

SAGINAW CAREER COMPLEX

Success in College and Career

Student Code of Cooperation

Parent and Student Handbook

School District of the City of Saginaw

Saginaw Career Complex

2102 Weiss Street

Saginaw, MI 48602

Phone (989) 399-6150

Fax (989) 399-6165

www.SaginawCareerComplex.com





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Dear Parents/Guardians,

Welcome to the Saginaw Career Complex! We are pleased you made the choice to enroll your child in our career and technical education program. Our school's mission is to provide an educational program that will prepare all students for high skill, high wage employment and post-secondary education. We are committed to high expectations for our students who will complete an accelerated program of study that includes high-level academic and technical content. As a Saginaw Career Complex student, your child is encouraged to use his/her abilities to develop technical skills and academic skills in the selected program.

Industry recognized certifications, free college credit (articulated), internships in business and industry are just a few of the benefits available to all Saginaw Career Complex students who demonstrate academic and technical proficiency and exhibit personal management and employability skills. Although personal management and employability skills are not academic skills, they significantly influence academic and career success. These skills include showing up for class every day and on time, being prepared, following through, communicating effectively, and taking responsibility for one's actions.

All students are expected to follow the Saginaw Career Complex calendar. When the Complex is in session students are expected to be in attendance, appropriately dressed, and prepared to learn.

We want this school year to be a happy and memorable one, and we will do our best to create a positive atmosphere for all students. May this year be one of the most rewarding in your child's school career!

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, 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: **Special Education and Student Support Services**, Saginaw Board of Education, 550 Millard Street, Saginaw, Michigan 48607, (989) 399-6500. Inquiries regarding compliance with 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: **Assistant Superintendent, Human Resources, Labor Relations, EEO & Support Services**, Saginaw Board of Education, 550 Millard Street, Saginaw, Michigan 48607, (989) 399-6500.

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RULES AND POLICIES PERTAINING TO STUDENTS

STUDENT CODE OF CONDUCT

We believe that students who have selected to participate in programs at the Saginaw Career Complex are mature enough to have realized the need for career training and, therefore, will not be a discipline concern.

Students are expected to conduct themselves in a responsible adult manner that allows a teacher's right to teach, other students' rights to learn, and any employee's right to carry out his/her responsibilities.

If a student violates the School District of the City of Saginaw Policies Governing Student Behavior and Discipline, the Saginaw Career Complex Code of Cooperation, and/or the program rules and policies, they will be subject to discipline action up to and including suspension and/or expulsion.

School District of the City of Saginaw Policies Governing Student Behavior and Discipline will apply to all Saginaw Career Complex students.

BUILDING, BAY AREAS, STUDENT COMMONS, AND GROUNDS RULES

Students who violate Building/Grounds Rules can be admonished and the violation discussed by any staff member. Any staff member(s) can make a student's teacher aware of violations and staff member(s) will refer gross misbehavior to an administrator.

1. Students must refrain from loud noises or boisterous activity in the hallways, student commons area, restrooms, classrooms, and parking lot.
2. Students are not permitted outside of the classroom without a Pass Permit.
3. Smoking is not permitted on campus – violators should be referred to an administrator.
4. Students are not permitted to visit other classrooms without permission from an instructor.
5. Students are not permitted to have radios, CD players, DVD players, iPods, tape players, and/or head sets in the school. If any of these items are found on campus, these items will be confiscated. Repeat offenses will result in further disciplinary action.
6. Students may not possess, handle, or transmit any electronic communication device during regular school hours that has not been issued by the school or authorized for health or other unusual reasons by the building principal. Electronic communication devices shall be defined as, but not limited to, pagers, cell phones, or other electronic devices used for unauthorized voice, image, or text communications. If any of these items are found on campus, these items will be confiscated and student will be suspended two days for the first and second offense, five days for the third offense.
7. Students are not allowed to engage in physical acts of affection, which are inappropriate for school and

work. Such acts may be offensive to others as well as improper.

