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### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

According to the Family Education Rights and Privacy Act, school districts are allowed to release student information to various associations, such as alumni groups, proprietary and/or trade schools, the military services, and others. Student information may include the following:

1. Name, Address, and Phone Number (unless unlisted)
2. Date and Place of Birth
3. Major Field of Study
4. Participation in School Activities
5. Dates of School Attendance
6. Honors and Awards
7. Image or likeness on video or film
8. Other Similar Information (i.e. honor roll members)

This directory information may be released without securing the prior written consent of the parent or 18 year-old student. If a parent, or student who is 18 or older, wishes not to have this information released, they must present a written objection to the student's counselor. Additionally, all student records, including disciplinary records, will be forwarded to a K-12 school upon a student's transfer to that school.

### **NON-DISCRIMINATION POLICY**

The Saginaw Township Community School District complies with all Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. It is the policy of the Saginaw Township Community School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and

The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq. Any questions/concerns should be directed to:

Director of Human Resources and Labor Relations  
Saginaw Township Community Schools

3465 N. Center Rd. P.O. Box 6278 Saginaw, MI 48608 Telephone: 989-797-1800

# Heritage High School

3465 N. Center Rd. Saginaw, MI 48603 Phone: (989) 799-5790.

[www.stcs.org](http://www.stcs.org)

## SAGINAW TOWNSHIP COMMUNITY SCHOOLS MISSION STATEMENT

In pursuit of excellence, the Saginaw Township Community Schools' mission is to educate, guide, and challenge all students to develop lifelong learning skills necessary to successfully contribute and compete in a rapidly changing global community.

### STUDENT PLANNERS

Heritage students will be provided their planner/handbook free of charge. Students are expected to have their planner in their possession at all times. Parents and students can purchase an additional planner, if necessary, for \$6.00. **This handbook is subject to revision at any time.**

#### Attendance Office

(989) 399-8011 **FAX** (989) 797-1811

#### Counseling Office

(989) 799-5790 (Ext. 8018 and 8052)  
**FAX** (989) 399-8075

#### Student Activities

(989) 799-5790 (Ext. 8059)

#### Athletic Office

(989) 797-1809 (Ext. 8069)  
**FAX** (989) 797-1821

### BUILDING HOURS

Heritage doors open at 7:15 a.m. for students each morning. All students must be out of the building by 3:00 p.m. at the end of the school day, unless under the direct supervision of a staff member.

### STCS Transportation Department

3301 Fashion Square Boulevard - Saginaw, MI (989) 797-1840

### STCS Nutrition Services

3283 Fashion Square Boulevard - Saginaw, MI (989) 793-9713

Please refer to the District Website for the Communication Process Flowchart



## SCHOOL SONG

### Hail to the Hawks

The hawks of Heritage High will win tonight.  
There is no other team to match our fight.  
Others will  
pay the  
price,  
Better  
take this  
advice,  
Bow down to the pow'r and might!  
Oh when the green and blue are in the game.  
Then you will hear the fans  
call out our name. Hail! Hail!  
The Heritage Hawks,  
'cause they're on to victory!

### Go Hawks Go!

The hawks of Heritage High will win tonight  
We are the best in Michigan blue, green and white  
We have the pride the dream, we have the winning team  
See us soaring out of sight! Rah! Rah! Rah!  
Watch our team go down the field  
And you will see we're  
strong and never yield Hail!  
Hail! To Heritage High for were  
on to a victory!

Go Hawks Go!

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Declaration of Students' Rights and Responsibilities applies to all students in grades 9-12 and is intended to outline the rights of students as they exist in law and not to grant new rights or supplement the rights which exist by law. Within every school, the Principal has the primary responsibility and authority for maintaining an orderly educational process in accordance with policies adopted by the Board of Education. The Saginaw Township Board of Education guarantees the freedoms, allowed by law, provided these freedoms do not endanger the health, safety, and welfare of students and staff. The Board of Education through its employees recognizes and supports students' rights and the students' responsibilities. Students who properly exercise their responsibility will continue to enjoy those rights guaranteed by law.

