

partnership with parents, students, and the community of external and internal customers, is committed to and responsible for ensuring:

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

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.

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

2007 - 2008



POLICIES AND PROCEDURES

Governing Student Behavior and Discipline

This handbook is also on the school district's website at www.spsd.net. Click on the **Parents** apple, then click on the **Student Policies and Procedures** link.

World Class Schools for World Class Students



Dear Parents and Guardians,

I want to welcome you and your family to the start of the 2007-08 school year. Our goal is to provide a world-class education for each of our students in a safe and secure atmosphere. We have high academic and behavior expectations for every student and encourage parents and families to become partners in the educational process.

The School District of the City of Saginaw provides comprehensive educational services for approximately 11,000 students. In order to deliver the best learning environment for our students, we have established rules of conduct for everyone to follow. **We expect all students to live up to both the rights and responsibilities that come with being members of our learning community.** We are asking parents and guardians to review this information with their children so that everyone starts the school year understanding the importance of good behavior in our schools and the consequences that come with making poor choices. We strongly urge all parents to reinforce these positive behavior characteristics at home.

Academic success begins with attendance. Students can't learn if they are not in class. Students are expected to be in school every day, on time, and ready to learn. It is the parents' responsibility to reinforce the importance of attendance with their children. The staff at each of our schools monitors attendance daily. Parents can expect immediate notification if their child is absent from school without a legitimate excuse.

As a parent or guardian, your role is critical. Each of our schools has developed a parent, family and community involvement plan that provides many ways to bring our families into our schools as partners. Research has shown that when parents are involved in meaningful ways in their children's education, achievement increases, behavior improves and schools become safer. I encourage you to become a full partner in your child's education.

I look forward to great things from our students and our schools this year. Best wishes to your family and, on behalf of the entire staff, thank you for being part of the family of Saginaw Public Schools.

Sincerely,

Gerald D. Dawkins, Ed.D.
Superintendent of Schools



Gerald D. Dawkins, Ed.D.
Superintendent of Schools

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Section 1:
Definitions and
General Information

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 (1st) day of suspension.

PERSONAL SEARCH OF STUDENT: 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. 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 school policy. However, the school may search

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 in 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 weapon and other unsafe and severe disruptive student behavior. Under State Law, students may be permanently expelled from the Saginaw Public Schools and all Michigan public schools.

OFF-CAMPUS EVENTS: Students at school-sponsored, off campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in suspension and/or other disciplinary measures.

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

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 36 of this policy book, and on the district's website at 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 driving and, therefore, interferes with the safety of all students. Acts of misconduct, are considered as seriously disruptive and will result in maximum disciplinary action.

WALKERS: Students who walk to and from school are expected to observe school rules and demonstrates good behavior. Therefore, the consequences for acts of misconduct in the Student Code of Conduct will be enforced

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, and other adult employees of this district be in keeping with respect for the individual students, be professional, and be conducive to creating a stable learning environment.

Sexual harassment includes 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 respect for the dignity of 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 or to the Equal Opportunity/Affirmative

understood that the district is required by law to report suspected child abuse to the Family Independence Agency.

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.

STUDENT TRANSPORTATION: Bus transportation may be provided for students 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 school's behavior code 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 REGISTRATION: Vehicles must be registered with the Saginaw Public School District Campus Security Department to park in designated staff and student parking areas. 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

Section 2:
Policies and
Procedures

2004, The Saginaw Board of Education strongly encourage and welcome 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 and consistently as possible.
- 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. You as parents 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.

The School District of the City of Saginaw will disclose any of these items of Student Directory information without prior notice

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 7th 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 and rubella.
- Three 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 , 6th Graders and New Students:

- Diphtheria/pertussis/tetanus vaccine (DTP, DtaP, .DT or TD) final dose after 4th birthday before entering kindergarten.
- Three doses of polio vaccine, final dose after the 4th 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.
- One dose of chicken pox (varicella) vaccine or approximate age date of having disease, before entering kindergarten.

