

SAUGATUCK HIGH SCHOOL

2016-2017

www.saugatuckps.com

401 Elizabeth Street

Saugatuck, MI 49453

Central Administration

(269) 857-1444

Rolfe Timmerman, Superintendent of Schools

Kim Sharda, Executive Assistant

Sara McIntyre-Lindstrom, Director of Special Education

High School

(269) 857-2133

Dr. Tim Travis, Principal

Andy Diaz, Intervention Specialist

Wendy Delhaye, Director of Guidance

Bill Dunn, Athletic Director

Elizabeth TerHaar, Learning Coordinator

Cristin Travers, School Social Worker

Betty Johnson, Administrative Assistant

Liz Wilson, Administrative Assistant

Welcome To Saugatuck High School

Welcome to Saugatuck High School. The teachers, support staff and administration at Saugatuck High School all have high expectations for our students and ourselves. We believe that each student is a vital part of his or her family, school and community. We believe that students should dress and act in a manner that reflects positively on all three. We believe that respect and responsibility are learned both at home and at school. We encourage each student to set goals to do their personal best and grow as a person during this school year.

Our Mission and Vision

Mission: Prepare Students for Life

Vision: Support every Child

We Value: Every Individual

Integrity

Excellence

Our Community

School Spirit

We can't see or touch school spirit. We hardly know how to define it, and yet it is one of the most powerful forces in our school. It is in our classrooms when we do our best. It is the thrill of our victories and the acceptance of honorable defeat. It is the real affection we have for our school; it is the determination to put honest effort into our high school years. It is the courtesy and consideration we show our classmates, our teachers and our visitors. It is our students in the halls, on the grounds, and in the community as they proudly support every worthy cause of the school, protect its good name, and promote Saugatuck Indian Pride.

School Song

When SHS comes running down the floor,

They're sure to do their best and even more.

We'll fight them all with our good sportsmanship,

We're out to win the SAC Championship

So whether we win or lose it's not the same,

So come on team, let's win this game.

We'll put the (opponent) in the dust,

Yes or bust. Yea, Rah, Team.

Notice of Non-Discrimination

Every child in Saugatuck Public Schools is entitled to equal opportunity for educational development in a caring and respectful environment, free from discrimination based on any real or perceived characteristic, including, but not limited to: race, color, national origin, sex, religion, age, height, weight, marital status, sexual orientation, financial status, disability or limited English proficiency.

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.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Business and Human Resource Services

Saugatuck Public Schools 201 Randolph Street - PO Box 818

Douglas, MI 49406 (269) 857-1444

GENERAL INFORMATION

First Aid

Any student who becomes ill or is in need of first aid should inform a teacher, and with his/her permission, report to the main office. All accidents or injuries should be reported to the main office **IMMEDIATELY**. We are not allowed to give aspirin or other pain relievers to students. All prescription medicines must be stored in the main office in a locked cabinet.

Directory Information

The school will post and publish student names, addresses, and phone numbers in the student directory. Students will also have their names posted and published for the honor roll, participants in school activities, sports, yearbook pictures, etc., unless parents or guardians deny permission by checking the appropriate box in Power School.

Records: Access and Privacy

A parent or guardian of a student under 18 years of age, and a student 18 years of age or older may have access to the records, files, and data of the school district relating to that student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness according to the procedures established by the Saugatuck Board of Education. Such procedures shall be made available upon request to the building principal or to the office of the superintendent of schools. The procedures shall include an opportunity for a hearing.

No records, files, or data directly relating to the individual student shall be made available to anyone without the consent of the student, if 18 years of age or older, or of the parent or guardian if the student is under 18 years of age except:

1. To teachers and officials of the school district who have a legitimate educational interest in such information.
2. To officials of a school district in which the student intends to enroll.
3. To comply with a court order for access of such records, in which case the student, parent or Guardian shall be notified.
4. To honor a request from an authorized federal administrative agency when a student applies for financial assistance.

Weather

Announcements will be made over the following radio and television stations:

WEVS - 92.7, WWMT - TV 3, WOOD - TV 8, WZZM - TV 13, WCUZ - 1230 AM, WGRD- 1410 AM, WKLQ - 94.5 FM, WLAV-1340 AM & 97 FM, WLHT-95.7 FM WOOD - 1300 AM & 105.7 FM

The Power School Messenger instant alert system at the middle school & high school will also give the closing or delay announcement.

Insurance

The district does not provide student insurance coverage for accidents under \$25,000. However, student accident insurance is available at reasonable rates through Guarantee Trust Life Insurance Company. Forms to purchase the accident insurance are available in the Middle School/High School office. In the event that you do not have insurance, we recommend that you consider purchasing this accident insurance. **This would be especially important if you are participating in athletics.** Please call the office at 857-2133 if you would like an order form or call Liz Broderick at 857-1444 if you have questions about the insurance plan.

Materials Deposit

A refundable twenty-five dollar (\$25.00) materials deposit is due upon enrollment. Textbooks and other materials assigned to students will be issued after receipt of the deposit. Textbooks and other materials issued to students are the property of the school and the student must pay for any damage or misuse given them. Individual grade level teams may ask students to bring in additional supplies. Upon leaving the school, parents must make a formal request for a refund of this deposit.

