





# SUPERINTENDENT OF SCHOOLS



**Carlton D. Jenkins, Ph.D.**

# SAGINAW BOARD OF EDUCATION



**Rudy Patterson**  
President

## 2013-2014 School Board Meetings

September 11, 2013 ..... Briefing Session  
**September 25** ..... **Action Meeting**  
 October 9 ..... Briefing Session  
**October 16** ..... **Action Meeting**  
 November 13 ..... Briefing Session  
**November 20** ..... **Action Meeting**  
 December 11 ..... Briefing Session  
**December 18** ..... **Action Meeting**  
 January 8, 2014 ..... Briefing Session  
**January 15** ..... **Action Meeting**  
 February 12 ..... Briefing Session  
**February 19** ..... **Action Meeting**  
 March 12 ..... Briefing Session  
**March 19** ..... **Action Meeting**  
 April 9 ..... Briefing Session  
**April 16** ..... **Action Meeting**  
 May 14 ..... Briefing Session  
**May 21** ..... **Action Meeting**  
 June 11 ..... Briefing Session  
**June 18** ..... **Action Meeting**  
**July 16** ..... **Action Meeting**  
**August 20** ..... **Action Meeting**

All meetings begin at **7:00 p.m.** in the Board Room of the Administration Center, 550 Millard St., Saginaw. Check our website at [www.spsd.net](http://www.spsd.net) for updates as dates are subject to change.



**Beverly J. Yanca**  
Vice President



**Alexis Thomas**  
Secretary



**Ruth Ann Knapp**  
Treasurer



**Glenda F. Richardson-Vaughn**  
Trustee



**Delena Spates-Allen**  
Trustee



**Mattie L. Thompson**  
Trustee

## 2013-14 Important Dates

- September 3** - First Day of School
- November 5** - Professional Development - No School
- November 27 - 29** - Thanksgiving Break - No School
- December 23 - January 3** - Winter Break - No School
- January 20** - Dr. Martin Luther King Jr. Day - No School
- January 24** - End of First Semester - No School
- February 19** - Professional Development - No School
- March 31 - April 4** - Spring Break - No School
- April 18 & 21** - No School for students
- May 26** - Memorial Day Holiday - No School
- June 10** - Last Day of School for Students

## MISSION STATEMENT

The School District of the City of Saginaw, in partnership with parents, students, businesses and the community, are committed to and responsible for ensuring:

- ◆ the highest level of academic achievement and career planning for all students,
- ◆ the highest performing organizational structure at all levels, and
- ◆ a safe and effective learning environment for all students.

### When and Where the Code of Student Conduct Applies:

The Code of Student Conduct applies before, during and after school:

- ◆ When students are in school buildings or are on school premises;
- ◆ When students are at any school-sponsored activity, regardless of location;
- ◆ At any location, when the student's conduct or presence may disrupt an orderly school environment and the education process;
- ◆ When students are using telecommunications networks, accounts, or other district services;
- ◆ When students are traveling to or from school or a school-sponsored activity; or
- ◆ When students are in school buses or other vehicles used to transport them to and from school.

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### Non-Discriminatory Policy

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of handicap, race, religion, national origin, sex, age, marital status, height or weight. The District reaffirms its policy to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, the Americans With Disabilities Act of 1990, and all other applicable Federal and State laws and regulations prohibiting discrimination. Inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, which prohibits discrimination on the basis of handicap, should be directed to Mrs. Melinda Carroll, Director, Special Education and Student Support Services, 550 Millard Street, Saginaw, Michigan 48607, (989) 399-6500. Inquiries regarding compliance with Title VI, VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and inquiries related to all other Federal and State laws prohibiting unlawful discrimination should be directed to Dr. Kelley A. Peatross, Assistant Superintendent, Human Resources, Labor Relations, and Support Services, 550 Millard St., Saginaw, MI, 48607, 989-399-6500.

This brochure is prepared as a service to students and parents by the Board of Education of the School District of the City of Saginaw, Michigan. The District Policies and Procedures listed have been authorized by the Board to provide for the welfare of all students in the Saginaw Public Schools. All policies, regulations, definitions and procedures have been prepared to comply with the federal and state laws and local ordinances which are subject to change without notice.



This handbook is also on the school district's website at [www.spsd.net](http://www.spsd.net). Click on the **Parents** tab, then click on the **Student & Parent Handbook** link.

# Section 1: Definitions & General Information

## K – 12 DEFINITIONS AND GENERAL INFORMATION

**REFERRALS OF EXPELLED STUDENTS:** When required by State Law, within three (3) days after a student is expelled under this policy, the district shall notify either the Saginaw County Intermediate School District, the Saginaw County Family Independence Agency, and/or the Saginaw County Community Mental Health Department of the expulsion. The student, if 18 or emancipated, or the student's parent/guardian, shall be notified of the referral. In addition, the district shall notify appropriate law enforcement officials when a student is in possession of a dangerous weapon.

**POLICE NOTIFICATION:** An incident report is filed with the police department and maintained by the District.

The principal or administrator has the discretion whether to sign a complaint for offenses that do not warrant arrest.

**Note:** 1999 PA 102 requires the district to report certain categories of student misconduct to the appropriate law enforcement agency.

**ARREST:** A complaint is filed with the police by the school. Principal or administrator must swear out a complaint if arrest is warranted.

**CORPORAL PUNISHMENT:** The deliberate infliction of pain by any means upon the whole or any part of a student's body as a penalty or punishment for a student's offense. Corporal punishment is not permitted in the Saginaw Public Schools.

**SPECIAL EDUCATION OR SECTION 504 STUDENT:** In the case of Special Education or Section 504 students who are recommended for long term disciplinary action or expulsion, an IEP or other building team must be convened to conduct a manifestation determination. The manifestation determination must be held within ten (10) school days of the first (1<sup>st</sup>) day of suspension.

**SECURITY SEARCHES:** A student's personal effects (purse, book bag, athletic bag, backpack, etc.) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials or evidence of violation of a Code of Conduct. A search may also be conducted as a result of routine security procedures. The District will notify police when appropriate if a search yields illegal or contraband materials.

**AUTOMOBILE INSPECTIONS:** Student vehicles on school property may be inspected or searched by school building administrators or security personnel when there is reasonable suspicion to justify a search. Any student who refuses to permit the search of a vehicle on school property shall forfeit the right to park on school property, without further hearing or appeal. Students may also be disciplined or expelled for denying access when there is reasonable suspicion.

**LOCKER SEARCHES:** Student lockers are school property and remain at all times under the control of the school district. Students are expected to assume full responsibility for the security of their lockers and their contents. A school district principal or his/her designee may search a student's locker and the locker contents at any time with or without notice, without student consent, and without a search warrant. In the course of a search, the student's privacy rights shall be respected regarding any items that are not illegal or against district policy. However, the school may search for such items if there is reasonable individualized suspicion to suspect that the item contains other items which violate Board policy or applicable law. If a student interferes with a search, the student may be disciplined or expelled.

A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a student's locker and the locker contents at the request of a school principal or his/her designee, provided the search is conducted in accordance with district policy.

As stated in 2000 Public Act 87, any evidence obtained as a result of a search of a student's locker or contents shall not be inadmissible in any court or administrative proceeding (including but not limited to any disciplinary hearing pursuant to the Student Code of Conduct) because the search violated PA 87, or district policy adopted pursuant to PA 87.

**DESKS AND STORAGE AREA SEARCHES:** A desk or other storage area provided by the District for student use as well as the contents, may be searched by building administrators or District security personnel when there is reasonable suspicion for a search. If a student interferes with a search, he/she may be disciplined or expelled.

**VIDEO OR OTHER CAMERAS:** The District reserves the right to videotape student activities and behavior on buses and in common areas within school building, with or without specific advance notice.

**CANINE AND OTHER SEARCHES:** At times the District reserves the right to conduct random searches of student lockers, desks, and automobiles on District property or at District-sponsored activities. These searches may be conducted without notice and without individualized suspicion. The District may use trained canines and other detection equipment to search for contraband, illegal or unauthorized drugs, alcohol, or weapons. Students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials.

**POSSIBLE DISCIPLINE:** A student's failure to cooperate or permit searches and seizures by the District is subject to disciplinary action at the District's discretion.

**ZERO TOLERANCE LAWS:** The School District of the City of Saginaw complies with Zero Tolerance Laws regarding weapons and unsafe and severe disruptive student behavior. Under State Law, students may be permanently expelled from the Saginaw Public Schools and all Michigan public schools.

**CONDUCT OFF SCHOOL PREMISES:** Conduct on or off school premises that adversely affects the school climate or that has a direct and immediate adverse effect on the discipline or general welfare of the school and/or its students is prohibited. Students who are found in violation of this rule will be subject to disciplinary action as outlined in Section 3, Student Code of Conduct.

**STUDENT APPEARANCE:** Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. It is incumbent upon school personnel, along with parent/guardian, to instruct students in this respect.

Specific guidelines for what apparel students are allowed to wear and what they are not allowed to wear is available in the principal's office of each school, on page 26 of this policy book, and on the district's website at [www.spsd.net](http://www.spsd.net).

**SCHOOL UNIFORM CODE:** The district empowers individual schools to develop a student uniform code if such a policy has the support of the school's parents. Guidelines for developing a uniform code are available in the principal's office of each school.

If a parent or student has any question about what is proper clothing or attire for school, please contact the building administrator.

**BUS CONDUCT:** Students who use transportation services provided by the Saginaw Public Schools (including district school buses or STARS) are still in school and in an "extended classroom." Because of this, students are subject to all rules, rights, and responsibilities for the Student Code of Conduct, in addition to the specific rules for health and safety while on the bus.

Misbehavior on the bus is distracting to drivers and, therefore, interferes with the safety of all students. Acts of misconduct are disruptive and will result in disciplinary action.

**WALKERS:** Students who walk to and from school are expected to observe school rules and demonstrate good behavior. Therefore, violations of the Student Code of Conduct will result in disciplinary action.

**STUDENT SEXUAL HARASSMENT:** Sexual harassment of students by other students, by employees, or by Board members of the School District of the City of Saginaw is prohibited and is contrary to the commitment of the School District of the City of Saginaw Board of Education to provide a stable learning environment. The School District of the City of Saginaw will not tolerate any sexual harassment of students. It is the policy of the District that all contact between students, teachers, other adult employees and volunteers of this district be respectful, professional, and conducive to creating a stable learning environment.

Sexual harassment includes, but is not limited to, making sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all District employees are expected to conduct themselves with dignity, showing respect for others.

#### **Complaint Procedure:**

1. If a student has concerns about the nature of any conduct or physical contact by an employee of the District or by a fellow student, the student should immediately report this concern to their building principal. The District encourages students to discuss this concern with their parent/guardian.

**Dr. Kelley A. Peatross**, Assistant Superintendent,  
Human Resources, Labor Relations, and Support Services  
Saginaw Board of Education  
550 Millard St., Saginaw, MI, 48607 • 989-399-6500

2. All such reports will be investigated by the district.
3. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that the District is required by law to report suspected child abuse to the Child Protective Services.
4. A copy of this policy will be made available to all students in the district.
5. The complaint procedure will be reviewed and distributed annually.

**HOMEBOUND INSTRUCTION:** Homebound instruction may be provided for students who are unable to attend school because of injury or illness. This service will be provided when a student has been absent from school for five (5) days and it has been determined by a physician that the absence will continue for at least ten (10) days. It is the parent's responsibility to request homebound services. Students receiving homebound instruction will be provided two non-consecutive class periods of instruction per week.

**MEDICATION:** "Medication" includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. Students must have written permission of the parent/guardian and the healthcare provider to take any medication, including those over-the-counter (such as Tylenol, cough drops, etc.).

**STUDENT TRANSPORTATION:** Bus transportation may be provided to and from school for those students who qualify. Transportation may be provided by the District for extra-class activities. Students are prohibited from driving privately owned vehicles to District sponsored activities held during the school day unless specific permission is granted by the student's parents/guardians and the high school principal.

Students must observe the rules and regulations developed by the administration governing student transportation. Students will also be subject to the Student Code of Conduct while riding school buses. The administration may suspend or revoke the transportation privilege of any student who violates any District rules or regulations.

**STUDENT SELF-TRANSPORTATION:** In cases where a student is enrolled in a Board approved, shared time program, or District sponsored activity at another school or program site (example: an area career center, gifted and talented program or dual enrollment program with an area junior college, college or university) the parents/guardians of the student must grant permission for their child to self-transport to and from that site, subject to rules and regulations established by the District.

**PERSONAL VEHICLE OPERATION:** Drivers operating vehicles on and around school property will do so in accordance with the School District of the City of Saginaw rules and regulations, City of Saginaw ordinances and the State of Michigan's Uniform Traffic Code (UTC). Failure to comply with the above standards may result in the suspension of driving privileges on district property.

## **PARENT PROCEDURES FOR SAFE AND EFFECTIVE SCHOOLS**

### **Parent Involvement Policy**

Pursuant to Senate Bill 307, Section 1294 of Act 107 of Public Acts 2004, The Saginaw Board of Education strongly encourages and welcomes the involvement of parents/guardians in the District's educational programs. The Board recognizes and appreciates that parents/guardians are the "first teachers" of their children and that their interest and involvement in the education of their children should not diminish once their children enter the schools of the District.

The School District of the City of Saginaw, its teachers, and staff members strive to provide the highest level of education for its students. The district recognizes that this goal is not attainable without support and input from the parents and community members of Saginaw. With the ideal of establishing a collaborative learning environment, we have created a list of suggestions for parents that we feel will best serve their children's educational needs.

### **Suggestions for Parent Support and Contributions:**

- When entering a building in the district, please first proceed to the main office to sign in, receive a visitor's pass, and direction from school personnel.
- To ensure satisfactory results during your visit, contact the school in advance whenever you would like to meet with your child's teacher (s) or administrator.
- Have your child at school on time.
- Open and maintain communication with your child's teachers and administrators.
- Please address any concerns you may have appropriately, in a manner that does not disrupt the educational environment.
- Share your vision for success by joining the Parent Committee in your school.

The Saginaw Public School District educators take your child's future very seriously. Our students are held to high behavioral and academic standards with the intent of best preparing them for life after graduation. It is our belief that every student can succeed when provided with an environment that is safe and conducive to learning. Parents/guardians play an important role in modeling those behaviors and creating that environment.

## **NOTICE OF DISCLOSURE OF STUDENT DIRECTORY INFORMATION**

The School District of the City of Saginaw designates the following information as: "Student Directory Information" student name, address, telephone number, date and place of birth, major field of study, student photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and most recent previous school attended.

# Section 2: Policies & Procedures

The School District of the City of Saginaw will disclose any of these items of Student Directory information without prior notice or written consent, unless the student (if 18 or older) or the student’s parent or legal guardian notifies Student Services in writing that such information may not be disclosed. To exercise this option, a notice must be mailed to Student Services, 550 Millard Street, Saginaw, Michigan 48607, within 30 days of enrollment or the first day of school.

## TTY USERS

Persons who are hard of hearing and would like to telephone the district may call the Michigan Relay Service for assistance at 800-649-3777.

## IMMUNIZATION GUIDELINES

All students enrolled in the District must meet any immunization requirements for school registration set forth in the Public Health Code of the State of Michigan.

- A student 7 – 18 years of age who is entering school shall be in compliance with the following immunization requirements.
- Has received four (4) doses of any appropriate diphtheria vaccine – three (3) if the first dose was received on or after the 7<sup>th</sup> birthday and, if a dose was not received within the last ten (10) years, a booster dose at school entry.
- Two doses of live MMR (mumps, measles, rubella) vaccine received after the first birthday, at least one month apart, and with one of two doses at or after 15 months or current laboratory evidence of immunity to mumps, measles & rubella.
- Four doses of polio vaccine
- Evidence of completion of these immunization requirements must be submitted to school officials prior to attending classes.