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		✓	✓	✓		✓		
HEP B	✓	✓			✓			
MMR						✓	✓	
Varicella						✓		
Pneumonia		✓	✓	✓		✓		
Td								✓

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

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

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 students 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 in the event of a violation of the

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) Marilyn Norwood, phone 399-6691.

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.

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:

Mrs. Marilyn K. Norwood, Executive Director of Special
Education and Student Support Services
Saginaw Board of Education

550 Millard Street, Saginaw, Michigan 48607-1193

550 Millard Street, Saginaw, Michigan 48607-1193
(989) 399-6601

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 judgement 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

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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

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. It will provide Internet users with an effective and interactive gateway to the people, programs, events, mission and values of the Saginaw Public Schools.

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.

ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR 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:

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.

ADMINISTRATIVE GUIDELINES AND PROCEDURES GOVERNING 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

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, all staff will receive proper 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 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

Section 3:
Student
Code of Conduct

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 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 or safety of students. For example, the sale, delivery or transfer of drugs, narcotic drugs, marijuana or other controlled substances off school property, at any time,**

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, etc.
2. **Suspension** - exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion 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 violations of the Student Code of Conduct.
4. **Long-Term Suspension** - exclusion of a student from school and school 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 testify 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. FAILURE TO COMPLY WITH DIRECTIONS OF SCHOOL PERSONNEL

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

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 substitutes 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 conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of improper language, or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

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 exclusive, 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

— 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 activity.

Penalty - administrative intervention to expulsion.

10. DISCRIMINATORY HARASSMENT

A student shall not engage in unwelcome 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 their building principal or counselor.

Penalty - administrative intervention to expulsion.

11. VIOLATIONS OF BUILDING'S 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 36 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 of activities cause disruption or is likely to cause disruption to the educational

Penalty - administrative intervention to expulsion.

15. TRESPASS, LOITERING, TRUANCY

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

A student 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.

Penalty - administrative intervention to expulsion.

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 to disrupt or interfere with the education of any

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, CHEMICAL SUBSTANCES

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 SUBSTANCES

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

causing physical harm to another person.

Penalty - suspension to expulsion.

30. DRUGS, NARCOTIC DRUGS AND COUNTERFEIT SUBSTANCES

A student shall not manufacture, sell, possess, use, deliver or transfer, or be under the influence (legal intoxication not required) of any drugs, narcotic drugs, marijuana, hallucinogen, stimulants, depressants or other controlled substance, or counterfeit substance, or a controlled substance analogue intended for human consumption, as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in other Michigan or federal statute. If Article VII of the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then 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 ON ANOTHER PERSON

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).

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:

a. 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;

b. any firearm muffler or firearm silencer;

knife, pocket knife, or any other mechanical device, iron bar, or brass knuckles.

A weapon free school zone means school property (building, playing field, property used for school purposes, including for 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

1. **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.

2. **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.

Prohibited acts of misconduct for which the teacher may suspend a student from a class are items 1 through 20 found on pages 15 - 17 of this manual.

Items 21 through 32 found on pages 17 - 18 of this manual, are considered gross acts of misconduct and must be handled by the administration.

3. **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

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

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

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,

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

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

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.

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.

• To The Parents:

It should be remembered that participating in athletics is a privilege, not a right. The major focus is teaching skill, 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.

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.

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 treasurers 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.

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:

1. Grade Point Average
2. Academic Support
3. Implementation Timelines

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

Implementation Date: September of 2007

Middle School

Grade Six

First Semester: All students are eligible to participate.

Second Semester: A student must have a cumulative GPA of 2.0 by the end of the first semester in order to participate during the second semester.

Note: Sixth grade middle school sports are community education-based and are not interscholastic.

Grades Seven and Eight

First Semester: A student in grades seven and eight in the fall of 2007 will be eligible to participate as long as they meet the current MHSAA eligibility requirements.

Second Semester: A student must have a cumulative GPA of 2.0 in order to participate. A student's academic standing will be evaluated at the end of each semester during middle school.

Note: Students will have the opportunity to attend summer school to improve their academic standing.

