

# Student Handbook

## Saugatuck Middle School and High School

2022-2023

[www.saugatuckpublicschools.com](http://www.saugatuckpublicschools.com)

401 Elizabeth Street Saugatuck, MI 49453

(269) 857-2133



Mr. Mark Neidlinger, Principal

Welcome to Saugatuck Middle School and High School. At SMS/HS, we believe that education is a cooperative effort between teachers, students, administrators, and parents. The teachers, support staff, and administration all have high expectations for our students and for ourselves. Each student is a vital part of his or her family, school, and community, and all students should act in a manner that reflects positively on all three. We believe that respect and responsibility are learned both at home and at school. By practicing a growth mindset, we encourage each student to set goals to do their personal best.

### **Our Mission and Vision Mission:**

Prepare Students for Life

#### **Vision:**

Support Every Child

#### **We Value:**

Every Individual

Integrity

Excellence

Our Community

## **NOTICE OF NON-DISCRIMINATION**

Every child at 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, gender, 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:

Central Office, c/o Kim Sharda  
Saugatuck Public Schools  
201 Randolph Street - PO Box 818  
Douglas, MI 49406  
(269) 857-1444

## **GENERAL INFORMATION**

### **Directory Information**

The school will post and publish student names, addresses, and phone numbers in the student directory. Students names will also be posted and published for the honor roll, participation in school activities, sports, yearbook pictures, etc., unless parents or guardians deny permission by not checking the appropriate box in PowerSchool.

### **Records: Access and Privacy**

Parents, guardians, and students over 18 have access to student records to ensure their accuracy and fairness, as well as to question their accuracy 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(s) or guardian if the student is under 18 years of age except:

- To teachers and officials of the school district who have a legitimate educational interest in such information.
- To officials of a school district in which the student intends to enroll.
- To comply with a court order for access of such records, in which case the student, parent or guardian shall be notified.

- To honor a request from an authorized federal administrative agency when a student applies for financial assistance.

## **Visitors**

Students request the principals approval two days in advance in order to bring a visitor to school. Parents are welcome visitors at any time and are encouraged to visit the middle or high school after signing in with the main office and receiving a "Visitor" badge. Any other visitors to the school should also check in to the main office to receive a badge. The badge should be displayed while visiting the building and should be returned to the main office prior to departure. Visitors are only allowed to visit classrooms with the principals approval.

## **Insurance**

The district does not provide student insurance coverage for accidents under \$25,000. However, student accident insurance is available at reasonable rates through First Agency at [www.1stagency.com](http://www.1stagency.com) in the event that a student does not have insurance, it is recommended that he/she consider purchasing this accident insurance. **This would be especially important if participating in athletics.**

## **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 and are the property of the school; 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, a parent or guardian must make a formal request for a refund of this deposit. Additionally, a technology deposit of twenty-five dollars (\$25.00) is due upon enrollment. This technology deposit grants access to programs and hardware distributed to students for educational purposes.

## **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, free of debris and dated food. Also, lockers are not to be used for the retention of items and/or materials unnecessary to the student's academic performance. Please refrain from stickers that adhere to the locker. The front of all lockers should be free of any postings.

## **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 throughout the day.

## **Student Personal Property and Valuables**

Students are encouraged to refrain from bringing items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc. 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 expected to lock up their valuables using school issued lockers. Students are also urged to not share their locker combination to any other student.

## **Distribution or Display of Materials**

The SMS/HS principal must approve all materials distributed or displayed on school grounds by a student prior to their distribution or display.

## **Lost and Found**

If any article is found in or around the building, it should be turned in immediately to the MS/HS office and will then be placed in the lost and found. Items remaining in the lost and found will be donated every two weeks throughout the school year. Report all lost or stolen items to the office as soon as they are discovered missing.

## **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

Closing or delay announcements will also be delivered through the Power School Messenger instant alert system and posted to Facebook and Twitter.

## **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. All prescription medicines must be stored in the main office in a locked cabinet. Staff is not allowed to give aspirin or other pain relievers to students.

## **Student Concerns**

The main concerns of Saugatuck Public Schools are the academic, social, and emotional benefit of our students. Our 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 council. When concerns or grievances arise, the best way to resolve the issue is through communication and should be directed to the principal.

