 BUDGET: Superintendent, Jason Smith presented the 2020-2021 budget for adoption.

Motion by VanKuiken, supported by Hawkins that the Saranac Board of Education approve the 2020-2021 budget as presented. Roll Call Vote: Yes Votes: Courtney, Doll, Elliott, Hawkins, Price and VanKuiken. Motion Passed.

APPROVE FINAL 2019-2020 BUDGET AMENDMENT: Motion by Hawkins, supported by Price and unanimously approved that the Saranac Board of Education approve the final budget amendment for the 2019-2020 school year as presented.

ACCEPT GIFTS: Motion by Elliott, supported by Courtney and unanimously approved that the Saranac Board of Education approve the gifts listed below totaling \$975.00 as presented.

To:	Donation for:	Amount
Darby Scholarship	Donation	\$ 500.00
Saranac Promise	Donation	\$ 200.00
McGee Scholarship	Donation	\$ 25.00
School Grounds	Donation of Mulch	
School Grounds	Donation of Equipment for Mulch	
Athletic Department	Donation	\$ 250.00
Total This Month		\$ 975.00
Total Gifts for 2019-2020 Including This Month		\$ 141,409.39

PAY BILLS: Motion by Hawkins, supported by Elliott and unanimously approved that the Saranac Board of Education approve the bills paid from General Fund for June in the amount of \$277,336.60 as presented.

APPROVE ELEMENTARY SCHOOL PRINCIPAL CONTRACT: Motion by Elliott, supported by Courtney that the Saranac Board of Education approve the Elementary School Principal's Contract for the 2020-2021 school year.

It was noted that the contract read it was a two-year contract.

Motion by Doll, supported by Courtney and unanimously approved that the Saranac Board of Education amend the first motion and approve the Elementary School Principal's Contract from 2020-2022 as presented in the contract.

APPROVE MTSS COORDINATOR/JSH-ELEMENTARY SCHOOL PRINCIPAL'S CONTRACT: Motion by Hawkins, supported by Courtney that the Saranac Board of Education approve the MTSS Coordinator/JSH-Elementary School Principal's Contract for the 2020-2021 school year.

It was noted that the contract read it was a two-year contract.

Motion by Elliott, supported by Hawkins and unanimously approved that the Saranac Board of Education amend the first motion and approve the MTSS Coordinator/JSH-Elementary School Principal's Contract from 2020-2022 as presented in the contract.

APPROVE SUPERINTENDENT'S FINANCIAL ADJUSTMENT FOR 2020-2021: Motion by Hawkins, supported by Courtney and unanimously approved that the Saranac Board of Education approve the Superintendent's Financial Adjustment for FY: 2020-2021 as presented.

APPROVE NEOLA POLICY UPDATES (FEB-2020): Motion by Elliott, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the February 2020 Neola Policy updates as listed below:

Policy 2210 – Curriculum Development – Approved Courses (Revised)

- This policy revision is based on additional requirements put forth in MDE's Pupil Accounting Manual 2019-2020. This revision should be adopted to maintain accurate policies.

Policy 2412 – Homebound Instruction Program (Revised)

- This policy revision is based on changes in MDE's Pupil Accounting Manual 2019-2020 that allow certification by a licensed physician's assistant for count purposes. This revision should be adopted to maintain accurate policies.

Policy 2414 – Reproductive Health and Family Planning (Revised)

- This correction is consistent with the policy revisions (Policy 2410/2414/2418) issued as a Special Update in October 2019 to comply with a revision to Section 166. This correction of a scrivener's error may be processed as a Technical Correction. This revision is recommended for adoption.

Policy 3362.01 – Threatening Behavior toward Staff Members (Revised)

- Revision of this policy is in response to client requests to provide more clarity to the characterization of “threatening behavior”. This revision is recommended for adoption.

Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions (Revised)

- Annual Random Drug Testing Rate Increase and New FMCSA Clearinghouse. Specific notification and reporting requirements have been added in response to audit recommendations from the Department of Transportation officials. Revisions to this policy reflect current Federal regulations and should be adopted.

Policy 5200 – Attendance (Revised)

- This policy revision is based on additional requirements (definition of the full-time status student) put forth in MDE’s Pupil Accounting Manual 2019-2020. This revision should be adopted to maintain accurate policies.

Policy 6107 – Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures (Revised)

- This revision recognizes and authorizes the use of electronic signatures and electronic records for the broader range of applications and transactions that are part of the school business function. Such specific authorization has been requested by clients when dealing with Medicaid assistance for IEP services. It should be noted that the District should implement procedures with the use of electronic signatures and electronic records that protect the integrity and security of the information included in such records. This revision is recommended for adoption.

Policy 8210 – School Calendar (Revised)

- This policy revision is based on additional requirements put forth in MDE’s Pupil Accounting Manual 2019-2020. This revision should be adopted to maintain accurate policies.

Policy 8400 – School safety Information (Revised)

- This policy has been revised to reflect the latest reporting and posting requirements of the statute regarding disciplinary action taken and incidents of crime occurring at school.

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

Policy 8462 – Student Abuse and Neglect (Revised)

- Revisions to this policy include updating the name of the reporting agency to the Michigan Department of Health and Human Services (MDHHS) and delineating the specific reporting requirements of mandatory reporters from reporting responsibilities of other individuals. Optional language is provided to address the prevention of sexual abuse of children. Currently, districts are not required to have a policy addressing sexual abuse of children, but if a district has such a policy, it must comply with statutory

requirements as set out in this proposed revision (M.C.L. 380.1505). Revisions to this policy should be reviewed and considered for adoption.

Policy 8600 – Transportation (Revised)

- This policy has been revised as a part of the regular review and update of policy templates. Revisions reflect current statutory provisions and MDE regulations. Transportation provisions required by Federal law for homeless students and children in foster care (Policies 5111.01 and 5111.03 have been added.).

These revisions reflect the current state of the law and should be adopted to maintain accurate policies.

HIRE TEACHERS: Motion by Elliott, supported by Courtney and unanimously approved that the Saranac Board of Education hire Tessa Villanueva as the Spanish teacher and Jennifer Johnson as the Special Education teacher as presented.

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

REPORTS & PRESENTATIONS: None

COMMENTS FROM GUESTS – NON-AGENDA ITEMS: None

SUPERINTENDENT’S REPORT: Jason Smith reported they have hired Danette Nordhof as the JV Volleyball coach. Graduation will most likely be pushed back to August. Seniors are planning a day trip. We have received a resignation from ICT Coordinator, Roxie Gullikson. The Governor plans to make an announcement tomorrow regarding the opening of schools.

BOARD REQUESTS/REPORTS: A board member asked to look into the Honors Diploma. A board member gave an update on the Promise Scholarships.

COMMUNICATIONS: Cards have been sent regarding the passing of former teacher Janice VanVleck who passed away recently and to Mr. Howie Courtney whose sister passed away.

OTHER: None.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Theodore VanKuiken
Secretary

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Investment of Funds

POLICY: 6144 Investment of Funds

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

Suggested Resolution

I move that the Saranac Board of Education approve the superintendent to invest of surplus funds of the district for the FY: 2020-2021 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Authorized Signatures

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

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

General Fund Checking	Central Office Secretary Assistant Bookkeeper, Superintendent & Finance Director
General Fund Payroll Checking	Superintendent Assistant Bookkeeper & Finance Director
General Fund Savings	Superintendent Assistant Bookkeeper & Finance Director
Food Service Checking	Assistant Bookkeeper Central Office Secretary & Finance Director
Scholarship Checking	Assistant Bookkeeper Central Office Secretary
Student/School Activity Checking	Superintendent, Finance Director Assistant Bookkeeper & Central Office Secretary
2013 Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2015 A Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2015 B Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2016 Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2018 Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2018 Capital Project Bond Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2020 Refinanced Debt Service Fund Checking Account	Superintendent & Finance Director
2020 Bond Issuance Cost Debt Service Fund Checking Account	Superintendent & Finance Director
General Fund Account A (Sweep) (2 sign)	Assistant Bookkeeper Superintendent & Finance Director
General Fund ICS Reciprocal Sweep	Superintendent & Finance Director

Suggested Resolution

I move that the Saranac Board of Education approve the above signatures on accounts for the FY: 2020-2021 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Designate Depositories for School Funds

POLICY: 0150

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

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

Suggested Resolution

I move that the Saranac Board of Education approve the above depositories for school funds for FY: 2020-2021 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approval of Bills