### Immunization Requirements for Kindergarten , 6<sup>th</sup> Graders and New Students:

- Diphtheria/pertussis/tetanus vaccine (DTP, DtaP, .DT or TD) final dose after 4<sup>th</sup> birthday before entering kindergarten.
- Four doses of polio vaccine, final dose after the 4<sup>th</sup> birthday before entering kindergarten.
- Two doses of measles/mumps/rubella (MMR) vaccine, final dose after the 4th birthday before entering kindergarten.
- Three doses of Hepatitis B vaccine before entering kindergarten.
- Two doses of chicken pox (varicella) vaccine or approximate age date of having disease, before entering kindergarten.
- One dose of Tdap (Tetanus, diphtheria, acellular pertussis) vaccine and one dose of MCV4 (meningococcal-meningitis) is required at 6th grade entry (age 11 years), as well as the two doses of Varicella (chickenpox) vaccine if the student does not have documentation of 2 doses already or a documented history of chickenpox disease (written statement from healthcare provider).

### Recommended Immunization Schedule

	Birth	2 Months	4 Months	6 Months	6-18 Months	12-15 Months	4-6 Years	11-12 Years
DTaP		✓	✓	✓		✓	✓	
POLIO		✓	✓		✓		✓	
HIB		✓	✓	✓		✓		
HEPB	✓	✓			✓			
MMR						✓	✓	
Varicella						✓	✓	
Pneumonia		✓	✓	✓		✓		
Td/Tdap								✓
MCV4								✓

Alternative schedules are possible. Consult your provider for details.

The superintendent or his/her designee will exclude and/or not permit a child to enter school who is out of compliance with the required immunization guidelines. School personnel will cooperate with public

health personnel in completing and coordinating all immunization data, waivers and exclusions.

A student is exempt from this requirement if the parent/guardian/responsible adult presents a written statement to the administrator of the student’s school stating that the requirements for immunization violate the religious or other convictions of the parent or guardian and/or a physical certifies that a specific immunization is, or may be, detrimental to the child’s health. Such written certification must be placed in the student’s cumulative record folder (CA 60).

In the event of an outbreak of vaccine preventable disease, the parent/guardian may be required by the school district, in consultation with the County Health Department, to keep (susceptible or waiver) students at home temporarily.

### NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Acts (FERPA) affords parents/guardian and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal or Student Services a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Verification of identity may be required.

Copies of education records are available upon written request and verification of identity, within 45 calendar days of an initial request for access.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Saginaw Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent. The district has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable about students.

4. The district shall, as permitted by law, disclose personally identifiable information about students without consent to school officials with a legitimate educational interest in the specific information. Disclosure to other individuals generally requires consent.

A school official is and includes all of the following:

- a) A person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who either performs an administrative or clerical task related to a student’s education or behavior at school; an employee who will use personal information about the student in performing education, discipline related, or clerical tasks in connection with a student



- b) A person serving on the School Board to the extent the member has a legitimate educational interest in the information contained in the records and is performing a task authorized or delegated by the Board.
- c) A person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or to perform a supervisory, administrative, instructional or clerical task in connection with a student as prescribed by the district.
- d) A person employed by an agency or other nonprofit organization who, with the prior written approval of the district (Pupil Accounting or Student Services) will use personal information about the student to provide services approved or requested by the district, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student's academic or behavioral performance, or school or job placement.
- e) A parent or student serving on an official committee, such as a peer mediation or grievance committee, or assisting another school official in performing his or her tasks. Parent and student should be trained in appropriate procedures in handling confidentiality of student records.
- f) A volunteer who, with the district's approval, uses personal information about a student to perform an administrative or clerical task or who performs a supervisory or instructional service related to the student's education, or who provides services to a student's family such as emergency health care, counseling, or school or job placement.
- g) Personally identifiable information is also provided to pupil service teams in accordance with appropriate building protocol, such as Pupil Service Teams or Student Services Child Study Team may include individuals employed by community support agencies who provide professional services such as social, emotional, mental, physical health needs to the student or student's family. However, these community support agencies shall only have access limited to information relevant to specific services provided and limited to the specific students with whom they are involved.

A school official has a legitimate educational interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the student's family, or to the district; perform an administrative or clerical task required in the employee's job description or in a contract with the district; perform a supervisory or instructional task related to a student's educational program; perform a service or benefit for the student or the student's family, such as, but not limited to, emergency care, counseling or job placement; perform a task prescribed by the district.

Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

1. The district may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standards established by law and the Pupil Accounting office..
2. The district discloses personally identifiable information about students to auditing agencies and organizations to the extent permitted or required by law.
3. Parents and guardians of minor students, and students who are 18 or older, have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name/address of the office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.**

### SECTION 504 POLICY

The School District of the City of Saginaw complies with Section 504 of the Rehabilitation Act which, among other things, prohibits discrimination against covered persons on the basis of disability. This nondiscrimination obligation under Section 504 applies to admission or access to, participation in, services provided to students or employment in, District

programs and activities.

Students may be considered disabled under section 504 even though they do not require services pursuant to the federal Individuals With Disabilities Education Act (IDEA). For purposes of determining a student's eligibility for accommodations or other special treatment under section 504, a "person with a disability" means a student who currently has a physical or mental impairment that substantially limits (prevents or severely restricts) one or more major life activities. If a student is determined to be a person with a disability, the District will review and implement any special accommodations or services that may be appropriate. Students may be referred by a parent, teacher, or other certified school employee.

Students who qualify for services under IDEA are also qualified under Section 504, however services are delivered under IDEA and a separate 504 plan is not developed in those cases.

The Board has designated a Section 504 Coordinator (Compliance Officer) to coordinate the District's efforts to comply with Section 504 and to investigate and attempt to resolve grievances regarding alleged violations of Section 504 and this policy. A copy of Section 504 and its implementing regulations may be obtained from the 504 Coordinator (compliance officer), phone 399-6500.

Any parent or guardian who suspects their student may have a disability that requires accommodation or other special treatment, should contact their building principal or 504 Coordinator for assistance. In addition, complaints about suspected discrimination or harassment based on a student's disability should be brought to the attention of the 504 Coordinator, who will provide information about the District's grievance procedures.

### Section 504 Grievance Procedure

1. A complaint may be filed alleging a specific violation of the expressed terms of the District's 504 policy or 504 procedures or the US Department of Education Section 504 regulations.
2. The grievant is encouraged to discuss specific concerns orally with the Building 504 Coordinator and then the District Section 504 Coordinator before they put their concerns in writing.
3. A written complaint, including the grievant's full name, address and telephone number, must be signed by the grievant and submitted to the District Section 504 Coordinator.
4. The District Section 504 Coordinator will meet with the grievant and conduct an investigation of the facts and circumstances surrounding the complaint. A meeting date with the grievant will be established within 5 school days of the receipt of the written complaint unless there are extenuating reasons.
5. The District Section 504 Coordinator will provide a written response to the grievant including any action to be taken, within 14 school days after the meeting held with the grievant.
6. If the written response of the District Section 504 Coordinator does not satisfy the grievant, then the decision can be appealed in writing to the Superintendent. The Superintendent may conduct additional investigation of the facts and circumstances surrounding the complaint.
7. Upon receipt of the Section 504 complaint appeal, the Superintendent will issue a written decision to the grievant within 14 days.

### NON-DISCRIMINATORY POLICY

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of handicap, disability, race, religion, national origin, sex, age, marital status, height or weight. The District reaffirms its policy to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, Title II of the Americans With Disabilities Act of 1990, and all other applicable Federal and State Laws and regulations prohibiting discrimination.

Inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, which prohibits discrimination on the basis of handicap, should be directed to:

**Mrs. Melinda Carroll**, Director,  
Special Education and Student Support Services  
Saginaw Board of Education  
550 Millard Street, Saginaw, Michigan 48607 • (989) 399-6500

### Americans with Disabilities Act (ADA) of 1990 Grievance Procedure

1. The complaint should be in writing and contain information about the alleged discrimination, such as the name, address, and phone number of the complainant and the location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a taped recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 60 calendar days after the alleged violation to the ADA Coordinator.
2. Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions.
3. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and when appropriate, in a format accessible to the complainant. The response will explain the position of the District and offer options for substantive resolution of the complaint.
4. If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Superintendent of Schools or his/her designee.

Inquiries regarding compliance with Title VI, VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and inquiries related to all other Federal and State laws prohibiting unlawful discrimination should be directed to:

**Dr. Kelley A. Peatross**, Assistant Superintendent,  
Human Resources, Labor Relations, and Support Services  
Saginaw Board of Education  
550 Millard St., Saginaw, MI, 48607 • 989-399-6500

### HOMEWORK POLICY

**Policy:** Homework is a beneficial and necessary tool which aids students in their academic growth. It is used for review and reinforcement of concepts already under study. The frequency of specific assignments depends upon the teacher's judgment of the needs of an individual or group of students. Homework, where appropriate, shall be strongly encouraged by each building level administrator. The School District of the City of Saginaw Board of Education believes that homework is an important and valid part of the educational process and that it must have the following objectives:

1. Will help students develop independent study habits;
2. Will promote growth in responsibility and self-direction in learning;
3. Will reinforce learning that has taken place in school;
4. Will promote a closer working relationship between home and school;
5. Will not be used as punishment.

Homework will not be assigned that would require the use of research or library materials not readily available to all students.

**Requesting School Work:** Homework will be requested for students if they are going to be absent for three or more consecutive days. If teachers cannot send work to be completed at home, they will explain why and provide make-up opportunities for the students when they return. Please plan to give the office at least one day's notice.

**Make-Up Opportunities:** Student absence, including suspension, does not exempt the student from work missed. Upon the direction of the building Principal, teachers shall assist students in making up missed work and credit will be granted for missed work made up.

### COMPUTER NETWORK POLICIES

**Computer Network:** The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the international computer network (Internet) for students, staff and, if requested, members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

**Personal Accounts:** The Board authorizes the Superintendent to provide personal accounts for students, staff, and, if requested, members of the Board, to access the District computer network and the Internet, including electronic mail and file server space for developing and publishing material

on the world wide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. Electronic mail in personal accounts will not generally be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints which allege a violation of the District's rules and policies. Student electronic mail and electronic storage space which does not contain material made public by the student shall be subject to the District's policy and rules on student records.

A fee may be charged by the District to defray the cost of personal accounts. [Note: if use of personal accounts is required for a core curricular class, no fees may be charged of a student for the duration of that class.]

**System Integrity:** The Superintendent shall designate person(s) trained in computer technology ("system administrators") at the building and/or District level to implement the District's rules and regulations and to provide computer support for students, staff and Board members. The Superintendent in concert with the system administrators shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

**Network Use:** The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive. The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material which is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

**Limiting Access:** The administration may make use of technology which attempts to block access by individual users to networked computers, data, or services that provide content which, in the opinion of the administration, is not in keeping with the educational aims of the District pursuant to state statute. The administration is encouraged to pursue such technology for the personal accounts of elementary school children where practical.

Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

**Web Page Policy:** This policy applies to all web pages created by the School District of the City of Saginaw, its faculty and staff, students and district-related organizations.

The District's Website exists for the purpose of providing an information tool and communication resource for current and prospective students and families, staff, alumni, friends of the Saginaw Public Schools, and anyone seeking to learn more about the District.

The District's Website is governed, in part, by the following policy provisions:

- Content must adhere to all school district policies and be consistent with the mission of the district.
- Those authorized to post content on the site are specified in the Web Site Procedures.
- Student photos may not appear on the District Website unless a Photo Release Form has been signed by a parent or guardian stating otherwise, and is on file with the school. The District will only use the student's first name and last initial. In special circumstances when the school requests permission to use first and last names with the photograph, the parent will be contacted directly for written permission.
- The District will not post personal email addresses of students.
- The District will establish external links only with those websites and organizations that relate to the District's mission.
- District resources cannot be used to create web pages designed for personal business or personal gain.
- Contents of the web pages must follow District standards regarding discrimination and may not contain offensive material.
- The District will use an Internet content filter.
- All applicable copyright laws that apply to print and software also apply to electronic publishing.
- The responsibility for managing the technical aspects of the website lies with the Data Services Department. The responsibility for monitoring content of the website lies with the Department of Information Services, with two exceptions: 1) principals are responsible for the content and maintenance of their schools' websites; and 2) the Personnel Department is responsible for the content and maintenance of the "Job Postings" site.

### **ACCEPTABLE USE OF COMPUTER NETWORK RESOURCES**

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community. In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information which is interesting and helpful to other users.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

### **As outlined in Board Policies (5203 and 7360) and Administrative Guidelines and Procedures on Acceptable Use, the following are not permitted:**

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material, which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message "flames" or other attacks.
- Attempt to access material or sites, which are blocked by the District, or attempt to use the network while access privileges are suspended.

**Violations may result in a loss of access as well as other disciplinary or legal action.**

### **STUDENT ACCESS TO COMPUTER NETWORK RESOURCES**

We are pleased to offer students of the Saginaw Public Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return a use agreement form to the school office. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make access to the Internet safe by actively filtering and blocking access to inappropriate sites to ensure that students can further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Saginaw Public Schools support and respect each family's right to decide whether or not to apply for access.

**District Internet and E-Mail Rules:** Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

### **CLOSED CAMPUS**

The school district maintains closed campuses at all schools for all students Kindergarten through grade 12 during the lunch period. Closed campus is defined as remaining on school property, either inside the building or on school grounds, throughout the entire scheduled lunch period.

### **ADMINISTRATION OF MEDICATIONS IN SCHOOL**

When possible, medications should be administered outside of the school day. However, the School District of the City of Saginaw recognizes the need for medication to be administered to students while they attend school. Medication must be administered in compliance with existing state and federal laws in a safe, effective manner. Due to the wide variety and complexity of medications being administered in the school setting, authorized staff will receive training.

### **ATTENDANCE**

The district supports and is in compliance with the Michigan revised school code, Act 451 of 1976, MCL 380.1561, which requires the mandatory attendance on a continuous and consecutive basis. The district has a truancy policy (see page 33) developed in cooperation with all Saginaw County schools under the umbrella of the Saginaw County Intermediate School District. A copy of the district truancy policy outlining attendance requirements and responsibilities may be obtained at any Saginaw school or from the district Campus Security office.

# Section 3: Student Code of Conduct

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute a violation of Board Policy and/or the Student Code of Conduct.

## CODE OF CONDUCT ARTICLE I • Student Discipline

### A. PREAMBLE

In accordance with the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

The Student Code of Conduct does not cover the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities. A decision to expel or suspend a student from participating in extracurricular and athletic events is solely within the discretion of the Superintendent of Schools, or his/her designee.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline which will be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

In accordance with the Board's authority under law, a student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined.

### The prohibited acts and penalties listed in this Student Code of Conduct are applicable when a student:

1. engages in a prohibited act on school property;
2. engages in a prohibited act in a motor vehicle being used for a school business-related purpose;
3. engages in a prohibited act at a school-related activity, function or event;
4. engages in a prohibited act enroute to or from school;
5. engages in a prohibited act involving another student who is enroute to or from school;
6. engages in a prohibited act, off school property, which has an adverse affect, interferes with, or endangers the good order of the school system, or the proper functioning of the educational process or the health and/or safety of students. For example, the sale, delivery or transfer of drugs, narcotic drugs, marijuana or other controlled substances, at any time, would be a violation of the Student Code of Conduct; or
7. engages in a prohibited act when the student was not enrolled in the Saginaw School District or was enrolled in another school district, if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Saginaw School District (see Article IV of this Code of Conduct).