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

A student's classroom evaluation should reflect the teacher's best assessment of the student's academic achievement. It is the school's intent to maintain and encourage high standards including personal honesty, discipline, and integrity. Students are in school to do their own work. It is assumed that any schoolwork turned in for credit by a student is the result of that student's effort. Academic misconduct occurs any time that a student turns in work completed by another person. Academic misconduct is a serious violation of the school Code of Conduct. (Appeals are referred to Step 2 with the building principal).

## **BEHAVIOR**

Proper student behavior is closely identified with future good citizenship. Schools have long been institutions where good citizenship has not only been taught but also expected of the students.

## **STUDENT RESPONSIBILITIES**

- Conduct themselves in such a manner as to promote a positive educational environment.

## **STUDENT'S RIGHTS**

- Access to a professional staff and facilities, which allow personal growth through active participation in programs.

## **SCHOOL DAY SCHEDULE**

1 <sup>st</sup> period	7:40 - 8:30
2 <sup>nd</sup> period	8:35 - 9:25
3 <sup>rd</sup> period	9: 30 - 10:25
4 LUNCH	10:25 – 11:00 (No Bells)
4A period	10:30 – 11:20 (No Bells)
4B period	11:05 – 11:55 (No Bells)
5 LUNCH	11:20 – 11:55 (No Bells)
5A period	11:25 – 12:15
5B period	12:00 – 12:50
5C LUNCH	12:15 – 12:50
6 <sup>th</sup> period	12:55 – 1:45
7 <sup>th</sup> period	1:50 – 2:40

## **ENTRANCE TO HERITAGE HIGH SCHOOL**

Between the hours of 7:40 a.m. and 2:40 p.m., visitors are to enter and exit through the North parking lot and “C” doors. Entrance “C”, North parking lot, near the Board of Education Office, will be the only entrance to Heritage throughout the school day. All visitors will check in when entering the building and will be issued a visitor tag. Heritage High School opens for students at 7:15 a.m. each school day and closes at 3:00 p.m. Students are to be out of the building by that time, except for after-school activities. (Please do not drop your students off before 7:15 a.m.)

## **I. GENERAL INFORMATION**

### **STUDENT ACTIVITIES**

All students at Heritage are encouraged to take advantage of the many extracurricular activities available. Students who become involved are usually well rounded and have gained from these experiences. Students are given the opportunity each fall to indicate their desires and interests in different club activities. Students or faculty who are interested in starting a new club or organization may receive information from the administrator in charge of student activities. School rules apply to students that are involved in extracurricular activities both on and off Heritage’s campus.

### **PARENT/GUARDIAN CODE**

As parents/guardians of students at Saginaw Township Community Schools, we understand that attending any school activity or athletic event (paid or unpaid) does not give us the right to act unsportsmanlike, abusive physically or verbally toward advisors, officials, players, coaches or fans. We understand that attending a Saginaw Township athletic event or extracurricular activity is a privilege and that school personnel may revoke the privilege temporarily or permanently for inappropriate conduct.

### **DANCES**

Prom Guests: This is the only dance that it is possible for a non–Heritage student to attend as a guest of a Heritage student. A Heritage student may submit only one guest request per event. Guests must be currently attending another high school (showing ID), or a Heritage graduate 20 years of age or under. Approval will be on a first-come, first-served basis. Guest form must be legible and completed in full and it must be submitted for administrative approval before a ticket for a guest is purchased. The total number of guests will be limited. **This form must be submitted with a copy of the Guest Picture ID or School ID.**

### **DANCE CONDUCT**

Sexually suggestive dancing will not be tolerated. If the behavior looks questionable, it will be stopped. Students are not permitted to dance in the following manner:

straddling legs, bending over, grinding, moshing, body surfing, slam dancing, touching inappropriately, engaging in prolonged public displays of affection, etc. Students are required to dance with both feet on the floor, their hands may be on their partner's waist or shoulders only, and break dancing must be performed safely. If inappropriate dancing continues, the music will be changed or the students in question will be dismissed from the dance. No refund will be given if a student is dismissed from a dance.