## **Academics**

### **Class Period Schedules**

#### **HIGH SCHOOL**

1st Hour 8:30-9:35  
2nd Hour 9:39-10:44  
Advisory 10:48-11:18  
3rd Hour 11:22-12:27  
Lunch 12:27 -12:57  
4th Hour 1:01 - 2:06  
5th Hour 2:10-3:15

#### **SEVENTH/EIGHTH GRADE**

1st Hour 8:30-9:35  
2nd Hour 9:39-10:44  
Advisory 10:48-11:18  
Lunch 11:18-11:48  
3rd Hour 11:52 -12:57  
4th Hour 1:01- 2:06  
5th Hour 2:10-3:15

#### **SIXTH GRADE**

1st Hour Core Class 8:30-9:27  
2nd Hour Core Class 9:31 - 10:28  
3rd Hour Core Class 10:32-11:29  
Lunch 11:29 -11:59  
Band/Enrichment 12:03-12:57  
4th Hour 1:01 - 2:06  
Advisory 2:10 - 2:40  
5th Hour Social Studies 2:40 - 3:15

## **Report Cards**

The school year at Saugatuck Middle School and High School is divided into three trimesters. Grades are available for viewing at any time on PowerSchool. Parent-teacher conferences will be held approximately the sixth week of the first and third trimester.

## **Honor Roll**

All students earning a "B" (3 point) or better average for each trimester will be on the Middle or High School Honor Roll for that trimester, provided they do not have any grade below a C- in any classes. Names will be proudly displayed in our hallways and shared in the newsletter.

## **Advisory Period**

Advisory period is set aside each day for students to either start their homework, study for a test or quiz, or to get additional help from our teaching staff. This period will be marked for attendance. When students are requested by one of their teachers, they are to report to that teacher for extra assistance and instruction. Advisory is designed to meet the needs of all students and to narrow the achievement gap.

## **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 one (1) week to complete the work and to receive a final grade. Extensions beyond one (1) week will need the approval of the principal, requiring special circumstances.

## **Grade Appeal Process**

Students may appeal a grade through the following steps:

1. A student or parent/guardian seeking a grade change must submit within ten (10) days a written request to the teacher stating the reason(s) for the proposed change.
2. Within five (5) school days of receiving the request, the teacher shall meet with the principal to review the request.
3. The principal will notify the student if the teacher concurs.
4. If the teacher does not concur, within five (5) school days, the principal will convene a grade review panel composed of two teachers, two students, and the building principal.
5. The review panel will hear the student's grade appeal as provided for in school board policy.
6. Within three (3) 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 Middle and High School have a counselor available to assist in selecting classes, changing and correcting schedules, and designing a four-year program for high school completion. The counselor will assist in examining the opportunities in the world of work, advanced education, and financial aid for colleges and technical schools. In addition, the counselor is also available for crisis counseling, academic guidance, and will act as a student advocate if needed.

## **Teacher Conferences**

Teachers are in the building from 8:00 AM until 3:30 PM and are available to speak with students and parents before school, after school, and during their conference period, by appointment. Students or parents/guardians interested in meeting with a teacher may make an appointment with individual teachers by calling 857-2133, or emailing the teacher directly. We will host parent-teacher conferences twice a year from 5:00 PM - 8:00 PM both remotely and in person.

## **Student Conduct**

School rules and corresponding consequences are developed in order to create an atmosphere of learning through a safe and orderly school environment. In addition, they convey expectations for behavior, promote proper conduct, assist students in acquiring beneficial work habits, and foster personal responsibility, and accountability.

Maintaining appropriate conduct in school should be a positive process that emphasizes the development of self-discipline. Guidelines and limitations for student behavior are necessary in this process, and student cooperation with these guidelines and limitations is essential. This process affords students the opportunity to:

- Develop self-discipline
- Demonstrate responsible social behaviors
- Show consideration of others
- Demonstrate honesty
- Show respect for school and personal property
- Follow the appropriate rules of conduct for curricular and extracurricular activities

The Saugatuck MS/HS staff believes that every student should have an equal opportunity to gain an education that is beneficial to the student and society.

### **Students' Rights and Responsibilities**

Students are accorded all the rights of citizens under the Constitution of the United States and the 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:**

- Pursue, through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
- Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures, as well as privacy in regard to students' personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law.