### LEVEL 1 (Minor Behavior Offenses)

Code of Conduct Infractions – Insubordinate Behaviors	Recommended Interventions	Possible Disciplinary Actions
<ul style="list-style-type: none"> <li>• Unexcused absence from school (11)</li> <li>• Insubordination and/or disrespect (3)</li> <li>• Disruption of school by behaving in a manner which disrupts the educational process (e.g. making excessive noise in a classroom, library or hallway) (9)</li> <li>• Failure to cooperate (1)</li> <li>• Appearance – violation of the dress code by wearing inappropriate attire (12)</li> <li>• Engaging in or causing minor disruptive behavior on a school bus (11)</li> <li>• Leaving class or school premises without authorization (11)</li> <li>• False allegations against another (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Intervention by staff</li> <li>• Conflict resolution</li> <li>• Development of behavioral contract</li> <li>• Referral to IT (Intervention Team)</li> <li>• Mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>• Student/teacher conference</li> <li>• Parent conference</li> <li>• Administrative intervention</li> <li>• In school disciplinary action (e.g. exclusion from extracurricular activities)</li> <li>• Lunch detention</li> <li>• In school suspension/detention</li> <li>• Loss of bus privileges</li> </ul>

### LEVEL 2 (Medium Behavior Offenses)

Code of Conduct Infractions – Disorderly and Disruptive Behaviors	Recommended Interventions	Possible Disciplinary Actions
<ul style="list-style-type: none"> <li>• Physical assault/fight (1st offense) (26) (31)</li> <li>• Using profane, obscene, vulgar, lewd or abusive language or gestures (8)</li> <li>• Engaging in an act of coercion or threatening violence or injury or harm to another or others (23)</li> <li>• Engaging in scholastic dishonesty which includes but is not limited to: cheating, copying another’s paper, possession, transporting, selling, soliciting a test, allowing another to act as a substitute during a test, bribing or threatening another to obtain or take a test or securing answers to a test or plagiarizing (5)</li> <li>• Use of electronic communication device during school hours (17)</li> <li>• Trespassing (15)</li> <li>• Improper communications by engaging in verbally rude or disrespectful behavior (7)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Intervention by staff</li> <li>• Conflict resolution</li> <li>• Development of behavioral contract</li> <li>• Referral to IT (Intervention Team)</li> <li>• Mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>• Student/teacher conference</li> <li>• Parent conference</li> <li>• Administrative intervention</li> <li>• Electronic communication devices are confiscated after the first offense warning and returned to a parent</li> <li>• In school disciplinary actions (e.g. exclusion from extracurricular activities)</li> <li>• Lunch detention</li> <li>• In school suspension/detention</li> <li>• Out of School suspension for 1-5 days</li> <li>• Repeated violations of <i>Level 1</i> infractions may result in <i>Level 2</i> disciplinary actions</li> </ul>

### LEVEL 3 (Major Behavior Offenses)

Code of Conduct Infractions –Disruptive and/or Dangerous Behaviors	Recommended Interventions	Possible Disciplinary Actions
<ul style="list-style-type: none"> <li>• Physical assault/fight (2nd offense) (26) (31)</li> <li>• Creating or causing substantial risk of serious injury by engaging in reckless behavior resulting in physical injury (26) (31)</li> <li>• Making sexually aggressive comments or engaging in nonverbal or non-physical conduct of a sexual nature (7) (8) (10)</li> <li>• Participating/engaging in gang related activities</li> <li>• Gambling (11) (26)</li> <li>• Possession of alcohol or chemical inhalants (27)</li> <li>• Falsification of records (4)</li> <li>• Smoking and/or possession of tobacco products (14)</li> <li>• Suspended student on school property or attending school activities (16)</li> <li>• Engaging in intimidating and bullying behavior, including cyber-bullying – threatening, stalking, taunting, using epithets or slurs involving actual or perceived harassment that includes but is not limited to race, ethnicity, religion, weight, gender, sexual orientation or disability (20)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Intervention by staff</li> <li>• Conflict resolution</li> <li>• Development of behavioral contract</li> <li>• Referral to IT (Intervention Team)</li> <li>• Mentoring program</li> <li>• Referral to appropriate substance abuse counseling services</li> <li>• Referral to counseling services for relationship abuse or sexual violence</li> <li>• Referral to counseling services for bias-based bullying, intimidation, or harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Student/teacher conference</li> <li>• Parent conference</li> <li>• Administrative intervention</li> <li>• In school disciplinary actions (e.g. exclusion from extracurricular activities)</li> <li>• Out of School suspension for 6-10 days</li> <li>• Repeated violations of <i>Level 1 and 2</i> infractions may result in <i>Level 3</i> disciplinary actions</li> </ul>

### LEVEL 4 (Severe Behavior Offenses)

Code of Conduct Infractions – Seriously Disruptive, Dangerous or Violent Behaviors	Recommended Interventions	Possible Disciplinary Actions
<ul style="list-style-type: none"> <li>• Physical assault/fight (3rd offense) (26) (31)</li> <li>• Physical assault resulting in serious injury/death (26) (31)</li> <li>• Threats against staff (31)</li> <li>• Engaging in inappropriate or unwanted physical contact / touching another’s private body part or engaging in physical sexual conduct on school premises or at school sponsored functions (8) (10) (11) (26)</li> <li>• Theft /Possession of stolen property (22) (26)</li> <li>• Illegal use/possession or sale/distribution of controlled substances, counterfeit substances, prescription medications and/or alcohol (26) (30)</li> <li>• Falsely activating a fire alarm (9) (21) (26)</li> <li>• Arson (24) (26)</li> <li>• Making a bomb threat (26)</li> <li>• Coercion, extortion or blackmail (23) (26)</li> <li>• Possession of personal protection devices (29)</li> <li>• Possession/use of a weapon or look-a-like weapon any object as a weapon to commit a crime, threaten, or inflict injury on another (26) (28) (32)</li> <li>• Use or threat of force to inflict serious injury on another (20) (31)</li> <li>• Tampering with or altering a food item with intent to harm (26)</li> <li>• Engaging in vandalism, graffiti or intentional damage to school or personal property (22)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Intervention by staff</li> <li>• Conflict resolution</li> <li>• Development of behavioral contract</li> <li>• Referral to IT (Intervention Team)</li> <li>• Mentoring program</li> <li>• Referral to appropriate substance abuse counseling services</li> <li>• Referral to counseling services for relationship abuse or sexual violence</li> <li>• Referral to counseling services for bias-based bullying, intimidation, or harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Administrative intervention</li> <li>• Board level hearing resulting in return to school, alternative placement, suspension up to 180 days or recommendation for expulsion</li> <li>• Police intervention resulting in criminal prosecution</li> <li>• Repeated violations of <i>Level 1, 2 and 3</i> infractions may result in <i>Level 4</i> disciplinary actions</li> </ul>

**Note:**

- A student’s intent, grade level and the seriousness of the violation will be considered when disciplinary recommendations and/or actions are considered.
- Students with disabilities will be afforded due process prior to disciplinary recommendations.
- It is possible that a student could commit a single act and potentially be responsible for multiple violations of the Student Code of Conduct and/or laws.
- (Parenthesis) = Code of Conduct Prohibited Acts Violation Number

## **B. DEFINITIONS OF DISCIPLINE**

- 1. Administrative Intervention** - Disciplinary action which does not result in a student being suspended from school. For example, administrative intervention includes such disciplinary measures as: the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending non-classroom school functions, activities, events, parent conferences, etc.
- 2. Suspension** - exclusion of a student from school for a specific period of time or exclusion of a student from school which terminates upon the fulfillment of a specific set of conditions.
- 3. Suspension Pending an Investigation** - exclusion of a student from school and school activities for not more than ten (10) school days for the purpose of investigating alleged violations of the Student Code of Conduct.
- 4. Long-Term Suspension** - exclusion of a student from school and school related activities for more than ten (10) school days and up to one hundred eighty (180) school days.
- 5. Expulsion** - the permanent exclusion of the student from the school system upon the recommendation of the Superintendent of Schools and by action of the Board of Education.

## **C. PROHIBITED ACTS**

### **1. FAILURE TO COOPERATE**

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to participate or otherwise cooperate with School District personnel in any disciplinary proceeding.

**Penalty** - administrative intervention to expulsion.

### **2. FALSE ALLEGATIONS**

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, volunteers, or chaperones.

**Penalty** - administrative intervention to expulsion.

### **3. INSUBORDINATION/DISRESPECT**

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), Board of Education members, volunteers or persons acting in a chaperone or supervisory capacity.

**Penalty** - administrative intervention to expulsion.

### **4. FALSIFICATION OF RECORDS**

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms, records, or technology. A student shall not provide false, misleading or inaccurate statements or information on school district forms, records, or technology.

**Penalty** - administrative intervention to expulsion.

### **5. SCHOLASTIC DISHONESTY**

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

**Penalty** - administrative intervention to expulsion.

## **6. COPYRIGHTED MATERIAL**

A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material.

**Penalty** - administrative intervention to expulsion.

## **7. IMPROPER COMMUNICATIONS**

A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, through improper language, in writing, or by gestures, to School District employees (including substitute and student teachers), Board of Education members, chaperones, volunteers, visitors to the school building, or other students.

**Penalty** - administrative intervention to expulsion.

## **8. INDECENCY**

A student shall not engage in inappropriate behavior of a sexual nature; which includes, but is not limited to, obscenity, indecent exposure, improper speech, written language, pictures, possession of explicit material, sexting, drawings, or gestures, which are offensive to the general standards of decency.

**Penalty** - administrative intervention to expulsion.

## **9. DISRUPTION OF SCHOOL**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption, disturbance, or obstruction of any School District function, activity or event, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be inclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which causes disruption, is likely to result in disruption, or interferes with the education process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a school building staff member;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, event, meeting or assembly;
- Instigating or participating in a disturbance, or causing a disturbance which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored event.

**Penalty** - administrative intervention to expulsion.

## **10. DISCRIMINATORY HARASSMENT**

A student shall not engage in sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, handicap or disability. (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.) Any student who believes that he or she has suffered discriminatory harassment shall report it to his/her building principal, counselor, or security.

**Penalty** - administrative intervention to expulsion.

## **11. VIOLATION OF BUILDING RULES AND REGULATIONS**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

**Penalty** - administrative intervention to expulsion.

## 12. APPEARANCE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. **Student Appearance Guidelines** are on page 27 of this handbook.

**Penalty** - administrative intervention to expulsion.

## 13. GANG INSIGNIA/ACTIVITY

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, (gestures, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity (b) requesting any person to pay protection or otherwise intimidating or threatening any person (c) committing any other illegal act or violation of School District rules or policies, or (d) inciting other students to act with physical violence on any person.

The term "gang", means a group of two or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

**Penalty** - administrative intervention to expulsion.

## 14. SMOKING/TOBACCO

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.

**Penalty** - administrative intervention to expulsion.

## 15. TRESPASS

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

**Penalty** - administrative intervention to expulsion.

## 16. SUSPENDED STUDENT ON SCHOOL PROPERTY OR ATTENDING SCHOOL ACTIVITIES

A student, while on suspension, shall not enter onto School District property without the permission of a building administrator.

A student, while on suspension, shall not participate in, or attend any school related activity, function or event, held on or off school property, without permission of a building administrator.

**Penalty** - administrative intervention to expulsion.

## 17. ELECTRONIC COMMUNICATION DEVICE

(Pagers/Cell phones/Smart Phones/iPods/MP3 Players etc.)

Students may not use electronic communication devices on school property during the school day, unless authorized by a building administrator. Otherwise, electronic communication devices must be turned off and out of sight between the hours of **7:00 a.m. and 3:00 p.m.** An electronic communication device shall be defined as, but not limited to cellular phones, smart phones, iPods, iPads, eReaders, MP3 players or other electronic devices used for but not limited to transmitting, receiving or recording voice, image, video or text communication. It is the student's responsibility to secure electronic communication devices and all other personal property.

The discipline for this code violation is as follows:

**1st violation**– Student will serve a detention and the device will be confiscated and returned only to a parent or guardian.

**2nd violation** – Student will have an In-School Suspension (ISS) for one (1) day and the device will be confiscated and returned only to a parent or guardian.

**3rd violation** - Student will be suspended in school for two (2) days and the device will be confiscated and returned only to a parent or guardian.

**4th violation** – Student will be suspended in school three (3) days and the device will be confiscated and returned only to a parent or guardian. A parent meeting may be conducted to discuss further electronic communication device use and consequences.

**5th and greater violation** - At the administrator's discretion the discipline can be placed at 1-3 days Out-of-School Suspension (OSS).

## 18. FAILURE TO WEAR STUDENT PHOTO IDENTIFICATION CARD

A student shall not refuse to wear a school issued photo identification card throughout the school day and as required for certain school sponsored events. The identification card will contain the student's name, picture, and name of school. In addition, the card will be used for the assignment of bus transportation, lunch, library media usage, and others as deemed necessary.

**Penalty** - administrative intervention to expulsion.

## 19. LASER POINTERS

A student shall not possess, handle or transmit a laser pointer.

**Penalty** - administrative intervention to expulsion.

## 20. BULLYING/HAZING/HARASSMENT/INTIMIDATION/STALKING

A student shall not engage in bullying, hazing, harassment, intimidation, or stalking by any gesture, written, verbal or physical act that has the effect of harming a student, placing a student in reasonable fear of harm to a student's person or damage to a student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the education of any student. Such conduct may include, but may not be limited to taunts, name calling and put downs, ethnically or gender based put downs, threats, or for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, class, organization, club or athletic team sponsored or supported by the district.

**Penalty** - administrative intervention to expulsion.

## 21. FALSE ALARMS

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report.

**Penalty** - suspension to expulsion.

## 22. DAMAGE OF PROPERTY OR THEFT/POSSESSION

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

**Penalty** - suspension to expulsion.

## 23. COERCION, EXTORTION OR BLACKMAIL

A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not secure, or attempt to secure, money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

**Penalty** - suspension to expulsion.

## 24. ARSON

A student shall not burn, or attempt to burn, any school building, structure or property, or intentionally set, or attempt to set, a fire on school property, or cause or attempt to cause an explosion.

**Penalty** - suspension to expulsion.



## 25. FIREWORKS, EXPLOSIVES, HAZARDOUS CHEMICALS / AGENTS

A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

**Penalty** - suspension to expulsion.

## 26. CRIMINAL ACTS

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

**Penalty** - suspension to expulsion.

## 27. ALCOHOL/CHEMICAL INHALANTS

A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverages or intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required.).

**Penalty** - suspension to expulsion.

## 28. LOOK-A-LIKE WEAPONS

A student shall not possess, handle or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

**Penalty** - suspension to expulsion.

## 29. PERSONAL PROTECTION DEVICES

A student shall not possess, handle or transmit a personal protection device (e.g., pepper spray, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury causing physical discomfort or incapacitating another person.

**Penalty** - suspension to expulsion.

## 30. DRUGS, NARCOTIC DRUGS AND COUNTERFEIT SUBSTANCES

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drugs, narcotic drugs, marijuana, hallucinogens, stimulants, depressants or other controlled substances, or counterfeit substances, or a controlled substance analogue intended for human consumption, by federal or state laws or local ordinances. The definition of a drug, narcotic drug, controlled substance or counterfeit substance or a controlled substance analogue shall be defined under the existing state law.

A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, NoDoz pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NoDoz as "Speed" or "Crack") or sell, manufacture, possess, use, deliver or transfer "designer" drugs.

**Penalty** - suspension to expulsion.

## 31. FIGHTING (ASSAULT AND/OR BATTERY)

Two or more parties striking each other for the purpose of causing physical harm. A student shall not physically assault, or cause, or behave in such a way as to cause, or threaten to cause, physical injury to a school employee (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting). A student who is assaulted and retaliates may also be disciplined for fighting.

**Penalty** - suspension to expulsion.

## 32. WEAPONS AND DANGEROUS INSTRUMENTS

As provided in the Gun-Free Schools Act and P.A. 328, 1994, a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson in a school building or on school grounds, or raped someone in a school building or on school grounds.

A dangerous weapon means:

- any firearm (including a starter gun and BB gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or the frame or receiver of any such firearm;
- any firearm muffler or firearm silencer;
- any explosives, incendiary or poisonous gas device (i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of these devices).
- a dangerous weapon shall also mean a dagger, dirk, stiletto, razor, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

A weapon free school zone means school property (building, playing field, property used for school purposes, including functions and events sponsored by a school) and a vehicle used by a school to transport students to or from school property.

A building administrator shall report any student violating this policy to the local police and shall notify the student's parent(s) or legal guardian.

**Penalty** - expulsion.

## D. MICHIGAN PUBLIC ACTS

- Michigan Public Act 102** - Requires school districts to expel a student in grade six or above for up to 180 days for student-on-student assault.
- Michigan Public Act 103** - A teacher may suspend any age student from his/her class, subject, or activity for up to one day if the teacher "has good reason to believe" the pupil's conduct would merit suspension under the provisions outlined in this manual. The teacher is required to request a meeting with the parent or guardian as soon as possible to discuss the suspension.
- Michigan Public Act 104** - Requires the permanent expulsion of students in grades six and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades six or above for threats, bomb threats or similar threats.