- Bills Paid: \$641,762.53 from General Fund for June.
- Bills Paid: \$9,740.92 from Building & Site Fund.
- Bills Paid: \$51,120.00 from 2020 Bond Issuance Account

Suggested Resolution

I move that the Saranac Board of Education approve the bills paid from General Fund for June in the amount of \$641,762.53, Building & Site Fund for \$9,740.92, and \$51,120.00 from the 2020 Bond Issuance Account as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/25/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/25/2020	62990 Accounts Payable	RICHTER, ROBERT		120.00
	Invoice		Date	Description	Amount
		JS6242020	06/24/2020	Cell Phone Reimbursement	120.00
Check	06/25/2020	62991 Accounts Payable	YEO & YEO		3,545.00
	Invoice		Date	Description	Amount
		JS6242020	06/24/2020	Preparing W-2s & Consulting Fee	3,545.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$3,665.00
Checks:		2	\$3,665.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/26/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/26/2020	62992 Accounts Payable	BELDING AREA SCHOOLS		790.50
	Invoice		Date	Description	Amount
		2019/20MMEL-2	06/25/2020	Bilingual Kits-ES	790.50
Check	06/26/2020	62993 Accounts Payable	CRYSTAL FLASH ENERGY		1,836.25
	Invoice		Date	Description	Amount
		2154060	06/25/2020	Unleaded Gas	1,300.55
		2154070	06/25/2020	Diesel Fuel	535.70
Check	06/26/2020	62994 Accounts Payable	Gallagher Uniform		227.83
	Invoice		Date	Description	Amount
		10681801	06/25/2020	Towel/Uniforms	52.83
		10682745	06/25/2020	Towels & Uniforms	57.98
		10683684	06/25/2020	Mop Heads/Towels/Uniforms	117.02
Check	06/26/2020	62995 Accounts Payable	LANSING SANITARY SUPPLY, INC.		321.12
	Invoice		Date	Description	Amount
		1085652	06/25/2020	Custodial Supplies	321.12
Check	06/26/2020	62996 Accounts Payable	NAPA AUTO & TRUCK PARTS		184.02
	Invoice		Date	Description	Amount
		868617	06/25/2020	Battery & Core Deposit	119.58
		868941	06/25/2020	Transportation Supplies	64.44
Check	06/26/2020	62997 Accounts Payable	SHERWIN WILLIAMS COMPANY		112.68
	Invoice		Date	Description	Amount
		7797-9	06/25/2020	Paint	112.68
GF CHECKING General Fund Checking Totals:			Transactions: 6		\$3,472.40
Checks:		6		\$3,472.40	

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/29/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/29/2020	62998 Accounts Payable	CONSUMERS ENERGY		11,251.92
	Invoice		Date	Description	Amount
	JS6292020		06/29/2020	June Energy Bill	11,251.92
Check	06/29/2020	62999 Accounts Payable	HOOPER PRINTING		398.74
	Invoice		Date	Description	Amount
	60194		06/29/2020	Commencement Announcements	398.74
Check	06/29/2020	63000 Accounts Payable	THRUN LAW FIRM, P.C.		2,541.50
	Invoice		Date	Description	Amount
	262368		06/29/2020	Legal Services	2,541.50
GF CHECKING General Fund Checking Totals:			Transactions: 3		\$14,192.16
Checks:		3	\$14,192.16		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/30/2020	63001 Accounts Payable	Encore Technology Group, LLC		3,701.87
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
	150125		06/30/2020	June Phone Bill	3,701.87
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$3,701.87
Checks:		1		\$3,701.87	

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/30/2020	63002 Accounts Payable	SARANAC COMMUNITY SCHOOLS		33.00
	Invoice		Description		Amount
	CU6302020	06/30/2020	Postage		33.00
Check	06/30/2020	63003 Accounts Payable	VILLAGE OF SARANAC		2,335.64
	Invoice		Description		Amount
	JS6302020	06/30/2020	Water/Sewage-April-June		2,335.64
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$2,368.64
Checks:	2	\$2,368.64			

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2020	63004 Accounts Payable	Apptegy, Inc.		13,224.00
	Invoice		Date	Description	Amount
	INV-03301		07/01/2020	Website Renewal	13,224.00
Check	07/01/2020	63005 Accounts Payable	FIRST AGENCY		1,807.10
	Invoice		Date	Description	Amount
	3416476		07/01/2020	Blanket Accident Insurance Premium Renewal	1,807.10
Check	07/01/2020	63006 Accounts Payable	M.A.S.A.		894.74
	Invoice		Date	Description	Amount
	JS712020		07/01/2020	Membership Renewal-JS	894.74
Check	07/01/2020	63007 Accounts Payable	M.A.S.B.		4,702.00
	Invoice		Date	Description	Amount
	JS712020		07/01/2020	Membership Renewal-Board	2,702.00
	JS0712020		07/01/2020	Board Books Renewal	2,000.00
Check	07/01/2020	63008 Accounts Payable	M.A.S.S.P.		775.00
	Invoice		Date	Description	Amount
	208495		07/01/2020	Membership Renewal-JL	400.00
	JS712020		07/01/2020	Membership Renewal-SS	375.00
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$21,402.84
Checks:	5	\$21,402.84			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2020	63009 Accounts Payable	BLUE CROSS BLUE SHIELD		7,663.16
	Invoice		Date	Description	Amount
	JS712020		07/01/2020	July Insurance Premium	7,663.16
Check	07/01/2020	63010 Accounts Payable	Priority Health		4,446.78
	Invoice		Date	Description	Amount
	201670000608		07/01/2020	July Insurance Premium	4,446.78
Check	07/01/2020	63011 Accounts Payable	UNUM Life Insurance Company of America		276.97
	Invoice		Date	Description	Amount
	04135500019-7/20		07/01/2020	July Insurance Premium	276.97
GF CHECKING General Fund Checking Totals:			Transactions: 3		\$12,386.91
Checks:		3	\$12,386.91		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2020	63012 Accounts Payable	Priority Health		50,329.44
	Invoice	Date	Description		Amount
	201670000616	07/01/2020	July Insurance Premium		50,329.44
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$50,329.44
Checks:	1	\$50,329.44			

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2020	63013 Accounts Payable	Hi-Tech Building Services		7,443.87
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
	023523		06/30/2020	June Custodial Cost	7,443.87
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$7,443.87
Checks:		1		\$7,443.87	

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/02/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/02/2020	63014 Accounts Payable	M.E.S.S.A.		9,195.70
	<u>Invoice</u>		<u>Date</u>	<u>Description</u>	<u>Amount</u>
	2007-0092020		07/01/2020	July Insurance Premium	9,195.70
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$9,195.70
Checks:		1	\$9,195.70		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/02/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/02/2020	63015 Accounts Payable	MASB-SEG Property/Casualty Pool, Inc.		53,055.00
	Invoice		Date	Description	Amount
	PC000346106-21		07/01/2020	District 2020/2021 Insurance	53,055.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$53,055.00
Checks:		1	\$53,055.00		

Payment Register

From Payment Date: 6/1/2020 - To Payment Date: 6/30/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
GF CHECKING - General Fund Checking										
<u>EFT</u>										
630	06/09/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$52,363.23			
631	06/11/2020	Open			Accounts Payable	STATE OF MICHIGAN	\$14,963.01			
632	06/12/2020	Open			Accounts Payable	HealthEquity, Inc.	\$3,620.78			
633	06/12/2020	Open			Accounts Payable	INDEPENDENT BANK	\$157,993.03			
634	06/26/2020	Open			Accounts Payable	HealthEquity, Inc.	\$3,861.27			
635	06/26/2020	Open			Accounts Payable	INDEPENDENT BANK	\$128,207.61			
636	06/23/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$56,935.98			
637	06/23/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$42,603.79			
Type EFT Totals:										
GF CHECKING - General Fund Checking Totals							8 Transactions	\$460,548.70		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$460,548.70	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$460,548.70	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$460,548.70	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$460,548.70	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$460,548.70	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$460,548.70	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$460,548.70	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$460,548.70	\$0.00

Saranac Community Schools
Payment Batch Register

Bank Account: 2018 CP - 2018 Capital Project Checking Ac
 Batch Date: 06/25/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	06/25/2020	2018095 Accounts Payable	IDVILLE		1,236.32
	Invoice		Date	Description	Amount
	3648454		06/24/2020	ID Maker	1,236.32
2018 CP 2018 Capital Project Checking Ac Totals:			Transactions: 1		\$1,236.32
Checks:		1		\$1,236.32	