8. The Saginaw Career Complex is a closed campus. Students are not allowed to leave campus or return to cars without permission from the office.

CLASSROOM/PROGRAM RULES

Saginaw Career Complex students will:

1. Follow directions given by instructor, or instructor substitute.
2. Be prepared for class with appropriate supplies, dress, and safety gear.
3. Be in class on time and leave at designated time.
4. Complete assignments on time.
5. Not consume food and/or beverage in classrooms and/or labs.

If a Student Violates the Classroom/Program Rules the Teacher:

1. Will meet with the student and begin to document student conferences on the student referral form.
2. May refer student to Saginaw Career Complex counselor for counselor intervention.
3. May issue a snap suspension.
4. May refer student to administrator with referral from the documentation of steps 1-3.

If a Student is Referred to an Administrator, the Administrator will:

1. Conference with student and/or notify parents/guardians; or
2. Exclude student from the program for the remainder of the session and notify parent or guardian; or
3. Suspend the student from the Saginaw Career Complex.

Note: *The Student Code of Conduct is in effect for all Saginaw Career Complex school and work related activities.*

DRESS AND GROOMING

In developing habits of dress and grooming that are acceptable to business or industry, it will be necessary that our dress policy reflect that of business and industry.

Students should always be dressed and groomed in an acceptable manner expressing a neat and clean appearance, which shows good judgment and taste. Common sense is the student's best guide in dressing appropriately for school.

It will be the responsibility of each teacher at the Saginaw Career Complex to determine whether certain types of clothing are hazardous to the student in the operation of the machinery in the particular area. The student may, at the direction of the teacher, and in the interest of health and safety, be prohibited from operating any of the equipment in the shops until corrections in clothing or

proper safety precautions are met. This could include removal of ties, scarves, or jewelry, the wearing of a job-smock or apron to cover loose fitting clothing, or the addition of safety glasses over prescription glasses.

Students must adhere to the following School District of the City of Saginaw "Student Appearance Guidelines."

1. Upper apparel includes collared shirts with sleeves, crew neck/v-neck, 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 the 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 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, bandana hats, 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).

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 correction and disciplinary action as determined appropriate by the building principal.

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.

SAFETY

Students are expected to observe all health and safety rules and to wear safety clothing or equipment where required. This includes safety glasses, hard hats, steel-toe shoes, protective clothing, etc. No bare feet will be allowed! Horseplay is a safety hazard and will not be tolerated. Safety violations will not be tolerated and will result in disciplinary action up to and including suspension/expulsion.

ATTENDANCE POLICY

Individuals enrolled in Saginaw Career Complex programs will want to establish a good attendance record because attendance affects the quantity and quality of work that can be accomplished in class; and a good attendance record can show an employer that you are dependable and punctual.

All students are expected to follow the Saginaw Career Complex calendar. This means that students may be expected to attend their Career Complex class on days when their home school is closed for vacations, teacher workdays, or other such reasons.

The following attendance policy has been approved by the Saginaw Board of Education and will apply to students while they are enrolled in a program at the Saginaw Career Complex:

Secondary pupils must be in attendance at least 90% of the time for each class in order to earn academic credit each semester.

Students, parents/guardians, teachers, and the administration all share responsibility for student attendance and all are expected to cooperate in the District's efforts to improve school attendance by students.

In other words, after 9 absences (excused, unexcused, verified, unverified) in a semester from a Saginaw Career Complex program, you may not receive full credit toward graduation for the program. If you were to equate this to absences per marking period, it means you could fail your class if you are absent from class more than 5 times per marking period.