## ARTICLE II • Due Process Procedures

### A. Introduction To The Rules Of Due Process

The following due process procedures only govern the suspension or the expulsion of a student from the School District's regular educational program. Discipline in the form of administrative intervention is solely within the discretion of the building principal or his/her designee and is not subject to the procedures of due process as provided in this Student Code of Conduct.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the building administrator, hearing officer, Superintendent of Schools, or the Board of Education, then such action of reinstatement shall not limit or prejudice the School District's right to suspend or expel the student following a decision by the building administrator, hearing officer, Superintendent of Schools or Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

## B. Suspension Of Ten School Days Or Less

As a general rule, prior to any suspension of the student, the building administrator shall investigate the alleged violation of the Student Code of Conduct and provide the student with the following due process:

- a. The administrator shall inform the student of the charges against him/her, and if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
- b. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, but the next school day, the student shall be provided with his/her due process rights as set forth in subparagraphs a. and b. above.

If after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The building administrator, or his/her designee, shall directly inform (in person or by phone) the student's parent or guardian of the suspension, giving the parent or guardian a clear explanation of the reasons and conditions of the suspension. A district "Student Suspension Notice" is to be completed, with copies going to the parent and the student's file.

## C. Suspension Pending an Investigation

If a student's presence in school or at school functions possess a threat or unsafe situation to himself or herself, other students, employees of the school district, volunteers, chaperones, or school district property due to a violation of the Student Code of Conduct, the building administrator may impose a suspension pending an investigation of the charges.

The student will be provided the following due process:

- a. The student shall be notified of the charges.
- b. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.
- c. If warranted, the administrator shall impose a suspension not to exceed ten (10) school days to investigate the charges.

If the investigation reveals the student should not be suspended, he/she will be returned to regular attendance without penalty. If the investigation reveals there has been a violation of the Student Code of Conduct, the building administrator will impose the appropriate disciplinary penalty.

The building administrator, or his/her designee, shall directly inform (in person or by phone) the student's parent or guardian of the suspension, giving the parent or guardian a clear explanation of the reasons and conditions of the suspension. A district "Student Suspension Notice" is to be completed, with copies going to the parent and the student's file.

## D. Suspension For Eleven Or More School Days And Expulsion

1. **Step One.** If, after his/her investigation, the building administrator decides that a suspension for eleven or more school days or expulsion is warranted, and the Superintendent of Schools or his/her designee agrees with the administrator's decision, the student and the parent(s) or guardian shall be notified of:
  - a. the charges against the student;
  - b. the recommended disciplinary action;
  - c. the fact that a hearing will be held before an impartial school employee (i.e., hearing officer);
  - d. the time, place, location and procedures to be followed at the hearing;
  - e. the right to appeal any adverse decision of the hearing officer if the hearing officer recommends a suspension for more than 180 school days or recommends expulsion.

If the building administrator decides that the student's presence in school would present a danger to the student, or to other students, school personnel or the educational process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student may be returned to school pending the decision of the hearing officer.

If the student is suspended pending a decision of the hearing officer, the Superintendent or designee shall appoint the hearing officer and schedule the hearing to commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing officer, the Superintendent or designee shall appoint the hearing officer and schedule the hearing to commence within fifteen (15) school days following the completion of the building principal's investigation of the charges. The time lines for commencement of the hearing may be extended upon the request of the administrator, student, parent(s) or guardian for cause approved by the hearing officer.

2. **Step Two.** The hearing before a hearing officer with the parent(s) or legal guardian and student will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure unless:

The student and/or his/her parent(s) or guardian notify the school district that they waive their right to a hearing before a hearing officer. In such cases, the principal's recommended disciplinary penalty shall be imposed. Provided, however, if the recommended penalty is expulsion, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials;

The hearing officer may amend the principal's charges upon motion of the administrator, student, parent(s) or guardian, or amend the charges upon his/her own motion, to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

3. **Step Three.** The hearing officer's decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing and a written decision shall be mailed not later than four (4) business days after the close of the hearing. These time lines, however, may be enlarged by the hearing officer due to extenuating circumstances.

If the hearing officer's decision imposes a suspension of one hundred eighty (180) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. If the hearing officer's decision imposes a suspension in excess of one hundred eighty (180) school days or recommends expulsion, the student and/or his/her parent(s) or guardian may appeal the hearing officer's decision to the Board of Education.

4. **Step Four.** If an appeal of the hearing officer's decision is going to be made to the Board of Education, the student and/or his/her parent(s) or guardian must file an appeal in writing with the Superintendent of Schools within five (5) school days following receipt of the hearing officer's written decision.

If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Superintendent, or his/her designee, shall notify the student and parent(s) or guardian of the time, place, location and procedures to be followed at a Board of Education meeting. The Superintendent, or his/her designee, shall determine, based upon the record and decision of the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

Upon a timely appeal, the Board of Education shall consider the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the administration and the student, parent(s) or guardian to present oral argument in support of, or in opposition to, the hearing officer's decision.

The Board, no later than at its next regular public meeting following the meeting with the student, parent(s) or guardian, shall make a decision and shall, not later than seven (7) business days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

### ARTICLE III • Miscellaneous Provisions

#### A. Voluntary Agreement of Discipline

At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian.

#### B. Suspended/Expelled Students On School Property Or Attending School Activities

A suspended or expelled student who enters onto school property without the permission of a building administrator shall be deemed to be trespassing.

#### C. Disabled/Handicap Students

Although disabled students are covered by the provisions of this Student Code of Conduct, the time limitations set forth in the due process procedures may be temporarily suspended or enlarged by the School District to assure compliance with federal and state laws governing the discipline of disabled students.

### ARTICLE IV • Misconduct Prior To Enrollment

#### A. Suspension/Expulsion

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student may be suspended or expelled on the basis of:

- a prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the School District of the City of Saginaw;
- a prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another school district if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the School District of the City of Saginaw.

#### B. Due Process Procedures

1. **Step One.** The building administrator, with the consent of the Superintendent of Schools, or his/her designee, shall make the initial judgment if a student's prior misconduct is of sufficient gravity that the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten disruption to the educational process.

If the initial judgment is that the student's presence in school represents such a threat, the student shall be temporarily suspended from school and the student and the parent(s) or guardian shall be notified of:

- a. the prior act of misconduct relied upon by the building administrator which forms the basis for his/her decision to deny attendance;
- b. the building administrator's recommendation regarding the suspension or expulsion of the student;
- c. the fact that a hearing will be held with the parent(s) or legal guardian and student before an impartial school employee (i.e., hearing officer);
- d. time, place, location and procedures to be followed at the hearing;
- e. the right to appeal any adverse decision of the hearing officer if a suspension is for more than one hundred eighty (180) school days or if the hearing officer recommends expulsion.

The student and/or his/her parent(s) or guardian may waive their right to a hearing before the hearing officer. In such cases, the principal's recommended disciplinary penalty of suspension or expulsion, as the case may be, shall be imposed.

2. **Step Two.** If the due process hearing is not waived, the hearing officer shall convene a hearing for the purpose of determining if the student's prior act of misconduct is an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the School District of the City of Saginaw. If the prior act would be of sufficient basis, and the student's presence in school would represent a threat to the health and safety of other students

and/or school personnel or threaten a disruption to the educational process, then the hearing officer shall decide the appropriate disciplinary penalty.

The hearing officer may amend the principal's charges upon motion of the building administrator or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that recommended by the building administrator.

The hearing officer's decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing, if possible, and a written decision shall be mailed not later than four (4) business days after the close of the hearing.

If the hearing officer's decision imposes a suspension of one hundred eighty (180) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes a suspension in excess of one hundred eighty (180) school days or recommends expulsion, the student and/or his/her parent(s) or guardian may appeal the hearing officer's decision to the Board of Education.

3. **Step Three.** If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parent(s) or guardian must file an appeal in writing with the Superintendent of Schools within five (5) calendar days following receipt of the hearing officer's written decision.

If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Superintendent shall notify the student and parent(s) or guardian of the time, place, location and procedures to be followed at a Board hearing. The Superintendent shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

Upon a timely appeal, the Board of Education shall review the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the student, parent(s) or guardian to present oral argument why they disagree with the hearing officer's decision.

The Board, no later than at its next regular public meeting following the meeting with the student, parent(s) or guardian, shall make a decision and shall, not later than ten (10) business days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

#### C. Voluntary Agreement of Discipline

At any time during the due process proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian, setting forth the parties' agreement and settlement of the matters. In such cases, the written agreement shall be final and binding and may not be later changed by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian.

#### D. Administrative Procedures

The administration shall implement procedures to ensure, to the extent practical, that students, upon enrollment, have not committed an act of gross misdemeanor, or other misconduct, prior to attending the Saginaw School District, which gross misdemeanor or misconduct would represent a threat to the health and safety of students and/or employees or threaten disruption to the educational process.

#### E. Disclosure Of Information At Time Of Enrollment

At time of enrollment, a student, parent(s) or guardian shall not give false or incomplete information, or fail to disclose information, relative to a student's prior act of gross misdemeanor, or other misconduct. A violation will result in disciplinary proceedings being initiated against the student.

## ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES

### FORWARD

Athletic competition plays an important role in the education of the young people who attend Saginaw Public Schools. Our students learn valuable lessons through sports, teamwork, goal setting, fair play, respect for others, and sportsmanship.

We can all be proud of our athletic programs. Our players and coaches know what is acceptable behavior on their part. It is important that all parents and fans join with us in stressing good sportsmanship at all levels, from elementary school to high school.

### GRADES 7-12 INTERSCHOLASTIC CODE OF CONDUCT

The interscholastic athletic program of the Saginaw Public Schools is a vital part of the total education program. Research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. The purpose of interscholastic athletics is to make a positive contribution to the development of the participants, spectators, school, and community.

As an integral part of the educational process, the athletic program should always conform and support the objectives and standards of the school. The total educational curriculum must take precedence to the athletic program. Athletes should strive for educational excellence, playing excellence, as well as staying within the boundaries of good sportsmanship. Each high school age child participating in sports is required to have a physical examination and health insurance. For information on obtaining health insurance, please contact the school secretary

#### • To The Parents:

It should be remembered that participating in athletics is a privilege, not a right. The major focus is teaching skills, attitudes, knowledge and sportsmanship. The lesson students learn, by being part of a team, teaches them responsibility, cooperation, dedication and determination, which are all valuable lifetime skills.

#### • To The Athlete:

The privilege you have earned to be a part of an interscholastic athletic team at one of our schools is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experiences as you do from academic endeavors.

#### • To the Fans:

You are an important part of any athletic event. The schools, coaches and the students who are members of the various athletic teams of the Saginaw Public Schools appreciate the support shown by the fans.

### ATHLETIC DEPARTMENT OBJECTIVES

- To provide a positive image during school activities.
- To provide students with opportunities for physical, mental, and emotional development.
- To experience team play along with loyalty, cooperation, and fair play.
- To create a desire to exceed and excel.
- To practice self-discipline and emotional maturity while learning to make decisions under pressure.
- To develop an understanding of the value of extracurricular activities in a balanced educational experience.
- To demonstrate good sportsmanship at all times.
- To develop leadership qualities and skills.

### GUIDELINES FOR PARENT PARTICIPATION

1. Assist the school in insuring that your child has a positive sports experience.
2. Have your child at practices and games on time.
3. Practice with your child at home.
4. Come to the games as often as you can.
5. Cheer positively.
6. Compliment your child.
7. Get to know your child's coaches.
8. Remember that this is your child's game.

### 10 WAYS TO BE A GOOD SPORT

1. Remember that school sports are about young people learning and having fun.
2. Support your team: do not ridicule or intimidate the opposing team.
3. Refrain from using profane or abusive language.
4. Recognize and appreciate outstanding plays by either team.
5. Allow coaches to coach and referees to referee.
6. Be a positive role model for all children, and for other fans.
7. Refrain from using any illegal drugs or alcohol.
8. Don't live your life through the athletic activities of young people.
9. Respect all student athletes as if they were your own children.
10. Remember the game belongs to the student athletes.

### MHSAA INFORMATION

The Saginaw Public Schools are a voluntary member of the Michigan High School Athletic Association. The MHSAA rules can be found in the MHSAA Handbook, which can be located in the school administrative office. The MHSAA rules listed below are only a summary of some of the regulations affecting student eligibility. Visit the MHSAA website at [mhsaa.com](http://mhsaa.com) for more details.

### MHSAA ELIGIBILITY RULES

1. **Age:** A student becomes ineligible if they are 19 before September 1 of the current school year. If an eighth grade student becomes 15 before September 1 of the current school year, they are ineligible for middle school athletics.
2. **Physical Examination:** Athletes must have on file in the treasurer's office a physician's statement for the current school year (after May 5th) certifying he/she is physically able to compete in athletic contests and practices.
3. **Enrollment:** Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he/she competes.
4. **Semesters Of Enrollment:** Students cannot be eligible in high school athletics for more than eight semesters and the seventh and eighth semesters must be consecutive.

### ATHLETIC CODE OF CONDUCT

1. The Saginaw Public School athlete must respect the purpose of the school by being a good citizen and a good student.
2. Coaches retain the privilege of insisting on proper grooming and dress of each squad member.
3. Any athlete involved in any activity that would reflect unfavorably on the school shall be subject to disciplinary action. This could mean expulsion from athletics.
4. Gambling, profanity, hazing, and obscene language will be unacceptable at all times.
5. Athletes are expected to conduct themselves in an appropriate manner at all school activities.
6. Athletes must adhere to the training rules.

## ACADEMIC REQUIREMENTS FOR PARTICIPATION

The rules and regulations for athletic participation are driven by the new State Graduation Requirements and the more rigorous academic standards that are required of all students.

The School District of the City of Saginaw's guidelines for athletic participation include three components:

- Grade Point Average
- Academic Support
- Implementation Timelines

The guidelines apply to both middle school and high school students who participate in interscholastic athletics.

**Implementation Date:** Effective Immediately  
Full Implementation September 2011-2012 school year

### Academic Support

- Structured Tutorials in Reading and Mathematics
- Student Success Centers
- Weekly Progress Reports -- Grades, Attendance, Behavior

Highly Qualified Teachers will teach all tutorials.

Disciplinary action can be taken if a student is not meeting his or her weekly progress report standards in any of the three areas.

### Administration of Rules and Guidelines

The athletic directors at the district's middle schools and high schools are responsible for administering the rules and guidelines.

### STUDY TABLE POLICY

All student athletes in grades 6-12 are eligible to participate if they meet the following requirement set by the Saginaw Board of Education and the MHSAA:

All student athletes must attend a mandatory study table Monday-Thursday (30 minutes for grades 6-8 ) and (60 minutes for grades 9-12) during their season, unless a time change is authorized by the District Athletic Director.

All eligible student athletes must meet the following requirements set by the Saginaw Board of Education and the Michigan High School Athletic Association:

- 2.0 cumulative grade point average
- 2.0 Weekly Progress Report Average
- MHSAA requirement of passing 4 of 6 classes

All eligible student athletes failing to meet 2.0 GPA and study table requirements will result in the following consequences:

- 1<sup>st</sup> Offense - 1-week suspension from activity
- 2<sup>nd</sup> Offense - 2-week suspension from activity
- 3<sup>rd</sup> Offense - Removal from activity for that season

All student athletes not meeting the 2.0 cumulative GPA are deemed ineligible and will serve a 2-week suspension. Student athlete will be reinstated if the following requirements are performed:

- Attended all mandatory study tables on time
- Establish a 2.0 or above GPA for the remainder of the activity

Failure to meet these requirements will result in dismissal from activity  
Team study table will not be required on the following days:

- Early Dismissal
- Friday
- Game Day

On game days and early dismissal, student athletes must leave the building if not supervised by a coach. Each school must reserve a designated study area, cafeteria or media center for student athletes to report. Student athletes are allowed to go to the restroom but should return in a timely manner.