Saranac Community Schools
Payment Batch Register

Bank Account: 2018 CP - 2018 Capital Project Checking Ac
 Batch Date: 06/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	06/30/2020	2018096	Accounts Payable	Owen-Ames-Kimball Co.	8,504.60
	Invoice		Date	Description	Amount
	14		06/30/2020	JSH Construction Cost	8,504.60
2018 CP 2018 Capital Project Checking Ac Totals:				Transactions: 1	\$8,504.60
Checks:		1		\$8,504.60	

Saranac Community Schools
Payment Batch Register

Bank Account: 2020 Bond Issuan - 2020 Bond Issuance Account
 Batch Date: 06/23/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2020 Bond Issuan - 2020 Bond Issuance Account					
Check	06/23/2020	10000 Accounts Payable	State of Michigan		1,000.00
	<u>Invoice</u>	<u>Date</u>	<u>Description</u>		<u>Amount</u>
	2020-00000511	06/23/2020	2020 SBLF Refinancing Bond Issuance		1,000.00
2020 Bond Issuan 2020 Bond Issuance Account Totals:			Transactions: 1		\$1,000.00
Checks:	1	\$1,000.00			

Saranac Community Schools
Payment Batch Register

Bank Account: 2020 Bond Issuan - 2020 Bond Issuance Account
 Batch Date: 06/29/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2020 Bond Issuan - 2020 Bond Issuance Account					
Check	06/29/2020	10001 Accounts Payable	S&P Global Ratings		18,000.00
	Invoice		Date	Description	Amount
	11393162		06/29/2020	Analytical Services	18,000.00
Check	06/29/2020	10002 Accounts Payable	THRUN LAW FIRM, P.C.		32,120.00
	Invoice		Date	Description	Amount
	262004		06/29/2020	Refunding Bonds-Preparation & Procedures	32,120.00
2020 Bond Issuan 2020 Bond Issuance Account Totals:			Transactions: 2		\$50,120.00
Checks:	2		\$50,120.00		

TO: Board of Education

FROM: Jason Smith, Interim Superintendent

SUBJECT: Annual Loan/Repayment Activity Application

POLICY: 6145 - Borrowing

Jammie Sprank has been working with our Bond Authority for the amount we will need to borrow for the 2020-21 school year regarding our Debt Funds. Those approximate figures are attached. The amount they anticipate we will need to borrow is \$1,780,158.00. A resolution and application are attached and is due back to the Michigan Department of Treasury by August 1.

Suggested Resolution

I move that the Saranac Board of Education approve the 2020-21 Annual Loan/Repayment Activity Application showing the amount needed to borrow is \$1,780,158.00.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

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

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

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

CERTIFICATE

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

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

 (Type or Print Name of Secretary)

 (Signature of Secretary)

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

 (Signature of Superintendent of Schools)

RESOLUTION

A meeting was called to order by _____, President.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____

and supported by Member _____

WHEREAS:

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

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

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

NOW, THEREFORE, LET IT BE RESOLVED THAT:

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

Qualified bond debt millage (Tax Year 2020)	9.00	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2020		\$ 10,736,701.53
Estimated amount to borrow from or repay to the SBLF and/or SLRF		\$1,780,158
Estimated accrued interest		\$536,835.08
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2021		\$13,053,694.61

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

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

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

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

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

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

Ayes: Members

Nayes: Members

WINTER ONLY TAX LEVY

UNLIMITED TAX QUALIFIED BONDS

SCHOOL DISTRICT CODE: 34-120
 SCHOOL DISTRICT NAME: Saranac Community Schools
 TOTAL DEBT MILLAGE TO BE LEVIED: 9.00

2020 Taxable Valuation =
 PLUS: 1/2 of 2020 Equivalent IFT/CFT Taxable Value =
 Total Equivalent Value =
 Less: 2020 TIFA, DDA, & LDFA Captured Value =
 TOTAL 2020 Taxable Value Subject to Debt Service =

Instructions for Internet Use:

1. Please enter data in the shaded areas only.
2. Complete this spreadsheet. Obtain Board of Education approval.
3. Submit this spreadsheet with the required documents prior to August 1, 2020

2020 Winter
Annual Loan Worksheet

(a) (if variable rate issue, indicate with a "Var", e.g. 11/03/00 Var & attach current P&I schedule)	(b) Debt Service Payment (Interest) Due Nov 1, 2020	(c) Fees	(d) Total Nov 2020 Debt Service Payment, (Interest & Fees) Total (b + c)	(e) RECONCILED Debt Fund Balance, June 30, 2020 Including Cash, Investments, Accrued Interest, Transfers, etc.	(f) Amount to Borrow from SLRF for Nov 1, 2020 Debt Service (the greater of d - e, or \$0)	(g) Debt Fund Balance after Nov 1, 2020 Debt Service Payment (+ e + f)	(h) Debt Service Payment Due May 1, 2021 (Principal & Interest)	(i) Funds Needed for May 2021 Debt Service Payments (h - g)	(j) Prorated Millage Allocation (i / total j) * total millage	(k) Actual Millage Allocation (if "0", enter "0")	(l) Revenues to be Collected from 2020 Tax Levy (l - Taxable Value/1000)	(m) Estimated Amount to Borrow from SLRF for May 2021 Debt Service Payments (l - m)	(n) Estimated TOTAL Amount to Borrow from SLRF for Fiscal Year ending 6/30/2021 (f + n)	(o) Estimated TOTAL Amount to Borrow from SLRF for Fiscal Year ending 6/30/2021 (f + n)
03/27/13	3,000		3,000		3,000		203,000	0.473				203,000	206,000	
08/04/15	81,500		81,500		81,500		456,500	1.064				456,500	538,000	
08/04/15	35,789		35,789		35,789		2,445,789	5.700				2,445,789	2,481,578	
09/09/16	90,750		90,750		90,750		515,750	1.202				515,750	606,500	
08/09/18	90,700		90,700		90,700		240,700	0.561				240,700	331,400	
Total	301,739		301,739		301,739		3,861,739	9.000				3,861,739	4,163,478	

*IF SIGNIFICANT ADJUSTMENTS ARE MADE TO THE ACTUAL MILLAGE ALLOCATION AS COMPARED TO THE PRORATED MILLAGE ALLOCATION, PLEASE PROVIDE A BRIEF EXPLANATION OF YOUR BASIS.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Jr/Sr High Student Handbook

JSH Principal, Josh Leader will present the 2020-2021 student handbook.

FORWARD

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

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

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

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

Chad Elliott, Trustee
Kirk Jackson, Trustee
Roy Hawkins, Trustee

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

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

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

SARANAC DISTRICT MISSION STATEMENT

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

SARANAC Jr/Sr HIGH SCHOOL MISSION STATEMENT

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

NOTIFICATION OF RIGHTS: The Federal Education Rights and Privacy Act

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

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

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

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

STATEMENT OF ASSURANCE

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

EDUCATION OF STUDENTS WITH DISABILITIES

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

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

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

PERSONAL CURRICULUM

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

What is a personal curriculum?

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

Who may request a personal curriculum?

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

When may a personal curriculum be requested?

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

SARANAC JUNIOR/SENIOR HIGH SCHOOL

MICHIGAN HIGH SCHOOL GRADUATION REQUIREMENTS

16 Michigan Merit Curriculum Credits

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

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

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

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

ADDITIONAL REQUIREMENTS:

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

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

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

ACADEMIC STANDARDS

GRADUATION WITH HONORS

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

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

- Mathematics----Algebra I, Geometry, Algebra II and Pre-Calculus
- Science-----Biology, 10th Grade Science and one additional year of science
- English-----English 9, 10, 11, and one year of Advanced English or AP English
- Social Studies---US History, World History, Government, and Economics
- Two full credits of a foreign language

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

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

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

GRADE-POINT AVERAGES (GPA's)

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

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

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

DUAL ENROLLMENT

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

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

Payment of Postsecondary classes: The district will pay a portion of the student's tuition and mandatory course fees, based on a formula of the sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the post-secondary institution. While this formula, which changes each year, may be enough to cover the tuition and fees for Lansing Community College, or other local public colleges and universities, it may not be enough to cover the total tuition costs for private colleges and universities in the area. Parents are responsible for paying any difference in cost. Books,

transportation, parking costs, or most activity fees, are **not** eligible charges under the law. If a student wishes to take a class that is not offered at Lansing Community College, they must seek approval from the principal and counselor. **Courses withdrawn or receiving a failing grade will be billed directly to the student/parent or guardian for full reimbursement.**

PHYSICAL EDUCATION WAIVER

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

TESTING OUT

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

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

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

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

JUNIOR HIGH REQUIREMENTS FOR PROMOTION

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

TOP ACADEMIC STUDENTS

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

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

NATIONAL HONOR SOCIETY SELECTION PROCESS

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

5. The Faculty Council will then make their final decision and present their list of inductees to the NHS advisor.
6. The results will be presented to each individual via letter.
7. The induction ceremony will be set during the second semester of each year.