#### **THE RESPONSIBILITY TO:**

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

### **Search and Seizure**

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

- School authorities must have reasonable suspicion to believe that the possession constitutes a crime or a violation of school policy and rules
- General searches of school property may be conducted at any time.
- 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.
  - Cars parked on school property may also be searched.
- School authorities may seize illegal items such as substances, firearms, weapons, or other possessions that are reasonably determined to be a threat to the safety or security of others.
- Items that are used to disrupt or interfere with the educational process may be removed from the student's possession.

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 the directions of staff and obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed due to his/her behavior.

### **Academic Dishonesty** (also known as academic misconduct or academic fraud)

Academic Dishonesty is defined as any type of cheating that occurs in relation to a formal academic exercise. It may include, but is not limited to plagiarism, fabrication, deception, cheating, bribery, sabotage, impersonation, or complicity.

- **Plagiarism:** the use of another person's distinctive ideas or words without acknowledgement (word-for-word copying, interspersing/rewriting of one's own words here and there while copying another's work, fabrication of references, submission of another's work as one's own, neglecting quotation marks on material that is otherwise acknowledged).
- **Fabrication:** falsification of data, information, or citations in any formal academic exercise.
- **Deception:** providing false information to an instructor concerning a formal academic exercise (i.e. giving a false excuse for missing a deadline or missing an examination).
- **Cheating:** any attempt to obtain assistance in a formal academic exercise (the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor - i.e. copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material, asking another student for the contents of an exam already administered to the student you are asking).
- **Bribery:** giving assignment answers or test answers for money or a service (i.e. you tell me what's on test B and I'll tell you what's on test A).
- **Sabotage:** acting to prevent others from completing their work.
- **Impersonation:** assuming a student's identity with intent to provide an advantage for the student (i.e. logging into an electronic submission system as another student and completing their work).
- **Complicity:** knowingly contributing to another's act of academic dishonesty (i.e. willingly providing information that should not be shared in order to give an advantage to another student or allowing a student to sign their name to work they did not participate in completing). *This definition for academic dishonesty is credited to Wikipedia and the University of Colorado, Denver, and The National Honor Society.*

Students participating in any form of academic dishonesty will receive a zero (0) for that assignment and the student's parent/guardian will be contacted. Accompanying penalties could include loss of privileges and/or expulsion, even on the first offense.