Excused Absences

An excused absence is any absence from class verified by a parent/guardian phone call on the day of the absence or within 24 hours of the absence, a note from a parent/guardian, court, school principal, doctor, or any absence deemed excused under special circumstance as determined by the principal. You may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork:

- Personal illness
- Death in the immediate family
- Professional appointments that cannot be scheduled at non-school times

- Absences approved by the Saginaw Career Complex principal for a good cause
- Home high school closed – weather related
- Proficiency Testing
- Pre-approved at the Principal's Request – limit of 2/semester
- Athletics/School Leadership that is pre-approved

Unexcused Absence

Any absence from school due to truancy, disciplinary action, or any absence not verified per the definition of an excused absence.

Unverified Absence

An unverified absence occurs when you are marked absent at the Saginaw Career Complex and the school has not received any phone call or note from the parent/guardian verifying your absence on the day of absence or within 24 hours of the absence.

If you are more than 60 minutes late, you will receive an unexcused absence for the day.

A student that is mentally absent (sleeping, not on task, distracting others, etc.) can be given an unexcused absence for the class period.

Role of the Student regarding attendance

1. Develop and maintain daily attendance habits which include punctuality. Students are expected to be in their classroom ready to start work at the designated session starting time.
2. In accordance with the policies of the Saginaw Board of Education governing attendance, understand that students are subject to losing graduation credit as a result of excessive absenteeism.
3. Maintain their F386 attendance document.
4. Complete request for pre-arranged absences five (5) school days before the event. These absences will still be a part of your attendance record. Pre-arranged absence request forms are available in the main office.

Role of the Parent/Guardian regarding attendance

1. Encourage daily and punctual attendance.
2. Notify the main office within 24 hours when the student must be absent and support the reason with official documentation if requested (Phone: 989-399-6150, or fax: 399-6165).
3. Exercise good judgment regarding the appropriateness of any absences.
4. Limit school absenteeism for other than health reasons to an absolute minimum. Schedule appointments for a time other than class time.
5. Confer with the school in cases of attendance issues.
6. Monitor students' make-up work for timely completion.

Role of the Teacher regarding attendance

1. Explain the policy to students.
2. Keep accurate official records of student attendance, which must meet audit requirements.
3. Record and monitor daily attendance at the beginning of class and after breaks as per District policy.
4. Monitor the F386 attendance documentation.
5. Participate in the attendance review process.
6. Communicate with parents regarding student absences as needed.

Role of the Counselor regarding attendance

1. Help monitor the attendance of students.
2. Participate in the attendance review process.
3. Provide counseling and guidance regarding student's attendance.

Role of the Main Office regarding attendance

1. Monitor all absences.
2. Communicate with parents/guardians regarding student's attendance.
3. Convene an attendance review committee to establish and/or review attendance improvement plan as appropriate.
4. Determine "reduced credit" or final warning status.

The following steps will be taken to implement the Saginaw Career Complex attendance policy:

1. Parents/Guardians are to notify the main office within 24 hours when the student must be absent and support the reason with official documentation if requested (Phone: 989-399-6150, fax: 399-6165, or email: sccattend@spsd.net).
2. The school will monitor all absences.
3. Students will complete an F386 form upon returning to class after an absence.
4. At 5 and 7 absences an attendance review committee will review the students' attendance record. If warranted, an attendance improvement plan will be developed. Parents will be informed of the outcome of the review.
5. The attendance review committee will continue to review the student's attendance to determine whether the student's absences constitute truancy/pre-truancy. At nine absences for the semester, a student will be issued a "reduced credit" status or final warning notice.

Attendance Appeal Process

A student negatively impacted by the attendance policy has the right to appeal using the following procedure:

1. The student must obtain, complete, and submit an attendance appeal form. The student and parent/guardian must sign this form. The appeal form is available in the main office.
2. Within 10 school days of receipt of the attendance appeal form, the administration, in cooperation with

the attendance review committee, will respond in writing to the appeal.

The administration, in cooperation with the attendance review committee, may or may not elect to schedule a hearing on the appeal. If a hearing is scheduled, the student and parent/ guardian must attend or the appeal is denied.