Saranac Honor Society Leadership, Service and Character Descriptions

Leadership

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

The student who exercises leadership:

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

Service

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

The student who serves:

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

Character

- A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character:
- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

GENERAL SCHOOL INFORMATION

AGE OF MAJORITY

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

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

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

ANIMALS ON SCHOOL PROPERTY

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

AWARDS

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

BULLETIN BOARDS

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

CAMPUS VISITORS

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

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

COLLEGE VISITS

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

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

COMMUNICABLE DISEASES

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

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

COPY MACHINE

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

DANCE REGULATIONS

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

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

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

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

DRUG FREE SCHOOLS ZONE

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

EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the end of the student's sixth semester. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

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

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

FUND RAISERS

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

GRADING SYSTEM

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

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

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

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

Course Grading:

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

Retakes of Summative Assessments

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

Late-work

- Policy determined by department and shared in all department member course outlines at the start of the year
- Staff members are strongly encouraged to consider extenuating circumstances when applying policy

HALL PASSES

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

HOMECOMING FLOATS

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

IMMUNIZATION

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

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

IN SCHOOL ILLNESS

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

JR HIGH STUDENT COUNCIL OFFICERS

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

LOCKERS

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

LOCKS

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

LOST AND FOUND

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

LUNCH

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

MAKE-UP WORK

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

MEDICATION ADMINISTERED TO STUDENTS

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

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

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

MEDIA CENTER

Books, Magazines & Vertical Files

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

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

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

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

Parent Usage

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

All About Our Computers

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

Internet information

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

MONEY

For missing items, the school will not be held responsible. Do not carry large sums of money with you to school. Carry only what is absolutely necessary for that day. Checks will not be cashed by the school unless payable to

the school. Do not leave money or valuables in your locker or gym locker at any time. **The school will not be held responsible for these.**

ONLINE COURSES

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

PUBLIC ADDRESS SYSTEM

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

REPORT CARDS

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

SAFETY DRILL PROCEDURES AND CONDUCT

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

SCHEDULE FOR NORMAL SCHOOL DAY:

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

4th Hour - Intervention/PSC/PRIDE TIME – 10:40 to 11:10

11:10 to 11:40 – LUNCH (PM HIT Departs @ 11:35)	11:15 to 12:10 – 4 th hour
11:45 to 12:40 – 5 th Hour	12:10 to 12:40 – LUNCH
12:45 to 1:40 – 6 th Hour	12:45 to 1:40 – 5 th Hour
1:45 to 2:40 – 7 th Hour (PM Announcements)	1:45 to 2:40 – 6 th Hour

SCHOOL CLOSING

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

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

SCHOOL DAY:

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

SCHOOL TRIPS

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

SEARCH AND SEIZURE

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

School Property and Equipment, Personal Effects of Students

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

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

Students

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

Seizure of Property

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

SEMESTER EXAMS OR FINAL PROJECTS

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

SENIOR FINAL SEMESTER EXAMS OR FINAL PROJECTS

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

* 85% average

*No more than 5 absences

*No out-of-school suspensions

SEVERE WEATHER POLICY

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

Tornado Watch (Severe weather conditions with tornado conditions present)

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

General Information:

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

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

Other Emergencies

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

STUDENT ARRIVAL AT SCHOOL and LEAVING SCHOOL

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

STUDENT GROUPS

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

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

- A. the activity has been initiated by students
- B. attendance at the meeting is voluntary
- C. no agent or employee of the District will promote, lead, or participate in the meeting

D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school

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

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

TELEPHONE

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

VIDEO AND AUDIO MONITORING SYSTEMS

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

VOLUNTEERS

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

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

WITHDRAWAL FROM SCHOOL

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

WORKING PERMITS

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

SARANAC JR/SR HIGH SCHOOL CODE OF CONDUCT

Philosophy of Discipline

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

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

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

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

circumstances around the event. All teachers and staff members have the authority to enforce school rules and direct students.

Expectations of Students

- Respect and be courteous to others.
- Respect property of the school and others.
- Attend school regularly.
- Be punctual to school and class.
- Comply with requests, instructions, and directions given by all school personnel, while on school premises and/or at all school sanctioned activities.
- Complete assigned class work.
- Come to class prepared, ready to work and engage in learning.
- Follow proper appeal procedures when perceived unfairness and/or mistreatment occur.
- Obey the laws of the State of Michigan.
- Respect and follow the rules of our community.

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

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

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

SARANAC JR/SR HIGH SCHOOL CODE OF CONDUCT

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 rights 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.

Positive Behavior Intervention Support (PBIS)/Positive School Climate

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

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

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

Expectations of Students

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

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

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

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

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

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

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

Possible Disciplinary/Restorative Actions

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

MATTERS PERTAINING TO SAFETY OF SELF AND OTHERS

EXPLOSIVE/INCENDIARY MATERIALS

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

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

FALSE FIRE ALARM/BOMB THREAT

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

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

FIGHTING/ASSAULT/THREATS

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

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

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

UNSAFE BEHAVIOR/PHYSICAL CONTACT or AGGRESSION

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

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

WEAPONS

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

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

MATTERS RELATING TO CITIZENSHIP AND RESPECT

BULLYING

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

A. Prohibited Conduct

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

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

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

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

B. Reporting a Bullying Incident

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

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

ALCOHOL AND SUBSTANCE ABUSE

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

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

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

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

First Offense

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

Second Offense

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

Consequences of possession/use of alcohol or illicit drugs:

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

Consequences of manufacturing or distribution of alcohol or illicit drugs:

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

BUS TRANSPORTATION

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

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

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

GENERAL HARASSMENT

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

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

INAPPROPRIATE LANGUAGE, GESTURES OR ACTIONS

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

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

LUNCH AND CAFETERIA RULES

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

Cafeteria Rules

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

- Students shall report spills and broken containers to cafeteria staff immediately. Misbehavior will result in disciplinary action in according to the school’s disciplinary procedures.

DISHONEST BEHAVIOR/FORGERY

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

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

SEXUAL HARASSMENT

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

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

NON-COMPLIANCE/DEFIANCE/EMOTIONAL OUTBURSTS

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

Penalty: Reprimand up to an expulsion.

DISRESPECT

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

Penalty: Reprimand up to an expulsion.

THEFT

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

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

Also, remuneration/compensation for stolen property will be expected.

TOBACCO, E-CIGARETTES, VAPING

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

Penalty

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

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

VANDALISM/DEFACEMENT/PROPERTY MISUSE

Vandalism, defacement of property, or malicious destruction of school or private property, and use of property and/or tools in a manner not as intended is not allowed. School districts in the State of Michigan are authorized to recover damages in an amount not to exceed \$2500 against parents of un-emancipated minors who have maliciously or willfully destroyed real, personal or mixed property belonging to the district. **Penalty:** Reprimand up to expulsion. Repeated offenses may result in suspension from school for a period ranging from three days to expulsion.

BREAKING OF SCHOOL RULES AND REGULATIONS AND/OR PERSISTENT DISOBEDIENCE

ATTENDANCE

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

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

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

Student Absences

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

In the event of any absence, the student's parent or guardian is required to call the school at 616.642.1100 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by ~~4:00 a.m.~~ 2:40 PM-on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Attendance Policies:

In an effort to positively increase student attendance, the following policies have been adopted by Saranac Jr/Sr High School.

Based on the potential cancellation of exams during the 2020-21 school year, as well as the discouragement of attendance incentives by the State of Michigan during the 2020-21 school-year as a response to COVID closures and precautions, this clause may temporarily not be enforced as written.