## Saugatuck Middle/High School Behavior Consequence Rubric

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Level 1 Behaviors:</b> <ul style="list-style-type: none"> <li>• Horseplay</li> <li>• Sleeping in class</li> <li>• Disrespect and/or non-compliance</li> <li>• Backpack in class</li> <li>• Hats/hoodies worn in class</li> <li>• Swearing not directed at others</li> <li>• Repeated annoyance/distraction</li> <li>• Name calling, teasing, rumors</li> <li>• “Just kidding,” “no offense, but...” remarks</li> <li>• Mean notes, playing a mean trick</li> <li>• Ignoring, delayed response, not listening</li> <li>• Eye-rolling, unkind/stubborn gestures</li> <li>• Taunting, provoking, bragging</li> <li>• Unnecessary whining/sulking/nagging</li> <li>• Wandering and loitering</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• 1 SLR</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• 1 SLR</li> <li>• Time-To-Think Form</li> <li>• Apology of Action</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• Principal Visit</li> <li>• Call Home</li> <li>• 2 SLRs</li> <li>• Time-To-Think Form</li> <li>• Apology of Action</li> <li>• Parent Meeting</li> <li>• Behavior Plan</li> </ul>
<b>Level 2 Behaviors:</b> <ul style="list-style-type: none"> <li>• Unwanted physical contact: hitting, slapping, pushing, shoving</li> <li>• Swearing directed at others</li> <li>• Public displays of affection (PDA)</li> <li>• Throwing objects</li> <li>• Spitting</li> <li>• Threatening</li> <li>• Pinching, poking, scratching</li> <li>• Yelling, outbursts, screeching</li> <li>• Active defiance, talking back</li> <li>• Dishonesty, distorting the truth</li> <li>• Carelessness with school property</li> <li>• Misuse of materials or technology</li> <li>• Insubordination</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• 1 SLR</li> <li>• Time-To-Think Form</li> <li>• Apology of Action</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• Principal Visit</li> <li>• 2 SLRs</li> <li>• Time-To-Think Form</li> <li>• Apology of Action</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• Principal Visit</li> <li>• Call Home</li> <li>• 1 Day “In-School” Suspension</li> <li>• Apology of Action</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• Principal Visit</li> <li>• Call Home</li> <li>• 1 Day School Suspension</li> <li>• Apology of Action</li> <li>• Parent Meeting</li> <li>• Behavior Plan</li> </ul>
<b>Level 3 Behaviors:</b> <ul style="list-style-type: none"> <li>• Harassment (racial/ethnic/sexual/religious)</li> <li>• Violent threats, purposeful intimidation</li> <li>• Vaping or other substance</li> <li>• Punching, fighting, kicking, tripping</li> <li>• Biting, stabbing with any object</li> <li>• Stealing</li> <li>• Destroying property</li> <li>• Throwing objects with intent to hurt</li> <li>• Retaliation for being reported</li> <li>• Possession of weapons or explosives</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• Principal Visit</li> <li>• Call Home</li> <li>• Suspension or Expulsion</li> <li>• Time-To-Think Form</li> <li>• Apology of Action</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• Principal Visit</li> <li>• Call Home</li> <li>• Suspension or Expulsion</li> <li>• Time-To-Think Form</li> <li>• Apology of Action</li> <li>• Parent Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• Principal Visit</li> <li>• Call Home</li> <li>• Suspension or Expulsion</li> <li>• Time-To-Think Form</li> <li>• Apology of Action</li> <li>• Parent Meeting</li> <li>• Behavior Plan</li> </ul>	<ul style="list-style-type: none"> <li>• 15 second intervention</li> <li>• Behavior Report</li> <li>• Principal Visit</li> <li>• Call Home</li> <li>• Suspension or Expulsion</li> <li>• Time-To-Think Form</li> <li>• Apology of Action</li> <li>• Parent Meeting</li> <li>• Liaison Officer Consultation</li> </ul>

Note: SLR refers to “Silent Lunch and Recess”. All forms of misconduct that occur in cyberspace (social media, texting, etc.) apply to this rubric.



## 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, religious, and/or other forms of severe harassment.

## Hall Procedures

- For the safety of all students and staff, running, pushing, or other horseplay is prohibited in the halls.
- Any student in the halls during class should have permission from his/her assigned teacher.
- Students may carry water bottles in the halls.

## Cafeteria - Lunch Period

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

- High School students will be given the right to eat in the hallway, unless it is proven that they cannot handle this freedom.
- Only Juniors and Seniors will be allowed the freedom to leave campus for lunch.
- All debris from trays should be emptied into waste containers, preserving silverware and sorting out the recycling when possible.
- The cafeteria line should be single file: no running, shoving, or cutting.
- Pick up and clean up any food that has been dropped or spilled.
- All trays, plates, and utensils should be returned promptly to the cafeteria.
- Middle school students should be prepared to go outside for recess after lunch by bringing their jackets and any other necessary items.
  - There will be no returning to the middle school until after recess.

## 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. A possible referral to the school board for recommendation for expulsion may be instituted, and students may also be subject to a fine.

## **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.

## **Dress Code**

Personal expression in dress and appearance is permitted within the following general guidelines:

- No halter tops or armpit cut out shirts
- No garments exposing the midriff areas when standing
- No see-through clothing and/or low cut upper garments
- No saggy pants revealing visible underwear
- No shorts, skirts, or dresses which expose the buttocks when standing or bending
- No garments with holes or slots which reveal underwear
- No hats or hoods
- No sunglasses
- No clothing depicting or referencing drugs, alcohol, tobacco, weapons, or gangs
- No clothing advocating racial, ethnic, gender, or religious prejudice or violence
- No clothing with profane, provocative, vulgar, sexually suggestive, or obscene suggestions, language, and/or symbols
- Shoes are to be worn at all times
- No Flags may be worn as clothing or capes

## **Dress and Grooming**

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise items 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)

Students who are representing Saugatuck MS/HS 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.