Lockers

Lockers remain the property of the school system when assigned for student use. When necessary, the school reserves the right to inspect a locker. Lockers are to be kept clean at all times. Also, lockers are not to be used for the retention of items and/or materials unnecessary to the student's academic performance.

Backpacks

To promote a safe and efficient learning environment for students and teachers, backpacks are not allowed in classrooms and should be stored in student lockers.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students are encouraged to lock up their valuables especially in the locker rooms.

Visitors

Students are requested to notify the principal in advance when bringing student visitors to school with them. Parents are welcome visitors at any time and are encouraged to visit the high school. All visitors must first check in at the high school office and wear a visitor badge while in the building.

Leaving During Lunch

Only juniors and seniors who have written permission from a parent or guardian may leave the building during the lunch periods. Tables in the lobby are provided for juniors or seniors who wish to return to school to eat their lunch.

Student Concerns

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be submitted directly to the Principal or to the student government. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for a proper expression of a legitimate concern. Concerns or grievances may be directed to the Principal.

Academics

Class Period Schedule

High School

1 st Hour	8:00-9:12
2 nd Hour	9:16-10:28
3 rd Hour	10:32-11:44
Lunch	11:44-12:15

4th Hour 12:19-1:30

5th Hour 1:34-2:45

Tech Center Bus leaves at 7:20 a.m.

Grading

The following grading scale will be used for all courses:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-63
C+	77-79	F	Below 60

End of Course Examinations/Projects/Portfolios

All courses will have an end of course examination, project, or portfolio. Eighty percent of each trimester grade will be determined by class work, homework, quizzes, tests, and projects and the end of course examination or project will determine 20% of the trimester grade. Students earning a C+ or better on the end of course assessment will earn credit for the course.

Weighted Grades

Students earning credit in an Advanced Placement course offered at Saugatuck High School, through another accredited high school, or through Michigan Virtual High School will have the trimester grade for the Advanced Placement Course increased by one grade point. For example, a student earning a "B" (3.0) in AP US History would receive a (4.0) for the course.

Graduation Recognition

Senior Scholars-- Seniors with a combined score of 1700 or greater using the formula $(\text{GPA} \times 250) + (\text{ACT} \times 27.778)$ will be designated as a Senior Scholar and will receive medallions, be recognized in the local paper, stand and be recognized individually during the graduation ceremony and be noted in a special part of the graduation program. SAT scores will also be

recognized in the computation of senior scholars using the most current SAT to ACT concordance table.

Summa Cum Laude--Seniors graduating with GPA of 3.900 and above.

Magna Cum Laude--Seniors graduating with a GPA of 3.700 to 3.899

Cum Laude--Seniors graduating with a GPA of 3.500 to 3.699.

Honor Roll--Seniors graduating with a GPA of 3.000 to 3.499.

Grade Point Average

A student's high school grade point average (G.P.A.) is based on all subjects given a letter grade A, B, C, D, or F, while the student was enrolled in grades nine (9) through twelve (12), except remedial classes, aide credits, special resources, co-op credit, summer school credits, alternative education credits, or subjects passed through the "testing out" procedure. College classes will be computed in the G. P. A. at the student's request.

Report Cards

The school year is divided into three trimesters of approximately eleven weeks in length. A report card will be issued at the conclusion of each trimester. Course credit is determined by a passing trimester grade or by passing the end of course assessment with a grade of C+ or better.

Mid-trimester progress reports will be available online through Power School approximately the fifth week of each trimester.

Incompletes

When illness or other valid reasons have interfered with a student's ability to meet class deadlines, an incomplete may be given rather than a grade. In such cases the student will have up to two (2) weeks to complete the work and receive a grade. Extensions beyond two (2) weeks may be granted at the teacher's discretion.

Grade Appeal Process

Students may appeal a grade by following these steps: A student or parent seeking a grade change must submit within fifteen (15) days a written request stating the reason(s) for the proposed change.

1. Within ten (10) calendar days of receiving the request, the principal shall meet with the teacher to review the request.
2. Within ten (10) calendar days of the meeting with the teacher, the teacher shall submit a written response to the principal unless the teacher concurs with the student's request.
3. The principal will notify the student if the teacher concurs. If the teacher does not concur, the principal will convene a grade review panel composed of two teachers, two students and the building principal.
4. The review panel will hear the student's grade appeal as provided for in school board policy. Within ten (10) calendar days of such a hearing, the review panel will provide both student and teacher with a written summary of its decision.

Guidance Services

All students at Saugatuck High School have a counselor available to help select classes, correct schedules, and design a four-year program for high school completion. In addition, the counselor will assist in examining the opportunities in the world of work, advanced education, and financial aid for colleges and technical schools. The counselor is also available for crisis counseling, academic guidance, and will act as a student advocate.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules.

Students may make schedule changes during the week preceding the first day of school and during the first five class days of each trimester. The counselor or principal, and parent must approve all changes. Any course changes made after the class change deadlines must be approved by the principal.

Scholarships and College Applications

Scholarships and college applications are handled through the guidance office. A college-planning counselor is available to meet with all students and their parents to discuss post-secondary options.

Classification of Students

A student's grade level will be determined from the time his/her cohort group entered high school.