- Students with five or less absences in a semester will earn an exemption from one final exam in the semester for which the attendance guideline is met. The exemption can only be used in a course with five or fewer absences. Students may not use their exemption for the same subject in consecutive semesters.
- Students with 6-7 absences will not be eligible for an incentive, nor will there be additional academic consequences.
- Students with 8-10 absences in a semester must earn an exam grade of 77% (C+) or better in order to earn their letter grade and GPA credit for the course. Students who do not meet the academic threshold but still pass the course will receive credit (F-CR) with a 0.00 factored into his/her grade point average.
- Students with 11 or more absences in a semester will receive credit (F-CR) for any course in which they earn a 60% (D-) or better with a 0.00 factored into his/her grade point average. School-related absences, college visits, and suspensions will not count toward absence totals.
- Students who serve two or more days of suspension will be ineligible for the exam exemption.
- Students with serious medical conditions, long-term illnesses, unique family considerations, or other reasons for extended absences will have their case reviewed by administration. The administration will have the final determination to exempt a student from the consequences of excessive absences. Students must submit an appeal (with any doctor's notes/documentation) at least one week prior to the final exam to explain absences in excess of 10. The appeal will be reviewed by administration. The administration will have the final determination to exempt a student from the consequences of excessive absences. **Administrative exemptions will NOT qualify a student for exam exemptions.**

TECHNOLOGY MISUSE and HAZARDOUS ARTICLES

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

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

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

DISCIPLINE POINTS

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

1 Point – All referrals to the office with documented warnings (including bus incident reports)
 1 Points – After-school detentions;
 2 Points - Two and five-day bus suspensions
 1 -10 Points – Out-of-school suspension (1 point per day); bus suspensions of 10 or more days

DISRUPTIONS

A student may be removed from any “class, subject, or activity” and referred to the principal by a teacher for creating a disturbance (including, but not limited to wandering, intentional noises, blurting, intentionally disturbing others) in the class which in the teacher’s judgment is detrimental to the management and educational process of the classroom (otherwise referred to as a “snap suspension”). As soon as possible after the snap suspension the teacher shall contact the student’s parent/guardian and apprise them of the situation warranting the suspension.

Penalty: First Offense - Assignment to the office for the remainder of the class period and an after-school detention
 Second Offense- Assignment to the office for the remainder of the class period and an after-school detention
 Third Offense – One-day suspension
 Fourth Offense – Three-day suspension

CHEATING/PLAGIARISM

What is cheating?

- Copying another student’s work or allowing copying by another
- Copying on a test or quiz
- Using any tools on a test or quiz not clearly allowed (e.g. note, formulas, calculator, programmable watch, etc.)
- Plagiarism
- Copying from a source without crediting the source
- Using another’s ideas without crediting the source
- Sabotaging the work of others
- Taking credit for group work to which you not have contributed

Consequences of Cheating

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

Penalty: The minimum penalty will be an after-school detention up to expulsion. Parents will be contacted. The student is not able to receive academic honors for the remainder of the school year. The student will not be eligible for membership in The National Honor Society (NHS) at any point. Repeated offenses will result in additional consequences.

FOOD AND BEVERAGES

Food and drinks are to be consumed responsibly. If a snack is consumed in the hallway, food and paper need to be disposed of properly. Students may not consume energy drinks, including (but not limited to) Monster, Rock Star, Red Bull, Five Hour Energy, during school hours. Possession will result in confiscation and disposal of said drink. Repeated offenses may result in disciplinary action. Water is allowed in the classrooms, but not in computer labs. .

Penalty: First Offense – Warning
 Second Offense – After-school detention
 Third Offense – treated as persistent disobedience

HEARTLANDS TRANSPORTATION

Students are expected to ride the school bus/van to attend Heartlands Institute of Technology. If parents give permission to their student to drive and/or ride with another student to HIT, the parents/student must complete the appropriate driving release. This form will release Saranac Community Schools from liability for any adverse results that may occur.

Within this framework, students, with the guidance of parents, are asked to please refrain from wearing the following items of clothing that are not necessarily appropriate for a learning environment. This is a request, and these guidelines will not be treated as disciplinary issues.

- Any article of clothing that exposes any part of the midriff area, cleavage, or undergarments should not be worn.
- Shorts/dresses/skirts should not be shorter than the student's fingertips with arms extended flat at their sides.
- Holes in jeans and shorts should not extend above the fingertips.
- Pajama pants should not be worn
- Halter tops, tube tops or any similar tops should not be worn
- Undergarments should not be exposed

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

- clothing that creates a present danger to the health and safety of the student (himself/herself) or other persons;
- clothing that creates a disruptive influence on the educational process
- clothing that infringes upon the rights and freedoms of other students (special religious customs may be accommodated)
- head wear (hats, bandannas, hoods)
- coats or jackets (for safety reasons)
- "cut shirts" (shirts may be sleeveless as long as they have a seam around the opening)
- clothing with profane, vulgar or obscene language/suggestions, sexually suggestive language, advertisements for alcoholic beverages, drugs, violent language, gang activity or messages that are divisive or prejudicial on the basis of race, national origin, ethnicity, religion, gender, or disability.

Administration shall have final determination of the appropriateness of the student's dress, subject to appeal to the superintendent and the Board of Education. If conditions warrant it, the student will be asked to rectify the situation (alternative clothing may be provided). If necessary, a parent contact may take place.

Students who believe they should be excused from any part of the district's dress code policy, for religious or other reasons, must obtain permission, in advance, from the building principal.

CAMPUS PRIVILEGES/INAPPROPRIATE LOCATION

All students are to remain on campus and attend all scheduled classes during the school day. Once a student arrives on campus for the day, whether by private or school-provided transportation, he/she is expected to remain on campus until the end of the school day. **Any student finding it necessary to leave must report to the office and sign out after receiving prior permission.**

Penalty: After-school detention up to a ten-day suspension

A student who has been suspended from school may not be on school property at any time unless he/she has received prior permission from the principal.

Penalty: The penalty may be an additional suspension up to or equal to the suspension that the student is serving.

VEHICLE USE

Students are permitted to park on school premises as a matter of privilege, not a right. The Saranac Community Schools retains authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student vehicles parked on school property. Such patrols and inspections may be

conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. All students who drive a motor vehicle to school must register the vehicle with the office and have the registration tag clearly visible in the vehicle. Any vehicle parked illegally or not properly registered may be towed. All vehicles that are driven to school must be parked in the student parking lot during the hours from 7:40 am. to 2:40 pm. All students who drive to school are required to park in their assigned parking lot. No student may drive any motor vehicle from 7:40 am. to 2:40 pm. without written permission from the office. (This applies to driving both on and off school property.) Students must have completed required forms in order to drive a vehicle during school time. **Students may not be in the parking lot or in their cars between 7:40 am. and 2:40 pm. without permission from the office.**

Penalty: 1st Offense – Reprimand, up to loss of driving privileges for five days
2nd Offense – After-school detention up to loss of driving privileges for up to ten days
3rd and Subsequent Offenses – Possible suspension, and a loss of driving privileges for five days, up to loss of driving privileges for the remainder of the year

Any student who drives carelessly on school property at any time may be banned from driving on school property for a period of time determined by administration. A student, who is so banned, shall be subject to the penalties listed above for violation of this order.

MIDDLE SCHOOL STUDENTS ARE NOT ALLOWED TO DRIVE TO AND FROM SCHOOL REGARDLESS OF AGE

MISCELLANEOUS INFORMATION

******It is impossible to list all rule and law violations. Therefore the following statement is meant to cover those not listed. Imposition of consequences for any violation of school rules and regulations is at the discretion of the principal.**

VIOLATION OF FEDERAL OR STATE OR LOCAL LAW

A student's commission of, or participation in, any act prohibited by federal or state law or local ordinance violates the Code of Conduct when such acts affect the safe and orderly operation of these schools, including, but not limited to, acts committed on school property, in school-sponsored transportation, or related to any school program, function or activity. School officials may take disciplinary action regardless of whether criminal charges result. A senior who violates a school policy that has a consequence of alternative learning room or suspension from school and is unable to complete that consequence before graduation exercises, will not be allowed to take part in the graduation exercises.

Any other misdemeanor or felony not listed will result in penalty up to and including expulsion.

Note: The principal is required by law to notify police agencies in addition to other penalties when the law is violated.

STUDENT SUSPENSION AND EXPULSION

A student who has been suspended from school, may not be on school property at any time (including school functions and athletic events) unless he/she has received prior permission from the principal. The penalty for this will be an additional suspension equal to the suspension that the student is serving.

A. Definitions

1. Suspension: Removal of a student from school for a period of time or until a specific set of conditions has been met.
2. Expulsion: A permanent suspension from school.

3. Board Authority: The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline as granted in sections 380.1311 and 380.11a of the School Code. Section 380.1311 authorizes suspension or expulsion for the following reasons:

- A. Gross misdemeanor
- B. Persistent disobedience
- C. Habits or bodily conditions detrimental to the school.