Please Note: *Medical Careers and Nursing students must follow the attendance policy established for the Medical Careers and Nursing programs.*

TARDINESS

Students who arrive at the Saginaw Career Complex late – after the regular starting time – must report directly to their program instructor. Tardiness is lost instruction time and could result in loss of credit, and/or disciplinary action.

The following steps will be taken when a student is tardy:

1. If you are more than 60 minutes late, you will receive an unexcused absence for the day. If you leave class, assuming that you are absent anyway due to excessive tardiness or in excess of 60 minutes you will earn a second unexcused absence.
2. Maintain your "F386 Form" upon arrival to class.
3. Less than 60 minutes tardy will result in:
 - 1 - 4 = Reminder from teacher
 - 5 = Phone call home to inform parents
 - 6 - 8 = Reviewed by Attendance Committee
 - 9 or more = Status in program will be evaluated

SCHOOL CLOSING

In case of inclement weather or other reason that school would be closed, an announcement will be given on TV and radio. When the announcement states that "SAGINAW PUBLIC SCHOOLS – CLOSED" the Saginaw Career Complex is closed.

CLOSED CAMPUS

The Saginaw Career Complex is a closed campus. After arriving at school, students may not leave the Career Complex campus unless they have followed the student early check out procedure. Students will not be excused to leave school for personal business, personal errands, or to go to lunch. Students are not to return to their vehicles during class time without permission from the office. Violations of this policy will result in the disciplinary action, including suspension and loss of driving privileges for the student driver. Students must have the school's written permission to leave campus.

EARLY CHECK OUT – BEFORE REGULAR DISMISSAL TIMES

If you have a valid reason to leave school before your regular dismissal time, the following procedure will be followed:

1. Student must have a Student Pass from his/her instructor before coming to the office (even during break) to check out. Student will be sent back to class to get a pass if he/she does not have one when they come to the office.
2. Students will be granted permission to leave after their appointment has been verified and/or the parent or guardian approve of the early dismissal by phone or note. Every effort should be made to schedule doctor, dentist, and other non-emergency appointments at times that will not interfere with student school attendance.
3. **Leaving campus without permission is a suspension offense.**

DRIVING AND PARKING LOT

The student parking lot in the front of the school is provided for students who drive to school. Students are to park in the designated student parking lot only.

All student vehicles driven on campus must be registered with the main office. Registration cards are available in the main office and must be completed with campus security personnel. Campus security personnel will issue students, who register their automobile, a parking permit that must be properly displayed in the left driver's corner of the windshield.

Inappropriate use of a vehicle on Saginaw Career Complex property will not be tolerated. This includes, but is not limited to: driving in an unsafe, careless, or reckless manner with disregard for the safety of persons or school property, parking in staff or non-student authorized area, failing to register a vehicle, failing to display a parking permit and/or loud music. Speed on school property may not be in excess of 10 miles per hour. Students who violate driving and parking lot rules will lose their driving privileges.

Students (drivers and passengers) may not occupy automobiles in the school parking areas except to enter or exit the grounds. Immediately upon arrival, students are to proceed to their program areas. There is to be no loitering in cars or parking lots.

Students are not to return to their vehicles during class time without permission from the office.

Although limited parking lot supervision is provided, all parking areas are used at the vehicle owner's risk.

LOCKERS

Lockers have been assigned to you in your program area. Do not use any locker except the one that has been assigned. Locks are master-keyed for opening in an emergency. Although your locker is to store personal belongings, it is occasionally necessary to open a locker for a person who is ill or who has left school, or in the event that we suspect the locker contains such items as a weapon, illegal drugs, or other items that do not belong in the locker. Students who wish to use a school locker will be expected to sign a waiver to this effect.

SCHOOL PROPERTY

Equipment and supplies, as well as the Saginaw Career Complex buildings, have been made available for your training from tax dollars collected from citizens of your community. As a citizen of the community in which you live, you too are a part owner of this fine facility and its contents. Each must do his or her part to insure this huge investment by careful use of materials and machines so that the opportunity for special training may be available to many students in the years to come. Students should check their desks, books, and other equipment at the beginning of each class period and report any destruction to their teacher.