Course Credit

1. Students will be given credit for classes they take at Saugatuck High school, classes they transfer from another accredited high school, and classes from the Careerline Technical Center. Summer school classes, Internet courses, or any other class must have the prior approval of the principal before credit will be accepted for graduation from Saugatuck High School. Students may also earn credit by taking college classes and by "testing out" of a class. Students interested in these options should schedule an appointment with the guidance counselor.
2. On the 8th absence in a trimester class, the student will be required to achieve at least a C+ on the end of course assessment to have his or her grade calculated for the trimester. Students with fewer than twelve absences in a trimester class may still receive credit (CR) for the class provided they earn a passing grade in the course.
3. On a student's twelfth absence in a trimester class, the student may only earn credit (CR) in the class by achieving at least a C+ on the end of course assessment. Students with twelve or more absences in a class who do not earn a C+ on the end of course assessment will receive no credit (NC) for the course if their cumulative grade is sixty percent or above, and will receive an F if their cumulative grade is below sixty percent.

4. Students achieving at least a C+ or better on a “testing out” exam or an end of course assessment will earn credit (CR) for that course.
5. Students passing a program taught at the Careerline Technical Center, meeting for a semester will receive 1.5 credits.
6. Students successfully completing the Co-op Program for a trimester, receive one-half (.5) credit.

Class Load

Each student in grades 9 - 12 is required to be a full-time student.

Make-Up Credits

Students who are in need of additional credit(s) for graduation have the following alternatives:

Summer School— Credit will be accepted from any area high school offering acceptable summer school programs.

Alternative Education — Credit may be earned in an approved alternative education program.

Repeating Courses

Students are encouraged to retake required courses if necessary to master course objectives. Students who pass a course and choose to retake it will have CR (credit) placed on the lower grade on their transcript. The credited course does not apply toward the content graduation requirements, but is used as elective credit necessary for graduation.

A failed class that is repeated is given an NC (no credit). Neither NC nor CR changes a student's grade point average. Students failing the first trimester of a required course for graduation will be placed in the same course the next trimester.

Online Learning Courses

Online courses may be a viable educational option for students wishing to diversify their course selections, add rigor to their program of study, or to master course content before taking the next course in the sequence. Credit may be earned by completing courses through the Michigan Virtual High School or Odysseyware. Odysseyware will serve as the online course catalog for Saugatuck Middle School & High School. Advanced courses may be taken through Michigan Virtual University with the permission of the guidance counselor and principal.

Whenever possible, students will be scheduled into regular sections of core courses offered at Saugatuck High School. In cases of a scheduling conflict, a student may be allowed to take a core class online with the permission of the guidance counselor and principal.

Students may retake a core class online to recover credit for the course or to improve their grade in the course. Students may only retake a course online for a better grade if their original grade in the course was a C- or below. Students retaking a course for a better grade, will take the common final exam for each core course. The exam will count for 20% of the student's final grade.

Students may retake quizzes as necessary at the discretion of the online learning coordinator. Students may retake each unit test at the discretion of the online learning coordinator after

satisfactorily completing the required practice exercises required by the online learning coordinator.

Courses are designed to be completed by the end of each trimester. Extensions of up to one additional trimester may be granted at the discretion of the online learning coordinator. First trimester courses must be completed by the end of the second trimester, second trimester courses must be completed by the end of the third trimester, and third trimester courses must be completed before August 15th.

Just as in a regular classroom, special education students may have content modified and testing accommodations made for online courses as specified in the student's IEP.

Student Conduct

Student's Rights & Responsibilities

Students are accorded all of the rights of citizens under the Constitution of the United States and State of Michigan. Students are responsible for conducting themselves in accordance with the laws of the United States, the State of Michigan, as well as the rules of conduct established by the School District and the lawful instructions and directions of School District personnel.

The Michigan State Board of Education recognizes the rights and responsibilities of students in terms of the following:

THE RIGHT TO:

1. Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
2. Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.
3. Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
4. Be secure of their persons, papers, and effects against unreasonable searches and seizures; privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.
5. Determine their own dress, except where such dress is unsafe, unclean, contains references of a sexual or vulgar nature, or is so distracting as to clearly interfere with the learning and teaching process.

THE RESPONSIBILITY TO:

1. Attend classes daily; be on time to all classes, and to give their personal best effort.
2. Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and members of the school staff, and to respect the dignity and worth of other individuals.
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. Observe the basic standards of cleanliness, modesty and good grooming, and to wear clothing that contributes to their own health and safety as well as that of others.

5. Respect the rights, property and privacy of other students and school personnel, carry only those materials which are acceptable under the law and which are not hazardous to any person or property; and to accept the consequences for the articles stored in their lockers.

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Student Responsibility Center

All students have the right to pursue a quality education and to work toward attainment of personal goals at Saugatuck High School. In order to create a learning atmosphere where all students can excel, behaviors that interfere with that right must be addressed, and plans made to improve. Students must learn efficient ways to deal with internal conflict, just as they must learn how to solve schoolwork problems efficiently.

The Student Responsibility Center

1. This center is an action plan completion area. Please respect the rights of all staff and students involved in the SRC.
2. Students will be allowed back into class when they have written a successful plan and discussed the plan with the appropriate staff member.
3. Students will make a parent contact by phone to explain why they have chosen to be in the SRC.