B. General Statement

It is the basic belief of the Board of Education that the school staff should make every effort to solve discipline problems within the school setting and without suspending a student from school. It is realized that this is not always possible. When suspension or expulsion is deemed necessary, the following procedures will be used:

Suspensions of Ten Days or Less

The Board of Education delegates to the principal the authority to suspend a student from school for up to ten (10) days. The following procedures will be used:

- The student shall be notified of the charges either verbally or in writing.
- If the student denies the allegations, the principal shall explain the evidence against him/her and give him/her the opportunity to present his/her explanation of the incident.
- An attempt shall be made to notify parents either by phone or verbally of the action taken (unless the student is eighteen years of age).
- Verbal notification shall be followed up by written communication.

The parent (or student over the age of eighteen) may request a conference with the principal within the period of the suspension.

Expulsions and Long-Term Suspensions

The Board of Education retains unto itself the authority to suspend a student for more than ten (10) days or to expel a student. The superintendent shall make recommendations for more than ten (10) days or expulsion to the Board of Education. Such action shall generally be taken upon the recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing. The following procedures shall be used:

1. The student shall be on suspension pending an investigation by the Principal and Superintendent, culminating in the Board's final decision.
2. The Board of Education shall set the date, time, and the place of the hearing and shall transmit written notice of same to the parent or guardian, or the student (if 18 years old) at least five (5) school days before the hearing. The five-day requirement may be waived if mutually acceptable to the parties involved. The written notice shall include the following:
 - a. The statement of the charges against the student.
 - b. The name of the hearing officer or hearing board.
 - c. The hearing procedure to be used.
 - d. Status of the student pending the appeal and the appeal and the decision of the Board.
 - e. The right to request that the hearing be open or closed to the public and to have witnesses excluded from all parts of the meeting except where testimony is necessary if the meeting is closed.
 - f. The right of the student and parent or guardian to be represented by an attorney or counsel of their choice.
 - g. The right to present witnesses and to question all witnesses testifying against the student.
 - h. The right to a written finding of fact and the right to a record of the hearing.
3. The hearing is not a court procedure and the court rules of evidence shall not be enforced.
4. There may be present at the hearing, whether or not the hearing is closed, the Board attorney, the principal, the superintendent, and other such person, as the Board deems essential to the adjudication of the case.
5. The Board shall render a written decision within five (5) school days following the hearing. A written copy shall be forwarded to all parties concerned.

Appendix A: Non Discrimination on the Basis of Sex

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

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

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

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

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

Step 1:

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

Step II:

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

Step III:

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

Step IV:

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

Appendix B: Sexual Harassment and Intimidation

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

It is the policy of this district to maintain learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

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

Definition

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

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's

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

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

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implication;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

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

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

Grievance Procedure

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

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation.

The officer shall attempt to resolve the problem in an informal manner through the following steps:

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

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

1. The investigation will be closed.
2. The grievance officer's findings and reasons for them will be discussed with the complainant.
3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
4. All references to the complaint will be removed from the accused party's personnel file.
5. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.

6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

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

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

Sanctions

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

Notification

Notice of this policy will be circulated to all school buildings and departments within the district, and incorporated in teacher, student and parent handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held annually for all board members, administrators, teachers and employees of the district. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student-to-student sexual harassment.

Appendix C: Equal Educational Opportunity

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

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

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

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint

within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

Step 1:

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

Step II:

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

Step III:

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

Step IV:

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

Appendix D: Compliance Officers/Title Coordinators

Questions or concerns regarding the following should be addressed to the listed compliance officer/title coordinator:

1) Title VI	Mr. Jason Smith	225 S. Pleasant, Saranac, MI 48881	(616) 642-1400
2) Title IX	Mr. Jason Smith	225 S. Pleasant, Saranac, MI 48881	(616) 642-1400
3) Section 504 and Americans With Disabilities Act (ADA)	Mr. Joshua Leader	150 S. Pleasant, Saranac, MI 48881	(616) 642-1100
4) Asbestos Abatement Lead Free/Radon Pesticide Application Sexual Harassment	Mr. Jason Smith	225 S. Pleasant, Saranac, MI 48881	(616) 642-1400
5) Freedom Of Information Act (FOIA)	Mr. Jason Smith	225 S. Pleasant, Saranac, MI 48881	(616) 642-1400

Administration:

Superintendent	Mr. Jason Smith	225 S. Pleasant Saranac, MI 48881	(616) 642-1400
Jr/Sr High Principal	Mr. Joshua Leader	150 S. Pleasant, Saranac, MI 48881	(616) 642-1100
K-12 Principal and MTSS Coordinator	Mrs. Sara Serne	150 S. Pleasant, Saranac, MI 48881	(616) 642-1100
Athletic Director	Mr. Kim Stevens	150 S. Pleasant, Saranac, MI 48881	(616) 642-1100
K-12 Special Ed and JSH Student Serv. Coordinator	Mrs. Sarah Milbratz	250 S. Pleasant, Saranac, MI 48881	(616) 642-1200
Elementary Principal	Mr. Michael Catrell	250 S. Pleasant, Saranac, MI 48881	(616) 642-1200

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Elementary School Handbook

Elementary School Principal, Mike Catrell will present the 2020-2021 student handbook.

SARANAC ELEMENTARY SCHOOL

2020-2021 STUDENT HANDBOOK

(616) 642-1200

www.saranac.k12.mi.us



TABLE OF CONTENTS

[Staffing](#)
[School Calendar](#)
[Mission Statement](#)
[Exit Outcomes](#)
[Special Services](#)
[Title IX Compliance](#)
[Drug-Free Zone](#)
[Health, Safety, and Welfare](#)
[Severe Weather Policy/Cancelation](#)
[Dispensing Medication](#)
[Communicable Diseases](#)
[Academics](#)
[Testing](#)
[Homework Policy](#)
[Report Cards](#)
[Newsletters](#)
[Right to Access Privacy and Records](#)
[Change of Address](#)
Lunch
Field Trips
School Library
Supplies and Materials
[Volunteers](#)
[Birthday Treats/Invitations](#)
[Toys, Pets, and Other Valuables](#)
[Discipline Philosophy](#)
[Code of Conduct](#)
What is Bullying
[Bicycles](#)
Playground Policy
School Bus Conduct
Dress Code
Attendance
Student Arrival and Departure
Parent Teacher Conferences
Parent Visitation 2
Child Release Policy
Appendix A
Appendix B
Appendix C
Appendix D

SARANAC ELEMENTARY SCHOOL
STUDENT - PARENT HANDBOOK
2020-2021

Dear Students and Parents,

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

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

Sincerely,

The Saranac Elementary School Staff

STAFF

Board of Education

Sarah Doll, Roy Hawkins, Ted VanKuiken, David Price, Kevin Courtney, Kirk Jackson, Chad Elliott

Superintendent: Jason Smith

Principal: Mike Catrell

Sara Serne, K-12 Asst. Principal/MTSS Coordinator

Secretaries: Becky Edwards, Becky Bowen

ECSE: Becky Hoople

GSRP (ISD program): Angie Guernsey

Young 5's: Renee Brogger 3

Kindergarten: Barb Cizouskas, Katelyn Hanson, Bethany Cook

First Grade: Keri Washburn, Carrie Smith, Tammy Howe

Second Grade: Bridget Harder, Doris McPherson, Linette Reed

Third Grade: Mo Jorgensen, Dawn Bolt, Cathy Cooper

Fourth Grade: Sally Mutschler, Kelli Thomas, Teri Brunette, Sarah Gallagher

Fifth Grade: Tara Rasmus, Amy Evans, Molly Milks, Tina Catrell

Sixth Grade: Amy McGee, Amy Miles, Sue Chipman

Special Education: Judy Frank, Becky Hoople, Melissa Price

Physical Education: Tami Wernette

Intervention Specialist: Sarah Gallagher, Stephanie Smith, Theresa Lyman, Teri Brunette, Therese Bergy, Caroline Dibaba

Technology: Stacy Sanders

Speech: Rachel Ort, Nikki Powell

Music: Dawn Peterson

Band: Matt Stauffer

Social Worker: Chris Doucette

Art: Abbigail Hale

Classroom Paraprofessional: Margaret Besson, Stephanie Voorheis, Brandy Mutschler, Cassie Harris