No one is authorized to remove school owned material or equipment from the Saginaw Career Complex property and we would ask that you not ask to borrow such items. Further, we ask that each student share the responsibility in keeping the building and grounds free of vandalism and free of litter.

VISITORS

All visitors to the Saginaw Career Complex must report to the main office before entering any program areas. High school visitors are only allowed if prior arrangements have been made and permission is received from the visitor's high school and the Saginaw Career Complex instructor and/or administrator.

FOOD AND BEVERAGES

There are no lunch services available at the Career Complex; therefore, students should eat lunch at their home school either before coming to the Complex or after returning to their home school.

Food and beverages are available for purchase in the Commons Area. These items should be consumed in the Commons and are not allowed to be taken to the instruction lab or classroom.

The office does not supply vending machine change or refunds for money lost in the vending machines. Students are not to leave campus to purchase food items.

MONEY COLLECTIONS

The Principal of the Complex must approve of the collection of money for any purpose. This includes donations for charity, fund raising for student activity groups, the sale of products for raising money, or student organizations.

POSTERS AND SIGNS

Permission to post signs and posters must be obtained from the Principal's office.

FIRE DRILLS AND ALERT SIGNALS

Fire Drills: One long, continuous blast will be sounded until everyone is out of the building. Students will be told in advance which exit to use and how the fire drills will be conducted. The following procedures will be used:

1. Each class will leave by their own exit according to the teacher's previous instructions.

2. All students must evacuate the building even though they may know it is a drill and not an actual emergency.
3. The teachers will have their attendance lists and will be prepared to account for all students after evacuating the building.
4. Students are to stay together and remain calm at all times while fire drills are being conducted.

The sounding of the fire alarm is the signal for leaving the building. The building must be evacuated when the alarm sounds. If an alarm is sounded when you are not in the classroom, you must use the nearest exit. Teachers will take their groups far enough from all exits and driveways to allow fire fighting equipment and crews easy access to the building. Students and staff will return to the building when the all-clear signal is given.

Tornado Drills: Instructions to go into tornado drill procedures will be given through the school public address system. The following procedures will be followed.

1. The teacher will escort the class to the designated area where students will remain until the danger passes.
2. Students will be directed to assume a crouched position on the floor, facing the wall, with hands and arms held over the face and head for added protection.
3. No one will be dismissed from school during a tornado emergency even though the normal school day is over. Staff and students will remain in the protected areas until an "all-clear" is given. If a parent appears at the school and insists upon taking a student with them, this will be permitted, however, the school will not be held responsible for their safety after they leave the property.
4. The teacher will take attendance after the class has reached its designated safety area.
5. Students are to remain calm and not "chatter" with each other about the dangers of tornados.
6. Any students who are out-of-doors during a tornado warning are to return immediately to their classroom or lab to get emergency drill instructions.

Lock-down Drills: Instructions to go into lock-down drill procedures will be given through the school public address system. The following procedures will be followed.

1. The teacher will escort the class to the designated area where students will remain until the danger passes.
2. No one will be dismissed from school during a lock-down emergency even though the normal school day is over. Staff and students will remain in the protected areas until an "all-clear" is given. If a parent appears at the school and insists upon taking a student with them, this will be permitted, however, the school will not be held responsible for their safety after they leave the property.

3. The teacher will take attendance after the class has reached its designated safety area.
4. Students are to remain calm and not "chatter" with each other about any perceived dangers.
5. Any students who are out-of-doors during a lock-down warning are to return immediately to their classroom or lab to get emergency drill instructions.