Students choosing not to follow their original plans will meet with their parent/guardian and an administrator to complete a more comprehensive behavior improvement plan.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

1. Specific dress styles or manners of dress restrictions which prohibit students from wearing distracting clothing includes, but is not limited to the following: Tank tops, spaghetti straps, halter tops, swimsuits. Garments that expose the midriff area. See-through clothing and/or low-cut upper garments.
 - a. A bottom garment (worn at the waist) if it does not cover at least to mid-thigh. (No short shorts allowed.)
 - b. Garments with holes or slots higher than mid-thigh unless worn over another garment.
 - c. Garments that provoke or distract students or school employees, or advocate racial, ethnic, gender or religious prejudice, or violence.
 - d. Garments with profane, provocative, vulgar, sexually suggestive, or obscene suggestions, language and symbols.
 - e. Garments, buttons, and patches that advocate the use of tobacco products, alcohol, or illegal drugs are prohibited.
 - f. Headgear is prohibited within the school building during the school day.

Dress Code for Health and Safety Reasons:

1. Shoes are to be worn at all times.
2. Hair and apparel shall be worn in such a way that it should not jeopardize health and safety of any individual.

Students who are representing **Saugatuck High School** at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, and other such groups.

If a concern arises regarding the dress or grooming of a student or students, the administration will notify parents via a note or phone call explaining the concern and requesting parent cooperation. If a modification of a student's dress or grooming is necessary, the student will be given the opportunity to correct the problem. If the student is unable to correct the problem at school, or refuses to do so, the parents will be notified and the student will be sent home. If the parents cannot be reached, the student will be required to remain in the office until parent contact is made.

Hall Procedures

1. For the safety of all staff and students, running, pushing or other horseplay is prohibited in the halls.
2. Any student in the halls during classes should have permission from his/her assigned teacher.
3. Students may carry water bottles in the halls. All other food and beverages must be consumed in the cafeteria or the lobby at the south end of the high school.

Identification

All persons must, upon request, identify themselves to school authorities in the school building or on school grounds or at school-sponsored events.

Cafeteria - Lunch Period

In the interest of carrying out the lunch program in an orderly and efficient manner, the following practices should be followed:

1. All students should eat hot food in the cafeteria, outdoors in the Dan Wilson Plaza, or on non-carpeted areas.
2. Empty all debris from trays into waste containers.
3. The cafeteria line should be a single line—no running, shoving, or cutting.
4. Pick up and clean up any food that you have dropped or spilled.

Leaving During Lunch

Only juniors and seniors who have written permission from a parent or guardian may leave the building during the lunch periods.

School Property

Misuse or malicious destruction of school property may result in suspension from school and will result in the replacement or repair of property, or payment for the damages by the student or his/her parents.

Search and Seizure

The following rules shall apply to the search of school property assigned to a specific student, such as a locker, desk, etc. and the seizure of items in his/her possession.

1. There should be reasonable suspicion for school authorities to believe that the possession constitutes a crime or a violation of school rules.
2. General searches of school property may be conducted at any time.
3. Search of any area assigned to a student should be for a specific item and be in his/her presence in most situations. Student lockers remain the property of the school district. The school retains the right to inspect a locker.
4. School authorities may seize illegal items such as firearms, weapons, or other possessions reasonably determined to be a threat to the safety or security of others.
5. Items that are used to disrupt or interfere with the educational process may be removed from student's possession.

Fire Alarms and Extinguishers, 911 Calls

Students found tampering with fire alarms, extinguishers, defibrillators, or making false 911 calls, may be suspended for up to 10 days with notification to police and possible referral to the school board for recommendation for expulsion. Students may also be subject to a fine.

Electronic Devices

All electronic devices such as radios, cell phones, CD players, I-pods, MP3 players and similar apparatus may be used before class hours in the morning and after class hours in the afternoon. Electronic devices may be used for educational purposes during class hours with approval of the classroom teacher as outlined in the Acceptable Use Policy. Unauthorized use of electronic communication devices used in the classroom will be confiscated and brought to the office. Students may pick up the device at the end of the school day from the building principal. Parents will be required to pick up electronic devices for the second and all succeeding violations of this policy. They may not be used in any manner that disrupts school activities or events unless there is a bona fide case of a health or safety emergency.

Any device being used for any illegal purpose or being used in a manner that violates the Student Code of Conduct may be confiscated, pending, where appropriate, parent(s)/guardian conference.

In no case, however, will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion. Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the exam. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Acceptable Use Policy

The use of technology in the Saugatuck Public Schools is a privilege extended to students, staff, and community members to enhance learning and educational information exchange. Users are prohibited from the malicious use of the technology to disrupt the use of technology by others, to harass or discriminate against others, to infiltrate unauthorized computer systems or to engage in any illegal activity using the technology or to publish any material that could be considered immoral or subversive by community standards. The use of school technology for non-educational purposes is prohibited.

Users violating the Acceptable Use Policy may be banned from the use of technology and receive additional disciplinary action such as suspension from school or criminal prosecution, depending on the seriousness of the violation.