High School

Grade Nine

First Semester: All incoming ninth grade students are eligible to participate.

Second Semester: A student must have a cumulative GPA of 2.0 by the end of the first semester in order to participate during the second semester.

Grades Ten, Eleven and Twelve

First Semester: Students who are in grades 10, 11 and 12 in the fall of 2007 will be eligible to participate as long as they meet the current MHSAA eligibility requirements.

Second Semester: All students must have a cumulative GPA of 2.0 by the end of the first semester in order to participate.

Note: Students will have the opportunity to attend summer school to improve their academic standing.

Academic Support

- Structured Tutorials in Reading and Mathematics
- Saturday School
- Weekly Progress Reports - Grades, Attendance, Behavior

All tutorials and Saturday School classes will be taught by Highly Qualified Teachers.

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

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 County	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 County	Varsity
Pom Pon	Varsity
Swimming	Varsity
Volleyball	Varsity, J.V. & Freshmen

BOYS WINTER SPORTS

Basketball	Varsity, J.V. & Freshmen
Hockey	Varsity
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 and still active conference in Michigan. It is a highly competitive and respected

Midland Dow – “Chargers” (1971, 1980)
Saginaw Arthur Hill – “Lumberjacks” (1904)
Saginaw Heritage – “Hawks” (1994)
Saginaw High – “Trojans” (1904)
Mt. Pleasant High – “Oilers” (2005)

SAGINAW VALLEY CONFERENCE STATEMENT OF BELIEF

The Saginaw Valley Athletic Association believes that a quality co-curricular program plays an integral role in the educational process by enhancing the mental, emotional and physical well being of each participating individual.

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.

**Section 4:
Permission
and Consent
Forms**

pating 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

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 slip is to be kept in the school office and should include date of trip and destination. Permission slips 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 Slip 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.

Trip Summary

The ____ grade class at _____ is going on a trip to _____ on _____.
 I acknowledge receiving and reviewing the attached letter describing the trip details.

Risks of Injury

I have read the Agreement to Participate that my child has been asked to sign. I am aware that certain rides and activities can be a dangerous activity involving **many risks of injury**. These injuries could include the following injuries to my child or others resulting from their participation:

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

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

Payment of Injury Expenses

I understand that the _____ and _____ does **not** maintain student accident medical insurance for injuries which may be associated with the trip. It is either my responsibility or my parent’s 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

1. I willingly agree to accept all responsibilities in case of accident or injury resulting from my child’s participation on this trip.
2. I also agree that _____ and _____ 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 except that caused by a _____ and _____ official or their agent resulting from the official’s or agent’s gross negligence or intentional act.
 - ...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.
3. 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.
4. 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.

Parent’s Name:	Parent’s Signature	Date:
Address:	Telephone Number:	

**School Address
SAGINAW, MICHIGAN
Instructional Field Trip**

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: _____

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.

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.

Telephone Number

Parent's Name - Please Print

Emergency Telephone Number

Parent's Signature

Date

Volunteer Driver Information Sheet

DRIVER:

Name	Date of Birth
Address	Soc. Security #
	Phone #
Driver's License #	

VEHICLE THAT WILL BE USED:

Owner	Year/Make
Address	Model
	License #

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 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.

Signature

Date

STUDENT ACTIVITY

Trip Summary

The ____ grade class at _____ is going on a trip to _____ on _____ . I have received and reviewed with my parents the attached letter with activity details.

Risks of Injury

I am aware that participating in the trip to _____ involves rides and activities exposing me to may risks of injury. These injuries could include the following injuries to myself or others as a result of my participation:

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

I acknowledge that the risk of injury will vary by type of rides and activities I choose.

Consequently, I agree:

1. To accept the risks involved.
2. To obey the rules of the ride/activity, the height/weight requirements and the ride/activity's officials instructions to help minimize the risk of injury to myself.
3. That failure on my part to abide by the rules of participation can jeopardize my eligibility to participate in the trip.

Payment of Injury Expenses

I understand that the _____ and _____ does **not** maintain student accident medical insurance for injuries which may be associated with the trip. It is either my responsibility or my parent's responsibility to provide medical insurance or other financial means for paying for activity related injuries.