BUS SERVICES

A free shuttle bus service between Saginaw City high schools and the Saginaw Career Complex will be provided. The specific time schedule for this bus service may be obtained from the home school. Students are urged to utilize this bus service to help alleviate the crowded parking situation in the Career Complex parking lot. For those riding the bus, we ask that the following rules be observed:

1. Be on the bus on time. Drivers are instructed to leave promptly so riders will not be tardy for classes.
2. Buses from schools within the city will not pick up students or drop them off while en-route between schools.
3. Only Saginaw Career Complex students may ride these buses. The driver or paraprofessional may ask students to produce their identification badge to verify that they are Saginaw city students.
4. Smoking is not permitted on any bus.
5. All rules of conduct while under the jurisdiction of the schools shall apply while students are riding the bus. The driver or the paraprofessional on the bus may deny the use of the bus to anyone whose conduct is such that the health and safety of others on the bus are jeopardized, until the disturbing student is reinstated by mutual agreement between the home school principal and the principal of the Saginaw Career Complex.
6. **Late Buses** - An announcement by administration will be made to all Saginaw Career Complex classrooms about students who ride school buses and arrive late due to bus problems. These students will not be marked tardy.

STUDENT ACHIEVEMENT

GRADES AND ACHIEVEMENT RECORD

There are two marking periods each semester. Teachers assign each student a percentage grade for each marking period and semester. A letter grade is determined using the following table:

| | | |
|---------------------|-------|------------|
| Teacher Option = A+ | 76.99 | 73.00 = C |
| 100.99 93.00 = A | 72.99 | 70.00 = C- |
| 92.99 90.00 = A- | 69.99 | 67.00 = D+ |
| 89.99 87.00 = B+ | 66.99 | 63.00 = D |
| 86.99 83.00 = B | 62.99 | 60.00 = D- |
| 82.99 80.00 = B- | 59.99 | 0.00 = E |
| 79.99 77.00 = C+ | | |

A semester grade is determined by averaging the percentage values earned for each marking period (and semester exam if given). Semester exams, if given, equal 20% of the semester grade. In a student's senior year, the Senior Project is to count as the second semester exam grade and is therefore equal to 20% of the second semester grade. Components of the Senior Project may be graded separately and included as part of a marking period grade as well.

While the A, B, C, D, E system is used at the Saginaw Career Complex, a grade of D is considered unsatisfactory and will place the student in a probationary position and a conference with the instructor is recommended. An E grade for any semester indicates failure and it is likely that the student will be transferred out of the program.

Excessive absenteeism or tardiness, and limited participation all tend to lessen a student's achievement and may result in failure.

Each student will also have a Competency Profile on file. This record details the accomplishment of the technical, academic, and work readiness skills that a student has mastered. The Competency Profile is a valuable tool for students to use to communicate their skills and abilities to a prospective employer.

CERTIFICATE OF COMPLETION

Certificates stating your career area of specialization, will be issued to students at the end of the training program if the following criteria is met:

- Student completes at least 80% of their Saginaw Career Complex program; and
- Student can demonstrate essential competencies to instructor's standards; and
- Student maintained a "B" average or higher in the program; and
- Student is ready to be successful in postsecondary education (articulation standard met) and student is ready to be successfully employed in their program related field.

COLLEGE CREDIT ARTICULATION

Through articulation agreements with post-secondary institutions such as Baker College, Davenport University, Delta College, Ferris State University, Saginaw Valley State University, Lansing Community College, IIT, University of Northwestern of Ohio, Ohio Technical College, and Washtenaw Community College, students are able to earn college credit for coursework completed at the Saginaw Career Complex.

Articulation helps students make the successful transition from high school to college and saves them both time and money, since they are neither required to take the course(s) nor pay for the credits. The number of credits that may be earned varies depending on the college and the Career Complex program.

To receive articulated credit, a Saginaw Career Complex student must complete the required coursework with a "B" or better, demonstrate a mature attitude and behavior, and earn the recommendation of the program instructor.

TRANSCRIPTS

A record of your credits earned at the Saginaw Career Complex are sent to your home high school at the end of each semester and are entered on your permanent record. Transcripts of your high school credits for employers or for college entrance purposes will be issued by your home high school.