School Paraprofessional: Connie Kauffman, Tammy Blough, Jan Renwick, Anita Hotchkiss, Kelly Herrick, Cindy Voorheis, Linda DePotty

Head Cook: Stacy McKinch

Cooks: Kim Cahoon, Janet Swiger, Julie Miller, Shandra Hesche, Courtney Mager, Vicki McElvain

Kitchen Cashier: Stacy McKinch, Becky Griffin

Custodians: Doug Van Bennekom, John Stewart, Tammy Blough, Dave Milner, Carl Rickert

4

SARANAC ELEMENTARY CALENDAR 2020 -2021 School Year

August 26 th	First day with students- ½ Day Dismissal JSH 10:55/Ele 11:00
September 4 th	Labor Day Weekend –No School
September 7 th	Labor Day –No School
September 8 th	School Resumes
September 21 st	No School for Students-Professional Development Day
October 12 th	No School for Students-Professional Development Day
October 22 nd	Student 1/2 Day- Parent-Teacher conferences in afternoon

October 23 rd	No School
November 23 rd & 24 th	No School for Students-Professional Development Day
November 25 th -27 th	Thanksgiving Break –No School
December 21 st – Jan 1 st	Winter Break –No School
January 4 th	School Resumes
January 22 nd	Student and Staff ½ Day-End of 1 st semester
March 18 th	Student 1/2 Day- Parent-Teacher conferences in afternoon
March 19 th	No School
April 2 nd	Good Friday-No School for Students or Staff
April 5 th –April 9 th	Spring Break
May 14 th	No School for Students-Professional Development Day
May 28 th	Student and Staff ½ Day
May 31 st	Memorial Day – No School
June 3 rd	Student ½ Day
June 4 th	Student and Staff ½ Day End of second Semester

Full Day Schedule
 JSH 7:40-2:40
 Elementary 7:45-2:45

½ Day schedule
 JSH 7:40-10:55
 Elementary 7:45-11:00



Saranac Community Schools

****Calendar is subject to change per COVID-19 guidelines****

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

SARANAC COMMUNITY SCHOOLS MISSION STATEMENT

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

SARANAC ELEMENTARY SCHOOL MISSION STATEMENT

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

Saranac Elementary School Exit Outcomes

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

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

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

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

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

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

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

SPECIAL SERVICES

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

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

TITLE IX COMPLIANCE

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

DRUG-FREE ZONE:

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

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

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

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

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

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

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

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

HEALTH, SAFETY, AND WELFARE

Severe Weather or Tornado:

School Cancellation:

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

Hazardous Weather Information:

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

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

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

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

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

FM RADIO AM RADIO

Information is sent out to local radio stations

TELEVISION STATIONS

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

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

Like us on Facebook @ Saranac Elementary School

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

SEVERE WEATHER POLICY

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

Tornado Watch (Severe weather conditions with tornado conditions present)

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

Tornado Warning (Immediate danger of tornado)

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

General Information

1. After school activities shall be canceled whenever tornado "Warnings" are in effect at the time of the activity.
2. Parents may pick up their children and only their children unless there is specific written permission or by making prior arrangements with the principal.
3. Parents should not call the school inquiring about tornado procedures during the period of a tornado "Watch" or "Warning".
4. Safety areas for students and employees have been designated in all school buildings.
5. Employees will remain on duty until regular dismissal time or until end of emergency, whichever is later.
6. Parents should have a plan for their children when no one will be at home upon their arrival from school.

Lock-down, Fire, and Storm Safety Drills:

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

Student Accident/Injuries or Illness:

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

Dispensing Medicine:

Board Policy states that medication, including aspirin, is not dispensed by school personnel. If your child must take prescription or non-prescription medication during school hours you must come to the

office and obtain a consent form. All medication must be brought to the office by an adult clearly labeled with the child's name and instructions.

Communicable Diseases:

By law, the school must report all student cases of communicable disease to the County Health Department. If a staff member is aware of a student with a communicable disease she/he is to inform the office.

Immunization:

All children who attend school in Michigan are required to be fully vaccinated unless an exemption has been requested in writing. A summary of these requirements is listed below.

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

- * 4 doses of DTP vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry.
- * 4 doses or age appropriate complete series of Pneumococcal Conjugate
- * 3 doses of any appropriate polio vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry.
- * 2 doses of MMR vaccine received after the 1st birthday, at least 1 month apart and with at least 1 of the doses at or after 15 months of age.

OR

Current laboratory evidence of measles, mumps or rubella immunity.

- * 3 doses of the HEPATITIS B vaccine.
- * 2 doses of Varicella (Chicken Pox) or reliable history of disease.

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

- * 4 doses of any appropriate diphtheria and tetanus vaccine, 3 doses if the 1st dose was received on or after the 7th birthday, and, if a dose was not received within the last 10 years, a booster dose at school entry.
- * 3 doses of any appropriate polio vaccine.
- * 2 doses of MMR vaccine received after the 1st birthday, at least 1 month apart and with at least 1 of the doses at or after 15 months of age,

OR

Current laboratory evidence of measles, mumps, or rubella immunity.

- * 3 doses of the HEPATITIS B vaccine.
- * 2 doses of Varicella (Chicken Pox vaccine) or reliable history of disease.
- * 1 dose of meningococcal vaccine

These requirements are for children entering a Michigan school district for the first time. Failure to meet these requirements, as set by the Michigan Department of Public Health, requires the school principal to exclude the child from attendance.

Head Lice Policy

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

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

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

ACADEMICS

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

TESTING

Testing in Saranac Elementary School serves several purposes:

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

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

HOMEWORK POLICY

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

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

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

REPORT CARDS

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

NEWSLETTERS

A communication will be sent home with all students every other Friday. Parents and staff are encouraged to submit material to the principal by the Wednesday before publication. Special activities, upcoming events, health information, activity dates, and school lunch menu are possible items for inclusion.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

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

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

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

CHANGE OF ADDRESS

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

LUNCH

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

FIELD TRIPS

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

SCHOOL LIBRARY

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

SUPPLIES AND MATERIALS

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

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

VOLUNTEERS

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

BIRTHDAY TREATS/BOOKS:

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

TOYS, PETS, AND OTHER VALUABLES

To prevent distraction, destruction, and loss of property; toys, pets and other valuables are not allowed in school without previous approval. Arrangements can be made with the classroom teacher for special sharing days.

DISCIPLINE PHILOSOPHY

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

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

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

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

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

- The staff member who observes the misconduct will discuss the problem with the student to make improvements.
- The professional staff member may withhold privileges from the student if deemed appropriate.
- The professional staff member will contact the student's parent(s) if minor interventions at school have not been successful in correcting the problem.
- A conference between the professional staff member and parent(s) will be arranged if the problem warrants.

- A conference with the professional staff member, parent(s), and principal will be arranged if other actions have not been successful in correcting the problem.

- When deemed necessary, discipline for a classroom disturbance will be handled by the principal.

- If a problem continues after exhausting the previous avenues, a last resort is to suspend a student from school per Saranac Board of Education Policy.

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

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

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

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

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

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

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

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

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

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

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

Saranac Elementary Code of Conduct

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

Rules for acceptable behavior¹⁶ within individual classrooms, cafeteria, hallways and outside will be carefully defined and posted early in the year. Teachers are individuals and may expect different types of behavior from their students. It is the student's responsibility to recognize such differences and comply.

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

A. Students subject to short-term suspension:

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

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

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

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

ACTIONS AND RESPONSIBILITIES

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

17

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

INFORMAL TALK

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

LOSS OF PRIVILEGES

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

CONFERENCE

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

DETENTION

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

DISCIPLINARY CONSEQUENCES

1. **ARSON:** Intentionally setting a fire in or around the school property.
 - Principal/parent meeting
 - Suspension from school

2. **BITING:**
 - Parent contact
 - Action of the principal for health reasons - possible suspension

3. **CELL PHONE POLICY:** Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. There are allowable exceptions to this policy, such as use of cell phones on field trips, pending the discretion of the teacher/or administrator.
 - 1st Offense - Students will have their cell phone taken away and returned at the end of the day.
 - 2nd Offense - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
 - 3rd Offense - Students will no longer be allowed to bring a cell phone to school until a parent conference with the principal is held.