## **Responsibilities**

- Students must adhere to the SPS Acceptable Use Policy.
- Students may not engage in conduct that includes but is not limited to:
  - harassing, threatening, or intimidating others
  - sending obscene or sexually explicit language or images
  - unlawful activities
  - commercial purposes
  - false identification in email communications
  - personal financial gain
  - interfering with SPS technology operations through 1) electronic chain letters; 2) unsolicited electronic communications and; 3) disruption of electronic communications

- **Security:** SPS cannot and does not guarantee the security of electronic files located on the Gmail system. Although Google does have a powerful content filter in place, the district cannot assure that users will not be exposed to unsolicited information.
- **Privacy:**
  - Files stored on school resources, including email messages, are considered property of SPS
  - SPS reserves the right to inspect files stored on school resources for conformity with its policies, licensing standards and state or federal law

## **Safe Schools**

Every student and staff member has a right to experience a school environment that is safe, conducive to learning, and in which he or she feels respected and protected. No one is entitled to be violent in any way, including through social media. Violence and violent threats will not be tolerated in school nor at school activities.

## **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.

## **Sexual Harassment**

Sexual harassment of a student(s) by another student(s) or any member of the staff is contrary to the Board of Education's commitment to provide a safe and orderly learning environment 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, where such conduct has the purpose or effect of 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 can be, but is not limited to:**

- Unwelcome sexual advances
- Request for sexual favors
- Other verbal or physical conduct of a sexual nature
- Verbal harassment or abuse
- Subtle pressure for sexual activity
- 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

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, in-school suspension, out-of-school suspension, or expulsion.

## Drug Free and Alcohol 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 also applies to school bus stops. This means that any activity: sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, over-the-counter medication, or look-alike drugs, is prohibited. Students found using or in possession could be suspended or expelled and law enforcement officials may be contacted.

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 parent(s) or guardian accept all responsibility and costs of such programs. Suspension days will be temporarily lifted pending successful program completion, and 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.

- **Arson:** The intentional setting of fire; matches and lighters are prohibited on school property
- **Assault:** Physical threats or violence to persons
- **Burglary:** Stealing of school or personal property
- **Explosives:** Not permitted on school property or at school-sponsored events
- **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
- **Larceny:** Theft
- **Malicious Mischief:** Property damage or defacing by any method
- **Robbery:** Stealing from an individual by force or threat of force
- **Trespassing:** 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.
- **Vandalism and/or Destruction of Property:** Willful or ignorant damage to, or destruction of, property; attempts to damage or destroy property belonging to another or others
- **Weapons:** Guns, knives, and other weapons are prohibited on school property or at school-sponsored events
- **Other:** Any other criminal, unlawful, and/or otherwise prohibited disruptive or threatening behaviors.

## 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.

- The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
- 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 parent(s) or guardian.
- 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. This may lead to disciplinary action, or the student and his/her parent(s) or guardian may allege prejudice or unfairness.

## **General Enforcement Procedures**

- 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.
- The student will have the right to present to the school administrator any relevant information that will support his/her defense.
- 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**

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

## **In-School Suspension**

A student is suspended from a class or classes, but not from the building. Students will be expected to complete classwork while at school.

## **Suspension from School**

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

Students who have earned an out-of-school suspension must make up all tests, homework, and daily assignments, and 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. Teacher discretion will require whether missed tests and quizzes be completed the day the student returns to school.

## **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(s) or guardian; included within this notice shall be a statement of the time and place for the hearing, which shall be reasonable for the parties involved.
- Parent(s) or guardian may be present at the hearing.
- The student, parent(s) or guardian may be represented by legal counsel.
- 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.
- The student shall be allowed to observe all evidence offered against him/her.
- The student shall be allowed to question any witness.

- The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing.
- A record shall be kept of the hearing.
- Within a reasonable time after the hearing, the Board of Education shall state its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
- The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent(s) or guardian.
- The student and the parent(s) 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 items requiring action that are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with those of previously established and similar incidents.

### **Public Displays of Affection**

Students engaging in inappropriate public displays of affection will be warned. If such behavior continues, parental contact will be made and/or appropriate behavioral guidelines will be followed.

## **Technology**

### **Student Technology Resources Acceptable Use Policy**

All student users of technology resources are required to sign this Acceptable Use Policy in order to receive authorization to use district-owned technology resources. These resources include, but are not limited to, the District's Internet system, computers, iPad tablet devices, Chromebooks, and any other technology device owned by the District.