Attendance Procedures

Since participation in classroom activities, exposure to classroom discussions and certain other interactions are all necessary ingredients of the learning process, it is necessary that students attend class regularly. All absences from school count toward the basic attendance requirements. Waivers due to extended illness, extreme medical difficulty or family vacation will be considered on a case-by-case basis.

Parents will be notified by mail or phone regarding excessive absences and/or cut classes.

Types of Absences

At Saugatuck High School there are three types of absences. It is understood that absences can occur for a variety of reasons. Therefore, the principal will be responsible for determining what type of absence has occurred.

EXCUSED: Examples are: sickness, funerals, court appointments, family and personal emergencies. An absence for trips, hunting, etc. **must** be prearranged. The student is allowed to make up the missed work. It is the student's responsibility, however, to obtain assignments from teachers and see to it that the make-up work is done.

UNVERIFIED: An absence is unverified when a parent phone call is not made to the attendance office between 7:30 PM and 3:30 PM on the day of the absence or the student returns without an excuse from the parent.

SKIPPING (UNEXCUSED): An absence will be considered skipping if it is determined that the student intentionally chose not to attend a class. Students will be required to attend Saturday Detention from 8:00-11:00 a.m. for each instance of skipping and will receive no credit in that class for that day.

Procedure for Notification of Absence

Parents are to call the high school attendance office between 7:30 AM and 3:30 PM the day of the absence, or leave a message on extension 152. The office staff will need the following information: name of student, student's grade, reason for the absence, and name of person calling. If circumstances prevent a call, an email or a note from a parent presented to the attendance office upon the student's return to school is acceptable. The note or email must give a reason for the absence. If the student returns to school without clearing an absence, he/she will be given an unverified absence until the absence is cleared.

Pre-Arranged Absences

We realize that vacations are valuable. But, the school has sufficient vacation days and we ask that you plan your vacations so they coincide with the school vacation periods. Requests for pre-arranged student absences should be made through the principal. Students should bring a note from their parents to the office and pick up a pre-arranged absence form. This form must be signed by all teachers and returned to the office **at least two days in advance**.

Leaving School

Students may be excused to leave the building if they are sick or have dental or medical appointments. **Students are never excused to leave the building without permission from the office.** If a student is ill, he/she must come to the office and get permission to leave. An office secretary will contact a parent (or authorized adult) before the student will be excused to leave.

Students must have a parental note (or telephone call) indicating a doctor or dentist appointment before they will be excused for that purpose. In such a case, students will be given a pass from the office permitting them to leave class and the building at the designated time.

Students **MUST SIGN OUT** in the office before leaving the building and **MUST SIGN BACK IN** when returning. A parent/guardian must call if the student is staying home after lunch.

Saturday Detention

Detention will be held on Saturday morning from 8-11 a.m. as needed. Saturday Detention may be used as an alternative disciplinary measure and will be assigned at the discretion of the principal. When a student is assigned to Saturday Detention, both student and parents will be informed of the date and the reason. Students who fail to attend Saturday Detention will not be able to attend classes or co-curricular activities until parent contact is made with the principal to reschedule the Saturday Detention. Repeated failure to serve a Saturday Detention will be treated as insubordination.

Suspension

Students on out-of-school suspension must make up all tests and homework or daily assignments. Students on suspension will receive full credit for missed work if it is completed in a timely fashion. Generally speaking, one day for each day of the suspension should be given to complete make-up work. Teachers have the discretion to require that missed tests and quizzes be completed the day the student returns to school. Out-of-school suspended students shall not participate in or attend extracurricular activities, which take place on a day they are suspended.

Tardiness

A high school education is designed to give training that will help meet the demands of adult life. Important among these is the need for punctuality. Tardiness disrupts classes now and can disrupt jobs later. Tardiness is defined as not being in the assigned room before the scheduled class starting time.

1. Each tardy will result in the student and teacher discussing the situation.
2. On the second tardy in a class, the student will meet with the assistant principal to write a plan and make parent contact.
3. Accumulation of three tardiest in any class during a trimester will equate to one absence for that class. Accumulation of three additional tardiest in any class during a trimester will equate to an additional absence, etc.
4. An accumulation of tardies beyond three in a course may result in lunch detention to makeup for lost instructional time.

Make-Up Work

It is the responsibility of the student to meet with each teacher, either before or on the day of return from an excused absence to arrange make-up work. The time allowed for completion will be reasonably set by the teacher based on the cause of the absence. A basic guideline is a minimum of one extra day of make up time for each day of absence. One of the best ways of finding out what was assigned is through contact with a classmate.

Cheating

Students cheating on a test, project, or assignment will receive a zero ("0") on that assignment and the teacher will make a parent contact.

Public Displays of Affection

Students using poor judgment in the display of their affections will be warned that if such behavior continues parental contact will be made, and/or the student will be asked to report to the Student Responsibility Center (SRC).

Profanity/Insubordination

Swearing and disrespect toward school personnel and willful disobedience will not be tolerated. Students will be assigned to the Student Responsibility Center (SRC) to develop a plan for improvement, may be given "classes only", or may be suspended from school.

School Safety

Weapon-Free School

In compliance with State law, the board shall permanently expel any student who possesses a dangerous weapon in a district building or on district property, including school busses and other school transportation.