Agreement

1. I willingly agree to accept all responsibilities in case of accident or injury resulting from my participation.
2. I also agree that _____ and _____ and anyone associated with it will not be held responsible for ...
...any loss, injury, or death related to my participation during the trip.
...any loss, injury, or death except that caused by a _____ and _____ official or their agent resulting from the official's or agent's gross negligence or intentional act.
...any loss, injury or death resulting from another participant's action or failure to act or the actions or failure to act of non participant on this trip.
3. I also know that it is my 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.
4. My signature at the bottom of this form means that I have read, understand and agree to these terms of my participating in the trip.

Student's Name:

Student's Signature

Date:

As a user of the Saginaw Public Schools computer network, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ *Date* _____

Name of Student _____ *School* _____ *Grade* _____

Birth Date _____

Street Address _____ *Home Telephone* _____

A CURRENT-YEAR PHYSICAL IS ONE GIVEN ON OR AFTER APRIL 15 OF THE PREVIOUS SCHOOL YEAR.

PLEASE PRINT

COMPLETE LEGAL NAME:			LAST	FIRST	MIDDLE
DATE OF BIRTH:		MONTH	DAY	YEAR	PLACE OF BIRTH: CITY STATE
CIRCLE GRADE:	7	8	9	SCHOOL:	

STUDENT PARTICIPATION

This application to participate in athletics is voluntary on my part and the information submitted is truthful to the best of my knowledge.

I have never received money or negotiable certificates for merchandise in any amount, nor any emblematic award or merchandise worth more than fifteen dollars (\$15.00) for participating in athletic events, nor have I ever competed under an assumed name. After I have represented my high school in any sport, I promise not to compete in any outside athletic contest in this sport until after the high school season has been completed.

I understand that I am expected to adhere firmly to all established athletic policies of my school district and the Michigan High School Athletic Association, such as those previously mentioned above as examples but which do not represent all the policies to which I am subject.

X _____
SIGNATURE OF STUDENT DATE

PARENT OR GUARDIAN OR 18-YEAR-OLD CONSENT

I hereby give my consent for the above high school student to engage in interscholastic athletics and understand the possibility that serious injury may result from participating in athletic activities. He/she has my permission to accompany the team as a member on its out-of-town trips.

I further understand that my son or daughter will be expected to adhere firmly to all established athletic policies of the school district and the Michigan High School Athletic Association.

X _____
SIGNATURE OF PARENT OR GUARDIAN OR 18-YEAR OLD DATE

This form must be on file in the high school office before practicing with any athletic team.

(Please Print)

EMERGENCY INFORMATION -To be completed by Parent or Guardian or 18 yr. old

Student's Name: _____ Grade: _____
 IN EMERGENCY 1) _____ Phone: _____
 CONTACT: _____ Phone: _____
 or 2) _____
 My Family Doctor Is: _____ Please detail any special medical information: _____

• Must be signed in three places by parent or guardian or 18-year-old.

A CURRENT-YEAR PHYSICAL IS ONE GIVEN ON OR AFTER APRIL 15 OF THE PREVIOUS SCHOOL YEAR.

NAME: <small>LAST</small>		<small>FIRST</small>		<small>SEX</small>	<small>GRADE</small>	<small>AGE</small>
ADDRESS: <small>STREET</small>			<small>CITY</small>	<small>ZIP</small>		
<small>FATHER'S/GUARDIAN'S NAME</small>		<small>WORK PHONE</small>		<small>MOTHER'S/GUARDIAN'S NAME</small>		<small>WORK PHONE</small>
<small>FAMILY DOCTOR</small>		<small>OFFICE PHONE</small>		<small>HOME PHONE</small>		<small>DATE OF BIRTH</small>

INSURANCE STATEMENT

Our son/daughter will comply with the specific insurance regulations of the school district.