1. **Acceptable Use:** My use of technology resources and the school network must be in support of education and research within the education goals and objectives of Saugatuck Public Schools. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. This includes copyrighted material, threatening, or obscene materials. The school network includes the use of school computers, Chromebooks, iPads and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school email accounts, and network file folders. Students should have no expectation of device privacy, as the school may monitor computer devices, email, and Internet use.
2. **Personal Responsibility and Restrictions:** My use of school technology resources will meet the guidelines below:
  - I will respect the privacy and dignity of students and teachers at all times and I will not use another user's password or user accounts.
  - I will use appropriate language by refraining from the use of profanity or insulting language.
  - I understand that offensive messages that originate outside of school, but disrupt the school's educational process, may be subject to school consequences.
  - I will respect school equipment; I will not vandalize or maliciously use equipment assigned to me or to other students.
  - I will not use software or apps that are not pre-approved by the Saugatuck Public Schools.
  - I will not use technology in any classroom without the direct permission of the teacher or adult in charge.

3. **Internet Safety:** The Internet provides opportunities to access new resources, but it also provides unique risks to students. Saugatuck Public Schools provides filtered access to the Internet on all school devices, but to ensure my safety on the Internet I will follow the guidelines below:
- I will not try to subvert the filter parameters set up by the Saugatuck Public Schools.
  - I will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
  - I will report accidental access of inappropriate materials to the classroom teacher or office staff.
  - I will use the Internet for educational purposes only.
  - I will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
  - I will never disclose or publicize personal information.
  - I understand that downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
  - I am aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
4. **Email Safety:** Electronic mail (e-mail) also provides new opportunities for students, but requires careful use. I will follow the guidelines below when using school issued Gmail accounts:
- I will only use the school provided Gmail account (if provided) when using e-mail at school.
  - I will not use IM and chat during school hours without permission.
  - I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided Gmail account at school or another location.
  - I understand that my school issued Gmail account can be monitored for content by school technology personnel at any time.

\*Refer to the complete Board Policy and guidelines on our district website ([www.saugatuckpublicschools.com](http://www.saugatuckpublicschools.com)).

Users violating the Acceptable Use Policy may have his or her technology confiscated pending, where appropriate, a conference with the student's parent or guardian. Violators could also be banned from the use of technology and receive additional disciplinary action, such as suspension, expulsion from school, or criminal prosecution, depending on the seriousness of the violation.

## **School Technology Privileges**

### **Saugatuck Middle School:**

The use of all electronic devices, with the exception of the school issued device, is prohibited during school hours.

### **Saugatuck High School:**

Electronic devices may be used for educational purposes during class hours with approval of the classroom teacher as outlined in the Acceptable Use Policy.

## **Saugatuck Public Schools Chromebook Policy**

Saugatuck Public Schools is pleased to be able to provide students with a Chromebook to use in order to enhance, enrich, and facilitate learning and communication. The use of the SPS Chromebook is a privilege extended to students for use inside and outside the school facilities. The District's Chromebooks are provided for use as a productivity tool for school-related purposes, curriculum enhancement, and communications.

The Saugatuck Public Schools 1:1 Chromebook program allows our students to take the device home, with the exception of 6th grade students, who will leave their Chromebooks in the classroom. Taking the Chromebook home expands the learning day and allows students to complete projects started at school. However, by taking the device home, families assume some risk.

Parents/Guardians will be responsible for the following terms of agreement for damaged or destroyed equipment:

## Terms of Agreement

- The student is responsible at all times for the care and appropriate use of this Chromebook. Parents/guardians understand that if the student violates the guidelines agreed to, his/her privilege to take the Chromebook home may be restricted or eliminated and he/she may be subject to disciplinary action.
- Parents/guardians understand the following options are available to provide insurance coverage for accidental damage to the Chromebook (separate form to fill out):

1. Pay \$25 per year (non refundable) to the Saugatuck Public Schools for the following coverage for accidental damage to the Chromebook:

First Accidental Damage	\$0
Second Accidental Damage	\$50 deductible
Third Accidental Damage	Full Price (approximately \$390)

2. Opt out of school provided insurance and agree to carry a personal insurance policy and pay full price for replacement of the Chromebook if accidentally damaged or destroyed.