### ATHLETIC TRAINING RULES

Philosophy: As representatives of the Saginaw Public Schools, athletes are expected to conduct themselves in an exemplary manner at all times. Schools and communities are judged by the actions and behavior of their students, and in particular, their athletes. It is a privilege to compete in athletics, and our athletes must subscribe to certain rules and regulations. These rules and regulations have been instituted for the benefit of the

athlete. Athletes are required to follow all MHSAA, Saginaw Valley Conference and Saginaw Public Schools rules and regulations. Not following these rules could result in suspension or dismissal from a team.

We, therefore, insist that you, as an athlete, follow these training rules that have been adopted by the Saginaw Board of Education, which specifically prohibits:

1. Possession or use of intoxicating beverages, and/or being under the influence thereof.
2. The use of tobacco or tobacco products in any form.
3. The use or possession of narcotics and/or drugs unless medically prescribed.
4. Socially unacceptable behavior that detracts from the athletic program and tends to bring discredit upon the team, the school, or the individual. This would include suspension from school, criminal convictions and/or violation of the policies and procedures of the School District of the City of Saginaw.

### Penalties for violation of rules 1, 2, 3:

First Violation- The athlete will be suspended from the next interscholastic contest.

Second Violation- The penalty will be double the penalty for the first violation. However, the athlete is subject to a more severe penalty at the discretion of the Coach, Athletic Director or Administration.

Subsequent Violations- Immediate suspension from all athletics. The length of the suspension will be determined by the Administration, Athletic Director, and the Coach or Coaches involved. The penalty will be a more severe penalty than that stated for the previous violation. The athlete will be informed of his/her penalty at a meeting with Administration, the Athletic Director, and Coach involved.

### Penalties for violation of rule 4:

The length of suspension and/or any further disciplinary action for violation of rule four will be determined by the Administration, the Athletic Director, and the Coach(s) involved. The minimum penalty shall be identical to the penalty for a violation of rules 1, 2, and 3.

For the first and second violations, the suspended athlete must attend all practices and contests for which he/she is suspended and must be seated on the team bench, but not in uniform. Penalties may carry over into MHSAA tournaments. In the case of not being able to meet the penalty requirement for a violation, the rest of the requirement will be fulfilled in the next sport in which he/she competes. This includes carrying the penalty over to the next school year.

**Criminal Acts:** Athletes charged with a criminal act that was allegedly committed off school premises will be considered in violation of athletic training rules when the athlete/participant is convicted in a court of law of said crime. This can include misdemeanors and/or felony offenses. Police reports will be reviewed with the police liaison officer in such cases and the school district will impose appropriate penalties.

**Attendance:** Students are required to be in attendance for the full day of school in order to participate in practices or games. Any exception must have Athletic Director or Administrative approval.

**Suspensions:** Students who are suspended from school are not allowed to compete in practices or contests until they return to school.

———— **HIGH SCHOOL SPORTS OFFERINGS** ————

**BOYS FALL SPORTS**

Cross Country	Varsity
Football	Varsity, J.V. & Freshmen
Tennis	Varsity
Soccer	Varsity & J.V.

**GIRLS FALL SPORTS**

Golf	Varsity & J.V.
Cheerleading	Varsity J.V. & Freshmen
Cross Country	Varsity
Pom Pon	Varsity
Swimming	Varsity
Volleyball	Varsity, J.V. & Freshmen

**BOYS WINTER SPORTS**

Basketball	Varsity, J.V. & Freshmen
Swimming	Varsity
Wrestling	Varsity & J.V.

**GIRLS WINTER SPORTS**

Cheerleading	Varsity, J.V. & Freshmen
Pom Pon	Varsity
Basketball	Varsity & J.V.

**BOYS SPRING SPORTS**

Baseball	Varsity, J.V. & Freshmen
Golf	Varsity & J.V.
Track	Varsity

**GIRLS SPRING SPORTS**

Tennis	Varsity
Soccer	Varsity & J.V.
Softball	Varsity & J.V.
Track	Varsity

———— **MIDDLE SCHOOL SPORTS OFFERINGS** ————

**BOYS FALL SPORTS**

Football

**GIRLS FALL SPORTS**

Volleyball  
Cheerleading  
Pom Pon  
Swimming

**BOYS WINTER SPORTS**

Basketball  
Swimming

**GIRLS WINTER SPORTS**

Cheerleading  
Pom Pon  
Basketball

**BOYS SPRING SPORTS**

Baseball  
Track

**GIRLS SPRING SPORTS**

Softball  
Track

**SAGINAW VALLEY CONFERENCE**

The Saginaw Public Schools is a member of the Saginaw Valley Conference. It is believed that this is the oldest still active conference in Michigan. It is a highly competitive and respected high school conference.

**COMMUNITY EDUCATION/ELEMENTARY & MIDDLE SCHOOL  
YOUTH SPORTS BASIC RULES**

The purpose of the elementary and middle school programs is to provide the students who attend Saginaw Public Schools with a healthy outlet for their energy and an opportunity to experience the social interaction and physical and mental challenge of sports competition.

The objectives of the program include helping students:

1. Learn the fundamental rules and regulations of the various sports offered.
2. Learn good sportsmanship.
3. Acquire some of the skills necessary to play.
4. Experience new social contacts and develop new friendships.

**YOUTH SPORTS PARENT'S CODE OF CONDUCT**

- ◆ I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Conduct:
- ◆ I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- ◆ I will place the emotional and physical well being of my child ahead of my personal desire to win.
- ◆ I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- ◆ I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- ◆ I will remember that the game is for children – not adults. I will do my very best to make youth sports fun for my child. I understand that youth sports are designed for the recreational and educational benefits of the players and not for the self-interest of adults.
- ◆ I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- ◆ I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
- ◆ I realize that any inappropriate conduct may result in being asked to leave the premises.

# Section 4: Permission & Consent Forms

**PURPOSE:** The following pages represent various forms that require student and/or parent signatures. They do not represent all required forms, however, they are representative of the most common forms parents can expect to be asked to sign. All forms are available in the offices of our schools. When students are participating in activities outside the normal instructional environment, permission slips, forms and waivers are used. You should be familiar with these forms and expect to have them brought home for your review and approval. If you have any questions regarding the use of these forms, please call your school principal.

## GUIDELINES FOR FIELD TRIPS

### DEFINITION

The following guidelines apply to any school sponsored trip away from the school campus (classroom) for the purpose of expanding student learning experiences first hand - either walking or transported. The procedures include field trips taken during or after normal school hours.

### REQUEST

Request for permission with the signature of teacher and principal should be submitted to the appropriate division head (i.e., Elementary, Secondary, or Special Education) or his/her designee no later than three weeks prior to the date of the trip. The educational purpose of the field trip must be stated as this will be a key factor in granting approval.

### MODE OF TRANSPORTATION

Mode of transportation in order of recommended use.

1. School system buses are to be used whenever possible/feasible. The number of riders is not to exceed the designated capacity of the vehicle for the given age group.
2. Commercial transportation can be used but the number of riders is not to exceed designated capacity.
3. Private buses (i.e., church, police, or other recognized organization) may be used with Transportation Supervisor's approval under the following stipulations.
  - a. Must have current certificate of safety from Michigan State Police.
  - b. Driver must have appropriate chauffeur's license.
  - c. Liability insurance of \$500,000 to \$1,000,000 and general bus insurance are required.
4. Private vehicles (cars, vans, etc.). It is recommended that private autos be used as a last resort. If they are used, the following stipulations apply:
  - a. The individual driving must be a responsible licensed driver who has reached the minimum age of 21 years. Proof of proper license and car registration is required and should be made available to school personnel. A copy of each should be maintained at the school.
  - b. The owner of the car has insurance, preferably carrying \$300,000 single limit liability coverage. Proof of adequate insurance coverage is required, and a copy maintained at the school.
  - c. It should also be understood that there cannot be an agreement to reimburse the individual for expenses as with such an agreement the individual would be considered an agent rendering service of the district instead of a volunteer.
  - d. The number of students transported is not to exceed the number of seat belts available. The use of seat belts is State law.

### PARENT PERMISSION

All students must have written permission from parent(s) or guardians. The parent permission form is to be kept in the school office and should include date of trip and destination. Permission forms must remain in the school office until the beginning of the following school year.

### TEACHER'S RESPONSIBILITIES

A. Before the trip, each teacher must provide to the Principal's Office, the following information:

1. Permission form for each student.
2. A class list with addresses and phone numbers which identifies students going on the trip, students who are absent, and students assigned to other classrooms. The teacher will take a copy with her/him, and provide a copy to the bus driver.
3. List of chaperones, one for every six children on trips out of town; one for every ten on in-town trips is recommended. Chaperones are to supervise groups assigned to them and agree not to bring other children with them. The adult-pupil ratio may vary from trip to trip as affected by:
  - a. number of students
  - b. age of students (i.e., kdg. vs. 5th graders)
  - c. distance to be traveled
  - d. length in time (i.e., 1 day vs. 3 days requiring supervision overnight)
  - e. mode of transportation
  - f. the nature of the final destination (i.e., large zoo vs. small zoo, activities near or involving water vs. trip to local library, number of other people at the same site from other districts across the country.)
4. A copy of rules reviewed with students.
5. Inform school office of bus number before leaving school
6. All field trips require instructor/supervisor present on bus.

B. Children should carry an identification card or wear a name tag which includes student's name, school, school district and telephone numbers for student's home, school, and emergency contacts.

Please note: Each fall, parents can purchase an inexpensive insurance policy available for student injury coverage during or relating to participation in school activities. For a nominal annual fee, the student is covered for all costs relating to medical expenses not otherwise covered by the parents' primary insurances.

### Pay-to-Participate Information For Students and Parents

The fees identified below are per academic year. During your time in the District, you will learn the values associated with athletic participation. Teamwork, dedication, desire, hard work, and sportsmanship are just a few of these values.

#### Pay to Participate - Fee Schedule

Middle School: Flat Rate of \$50.00/year (per athlete) -or-

Middle School: Flat Rate of \$100.00/year (maximum per family)

High School: Flat Rate of \$75.00/year (per athlete) -or-

High School: Flat Rate of \$150.00/year (maximum per family)

NOTE: The insurance fee of \$10/person per sport season is NOT included in the Pay to Participate fee.

\*\*\* Other fees may apply depending on your sport \*\*\*

- Athletic fees are due prior to practice season beginning.
- All fees must be paid to activity clerk or secretaries in charge of student payments. No payments are to be made to coaches or athletic directors.
- Payments for athletics should be made payable to the student's respective school. A receipt will be provided to the student upon receipt of payment.
- Refunds will not be made if a student quits, is injured, removed from the team, moves out of the attendance area or district or is ineligible during the season.
- Refunds will only be made if there are not enough participants to field a team at the start of the season.
- Families with multiple students involved in athletics who meet the \$100/\$150 family cap for the school year, should complete the Annual Cap Form and submit it to the student's building Athletic Director.
- Students who participate in fall and winter cheerleading will only pay to participate once per school year (not each season).

**SCHOOL DISTRICT OF THE CITY OF SAGINAW  
PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION**

**Dear Parent:**

Your son/daughter is eligible to participate in a school sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of teachers, volunteers and interested parents. A brief description of the activity follows:

**Name of Event:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

**Designated Supervisor of Activity:** \_\_\_\_\_

**Date of Departure:** \_\_\_\_\_ **Date of Return:** \_\_\_\_\_

**Time of Departure:** \_\_\_\_\_ **Time of Return:** \_\_\_\_\_

**Method of Transportation:** \_\_\_\_\_ **Student Cost:** \_\_\_\_\_

**STATEMENT OF CONSENT**

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from school grounds and that my child will be supervised by a designated person on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

**Risks of Injury**

I am aware that certain activities can be a dangerous with potential **risk of injury**. These injuries could include the following injuries to my child or others resulting from their participation:

- |                                      |  |
|--------------------------------------|--|
| 1. bruises and cuts                  | 5. partial or full paralysis                 |
| 2. muscle tears, sprains and strains | 6. death                                     |
| 3. broken bones                      | 7. and other impairments to the body or mind |
| 4. closed head injuries              |  |

I acknowledge that the risk of injury will vary by type of activity.

**Payment of Injury Expenses**

I understand that the Saginaw Public Schools does **not** maintain student accident medical insurance for injuries which may be associated with the trip. It is the guardians responsibility to provide medical insurance or other financial means for paying for activity related injuries.

**Physical Fitness and Medical Authorization**

I represent that my child is physically fit and able to participate. I agree to permit school officials to authorize emergency medical treatment on my behalf should I or my designee be unavailable.

**Agreement**

- I willingly agree to accept all responsibilities in case of accident or injury resulting from my child's participation on this trip.
- I also agree that Saginaw Public Schools and anyone associated with it will not be held responsible for ...  
...any loss, injury, or death related to my child's participation on this trip.  
...any loss, injury or death resulting from another participant's action or failure to act or the actions or failure to act of a non participant on this trip.
- I also know that it is my child's responsibility to know and obey the rules of the ride/activity, the height/weight requirements and the ride/activity's officials instructions to ensure my own safety.
- My signature at the bottom of this form means that I have read, understand and agree to these terms of my child's participating in the trip.

If you would like your child to participate in this event, please complete, sign, and return this statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal liability which may result from any personal actions taken by the named student.

Parent's Name	Parent's Signature	Date
Address	Parent's Phone Number	Emergency Phone Number

Please return this entire form by: \_\_\_\_\_



School District Of The City Of Saginaw  
**Field Trip and Excursion**  
**Volunteer Driver Information Sheet**

**DRIVER:**

<b>Name</b>	<b>Date of Birth</b>
<b>Address</b>	<b>Soc. Security #</b>
	<b>Phone #</b>
<b>Driver's License #</b>	

**VEHICLE THAT WILL BE USED:**

<b>Owner</b>	<b>Year/Make</b>
<b>Address</b>	<b>Model</b>
	<b>License #</b>

**Note: If more than one vehicle is to be used, an information sheet must be provided for each vehicle.**

**INSURANCE INFORMATION:**

(When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.)


**Note: The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.**

**Certification:**

<i>I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid Michigan driver's license, and have the required insurance coverage in effect on any vehicle used to transport students.</i>	
_____ <b>Signature</b>	_____ <b>Date</b>

# STUDENT APPEARANCE GUIDELINES



1. Upper apparel includes collared shirts with sleeves, crew necks/v-necks, turtlenecks, mock turtlenecks, blouses, sweaters, vests with collared shirts or turtlenecks underneath, school-team and school-building shirts or sweaters. T-shirts and sweatshirts are permitted, however t-shirts and sweatshirts with words, phrases, symbols, pictures or signs which use indecent, profane, suggestive or inflammatory words shall not be worn.  

Tail of shirts or blouses must be properly tucked into the lower garment, unless shirts are made to be worn on the outside and at or above the hip area.
2. Lower apparel includes dress slacks or shorts (no more than three (3) inches above the knee) in any color, (i.e., Dockers, corduroy and khakis). Jeans worn with a belt, or fitted at waist will be permitted as long as they are not frayed or have holes.
3. Female students may wear slacks, skirts, dresses, skorts and shorts (no more than three (3) inches above the knee).
4. Sweaters or light jackets, may be worn in the classroom as climate conditions dictate.
5. Shoes or boots must be worn. Gym shoes (tennis shoes) are permitted and must be tied.
6. Team jerseys may be worn on school "spirit" days only. "Spirit" days are to be designated at building level.
7. Team jerseys, school specific apparel, including athletic uniform, cheerleading, pompon, band and co-curricular clubs (i.e., YES Club, Robotics, Debate Clubs, etc.) may be worn on event day. Cheerleaders and Pompon must wear pants underneath. Anyone can wear school apparel to support team/club event day.
8. School team jackets are acceptable, to and from school, but not in the classroom.
9. Students are prohibited from wearing hair curlers, hairnets, roller pins, bandanas, sweatbands or other hair grooming aids. Students should maintain a neat appearance.
10. In order to maintain a positive climate, students shall not wear suggestive or revealing attire that would divert attention from the learning process. Sagging or low-rider pants or skirts are not allowed. This applies to tight or baggy, oversized items of clothing as well. Students should always present a decent appearance.
11. Proper grooming prohibits undershirts, pajamas, and other loungewear, worn as outer garments.
12. Common decency requires that shirts and blouses tied at midriff, plunging necklines (front or back), tank tops, tube tops, halter tops, spaghetti straps, strapless or sheer, see through and sleeveless garments, or any items of clothing that reveal bare midriff which does not contribute to a positive learning environment and can be a distractive force shall not be worn.
13. For reasons concerning personal hygiene, grooming, and decency, gym shirts and shorts worn in the physical education program, shall not be worn to other classes.