- Family Insurance Company: _____ Contract #: _____
- Signature of Parent or Guardian or 18-Year-Old: _____

HISTORY	YES	NO	HISTORY	YES	NO	HISTORY	YES	NO
Have you ever had: Fainting			Have you ever had: Kidney Disease			Do you now have: Painful Joints		
Diphtheria			Tuberculosis			Backaches		
Scarlet Fever			Jaundice			Pounding of Heart		
Rheumatism			Sickle-Cell Anemia			Shortness of Breath		
Rupture						Frequent Urination		
Rheumatic Fever						Cough		
Poliomyelitis			Do you now have: Blurred Vision			Nosebleeds		
Pneumonia			Headaches			Frequent Sore Throats		
Asthma			Fainting			Stomach Pains		
Diabetes			Convulsions					
Heart Disease			Blackouts					

PHYSICAL EXAMINATION

To be completed by the examining MD, DO, Physician's Assistant or Nurse Practitioner.
(Categories may be added or deleted, check appropriate column.)

SYSTEM	NORMAL	ABN.	SYSTEM	NORMAL	ABN.
Urinalysis			Thyroid		
Vision			Chest		
Blood Pressure			Lungs		
Pulse Rate			Heart		
Ears			Abdomen		
Nose			Hernia		
Throat			Genitalia/Testicular Exam		
Teeth-Cavities			Neurologic		
Orthopedic			Muscular		

RECOMMENDATIONS: _____

I certify that I have examined the above student and recommend him/her as being able to compete in supervised athletic activities not crossed out below.

BASEBALL-BASKETBALL-COMPETITIVE CHEER-CROSS COUNTRY-FOOTBALL-GOLF-GYMNASTICS-ICE HOCKEY - SKIING-SOCCER-SOFTBALL-SWIMMING-TENNIS-TRACK-VOLLEYBALL-WRESTLING

A CURRENT YEAR PHYSICAL IS ONE GIVEN ON OR AFTER APRIL 15 OF THE PREVIOUS SCHOOL YEAR.

SIGNATURE OF EXAMINER: X _____ CHECK ONE: MD DO PA NP

PRINTED NAME OF EXAMINER: _____ DATE: _____

MEDICAL TREATMENT CONSENT

To be completed by Parent or Guardian or 18 yr. old.

I, _____, (an 18-year-old) the parent or guardian of _____ recognize that as a result of athletic participation, medical treatment on an emergency basis may be necessary, and further recognize that school personnel may be unable to contact me for my consent for emergency medical care. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then-existing circumstances and to assume the expenses of such care.

SIGNATURE OF PARENT OR GUARDIAN OR 18-YEAR-OLD: _____ DATE: _____

student Vehicle Registration Form



In accordance with the Saginaw Board of Education and Superintendent's Safety Goal to ***Provide a safe and secure environment for students, staff and district assets*** a district-wide vehicle registration policy has been established. The policy requires all staff and students to register personal vehicles.

The policy is as follows:

- Vehicles must be registered with the Saginaw Public School District Campus Security Department to park in designated staff and student parking areas;
- Drivers operating vehicles on and around school property will do so in accordance with Saginaw Public School District 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.

Name (Print) _____

Last

First

Middle

Address _____ City _____ Zip Code _____

Telephone Number _____ Vehicle Make _____

Model _____ Color _____

Plate Number _____ Exp. _____ SPSD Permit # _____

Parent Signature _____ Date _____

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
 Gideon Center 752-9200
 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
 Total Life Center 790-1500

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 759-3513
 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

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*).. 759-3355
 Birth to Five (*Non-Residents*) 758-2500
 Saginaw Co. CAC Head Start 752-2193

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
 Total Life Center 790-1500

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
 CHAMP Clinic 758-3768

Nelle Haley Unit 753-9514
 Stone School Unit 759-3632
 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
 Grandparents Raising Grandchildren 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

sweaters, vests with collared shirts or turtle necks 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, without hoods, 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.

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. Hooded tops of any type, which could conceal the identity of a student or cause an unsafe condition, shall not be worn.
21. 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.
22. 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).
23. 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 correction and disciplinary action according to school district Student Appearance Disciplinary Procedures.