4. **DISORDERLY CONDUCT:** Conduct which is dangerous or disruptive. This includes, but is not limited to: throwing snowballs, stones, food or other objects; shouting or running in the building.
 - Minor Offense - Loss of recess
 - Major Offense - After school detention and/or parent meeting or out of school suspension

5. **EXCESSIVE ABSENCES/TARDY:**

- Parent contact -- possible truancy report (see attendance guidelines p. 30)

6. EXCESSIVE DETENTIONS: Excessive detentions and/or loss of recesses given in one marking period.

- Possible parent/teacher/principal meetings to be held at discretion of teacher or principal

7. EXTORTION: Threatening to harm another student if he/she doesn't give property or money.

- Minor Offense - Written explanation, apology, detention
 - Major or 2nd Offense - Parent/teacher/principal meeting. Consequences to be decided at meeting.
- Possible suspension

8. FALSE ALARM: Willfully pulling the fire alarm system (subject to age of the student)

- Parent Contact
- 1 day out of school - parent/teacher/principal meeting

9. FALSE ACCUSATION: Falsifying information to harm another's character.

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

10. FIGHTING:

- Major offense - Out of school suspension plus group meeting

11. FORGERY/CHEATING: Writing or using the name or work of another person.

- After school detention/parent contact

12. HARASSMENT: Consistently bothering/irritating/annoying.

- Minor Offense - Loss of recess
- Major Offense - Conference with all parties/possible suspension of 1 or more days up to expulsion

13. INAPPROPRIATE TOUCHING - The deliberate act of grabbing or touching inappropriate parts of a person's body.

- Minor Offense - Loss of recess/detention
- Major Offense - Suspension - repeated offenses/parent contact

19

14. INAPPROPRIATE OBJECTS AT SCHOOL - Toy guns, skateboards, radio, knives, guns, video games, baseballs and bats, sleds, and handcuffs. In the case of toy knives and guns, out of school suspensions or expulsion may be issued; real knives and guns will follow the weapons free school law.

15. INCOMPLETE WORK:

- Consequences given by classroom teacher. If necessary, principal involvement

16. INSUBORDINATION: Failure to obey a reasonable request from any school employee (principal, teacher, secretary, custodian, cafeteria worker, security staff, aide, or bus driver).

- 1st Offense - Loss of recess
- 2nd Offense - After school detention and loss of recess
- 3rd Offense - Parent/teacher/principal meeting – possible suspension

17. LITTERING: Throwing or scattering rubbish, trash or paper on school property.

- Clean up plus loss of recess

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

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

19. NAME CALLING:

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

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

- After school detention/parent contact, possible suspension

21. PROFANITY/SWEARING:

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

22. SPITTING:

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

23. THEFT:

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

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

Major: Stealing property or money over \$25.00.

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

24. UNEXCUSED ABSENCES:

- Parental contact, possible truancy report

25. THREATS:

Students who make threats on the lives of others (student or any school personnel)

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

Statement of Intent

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

What is Bullying?

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

Bullying can be any of the following:

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

Procedures

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

- Report the incident to the principal. Parents, teachers, counselors or other staff members may be notified and should, in turn, notify the principal.
- The principal will promptly investigate the incident and will document the important details
- The victim and the parents of the victim will be notified of the incident and the action taken.
- The aggressor and their parents will be notified of the incident and the resulting consequences.
- A yearly summary of all reported bullying incidents, the investigation details, and the resulting consequences will be compiled and given to the superintendent to share with the Board of Education.

Possible Consequences

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

- missed recess/structured recess

- lunch detention
- after school detention
- in-school/out-of-school suspension

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

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

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

Standards of Conduct for Students

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

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

Standards of conduct apply to all students.

BULLYING AND CYBERBULLYING

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

A. Prohibited Conduct

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

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

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

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

B. Reporting an Incident

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

BICYCLES

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

PLAYGROUND POLICY

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

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

SCHOOL BUS CONDUCT:

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

STUDENTS RIDING BUSES:

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

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

Student Pick-up and Drop-off Locations

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

DRESS CODE:

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

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

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

- creates a present danger to the health and safety of the student or other persons
- creates or potentially creates a disruptive influence on the educational process such as wearing
 - *halters
 - *hats
 - *short shorts
 - *mutilated clothing
 - *clothing with profane, vulgar or obscene suggestions
 - *clothing which is sexually suggestive
 - *clothing that advertises alcoholic beverages, tobacco products, or drugs
 - *slogans or statements using improper language
 - *items that infringe upon the rights and freedoms of other students

ATTENDANCE:

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

1. If a child is absent for any reason, the parent/guardian shall call the school on the day of the absence prior to **8:15 a.m.** It is especially important for children who walk to school to inform the school as soon as possible when a child is absent. This lets the school know that your child is at home and not missing.
 - a. All medical and dental appointments should be arranged outside of school hours. In the case that this is not possible, please send a note or call the school prior to the appointment. Students are required to make up all work missed.
 - b. Parents of students with long-term illnesses should make arrangements with the child's teacher to ensure that academic requirements are met. Options include, but are not limited to, tutoring or home-bound teaching.
 - c. Family vacations during school time are discouraged. Contact the teacher if this situation occurs. These days shall be included in the total absences.
2. After **five (5)** excused absences a notice will be sent to parent/guardian. This notice is meant for informational purposes. A child arriving after **8:15 a.m.** is counted absent.
3. After **ten (10)** excused absences a second notice will be sent to the parent/guardian.
4. After **fifteen (15)** excused absences a third notice will be sent to the parent/guardian. A copy of this notice will be forwarded to the county truant officer.
5. Any child missing more than forty (40) days within a school year is considered to have excessive absences. These absences may jeopardize reaching basic learning-outcomes for that school year.

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

STUDENT ARRIVAL AND DEPARTURE FROM SCHOOL:

Arrival – School doors will be open at 7:15 a.m. with school starting at 7:45 a.m. Due to the lack of adult supervision on the school grounds prior to the start of the school day, and because there are no areas protecting students from the weather, we are asking for your cooperation. If your child(ren) walk to school, please plan for them to arrive not more than five minutes before the start of the school day. Doors are open thirty minutes before the start of school. **IN INCLEMENT WEATHER, CHILDREN WILL BE PERMITTED TO WAIT INSIDE THE BUILDING WHEN THEY ARRIVE AT SCHOOL.**

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

PARENT TEACHER CONFERENCES:

Parent Teacher Conferences are scheduled in the fall and spring. The Saranac Elementary Staff encourages conferences and enjoys hearing from parents. Teachers like sharing information with parents on their child(ren)'s progress and conference time is a perfect opportunity to do so. If an additional conference is needed with a teacher or other school personnel, please schedule an appointment with that person.

PARENT VISITATION:

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

CHILD RELEASE POLICY:

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

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

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

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

Appendix A

Non-Discrimination on the Basis of Sex

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

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

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

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

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

Step 1:

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

Step II:

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

Step III:

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

Step IV:

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

Appendix B

Sexual Harassment and Intimidation

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

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

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

Definition

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

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

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

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

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

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

Grievance Procedure

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

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

1. Interview the complainant and document the interview.
 - a. Request that the complaint be put in writing, if possible.
 - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
 2. Interview the accused and document the interview.
 - a. Re-emphasize the board's policy regarding insult, intimidation and harassment without making judgments at this stage.
 - b. Keep the identity of the complainant confidential, if possible.
 3. Interview all witnesses identified by the parties and document the interview.
 4. Review the personnel files or student records/files of the complainant and the accused for any history of problems.
 5. Make a determination on the merits of the complaint.
- If the investigation shows that the complaint is without merit, the following action will be taken:**
1. The investigation will be closed.
 2. The grievance officer's findings and reasons for them will be discussed with the complainant.
 3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
 4. All references to the complaint will be removed from the accused party's personnel file.
 5. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
 6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

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

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

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

Sanctions

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

Notification

30

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

Appendix C

Equal Educational Opportunity

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

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

Step 1:

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

Step II:

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

Step III:

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

Step IV:

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

Appendix D

Compliance Officers/Title Coordinators

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

Title VI

Mr. Jason Smith
225 Pleasant Street
Saranac, MI 48881
(616) 642-1400

31

Title IX

Mrs. Sara Serne
150 Pleasant Street
Saranac, MI 48881
(616) 642-1103

Section 504

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

Americans With
Disabilities Act (ADA)

250 Pleasant Street
Saranac, MI 48881
(616) 642-1100

Asbestos Abatement
Lead Free/Radon
Pesticide Application

Mr. Jason Smith
225 Pleasant Street
Saranac, MI 48881
(616) 642-1400

Sexual Harassment

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

Freedom of Information
Act (FOIA)

Mr. Jason Smith
225 Pleasant Street
Saranac, MI 48881
(616) 642-1400