14. For the safety of the wearer or their fellow students, any jewelry that is overly "flashy" and/or has the potential to be used as a weapon or dangerous instrument shall not be worn by students at school.
15. Any clothing, jewelry, symbols or other objects that may reasonably be perceived by a staff member as evidence of membership in or affiliation with a gang or detracts from a positive school climate shall not be worn.
16. For safety purposes, slippers, house shoes, flip-flops and other footwear judged by the principal as inappropriate shall not be worn.
17. Students shall not wear sunglasses or dark glasses in the school building unless a medical permit is on file in the principal's office.
18. Clothing that has large pockets (i.e., cargo pants, patterned accessories, camouflage-colored), which may conceal weapons or dangerous instruments and/or has the potential to produce aggressive behavior shall not be worn.
19. In order to maintain a positive school climate, students may not wear clothing, jewelry, buttons, patches, belts or accessories with messages and/or symbols that are disrespectful (rude, slur, put down), offensive (unpleasant, crude, provocative, attacking, disgusting, hostile) and/or distracting (attracting attention that interferes with learning and teaching).
20. Headgear of any kind, including hats, caps, sweatbands, scarves, do-rags, stocking caps, bandanas, and baseball caps should be removed upon entering the school building. All headgear should be stored in the students' locker during regular school hours. Students with a medical statement or religious documentation may be exempt.
21. For safety reasons, outer clothing designed for outdoor wear shall not be worn inside the school building or carried to and from classes (i.e. coats, jackets, overcoats, scarves, hats, mittens, gloves, earmuffs).
22. Student ID's must be visible and worn at or above the waist at all times.

Building administrators will have discretionary authority to determine acceptable or non-acceptable attire for medical or other health related reasons.

**Advice For Parents:** If your child comes to school wearing expensive clothing (i.e., shoes, jerseys, leather jackets, etc.), the school will bear no responsibility for replacement of the lost/stolen item.

Students violating these guidelines shall be subject to disciplinary action according to School District Student Code of Conduct.

**Guidelines are based on Board of Education Policy No. 8240 "Student Appearance Policy," which were presented to and received by the Board of Education on November 9, 2005.**

# PARENT HANDBOOK

## FAMILY ACCESS WEB PAGE: STUDENT INFORMATION ANY TIME, ANY PLACE

Using the Family Access web page, you will be able to view attendance, schedules, and basic student information. At the middle and high school level, you can view semester grades. To begin using the Family Access web page, visit the District website at [www.spsd.net](http://www.spsd.net) and click on the Parent Tab. Then choose the Family Access option. The Family Access page gives you two options: "Learn about using Family Access" and "Login to Family Access." First, use the "Learn About" option to find out how to use the site. Once you are ready, click on the "Login to the Family Access" link.

Here is a sample of the Family Login and Password

Guardian Name	Login Name	Password
Sample, KAREN	SAMPLKAR000	2JSHX2SS
SAMPLE, JOSEPH	SAMPLJOS000	RNPPLOTT

### SPECIAL NOTE:

When reviewing your login name, please note, your login name might include spaces.

For example, if your last name contains less than 5 letters, there will be spaces between your last name and the first three letters of your first name, followed by 3 numbers: in the example below, this symbol ^ equals a space.

**Guardian Name:** Peter Joi  
**Login Name:** JOI^^PET000

Our staff is here to help should you need assistance, for example:

- **Login Assistance:** If you need help logging in, please contact your student's building.
- **Missing Student:** If your student is not listed under your login, please contact your student's building.

## TITLE I POLICY

### Introduction

The Title I, Part A program is designed to help disadvantaged children meet high academic standards by participating in either a school wide or a targeted assistance program. School-wide programs are implemented in high-poverty schools following a year of planning with external technical assistance and use Title I funds to upgrade the entire educational program of the school. Targeted assistance programs provide supplementary instruction to children who are failing or most at risk of failing to meet the district's core curriculum standards. School-based decision-making, professional development, and parent involvement are important components of each district's Title I, Part A program.

### Purpose of Programs

Designated to help disadvantaged children meet high academic standards; to help children who are failing or most at risk of failing to meet the district's core academic curriculum standards. Both school-wide and targeted assistance programs are to provide supplemental instructional services to identified children.

### Who is served?

School-wide: After the required one year of planning, the program addresses the needs of all students in the school, but particularly the needs of low achieving children who are most at risk of not meeting state standards.

Targeted Assistance: Only students identified as failing, or most at risk of failing, to meet the State's challenging student performance standards. Students in preschool through second grade are selected solely on the basis of teacher judgment, interviews with parents and developmentally appropriate measures.

### WHEN A CONCERN ARISES

Saginaw Public Schools believes that all children can be successful, and in order for this to occur, communication between staff and parents needs to be open and honest. We urge you to feel free to contact your child's teacher when you have a concern. Please refer to the chart for guidance as the sequence of steps to be taken.

The Issue?	Who Might Help?	How?
<b>Academic/ Discipline</b>	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Principal</li> <li>• District Administrator</li> <li>• Board of Education</li> </ul>	<ul style="list-style-type: none"> <li>• Plan a conference</li> <li>• Arrange tutoring</li> <li>• Provide enrichment</li> </ul>
<b>Academic/ Social</b>	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Social Worker/ Counselor</li> <li>• Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Plan a conference</li> <li>• Observe behaviors</li> <li>• Problem solve</li> <li>• Provide support groups</li> </ul>
<b>Attendance/ Health</b>	<ul style="list-style-type: none"> <li>• School Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Information</li> </ul>
<b>Special Needs</b>	<ul style="list-style-type: none"> <li>• Teacher</li> <li>• Special Education Teacher</li> <li>• Psychologist</li> <li>• Principal</li> <li>• Social Worker</li> </ul>	<ul style="list-style-type: none"> <li>• Plan a conference</li> <li>• Offer advocacy</li> <li>• Develop IEP</li> </ul>

*School District of the City of Saginaw*  
**STUDENT, PARENT, SCHOOL COMPACT**

**School Name** \_\_\_\_\_

This compact was developed to demonstrate our belief that high student performance is a shared responsibility by parents, the entire school staff, and students.

**As a PARENT, I want my child to achieve.**

- Making certain my child is in school.
- Developing a regular study time.
- Participate/volunteer in child's school.
- Praising my child for doing his/her best.
- Teaching Peace Making to my child.

**Therefore, I will encourage him/her by doing the following:**

- Monitoring homework completion and return.
- Building a teacher/parent relationship.
- Attending parent meetings regularly
- Teaching my child to respect others and property.
- Making sure my child is appropriately dressed and groomed.

*Parent's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**As a STUDENT, it is important that I work to the best of my ability.**

- Come to school on time.
- Be responsible for my own actions.
- Know, understand, and obey rules.
- Practice good hygiene.

**I shall strive to do the following:**

- Complete and return homework.
- Respect teachers, students, and self.
- Participate in school.
- Be a good listener.

*Student's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**As a TEACHER, I will encourage and support each student to learn by:**

1. Providing a safe, structured, and orderly learning environment.
2. Recognizing and accommodating different learning styles.
3. Providing a nurturing, praising, and encouraging environment for all students.
4. Assigning meaningful homework assignments that support and reinforce classroom instruction.
5. Encouraging participation of parents and their support in helping their child achieve educational goals.
6. Demonstrating appropriate grooming and dress.

*Teacher's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**As a PRINCIPAL, I support this School Parent Compact and shall strive to do the following by:**

1. Providing an environment allowing for positive communication between the teacher, parent, and student.
2. Providing a quality curriculum and instructional practices that will allow students to become effective learners.
3. Providing opportunities for parents to be involved in the school in their child's education.

*Principal's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

This Compact is not intended to be a legal document or contract with grants to any party legal rights or creates enforceable legal obligations. The commitments set forth above are goal statements which outline shared responsibilities for improving student achievement. That means the commitments are voluntary and are not binding on the Parent(s) or on the School District of the City of Saginaw and its employees.

### **WHAT PARENTS CAN DO TO PREPARE FOR PARENT-TEACHER CONFERENCES:**

- Make a list of things that will help the teacher understand your child better.
- Make a list of things you want to find out from the teacher.
- Be on time – Follow the schedule.
- Call ahead of time about rescheduling your conference.
- If possible, both parents should attend the conference.
- Ask the teacher how you can help your child at home.
- Remember that you and the teacher have a sincere interest in your child.

### **HOW CAN I HELP MY CHILD SUCCEED IN SCHOOL?**

1. Let your child know that you think school is important.
2. Set a regular bedtime. Age should not be a factor.
3. Provide your child with plenty of time to get ready for school.
4. Provide an alternate plan of transportation for getting your child to school on time, just in case you are unable to get him/her there.
5. Schedule doctor's, dentist's, and other appointments before and after school hours.
6. Plan for scheduled appointments around the school day. If appointments must be during the school day, plan them so that your child does not miss the same class every time.
7. If your child must be out of school for part of the day, allow him/her to miss only that time necessary for the appointment.
8. View tardiness as unacceptable behavior.
9. Refuse to write an excuse for anything other than legitimate absence.
10. Be sure make-up work is completed promptly.
11. Notify the school as soon as possible in cases of prolonged absences due to hospitalizations, etc.
12. Use good judgment. Don't send a sick child to school.
13. Plan family vacations in accordance with the school calendar as much as possible.
14. Talk to your child about responsibility and the need to develop good work habits and positive attitudes.

### **FAMILY VACATIONS:**

Each day is an integral part of a planned instructional program by your child's teacher(s). No amount of make-up work can possibly replace what a child learns by attendance in school and direct teacher instruction. If a family vacation is planned during the school year, the parent/guardian should notify both the teacher and principal no fewer than three days before departure. Children will be responsible for making up assignments upon their return.

### **PARENT WORKSHOPS:**

Parent workshops will be offered on a district, school, and/or classroom level.

### **APPOINTMENTS/MESSAGES/TELEPHONES**

To the best of your ability, we ask that appointments (dentist, doctor, hair, etc.) be scheduled for after school hours. It is the responsibility of the parents to notify students in advance of appointments and other messages before their arrival at school. The school is not equipped to relay messages during the day to students during class time. **School telephones are to be used for school purposes during the school day.**

### **COMMUNICATING**

#### **STUDENT RIGHTS AND RESPONSIBILITIES STUDENT BEHAVIOR**

Proper student behavior closely identifies with good citizenship. Schools have long been institutions where good citizenship is expected of each student.

#### **EACH STUDENT HAS THE RESPONSIBILITY TO:**

- Respect the teacher and all school employees.
- Respect fellow classmates.
- Respect building guests.
- Respect school property.
- Conduct himself/herself in a manner that promotes a positive educational environment.

#### **EACH STUDENT HAS THE RIGHT TO:**

- Be respected by the teacher and all school employees.
- Be respected by fellow classmates.
- Be respected by building guests.
- Access professional staff and facilities, which allow for personal growth through participation.

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### **CURRICULUM DEVELOPMENT**

Curriculum is designed for students and therefore, students' opinion can be extremely important and deserves careful analysis.

#### **EACH STUDENT HAS THE RESPONSIBILITY TO:**

- Comply with all curriculum requirements and seek clarification from informed persons in the school.

#### **EACH STUDENT HAS THE RIGHT TO:**

- Be consulted in curriculum development to the extent that grade, age, and level of maturity demonstrate an ability to participate in a responsible manner.

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### **ACADEMIC EXPECTATIONS, CONDUCT, AND EVALUATION**

A student evaluation should reflect a teacher's best assessment of academic achievement. Students are expected to do their own work. If a student turns in work completed by another person, it will be considered an act of scholastic dishonesty.

#### **EACH STUDENT HAS THE RESPONSIBILITY TO:**

- Make their best effort to meet classroom expectations.
- Seek clarification if unclear about an assignment or application.
- Maintain a high standard of performance according to their ability.
- Present completed assignments as required by the instructor on the assigned due date.
- Give a reasonable effort. Collaborations among students are encouraged when appropriate; however, copying someone else's work is unacceptable.
- Ask for homework assignments when absent.

#### **EACH STUDENT HAS THE RIGHT TO:**

- Receive a written copy of the teacher's grading system, policies, and course requirements.
- An academic grade that reflects achievement.
- Proper notice of due dates for assignments.
- Homework and other classroom assignments appropriate to the course of study.
- Work with others, as well as demonstrate individual abilities.
- Receive homework and other classroom assignments when absent.

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### **STUDENT RECORDS**

Student records are any written materials concerning individual students and are kept in any form by the school district. This information is used as a means to develop the best possible educational program for each student. The school is to exercise care to make certain student records are treated confidentially.

#### **PARENTS HAVE THE RESPONSIBILITY TO:**

- Notify the school district in writing of any person who has authorization to receive disclosure of records.

#### **PARENTS HAVE THE RIGHT TO:**

- Expect the district to comply with the requirements of the Family Educational Records and Privacy Act (FERPA) and The Education of the Handicapped Act-Part B (EHA-B) in connection with disclosure of records.

### FREE SPEECH/EXPRESSION

One of the goals of the Saginaw Public Schools is to prepare students for responsible self-expression as permitted under the First and Fourteenth Amendments to the United States Constitution. Self-expression, however, must not interrupt the orderly educational process of the school or be a violation of the code of conduct.

#### STUDENTS/PARENTS HAVE THE RESPONSIBILITY TO:

- Request in writing that the student shall be excused from any activity that conflicts with their beliefs.
- Seek the approval of the principal and adhere to the established regulations as to the manner, time, and place of the requested assembly.
- Abstain from acts or words that are threatening or inflammatory to students, staff, and other individuals.

#### STUDENTS/PARENTS HAVE THE RIGHT TO:

- Be excused from any activity in conflict with their religious beliefs or personal convictions.
- With approval of the principal, assemble peaceably for school related activities.
- An atmosphere free from racial, ethnic, sexual, or religious jokes, slurs, or innuendoes. This also includes demeaning or degrading comments related to religious beliefs or personal convictions.

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### ATTENDANCE

School administrators have the responsibility under state law to enforce compulsory school attendance.

#### STUDENTS/PARENTS HAVE THE RESPONSIBILITY TO:

- Attend all classes daily and be punctual.
- Verbally notify the school of an absence on the day of an absence.
- Remain on school premises in accordance with building policy.
- Keep and provide copies of documentation of medical appointments, court summons, funerals, medical emergencies, & other unavoidable absences.

#### STUDENTS HAVE THE RIGHT TO:

- Receive school policies that define absences & tardiness.
- Appeal a decision concerning an absence.
- Leave school property with a parent/guardian, only after they have received authorized permission. Information card must be verified.
- Make an appointment to review attendance record.

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### The Revised School Code (Excerpt) Act 451 of 1976

Except as otherwise provided in this section, every parent, guardian, or other person in this state, having control and charge of a child from the age of 6 to the child's sixteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous in and consecutive for the school year fixed by the school district in which the child is enrolled. In a school district that maintains school during the entire calendar year and in which the school year is divided into quarters, a child is not required to attend the public school more than 3 quarters in 1 calendar year, but a child shall not be absent for 2 or more consecutive quarters.

### HOMEWORK ASSIGNMENTS

Homework is a beneficial and necessary tool, which aids students in their academic growth. It is used for review and reinforcement of concepts already under study. The frequency of specific assignments depends upon the teacher's judgment of the needs of an individual or group of students.

We believe that homework is an integral part of the educational program. It provides communication to the home relative to school. Assignments are designed to provide practice in needed skills, and the role of the parents should be to observe such practice, not be a participant. Parents are not expected to teach their child new skills. Since homework should be an outgrowth of school activity – concepts / skills taught in the classroom – children should meet the following guidelines for completion of tasks:

**Kindergarten & Grade 1:** 10 minutes per day

**Grade 2:** 20 minutes per day

**Grade 3:** 30 minutes per day

**Grade 4:** 40 minutes per day

**Grade 5:** 50 minutes per day

The time allotments are established to guide parents' understanding of how successfully a child is learning prescribed skills. If a child is spending an extraordinary amount of time on homework their teacher should be notified. This may signal that additional instructional help is necessary. The above times are provided only as guidelines and may be exceeded on a daily basis when schedule or calendar changes occur.