The Saginaw Career Complex does not issue or maintain student transcripts.

STUDENT SERVICES

COMPREHENSIVE GUIDANCE AND COUNSELING

Academic, personal, or crisis counseling, and support services are available to students. Health, social, or academic problems should be referred to the counselor.

WORK-BASED LEARNING

Work-based learning is an integral part of the educational learning activities and support services available to students at the Saginaw Career Complex.

Each instructional program at the Complex has placement components of Registered Youth

Apprenticeships, Approved CTE Co-op, and/or Unpaid Work Experience. A placement coordinator is assigned to each program to:

- coordinate work-based learning activities;
- provide opportunities for all students to participate in these activities; and
- ensure compliance with federal and state laws and regulations governing work-based learning and the employment of minors.

It is expected that **all** students attending the Saginaw Career Complex will participate in work-based learning.

GENERAL INFORMATION

NON-DISCRIMINATORY POLICY

It is the policy of the Board of Education and the School District to not discriminate unlawfully 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, 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:

Human Resources and Labor Relations, Saginaw Board of Education, 550 Millard Street, Saginaw, MI 48607, (989) 399-6601

Inquiries regarding compliance with 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:

Human Resources and Labor Relations, Saginaw Board of Education, 550 Millard Street, Saginaw, MI 48607, (989) 399-6601

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

The Saginaw Career Complex agrees that it will comply with Federal laws prohibiting discrimination, and with all requirements imposed by, or pursuant to, regulations of the United States Department of Education. Therefore, the Saginaw Career Complex will not discriminate against applicants or employees on the basis of race, religion, color, sex, age, height, weight, national origin, marital status, handicap condition, or disability.

Grievance Procedure for Student Complaints Under Provisions of Federal Civil Rights Legislation

If any student and/or parent/guardian believes that the Saginaw Career Complex, or any part of the school organization, has inadequately applied the principles and/or regulations contained in Federal Civil Rights Legislation, he/she may bring forward a complaint, which shall be referred to as a grievance. The steps of the grievance procedure is as follows:

Step I - The student, and/or parent/guardian shall first discuss the matter with the Instructor and Principal with the objective of resolving the matter informally. The Instructor or Principal shall provide an answer to the student and/or parent/guardian within ten (10) school days.

Step II - If the matter is not resolved informally, a written statement of the grievance, signed by the student and/or parent/guardian, shall be submitted to the Principal within five (5) school days of receipt of and answer to the informal complaint. The Principal shall further investigate the matter of grievance and reply, in writing, to the student and/or parent/guardian within ten (10) school days. Contact:

Saginaw Career Complex, 2102 Weiss, Saginaw, MI 48602, (989) 399-6150

Step III - If the student and/or parent/guardian wish to appeal the decision of the Principal, he/she may submit a signed statement of appeal to the Superintendent, or his designee shall schedule a hearing within fifteen (15) school days after the receipt of the written appeal. The Superintendent shall issue a written decision within ten (10) school days after the hearing. A copy shall be given to the student and/or parent/guardian and the Principal. Appeal grievance to:

Human Resources and Labor Relations, Saginaw Board of Education, 550 Millard Street, Saginaw, MI 48607, (989) 399-6601

HARASSMENT

Conduct constituting harassment may take different forms, including but not limited to: sexual harassment – verbal, nonverbal, physical contact, gender, ethnic, religious, disability, height, weight, harassment – verbal, nonverbal, and physical.

What to do if you are harassed - Any student who believes that he/she is the victim of any of the previous mentioned actions or has observed such actions taken by another student, staff member, or other person associated with the Saginaw Career Complex should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Complex other than the student's Principal, the affected student should, as soon as possible after the incident, the principal in the main office.
2. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the counselor in the main office.

SAGINAW CAREER COMPLEX

2102 Weiss Street • Saginaw, Michigan 48602 • Phone (989) 399-6150 • Fax (989) 399-6165