Inappropriate/Unsafe Behavior

Behavior that has the potential to cause injury or bring embarrassment to students or school staff is inappropriate. A general rule is to respect each student's person by keeping hands and feet to oneself. Examples include teasing, pushing, running in the halls, "pantsing", horseplay and throwing snowballs.

Students will be assigned to the Student Responsibility Center (SRC) to develop a plan of improvement, may be placed on "classes only", or may be suspended from school.

Fighting

Fighting is physical contact in which two or more parties are active participants which does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, pinching or spitting.

Students will be assigned to the Student Responsibility Center (SRC) to develop a plan of improvement upon return from school suspension. Persistent misbehavior will result in a recommendation for expulsion.

Assault and Threatening Behavior

Assault is different from fighting because it does not involve at least two active participants. Assault means striking or threatening school personnel, students or others. Students will be assigned to the Student Responsibility Center (SRC) to develop a plan of improvement upon return from school suspension. Persistent misbehavior will result in a recommendation for expulsion.

Harassment and/or Intimidation

Harassment or intimidation of a student(s) by other students or any member of the staff is contrary to the board of education's commitment to provide an orderly environment in which to learn. Such conduct will not be tolerated. Harassment or intimidation may include but is not limited to:

1. Verbal or physical harassment or abuse.
2. Physical intimidation and threats.
3. Intentional pushing, tripping, touching, etc.
4. Requiring favors from another student by threatening them with physical harm.
5. Making fun of or jokes about another student or member of his/her family because of their race, color, national origin, sex, religion, age, height, weight, marital status, sexual orientation, financial status, disability or limited English proficiency.

The consequences for harassment or intimidation will be determined by the principal based on the nature and severity of the offense. These consequences may include a conference with the student, parent conference, Saturday detention, "classes only", in-school suspension or out-of-school suspension.

Sexual Harassment

Sexual harassment of a student(s) by other students or any member of the staff is contrary to the board of education's commitment to provide a safe and orderly environment in which to learn.

The board shall maintain an environment in the district for all students that is free from sexual discrimination, insult, intimidation, or harassment. Sexual harassment consists of verbal or physical behaviors related to a person's gender, which create an intimidating, hostile, or offensive environment. Sexual harassment can be, but is not limited to, unwelcome sexual advances; request for sexual favors; or other verbal or physical conduct of a sexual nature.

Where such conduct has the purpose or effect of unreasonably interfering with an individual's ability to learn, or otherwise participate in the services and benefits of the district's activities and programs.

Sexual harassment may include but is not limited to:

1. Verbal harassment or abuse.
2. Subtle pressure for sexual activity.
3. Demanding sexual favors accompanied by implied or overt promise or threats of preferential treatment with regard to an individual's educational status or involvement in any of the district's activities and programs.
4. Any unwelcome sexually motivated touching.

Any student in the district who believes that he/she has been subjected to sexual harassment, insults, or intimidation shall report the incident to their principal, staff or to the school social worker.

The consequences for sexual harassment will be determined by the principal based on the nature and severity of the offense. These consequences may include a conference with the student, parent conference, Saturday detention, "classes only", in-school suspension or out-of-school suspension.

Behavior Rubric Definitions

Horseplay:

Goofing around or playing that may include pushing, grabbing, hitting, unwarranted touching, tripping, play fighting, name calling, or disrespecting the property of others where there is no intention to hurt or control.

Teasing Behaviors:

"Just kidding" behaviors, name calling, insulting remarks or noises, taunting, ridiculing, spreading rumors, mean notes, mean tricks, directed profanity or other behavior that would hurt others or make them feel bad about themselves.

Refusal or Defiant Behavior Directed Toward an Adult:

Behavior including but not limited to arguing, backtalk, refusal to follow directions, name-calling, disrespectful comments or walking away from adults.

Physical Contact:

Hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to hurt or control others.

Bullying and Intimidation:

Threats of emotional or physical violence, intimidation or exclusion.

Severe Physical Contact:

Punching, kicking, fighting, directed spitting and similar behavior that is designed to injure others.

Severe Harassment & Intimidation:

Racial, ethnic, sexual and/or religious harassment or other forms of severe harassment.

Drug Free School Zone

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity--sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

Smoking/Tobacco Products

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school at school bus stops and within one block of the school. The use of E-cigarettes or vaporizers on school grounds, bus stops, within one block of the school, and at school-sponsored events is also prohibited. Violations of this rule could result in suspension or expulsion. Students will be assigned to the Student Responsibility Center (SRC) to develop a plan of improvement upon return from suspension.

Alcohol and Drugs

The sale, distribution, possession, or use of drugs, drug paraphernalia, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. ***Sale also includes the possession or sale of over-the-counter medication to another student.*** If caught, the student may be suspended or expelled and law enforcement officials may be contacted.

Waiver of Suspension Days

Suspensions for alcohol or drug offenses may be reduced by up to 30% if the student enrolls in a treatment program approved by the principal and their parents accept all responsibility and costs of such programs. Suspension days will be temporarily lifted pending successful program completion. The suspension days will be waived if the program is completed. The remaining suspension days will be served should the student drop out of the program.