### Homework Assignments During Student Illnesses

Parents are asked to notify the school office before 11:00 AM if homework assignments are requested during student illnesses. This will enable the classroom teacher to gather the materials necessary for the assignments.

### Helping with Homework

Saginaw Public schools has a comprehensive literacy approach that is grounded in research and incorporates phonics, word study and spelling, vocabulary, fluency, comprehension and writing. Our comprehensive literacy approach has teachers incorporating best practices for literacy instruction.

Literacy is the ability to access and share information and ideas through listening, speaking, reading, and writing. Our literacy approach also includes interventions for students who need additional support, assessments that guide instruction and on-going professional development. Our K-5 literacy instruction incorporates oral and visual communication, writing, reading, researching and critical thinking in meaningful ways throughout the school day.

Learning to read is hard work for children. Becoming a reader involves the development of important skills and the good news is that you can help. At home you can help by teaching your child rhymes, short poems, songs, and play simple word games. Ask your child, "How many words can you make up that sound like 'bat'?"

Help your child separate the sounds in words, listen for the beginning and ending sounds, and put separate sounds together. Practice the alphabet and read alphabet books. Use labels on boxes, signs, newspapers, and magazines to point out letter-sound relationships, and listen to your child as he or she practices to read. Be patient, and show your child that you are proud of the hard work.

For older children, have them re-read familiar books and talk with them about the characters, places, and events that took place. For more information, call the main number of your child's school and ask for the building principal.

### SPECIAL EDUCATION SERVICES

All special education students have an Individualized Educational Plan (IEP) written for them annually and their classes are provided in the least restrictive environment. Special education students follow the same school rules, regulations, and policies as general education students unless altered by an Individualized Educational Planning Team (IEPT) decision or if the local policy is in conflict with a county, state, or general rule/policy. The Special Education Department provides a parent handbook including information such as special education laws, parent's rights, special education policies, and organizations available to assist parents.

### SAGINAW PUBLIC SCHOOLS/CURRICULUM

The District's Curriculum Program provides a full comprehensive academic program of study for all students in grades K through 12. The curriculum program is aligned with the State of Michigan graduation requirements.

## Graduation Requirements:

### Class of 2011 & Beyond

- 4 credits English
- 4 credits Math
- 3 credits Science
- 3 credits Social Studies
  - U.S. History/Geography
  - World History/Geography
  - Government / Economics
- ½ credit Health
- ½ credit Physical Education
- 1 credit Visual, Performing, Applied Arts
- 2 credits World Language
  
- 20 hrs. Online Learning Experience

### Additional Graduation Requirements:

Students must successfully complete:

- A Job Shadow Experience (10th Grade)
- Presentation of Senior Project (12th Grade)
- Courses in Career Pathway (11th & 12 Grade)
  - Arts and Communication
  - Business Services and Technology
  - Technical and Engineering Systems
  - Health Services
  - Education and Human Services
  - Environmental Technologies

## ATTENDANCE

### Philosophy

We believe that education is a life-long process. The attendance policy of the School District of the City of Saginaw is designed to promote **dependability and promptness**. These qualities are important to an individual's future, whether in education, on the job, socially, or among family. Each student, and his/her family, should accept responsibility for observing the attendance rules and procedures. The principal/teacher reserves the right to contact parent/guardian if attendance is a factor in the student's school success.

### Procedures

Parents or guardians are asked to call the office between 7:30 AM and 9:00 AM to report the day(s) of known absences. Absences must be reported within 24 hours to be verified (excused). In case of an illness, parents/guardians are asked to call every day. In case of extended illness, parents may specify longer periods of absences.

### Early Release

An unplanned or early release of students will require parent/guardian to come to the office before the release will take place. Please send a note or leave a voice mail as early as possible informing the teacher so that homework preparation can be made.

### Tardy Policy

Students are expected to arrive at school on time. Students arriving late to school must sign in at the office. Following three tardies, a notification will be sent to the parent/guardian regarding excessive tardiness. Following five tardies, a mandatory parent conference with the principal will be scheduled. If tardies continue, a district truancy officer will become involved.

### Attendance Policy

STEP I – If a student arrives more than 20 minutes after the starting time, a half-day absence will be recorded. After three days, a letter will be sent to the parent/guardian. A meeting with the parent/guardian will be held. A physician's letter regarding the absences may be requested.

STEP II – If excessive absences continue following the action outlined in STEP I, a referral will be made to the Campus Security Department at the School District of the City of Saginaw.

### Truancy Definitions

**Absence:** Failure to be present for all or part of a scheduled school day. (Absences of less than 20 minutes shall be considered tardies.)

**Tardy:** An absence of less than 20 minutes.

**Truancy:** Any absence for which there is not a justifiable and appropriate reason.

Each school building in the School District of the City of Saginaw will establish an attendance review committee. The committee will review each pupil's attendance record after 5 absences or 7 tardies in a semester. The committee will re-examine each pupil's attendance record following each 2 additional absences/tardies (above 5 or 7 respectively). The minimum attendance requirement is 90%. Secondary pupils must be in attendance at least 90% of the time for each class in order to earn academic credit hours each semester. Elementary pupils must be in attendance 90% of the scheduled clock hours each semester. All pupils should make every effort to be in school and on time every day. The Superintendent, in cooperation with the attendance review committee, may waive the 90% minimum attendance under certain circumstances.

## Attendance Responsibilities

### Pupils Are Expected To:

1. Accept responsibility for being present and on time to all classes.
2. Inform each teacher before necessary absences when possible.
3. Get make-up work from teacher, complete it, and submit it in a timely manner.

### Parents/Guardians Are Expected To:

1. Encourage daily and punctual attendance.
2. Exercise good judgment regarding the justifiability and appropriateness of all absences.
3. Limit school absenteeism for other than health reasons to an absolute minimum.
4. Notify the school when student must be absent and support the reason with official documentation if requested.
5. Confer with the school in cases of attendance issues.
6. Monitor student's make-up work for timely completion.

### Teachers Are Expected To:

1. Record and monitor accurate day-to-day attendance records for each student as per School District of the City of Saginaw policy, collective bargaining agreement, or building rules.
2. Provide make-up work to students in a timely manner, as required by School District of the City of Saginaw policy, collective bargaining agreement, or building rules.
3. Communicate with parents/guardians regarding pupil absences and the importance of regular attendance and punctuality.

### Administrators Are Expected To:

1. Maintain an accurate, up-to-date record of each student's class-to-class and day-to-day attendance.
2. Consult with pupils/parents of pupils who have attendance problems.
3. Notify parents of pupil's absences and tardies, in all cases in which parent/guardian had not notified the school of the absences and tardies.
4. Provide parents with requested information about attendance.
5. Work cooperatively with pupils and teachers to correct poor attendance patterns.
6. Refer truancy problems to the proper authorities following established protocol.

## DISTRICT PROCEDURES

### Closed Campus

The Saginaw Public Schools operates under a CLOSED CAMPUS policy. After arriving at school, students may not leave the school campus, other than for an approved educational activity (for example: field trips, attendance at the Saginaw Career Complex, attendance at the Saginaw Arts and Sciences Academy, athletic contests, etc.).

If a student becomes ill during the school day, there must be a parent/legal guardian contact and the parent/legal guardian, or parent-authorized adult, must sign out the student in the office before leaving. Students will not be excused to leave school for personal business, personal errands, or to go to lunch. Violations of this policy will result in disciplinary action.

### **Field Trips/Special Activities**

Students are representatives of the school on trips and they will be expected to behave in a manner that reflects positively on the Saginaw Public Schools. Parents will be notified of upcoming field trips in writing. School trips and special activities are considered a privilege and, therefore, involve eligibility. The following list includes examples of types of infractions that are grounds for trip/activity denial:

- Students who have had teacher, lunch, or after school detentions.
- Students who have had out-of-school suspensions.
- Students who have been disruptive or disrespectful.
- Students who have had problems on the bus.
- Students who have a record for any inappropriate behavior.
- A staff committee will review all students before the trip/activity to determine eligibility.
- In the case of an educational field trip, a parent must accompany the child if a disciplinary infraction occurred prior to the field trip.

### **Fire Drills**

Students will be notified which exit is to be used and how the fire drills will be conducted. The students will be given special instruction concerning the procedure. The following procedures will be used:

1. Each class will leave by its own exit according to the teacher's instruction.
2. All students must evacuate in single file from the building even if the event is a practice drill and not a real emergency.
3. Teachers will have their attendance books and will account for all students after evacuation.
4. Students are to stay together in a calm and quiet manner during the emergency procedure.

### **Tornado Drills**

Students will be notified of emergency procedures for tornado drills from their teacher. A series of bells ringing over the public address system will inform of a tornado drill. The following procedure will be used:

1. The teacher will escort the class to their designated area.
2. Students will be directed to assume a crouched position on the floor with heads tucked close to their body while hands and fingers are intertwined over their necks.
3. No one will be dismissed during this emergency, even if the normal school day is over, until an "all-clear" signal is given.
4. Students are to remain calm and quiet during the drill.

### **Bathroom Policy**

#### **Guidelines for Elementary Students**

1. On a daily basis, classroom teachers will follow a staggered schedule, as deemed necessary, in order to allow students to use the student bathrooms. A staggered schedule will alleviate congestion in the hallways and bathrooms while classroom groups of students wait to use the bathroom.
2. An adult will supervise students using the bathrooms during a class bathroom break. Supervision of students during bathroom breaks entails monitoring to ensure that students spend only a reasonable amount of time in the bathroom.
3. In the event of an emergency, or if a student has a medical condition that requires frequent use of the bathroom, the office will be notified (preferably by telephone). To the extent possible, a staff member will then be sent by the office to accompany the student to the bathroom and remain outside the bathroom when the student uses the bathroom.
4. During the assigned classroom bathroom breaks, staff members of the same gender, to the extent possible, should go into the student's bathroom while students are using it and make sure that all of the students have returned to their classroom.

### **Bathroom Policy**

#### **Guidelines for Middle School & High School Students**

1. Teachers will continue reminding students that bathrooms should be used before school, after lunch, in between classes or after school and not during instructional time. Exceptions to this procedure will apply only to students who have documented medical conditions that require bathroom use. During class time, other student emergency use of the bathroom will be allowed under special and unusual circumstances only.
2. The classroom teacher may give permission for students to use the bathroom ONLY during specified times within each class period and not during the time frame of "10/10" or "20/20" rule (students cannot leave the classroom 10 or 20 minutes after class has started or the same amount before class ends).
3. When permission to use the bathroom has been given, students must have a Hall Pass or a Student Planner Pass in their possession.
4. Campus Support Staff and Campus Security staff will routinely supervise bathrooms to ensure that all students return to their respective classrooms.

#### **Hall Passes**

Any student who needs to be in the hall during classroom instructional time will be required to carry a hall pass from their teacher. Students will be referred to the school office if unable to present a hall pass upon request from any staff member.

#### **Health and Medical**

An information card must be completed and filed in the school office. This will inform the school of who to contact in case of an emergency. Please be certain to note existing medical conditions such as asthma, allergies, food allergies, etc.

Parents/guardians should be aware of their children's state of health and should have them attend school only if they are well. If a child becomes ill during the school day and cannot participate in classroom activities, parents/guardians will be notified. Proper arrangements will be made at the time for dismissal of the student. All contagious diseases must be reported to the office.

A completed medication form shall be filed by the parent/guardian before the school will administer medication. This form is available in the office and medication will require a physician signature. All medication will be stored and administered in the school office.

#### **School Assemblies**

Assemblies will be held periodically to give opportunity for students to hear cultural groups, present programs, hear outstanding speakers, and receive instructions on matters of common interest to the entire school body. Religious subjects are not considered appropriate. Assemblies are considered part of the school day, therefore, rules of common courtesy will be adhered to at all times.

"With few exceptions, elementary school programs should be about 30 minutes in length, Middle school programs no more than 40-45 minutes long, high school programs no more than 50-60 minutes."

#### **School Accidents**

All student injuries are to be reported to the teacher so that the cause and extent of injury can be determined. A student accident report must be completed and filed with the building principal.

#### **Student Information/Change of Address**

If a student's last name, street address, or telephone number changes at any time during the school year, the main office should be notified immediately. This is very important in keeping records up to date in order for the school to contact a parent or guardian in the case of any emergency.

#### **Textbooks**

**Students will be held responsible for marks in their textbooks as well as the condition of the textbook. The following policy will be enforced:**



1. Textbook conditions will be recorded along with the book number at the time the book is issued. If there is any writing in ink in a text, this will be recorded so that the student is not charged unfairly at the end of the year.
2. The book must have the number in the front of the book and be unaltered when it is returned. If the number is gone, the student will be required to replace the book.
3. Students will be charged for any ink or pencil marks, torn pages, removed pages, or binding. The student is responsible for covering damage, up to and including the replacement cost of the book.

#### Visitors

**ALL VISITORS MUST REPORT AND SIGN IN TO THE SCHOOL OFFICE. THEY WILL BE ISSUED A VISITOR'S PASS AFTER SIGNING IN.**

### GENERAL PROCEDURES

#### Animals/Pets

Animals may be brought to school with permission of the building principal following the School District of the City of Saginaw's guidelines for animals in the classroom.

#### Bicycles

Students who ride their bikes to school do so at their own risk. They are expected to comply with safety and traffic rules and procedures. By law, they are required to have a bicycle license. Helmets are recommended. The school is not responsible for lost or stolen bikes. Bike racks are provided. It is recommended that all bicycles have locks. Bicycles may not be ridden on school property or played with during school hours.

### BUS TRANSPORTATION/ STUDENT DROP-OFF & PICK-UP

#### School Bus Rules

Riding a school bus is a privilege. It is expected that students will behave themselves while on the bus. A detailed explanation of behaviors that will result in disciplinary action are listed in this handbook. Violation of any of these rules as specified in the District's handbook may result in discipline that can include "loss of bus privileges, suspension from the bus and/or school, and in severe cases, expulsion."

It is the parent's/guardian's responsibility to ensure their children arrive safely at the bus stop fully clothed, toileted, and ready at the bus stop in the morning (5) minutes prior to the anticipated arrival and pick-up by the bus. It is also the parent's/guardian's responsibility to meet the bus when the children are delivered home. Parent's/guardian's are encouraged to be at the bus stop five (5) minutes prior to the anticipated arrival and drop-off by the bus.

If a parent/guardian/authorized adult is not present, children under grade 3 will not be left at the bus stop. The bus driver will leave a yellow tag on the door of the house informing the parent that an attempt was made to deliver their child and requesting they call the bus garage. The bus driver will complete the route and return to the house to attempt to drop off the child. If there is no adult available at this time, the driver will call the dispatcher for an emergency address. The driver will attempt to drop off the child at the emergency address. If this is not successful, the child is taken to the bus garage. The parent/guardian/authorized adult has until 6:00 PM to come to get the child. The bus will not take them home after the child has been taken to the bus garage. If the child is still waiting at the bus garage at 6:00 PM, the police are called. The police will then handle contacting parents and/or necessary agencies such as social services, if deemed appropriate.

#### Drop-Off

For safety reasons, students should not be dropped off any more than 20 minutes before authorized starting time.

#### Dismissal Procedures

At dismissal, parents will be asked to wait in a designated area. Parents are requested to remain in the designated area for safety purposes and continuity of instruction. Parents should not arrive more than ten minutes before the end of the day.

#### Student Clubs/After School Activities

All students at the Saginaw Public Schools are encouraged to take advantage of the many extracurricular activities available. Various clubs, intramural and community education sports, and tutoring will be offered throughout the year.

#### Lost & Found

Articles found at school are to be turned into the office. It will be the student's responsibility to check the office for missing items. Items left in the "Lost and Found" area at the end of each semester will be donated to charity. The school encourages labels on all personal items for easy identification.