3. Opt out of allowing the student to take the Chromebook home: school day use only with no insurance coverage required by the parents.

- Parents/guardians understand sole responsibility for loss or theft of the Chromebook and the power cord, and will pay full price for purchasing a similar device or cord (approximately \$170 for a Chromebook, \$25 for a cord). A police report must be shared with the high school office. Check personal insurance carriers for possible coverage.
- Parents/guardians understand that they are responsible to review, understand, and enforce my student's appropriate use of the Chromebook outside of school activities.

## Chromebook Contract and Consent

All laptops and related equipment and accessories are SPS property and are provided to the students for a period of time as deemed appropriate by the school's administration. With privilege comes responsibility, and as a condition of use, students 7<sup>th</sup> through 12<sup>th</sup> grades will sign the following Chromebook Contract and Consent form and comply with and agree to all of the following:

- I have read and agree to abide by the SPS Acceptable Use Policy and Technology Code of Ethics.
- I understand that I must pass the different training portals provided by the District before being issued a Chromebook.
- I have read and agree to abide by the Google Apps for Education Responsible Use Guidelines.
- I have read the Student Handbook and the policies related to technology use in school.
- I understand that the Chromebook is the property of SPS and I agree to be responsible for



surrendering the Chromebook whenever requested by school personnel.

- I understand that during school hours, I have monitored access to the Internet and that outside of the school network, the same filtering system is in place. I also understand that filtering technologies are never 100% effective, and I agree not to hold SPS liable for material accessed that is inappropriate, offensive, objectionable or controversial as a result of using SPS technology resources.
- I agree that I will use the SPS Chromebook laptop primarily for school-related purposes.
- I will report problems with my Chromebook to a member of the high school office staff in a timely manner.
- I understand that the Chromebook will be turned in to the office at the end of the school year and will not be mine to use during summer vacation.

## **Google Apps for Education**

### **What Is It?**

Google Apps for Education offers a free and ad-free set of online customizable tools such as Google Docs and Sites that enable teachers and students to work together and learn more effectively. Student accounts are housed on a Google server, thereby giving students access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.

### **Philosophy**

Saugatuck Public Schools encourages the use of these tools as an effective and efficient way to improve collaboration, communication, and creativity. The primary purpose is to support teaching and learning. All SPS students in grades five through twelve will be assigned a Google Apps for Education account.

### **Gmail**

Students are issued a Gmail account by the school's Google Administrator.

### **Google Apps for Education Responsible Use Guidelines**

The use of technology in SPS is a privilege extended to staff and students in order to enhance teaching and learning and to exchange information.

### **Opportunities/Privileges**

- All students in grades five through twelve will be assigned a Google Apps for Education account until such time as the student is no longer enrolled in the SPS district.
- Access to and use of student Google Apps for Education is considered a privilege accorded at the discretion of SPS. The district maintains the right to immediately withdraw the access and use of student email when there is a reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the building principal for further investigation.

### **Attendance Procedures**

It is the expectation that students attend each class regularly. All absences from school count toward the basic attendance requirements. Waivers due to extended illness, extreme medical difficulty, or family vacations will be considered on a case-by-case basis. Parent(s)/guardians will be notified by mail or phone regarding excessive absences and/or cut classes. Further absences and/or tardies will result in filing of truancy.

## **Types of Absences**

A parent and/or guardian is to call the attendance office between 8:00 AM and 3:30 PM the day of the absence, or leave a message on extension 1152. If circumstances prevent a call, an email or a note from a parent/guardian presented to the attendance office upon the student's return to school is acceptable. If the student returns to school without clearing an absence, he/she will be given an unexcused absence until the absence is cleared.

At Saugatuck Middle and High School, there are two 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 include: sickness, funerals, court appointments, family and personal emergencies. An absence for a trip, hunting, etc. must be prearranged. The student is allowed to make up any missed work. It is the student's responsibility, however, to obtain assignments from teachers and to see that make-up work is done within the agreed upon time frame.
- **UNEXCUSED:** An absence is unverified when a parent phone call is not made to the attendance office between 7:30 AM and 3:30 PM on the day of the absence, or the student returns to school without an excuse from the parent. An absence will be considered skipping (unexcused) if it is determined that the student intentionally chose not to attend a class.