Criminal Activities

The following activities are among those defined as criminal under the laws of the State of Michigan. Any student deemed guilty of a criminal act will be subject to suspension or expulsion as a maximum penalty, and a school official may contact the police.

1. Alcoholic Beverages, Narcotics, Drugs, and other substances: Consumption, use, manufacture, possession, transfer and/or being under the influence of alcoholic beverages, narcotics, drugs, or other substances that produce or may produce abnormal behavior.
2. Arson - The intentional setting of fire. Matches and lighters are prohibited on school property.
3. Assault - Physical threats or violence to persons.
4. Burglary - Stealing of school or personal property.
5. Explosives - Are not permitted on school property or at school sponsored events.
6. Extortion, blackmail, coercion - obtaining money or property by violence or threat of violence or forcing someone to do something against his or her will by force or threat of force.
7. Larceny - Theft.
8. Malicious Mischief - Property damage or defacing by any method.
9. Robbery - Stealing from an individual by force or threat of force.
10. Trespass - Being present in an unauthorized place or refusing to leave when ordered to do so, including all school-sponsored events occurring at times other than the regular school day.
11. Vandalism and/or Destruction of Property: Willful or ignorant damage to or destruction of property, or attempts to damage or destroy property, belonging to another or others.

12. Weapons - including guns and knives are prohibited on school property or at school-sponsored events.
13. Any student tampering with or setting off a false alarm, or making a false 911 call will be turned over to the authorities for prosecution, suspended, and will face a possible recommendation for expulsion.
14. Other - any other criminal, unlawful and/or otherwise prohibited, disruptive or threatening

Due Process

The constitutional rights of individuals assure the protection of due process of law. Therefore, this system of constitutional and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parents or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she or his/her parent(s) or guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent(s) or guardian to contest the facts which may lead to disciplinary action, or if the student and his/her parent(s) or guardian allege prejudice or unfairness.

General Enforcement Procedures

1. Any student violating the rules and regulations will be subject to the appropriate disciplinary action. Expulsion could result if the first violation is extremely serious.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. The following progression will be observed in the event of expulsion. From the teacher, to the principal, to the superintendent, and finally to the board of education.

Suspension Procedures

1. The student shall be informed of the specific charges, which could be a basis for disciplinary action against him/her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by a school administrator, the administrator will:
4. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
5. Meet with the parents or guardian and the student to plan the satisfactory return of the student to school.
6. If the parents or guardian are dissatisfied with this action, they may appeal to the superintendent or his/her designee to review the decision.

Suspension from Class

A student is suspended from a class or classes but not from the building.

Suspension from School

A student is suspended from attendance at school and participation or attendance in a school district sponsored activity.

Classes Only Suspension

A student may be given a “Classes Only” suspension in lieu of an out of school suspension at the discretion of the building principal. Student’s on “classes only” will report directly to the office upon arrival to school, will be escorted to each class, will eat lunch in the office, and will be suspended from attendance or participation in all school district sponsored activities.

Expulsion Procedures

The following procedural guidelines will govern the expulsion process:

Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and included within this notice shall be a statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved.

1. Parent or guardian may be present at the hearing.
2. The student, parent, or guardian may be represented by legal counsel.
3. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she will be allowed to offer the testimony of other witnesses and other evidence.
4. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
5. The hearing shall be conducted by the board of education, which shall make its determination solely upon the evidence presented at the hearing.
6. A record shall be kept of the hearing.
7. Within a reasonable time after the hearing, the board of education shall state its finding as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
8. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardian.
9. The student and the parent or guardian shall be made aware of their right to appeal the decision of the hearing authority.

Administrative Summary

The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents.

Student Activities

Co-Curricular Activities

The program of Co-Curricular activities in the Saugatuck Public Schools is an essential element of a student's instructional experience. Participation in co-curricular activities increases instructional time, prepares young people for future life in society, and has been shown to be the highest correlating predictor for high school student's later success in life. Participation in a co-curricular activity is an essential part of a complete learning experience. It should be viewed as an extension of the learning process. We are striving to provide a program of which the student body and community will be proud.

Rules of student conduct apply while attending a school-sponsored activity or while traveling to and from a school-sponsored activity.

Dances

High school dances are for Saugatuck high school students and guests. Saugatuck Public School students or guests below grade 9 may not attend. High school students may not attend Saugatuck middle school dances.

1. Each high school student may bring one guest (9th grade or above) to a dance. The SHS student is responsible for the conduct of his/her guest. Individuals not enrolled in Saugatuck High School may attend a school-sponsored dance only as the guest of an SHS student and written advance permission may be required by the principal.
2. All guests must be under the age of 21.
3. All school dances and parties must be approved by the principal.
A student leaving the building during a dance will NOT be permitted to re-enter unless prior arrangements have been made with the sponsor.
4. Generally, dances will end no later than 11:30 p.m. This does not include the senior prom. The principal may grant an exception to this rule.
5. Any student or guest using alcohol, drugs, smoking or acting disorderly at a dance or party will be removed from that activity. His/her name will be turned in to the principal for disciplinary action in accordance with school policy.