#### Fundraisers

The principal must approve all fundraisers according to board policy. If a fund raising project is to sponsor a specific purchase, activity or trip, the purchase or trip must be approved prior to initiation of the fund raising effort. This shall apply to school related groups as well as to school organizations. Only school-sponsored groups may sell or solicit in a school building and then only with the school housing the group, during non-instructional time. Written parental/guardian consent must be signed and returned to the school before elementary students can sell door-to-door. Community and school support fund-raising organizations that are primarily adult, such as booster clubs, PTA's, etc. may contribute to the enrichment of school programs through the contribution of funds and/or items considered to be non-necessities, as long as those contributions have been determined to be consistent with the educational and co-curricular/extra-curricular programs of the District, and approved by the Superintendent through the appropriate building or program administrator. All fund-raising projects carried on by these groups shall require approval by the Superintendent.

#### Lockers & Desks

Lockers will normally be issued to students for the duration of the school year. Students are responsible for the care and condition of their lockers. Student lockers are school property and remain at all times under the control of the school district.

Problems with lockers should be taken to the principal. Change of lockers will be approved only for good and sufficient reason. Request for a change must be made to the principal.

#### Locker, Desk, & Storage Area Searches

A locker, desk, or other storage area provided by the District for student use as well as the contents, may be searched by building administrators or District security personnel, when there is reasonable suspicion for a search. If a student interferes with a search, he/she may be disciplined or expelled.

#### Personal Property

Lockers are assigned to students for storing coats, backpacks, and other personal items. Common sense care is necessary to prevent loss of personal items as well as instructional supplies on loan from the school district.

The following suggestions may help reduce yearly losses:

1. Refrain from bringing large amounts of cash to school.
2. Always keep your locker closed/locked.
3. Report persons observed taking something not belonging to them.
4. Gym clothing and shoes, coats, hats, boots, backpacks, etc. should be clearly identified with the owner's name.
5. Special care should be exercised to avoid loss of purses, wallets, and jewelry. Do not leave items such as these lying around.

#### Homework

Saginaw Public Schools believes that all learning cannot always be done within the limited amount of time allotted for classroom instruction; therefore, work outside the classroom may be necessary. The amount, length, and type of homework may vary according to grade level, and individual needs. Homework is beneficial because it:

1. Helps students learn better, faster, and promotes the reinforcement and practice of skills.
2. Helps families become involved in education.
3. Communicates the high expectations that schools hold for their students.
4. Helps students develop self-discipline and organizational skills.
5. Helps students prepare future learning by developing background knowledge and improved skills.

### **Playground Behavior & Guidelines**

A 15-20 minute recess is provided. This may be outdoors depending on the weather conditions. Students will stay indoors when temperatures are below 10 degrees. If you wish for your child to remain indoors, you must provide a written note to the school. Students are expected to:

- Wear shoes or boots on the playground.
- Obey playground supervisors promptly and politely.
- Line up in the appropriate place when supervisors give the signal.

Students are expected to play in an appropriate way with respect and without harm to each other:

- Fighting or engaging in rough play (such as tackling, tripping, kicking, pushing, shoving, or wrestling) is not appropriate behavior.
- Throwing dangerous items (snowballs, rocks, stones, or sticks) will not be tolerated.
- Inappropriate language, teasing, and name-calling will result in a consequence.
- Golf balls, skateboards, roller blades, roller skates, baseballs, and bats should not be brought to school.
- Bringing electronic games and headsets to school is prohibited unless prior arrangements have been made with the teacher. The school will not be responsible for loss or theft of these items.
- Balls are not to be taken outdoors before school begins in the morning nor are they to be thrown or bounced in the hall or classroom.
- Shoes and boots should be cleaned of excess mud and snow before entering the building.

### **Lunchroom/Cafeteria**

Saginaw Public Schools participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Option (CEO) for School Year 2012-2013. This program allows students to have a full breakfast and lunch meal at no cost to parents. Students who chose not to take all components of the meal must pay for individual items. Please check with your school for updated pricing. Students have 15 –20 minutes to eat their lunch.

Specific behaviors are expected during the lunchtime. They are:

1. Follow directions of lunch monitors and all staff.
2. Wait in line in an orderly fashion while being served.
3. No cussing or swearing.
4. Remain seated at your table.
5. Use good table manners.
6. Talk in a quiet tone of voice.
7. Clean up your area, leaving the table neat for the next person.
8. Make the lunch time a pleasant experience for all.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are formally held twice each year. Parents are required to attend to discuss goals and the current progress of their child. Parents and/or teachers may initiate a conference at any other time during the year.

### **School Closings**

Every so often, the School District of the City of Saginaw is forced to close due to inclement weather. Every attempt will be made to announce school closings by 5:00 AM to allow families to plan accordingly.

Parents may choose to keep their children home on days when they feel weather conditions are unsafe yet schools are open. On those days, they are asked to call the school and report their children absent.

To find out if Saginaw Public Schools are closed, watch or listen to the local media. New computerized reporting systems allow the three local television stations: WNEM-TV5, WJRT-TV12, and WEYI TV25 to get school closing information on the air immediately. The following radio stations also provide immediate news of closings: WSGW-AM790, WSAM-AM1400, WIOG-FM102.5, WHNN-FM96.1, WTLZ-FM017.1, WGER-FM106.3, WKQZ-FM93.3, WUCX-FM90.1, AND WUGN-FM99.7.

**Please do not call your child's school, particularly if a decision to close school is made after classes are in session.**

### **School Hours**

Teachers will be available to meet with parents after school or during the prep period with an appointment. Please refer to your school's office for specific start and end times for school. Students are expected to leave the school building as soon as possible, unless engaged in an after school teacher/school sponsored activity.

### **Extended Day Program**

Before and After the Bell Programs are offered in some of the elementary schools. Fifteen students are required in order to offer this service. Before the Bell will open as early as 6:45 AM until school begins. After the Bell begins at school dismissal until 6:30 PM. Applications for the extended day program will be available in the school office. For more information regarding Before and After the Bell, please call 399-6500.

## PARENT RESOURCES

### ABUSE

CAN Child Abuse & Neglect Council ..... 752-7226  
 Catholic Family Services ..... 753-8446  
 Child & Family Service ..... 790-7500  
 Friend of the Court ..... 790-5300  
 Saginaw Co. Dept. of Human Services  
 Child Protective Services ..... 758-1791  
     Emergency Number ..... 754-4011  
 Sexual Assault Program ..... 790-9118  
 Underground Railroad ..... 755-0411  
 United for Kids ..... 759-KIDS

### ADOPTION

Adoption Support Service ..... 781-2089  
 Catholic Family Services ..... 753-8446  
 Child & Family Service ..... 790-7500  
     Saginaw Co. Human Services

### AIDS

Hearth Home ..... 753-9011  
 Saginaw Co. Public Health Dept.  
     HIV/AIDS Testing ..... 758-3885  
     STD Clinic ..... 758-3880

### BASIC & EMERGENCY NEEDS

American Red Cross ..... 754-8181  
 Baby Pantry ..... 249-8696  
 City Rescue Mission ..... 755-3787  
 Easter Seal Society ..... 797-0880  
 Gleaning for Jesus ..... 754-6706  
 Good Neighbors Mission ..... 753-7694  
 Good Neighbors Mission Presbyterian . 791-4062  
 Goodwill Second Hand Store ..... 799-4144  
 Old Town Christian Outreach ..... 249-8696  
 Salvation Army ..... 793-8371  
 St. Vincent de Paul ..... 793-9585

### BIRTH CONTROL/PREGNANCY TESTING AND COUNSELING

Abortion Alternative Pregnancy Aid ..... 754-0091  
 Pregnancy Counseling Center ..... 752-7664  
 Saginaw Co. Dept. of Public Health  
     Family Planning/Birth Control  
     Information ..... 758-3870  
     Maternal & Infant Care ..... 758-3807  
 Total Life Center ..... 790-1500

### CHILD CARE

Saginaw Valley Regional 4C ..... 497-0680  
     Child Care Referral Services  
 Child Day Care Licensing ..... 758-1880

### CHILDREN WITH EXCEPTIONAL NEEDS

American Cancer Society ..... 895-1730  
 Association for Retarded Citizens ..... 752-6176  
 Cystic Fibrosis Foundation ..... 790-2233  
 Easter Seal Society ..... 797-0880  
 Early On (Saginaw Valley Regional 4C) 497-0680  
 March of Dimes ..... 791-3622  
 MS Society ..... 781-2056  
 Parent Resource Center ..... 399-6900  
 Project FIND ..... 399-6916  
 Sag. Co. Community Mental Health  
     Authority Services: Persons with  
     Developmental Disabilities ..... 797-3400  
 Saginaw Co. Dept. Public Health  
     Children's Special Health Care ..... 758-3845  
 Saginaw Co. ISD  
     Millet Learning Center ..... 777-2520  
     St. Mary's Guardian Angel Care ..... 753-0824  
     Special Needs Vision Clinic ..... 777-1040  
     STARS Lift Transportation ..... 753-9527  
     Voice for the Hearing Impaired ..... 497-7111

### CRIMINAL JUSTICE & LEGAL SERVICES

Legal Services of Eastern MI ..... 755-4465  
 Mid-MI Dispute Resolution Center ..... 797-4188

### COMMUNITY ACTION GROUPS/CIVIL RIGHTS

Center for Civil Justice ..... 755-3120  
 Michigan Dept. of Civil Rights ..... 758-1686  
 Neighborhood Renewal Services ..... 753-4900  
 Sag. Co. Community Action Comm. .... 753-7741

### COUNSELING SERVICES

Child & Family Services ..... 790-7500  
 Sag. Co. Mental Health Authority ..... 797-3400  
     Persons w/Develop. Disabilities ..... 754-2288  
     Children and Family Services ..... 797-3412  
     Crisis Services ..... 792-9732  
 Westlund Child Guidance Clinic ..... 793-4790

### EDUCATION/EARLY CHILDHOOD

Birth to Five (Saginaw City Residents).. 399-6850  
 Birth to Five (Non-Residents) ..... 758-2500  
 Saginaw Co. CAC Head Start ..... 752-2193  
 Birth-5 (Parenting Teens) ..... 792-6789

### EMPLOYMENT TRAINING

Assessment, Placement, Training ..... 399-6920  
 ETC Education Training Connection ..... 753-2376  
 Michigan Works ..... 249-5232  
 SVRC Saginaw Valley Rehabilitation Center .. 752-6176  
 Tri-City SER ..... 497-2060

### FAMILIES

Big Brother/Big Sister ..... 755-6558  
 Catholic Family Svc: Parent Skills ..... 753-8446  
 Child and Family Services ..... 790-7500  
 First Ward Community Center ..... 753-0411  
 Greenpath Debt Solutions ..... 793-5623  
 Innerlink ..... 753-3431  
 MSU Extension ..... 758-2500  
 New Alternatives Youth Svc Ctr. .... 752-4751  
 Parent Resource Center ..... 399-6900  
 Saginaw Psychological Services ..... 799-2100  
 Prevention and Youth Services ..... 755-0937  
 Teen Parent Services ..... 792-6789  
 Youth Protective Services ..... 752-5175

### FOOD

East Side Soup Kitchen ..... 755-3663  
 Expanded Food & Nutrition Ed. .... 758-2500  
 First Ward Community Center ..... 753-0411  
 Good Neighbors Mission ..... 753-7694  
 Neighborhood House ..... 752-5805  
 Refuge Ministries Center ..... 753-2320  
 Saginaw Co. Human Services ..... 758-1500  
 Sag. Co. Dept. of Public Health WIC ..... 758-3733  
 Salvation Army ..... 793-8371  
 St. Paul's Feeding Program ..... 755-3449

### HEALTH CARE SERVICES

Children's Special Health Care ..... 758-3845  
 Covenant Healthcare ..... 583-0000  
 Early On (Saginaw Valley Regional 4C) 497-0680  
 Janes Street Com.  
     Acad. Health Care Clinic ..... 755-0316  
     MI CHILD (Health Insurance)  
     Saginaw Co. Dept. Public Health  
         Healthy Start ..... 758-3851  
         Maternal & Infant Care ..... 758-3807  
     St. Mary's Hospital ..... 776-8000

### RECREATIONAL & EDUCATION PROGRAMS

Boy Scouts ..... 695-5593  
 Castle Museum of Saginaw ..... 752-2861  
 Children's Zoo ..... 771-4966  
 4-H ..... 799-2233  
 Girl Scouts of Mitten Bay ..... 799-9565  
 Hartley Outdoor Nature Center ..... 865-6295  
 Public Libraries of Saginaw  
     Butman-Fish ..... 799-9160  
     Claytor ..... 753-5591  
     Hoyt ..... 755-0904  
     Wickes ..... 752-3821  
     Zael ..... 799-2771  
 READ Association ..... 752-8402  
 Saginaw Art Museum ..... 754-2491  
 Saginaw Co. Parks Division ..... 790-5280  
 Y-City Recreational Division ..... 755-5160  
 YMCA ..... 753-7721

### SUBSTANCE ABUSE

Alateen/Al-Anon Family Groups/AA ..... 776-1241  
 Bay Area Substance Abuse ..... 758-3781  
 City Rescue Mission ..... 755-3787  
 Dot Caring Centers ..... 790-3366  
 Insight Recovery, Inc. .... 792-0150  
 Intervention & Rehab ..... 791-4199  
 Kairos Health Care  
     Bridgeport ..... 777-4357  
     Saginaw ..... 792-4357/799-8604/792-8000  
 Odyssey House ..... 754-8598  
 Prevention & Youth Services ..... 792-0150  
 Safe Haven Community Services ..... 921-7233

### SUPPORT GROUPS

Bereaved Parents ..... 695-9287  
 Kinship Care Support ..... 797-6880  
 Never Say Never (Downs Syndrome) .... 799-8654  
 Saginaw Commission for the Blind ..... 758-1765  
 Tri City Association for the Deaf ..... 753-7111

### TRANSPORTATION

STARS ..... 753-9500  
 Saginaw Public Schools ..... 399-6800

### HOT LINE NUMBERS

Association for Children's  
     Mental Health ..... 1-800-782-0863  
 Asthma & Allergy Foundation ..... 1-800-444-0333  
 Autism Society of Michigan ..... 1-800-223-6722  
 Cancer Information Service ..... 1-800-422-6237  
 Cerebral Palsy Association ..... 1-800-828-2714  
 Children's Leukemia Foundation 1-800-825-2536  
 Children's Special Health Care  
     Services ..... 1-800-359-3722  
 Cystic Fibrosis Foundation ..... 1-800-968-7169  
 Hemophilia Foundation ..... 1-800-482-3041  
 Kidney Foundation ..... 1-800-377-6226  
 Lead Hotline ..... 1-800-MI-TOXIC  
 National Center for Missing  
     and Exploited Children ..... 1-800-843-5678  
 Parent Helpline ..... 1-800-942-HELP  
 Step-Family Assoc. of America ... 1-800-735-0329

### INFORMATION AND REFERRAL

Early On (Saginaw Valley Regional 4C) 497-0680  
 Public Libraries of Saginaw ..... 755-0904  
 United Way of Saginaw County ..... 755-0505  
 www.saginawcommunityconnection.org

# SAGINAW PUBLIC SCHOOLS

## Elementary Schools

Heavenrich .....	399-4300
Herig .....	399-4350
Houghton .....	399-4450
Kempton .....	399-4600
Loomis Academy .....	399-4750
Merrill Park .....	399-4800
Chester Miller .....	399-4850
Rouse .....	399-5000
Stone .....	399-5100

## K-8 Schools

Zilwaukee International Studies .....	399-5200
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## Middle Schools

Daniels Middle .....	399-5300
Thompson Middle .....	399-5600

## High Schools

Arthur Hill .....	399-5800
Saginaw High .....	399-6000

## Gifted & Talented Schools

Handley (K-5) .....	399-4250
Saginaw Arts & Sciences (6-12) .....	399-5500

## Career & Technical School

Saginaw Career Complex (11-12) .....	399-6150
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550 Millard Street • Saginaw, Michigan 48607  
Phone (989) 399-6500 Website: [www.spsd.net](http://www.spsd.net)