## **Pre-Arranged Absences**

Requests for pre-arranged student absences should be made through the office. Students should bring a note from their parent(s) or guardian 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**

The following guidelines must be followed when a student leaves school:

- Students may be excused to leave the building for appointments only with parent permission
- If a student is ill, he/she must come to the office and get permission to leave
- Students must have a parental/guardian note (or telephone call) indicating an appointment before they will be excused for that purpose
- Students **MUST SIGN OUT** in the office before leaving the building
- Students **MUST SIGN BACK IN** upon returning
- A parent/guardian must call if the student is not returning to school

## **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. Students can determine what was assigned through contact with a classmate, their teacher via email, or checking the student's Schoology account.

## **Tardiness**

Tardiness is defined as not being in the assigned room before the scheduled class starting time. It is the expectation that all students arrive to class on time so as not to interrupt instruction or interfere with the learning of others.

## **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 students' later success in life. Saugatuck Public Schools strives 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.

### **After School Activities**

Students are expected to leave the building by 3:30 PM each day unless they are staying for school business, or prior arrangements have been made with the office. Students staying after school or attending other school activities are expected to follow the school's general rules of conduct at all times.

### **Middle School Activities**

Students in grades 6, 7, and 8 are considered middle school, and may not attend high school functions such as dances, upper class parties, the Prom, or other high school social functions. Middle school students may arrange activities through the middle school student council. In addition, concerns and suggestions from middle school students may be channeled through a middle school student council representative.

- Middle school activities are for students in grades 6, 7, and 8.
- ONLY Saugatuck Middle School students will be allowed to attend, except under special circumstances that are pre-arranged with the middle school principal.
- A student leaving the building during an activity will NOT be permitted to re-enter.
- Students not following school rules or the directives of adults in charge of the activity may be banned from attending future activities.
- All school activities will end by 10:00PM, unless prior approval has been received.
- Students are expected to be picked up when the activity ends.

## **Transportation**

### **Bus Conduct**

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

The following are minimum rules for bus riders:

- Students should only ride those buses to which they are assigned, unless special permission is granted.
- Students should occupy assigned seats.
- Except in an emergency, only the front door should be used for entering and leaving buses.
- When vehicles are moving, passengers should keep arms, heads, and any other body parts completely inside.
- Cross only in front of the bus when necessary, and then only upon proper signal from the driver.

The transportation of students to and from school is the joint responsibility of students, their parent(s)/guardians, and the school. The safety, comfort, and reliability of transporting children depends 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, followed up with parent contact
- **2nd offense (1st written offense):** A warning from the student's principal, followed by a letter or phone call informing the parent of the nature of the misbehavior
- **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

## **Federally Required Annual Notices**

### **PUBLIC NOTICE OF STUDENT RECORD REGULATIONS:**

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

- ◆ Student's records will be kept in a confidential file located at the school office. The information in a student's record file will be available for review only by the parent(s) 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 policies 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 pests from becoming a problem. Parents will receive advanced notice of the

application of a pesticide, other than bait or gel formulation at the school. This advance notice of the application will be given 48 hours before the application. The law requires this notification to be sent through two methods. The first method required by law is posting at school entrances. The second method is 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 three (3) days before the application. If parents would like to be notified by mail, please notify the school. In an emergency (for example, a bees nest), pesticides may be applied without prior notice, but parents/guardians will be provided notice following any such application. Please review the 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](mailto: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, and 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 Bill Dunn. His office address is 201 Randolph St., Douglas, Michigan 49406. His telephone number is 269-857-2133.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):**

Pursuant to the Federal Educational Rights and Privacy Act, school districts must provide parent(s)/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. Parent(s)/guardians 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 on the School Board page of the district website, at [www.saugatuckpublicschools.com](http://www.saugatuckpublicschools.com)

### **MCKINNEY VENTO ACT:**

The McKinney Vento Act requires a homeless student liaison to provide public notice of the educational 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 once per year. However, a copy of procedural safeguards must also be given to parent(s)/guardians upon initial referral or request for an evaluation, upon filing a request for a due process hearing, and upon request of a parent/guardian.