Transportation

Bus Conduct

NOTE: *A video camera system is used to monitor student behavior on the bus. Bus videotapes are intended for viewing only by administrators and school staff in order to determine appropriate disciplinary action.*

The following are minimum rules for bus riders:

1. Students should ride only those buses to which they are assigned, unless special permission is granted to ride another.

2. Students should occupy seats assigned.
3. Except in an emergency, only the front door should be used for entering and leaving buses.
4. Passengers should keep arms and heads completely inside buses at all times when vehicles are moving.
5. When leaving a bus, if students must cross the road, cross only in front of the bus, and then only upon proper signal from the driver.

The transportation of students to and from school is the joint responsibility of the students, their parents, and the school. The safety, comfort, and reliability of transporting children depend upon the complete cooperation and understanding of all persons involved. In an effort to insure proper conduct of all bus passengers, the following discipline regulations have been established.

1st offense: A warning by the driver to the student pointing out the student's misconduct and instructing him/her to refrain from any further incidents. The driver will follow up with parent contact.

2nd offense (1st written offense) A warning from the student's principal and a subsequent letter or phone call informing the parent of the nature of the misbehavior involving the child.

3rd offense (2nd written offense) The student will not be permitted to ride the bus for a period of three (3) days.

4th offense (3rd written offense) The student will not be permitted to ride the bus for a period of two (2) weeks.

5th offense (4th written offense) The student will be suspended from riding the bus for the remainder of the school year.

Driving/Parking

Transportation is being provided to and from the high school and students are encouraged to use this transportation. Driving a vehicle to school is a privilege. The following procedures are to be observed:

1. Student drivers will register their vehicle in the office. Vehicle registration is necessary for cars, trucks, motorcycles, mopeds, and snowmobiles.
2. Parking for automobiles and trucks is restricted to the Student Parking Lot.
3. Parking for motorcycles and mopeds is restricted to the designated area of the student parking lot.
4. Snowmobile drivers are to follow the snowmobile route established by the City of Saugatuck and are to park in the area designated by the building principal. A copy of the snowmobile route is available in the office. Snowmobiles may be used for transportation to and from school, but are not to be driven around on school grounds.
5. Vehicles parked in restricted areas or without permission may be towed away at the owner's expense.
6. Cars should be locked at all times.
7. Cars are not to interfere with the buses at any time. Violation of this rule will result in a parent conference and possible referral to the police.
8. Reckless or careless driving on the school grounds is prohibited. Violators may be reported to the parents and the local police.

9. Cars are not to be used by students during class time unless the student has permission from the office.
10. Driving privileges may be revoked if a student's actions appear detrimental to the safety of others.

Federally Required Annual Notices

PUBLIC NOTICE OF STUDENT RECORD REGULATIONS:

In compliance with Federal regulations, the Saugatuck Public School District has established the following guidelines concerning student records:

- ◆ Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult students (18 years or older), and those designated by Federal Law or District regulations.
- ◆ A parent, guardian or adult student has the right to request a change or addition to the student's records, to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- ◆ Each year the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" the following: a student's name, address, telephone number, date of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, awards received, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.
- ◆ Parents, guardians and adult students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district within 30 days after receipt of this public notice.
- ◆ No liability shall attach to any member, officer or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with the district's policy and regulations.

NOTICE TO PARENTS OF PESTICIDE APPLICATION:

Saugatuck Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than bait or gel formulation at your child's school. This advance notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at entrances to your child's school. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first class United States mail postmarked at least 3 days before the application. If you would like to be notified by mail please fill out the

attached form and return with your child's school information folder. In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application. You may review our IPM program or pesticide application records for your child's school by calling or e-mailing Kevin Kimball the District's Director of Operations at phone number 269-857-2133 or e-mail address kkimball@saugatuckps.com. This number or e-mail may also be used when school is not in regular session.

SAUGATUCK PUBLIC SCHOOLS TITLE IX COORDINATOR:

Title IX requires each school district that receives federal funds to have a Title IX coordinator, to notify all students and employees of the name, office address, and telephone number of the designated coordinator. Our Saugatuck Public Schools Title IX coordinator is Mrs. Liz Broderick. Her office address is 201 Randolph St., Douglas, Michigan 49406. Her telephone number is 269-857-1444.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):

Pursuant to the Federal Educational Rights and Privacy Act, school districts must provide parent/guardians and adult students annual notice of their rights to inspect and review education records, amend education records, consent to disclosure of personally identifiable information in education records, and file a complaint with the U.S. Department of Education.

PROTECTION OF PUPIL RIGHTS AMENDMENT:

The Protection of Pupil Rights Amendment requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, etc. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. Saugatuck Public Schools had adopted the following policies regarding this pupil rights amendment: #8940, #70012, #7300, #7850, #7400, and #7460. These policies can be viewed by going to the district website www.saugatuckps.com and going to the School Board section.

MCKINNEY VENTO ACT:

The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT:

Under the Individuals with Disabilities Education Act school districts must give parents of a child with disabilities a copy of procedural safeguards one time a year. However, a copy of procedural safeguards must also be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, and upon request of a parent.

MATTS SAFE SCHOOL LAW, PA 241 OF 2011

PA 241 requires school districts to adopt an anti-bullying policy. The Saugatuck Public Schools' anti-bullying policy is available on the district website www.saugatuckps.com by going to the School board section.