## **ACCIDENTS**

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

## **AGE OF MAJORITY**

The Age of Majority Act became effective on January 1, 1972. Persons who have attained the age of 18 are recognized as adults as a matter of law. In cases or instances where the 18 years old student requests that his/her record not be sent to the parent(s)/guardian(s), school officials may choose to disregard his/her request. The records will be sent to the parent(s)/guardian(s) who claim the student as a dependent in parent's/guardian current annual individual income tax return(s). Except as noted below, ***policies and procedures, set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority.***

- Students age 18 or older may complete an Age of Majority form in the Counseling Office.
- An Age of Majority student is required to report an absence on the day the absence occurs by 3:00 p.m. or by 2:30pm on the following day.
- An Age of Majority student must call the Attendance Office when he/she will be arriving late for school.
- They must sign in at the Attendance Office upon arrival.
- An Age of Majority student must sign out in the Attendance Office when leaving school.
- Due to the Closed Campus policy, an Age of Majority student may only return to school with documentation of attending an appointment.
- An Age of Majority student can only excuse themselves for 2 absences. They may have the same privilege as their parents/guardians as it relates to their student records.
- May represent themselves during disciplinary conferences and be the addressee for their grade reports.

**NOTE:** *All school attendance standards continue to apply to students regardless of their age. Eligible students who wish to assert these rights must register their intent on the appropriate form in the high school Counseling Office. Until the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures. A copy of the completed form will be sent to the*

*student's parent(s)/guardian(s). This completed form is retained in the high school counseling office. Appropriate staff, including the student's teacher, will receive a memo of this change.*

## **ANIMALS IN CLASSROOM/SCHOOL**

Animals are not allowed on school property unless approved by the Principal and in accordance with district guidelines. Permission forms are available in the main office.

## **ANNOUNCEMENTS**

Student announcements are broadcast every morning and afternoon. Announcements must be approved by a staff member sponsoring the announcement and turned in to the office by 10:00 a.m. each day if they are to appear in the next day's daily bulletin. Athletic cancellations or changes will be posted on the bulletin board outside the Athletic Director's Office and announced. If necessary, emergency cancellations or changes may be announced during the course of the school day.

## **CAMERAS AND METAL DETECTORS**

The school reserves the authority to place cameras in the hallways, cafeteria, school store, and gymnasium or on school grounds. If deemed necessary by Administration, metal detectors may be used for the detection of inappropriate material.

## **CLOSED CAMPUS**

Heritage High School operates under a CLOSED CAMPUS policy. After arriving at school, students may not leave the high school campus unless they have been approved for Work Based Learning or have demonstrated a special need to travel to or from the Saginaw Career Complex or work experience and are reporting to their place of work. If a student becomes ill during the school day, there must be parental contact. The student must be signed out properly, prior to leaving, in the Attendance Office by the parent, guardian, or someone listed as an emergency contact. In addition, a fax can be sent (989-797-1811) with parent/guardian signature. Students will not be excused to leave school for personal business, personal errands, or to go to lunch. Violations will result in disciplinary action, including suspension or loss of driving privileges for the student driver. Students must have the school's written permission to leave campus.

## **COMPUTER STATIONS AND INTERNET ACCESS**

- Student computer stations are available for students to use. Students may use school software only.
- **Software brought from home cannot be used on school computers.**
- Students cannot access the Internet without a fully completed acceptable use policy on file, adopted by the Saginaw Township Community Schools

Board of Education and Heritage High School. **These forms are available in the library media center and at [www.stcs.org](http://www.stcs.org) website.**

## **DRESS CODE**

Students are expected to come to school looking neat, clean and dressed in a manner reflecting good taste. Students shall not wear attire that interferes with the operation of the school or impinges upon the general health, safety and welfare of district students or employees. Specific restrictions governing students are as follows:

- Shoes or sandals must be worn at all times. Slippers are not allowed.
- Student attire must not be provocative or conflict with good taste.
- Pajamas are not allowed.
- Shoulders, backs, midribs and cleavage must be covered. All shirts/tops must have a sleeve.
- Obscene language or symbols of drugs, sex, alcohol or tobacco are expressly prohibited.
- Headgear that prevents identification on camera or by staff members is not permitted, such as hats, hoods and stocking/winter caps. All headgear that reflects or is interpreted by Heritage staff to have potential for gang affiliation will/may be confiscated. Bandannas of any color, size or shape may not be worn, carried or displayed at any school activity; this includes simulation of anything representing "colors". Exceptions for hats may be made on spirit days with administrative approval. Jewelry cannot present a safety hazard to self and/or others (examples are spike jewelry, chains). They will be confiscated.
- No see-through clothing is allowed.
- Sorority/Fraternity clothing is not allowed.
- Pants, skirts, or shorts must be worn at the waist.
- Shorts, leggings, and skirts must be the length of your arms (fingertips) extended at your side, or longer.
- Students are required to wear the ID on their person attached to a lanyard around their neck at all times during the school day. The first ID card and lanyards will be furnished to students at orientation. Replacement IDs may be purchased.
- The administration will make judgments where provocative styles of dress or appearance conflict with good taste. Students will be asked to change clothes and/or call home.

## **DRILLS**

### **FIRE**

Students will be notified which exit is to be used and how the fire drills will be conducted. The following procedures will be used:

- Each class will leave by its own exit according to the teacher's instructions.

- All students must evacuate the building even though the event is a drill and not an actual emergency.
- Teachers will have their attendance records and will be prepared to account for all students after evacuating the building.
- Students are to stay together and remain calm and quiet at all times while fire drills are being conducted.

### **LOCKDOWN**

During a Lockdown, the building will be completely closed to visitors. Information will be released through Central Office.

### **TORNADO**

Instruction for following tornado drill procedures will be given through the school public address system. The following procedures will remain until the danger passes.

- Students will be directed to assume a crouched position on the floor, facing the wall, with hands and arms held over the face and head for added protection.
- Staff and students will remain in the protected areas until an “all clear” is given.
- If a parent appears at the school and insists upon taking a student with him/her, that will be permitted.
- The school will not be held responsible for the student’s safety after leaving the property.
- The teacher will take attendance after the class has reached its designated safety areas.
- Try to remain calm.
- Students who are out-of-doors during a tornado warning are to return immediately to their classrooms or labs to get emergency drill instructions.
- **NO ONE SHOULD BE DISMISSED FROM SCHOOL DURING A TORNADO EMERGENCY** even if the normal school day is over.

## **DRIVING & PARKING**

### **DRIVING ON CAMPUS**

Driving on school premises is a privilege, not a right. Unsafe driving practices will not be tolerated. The Board of Education strongly promotes the enforcement of the established traffic laws on and in the vicinity of the school premises. All drivers are expected to use extra caution when driving in the vicinity of a school. **THE SCHOOL DISTRICT CANNOT ASSUME RESPONSIBILITY FOR DAMAGE TO VEHICLES WHILE ON SCHOOL PROPERTY.**

## **RULES AND REGULATIONS**

Students wishing to drive to school must apply for a parking pass. Registration for the student and primary car used is \$45.00, or \$22.50 per semester. Driving privileges will be granted to senior and junior drivers. Sophomores may drive, with administrative permission, based on space available and discipline record and academic standing. Students must be passing all classes. Freshmen are not eligible for driving privileges. All student parking will be in South Lot, except SCC students who will park in North Lot. Any additional family vehicles driven by the same student may be registered for \$3.00. Permanent parking passes may not be transferred to another vehicle. Current decals must be permanently fixed on the lower passenger's side of the front window.

- A daily driving permit may be issued. The student must purchase a daily parking permit from the South Parking Lot Attendant at \$1.00 per day. There will be a limited number of daily permits issued.
- Students who change cars during the school year may return the used sticker for an exchange. A small fee is charged for the new sticker.
- All students must be licensed and covered by insurance. The Saginaw Township Community School District is not responsible for either the vehicle or its contents.
- Students are not allowed to sit in the vehicle once it has been parked.
- Speed on school property may not be in excess of 15 miles per hour.
- Reckless driving of any nature (e.g., spinning tires, donuts) will not be tolerated.
- Vehicles are not to be used as lockers for books or clothing. Students are not to be in the parking lot during the school day.
- Vehicles are to be parked in accordance with pavement markings.
- Students are to park in the designated student parking lot only.
- Students are not to leave the school grounds during the school day without prior permission from parent or guardian. Approval to leave school grounds can only be granted by the Attendance Office and/or an administrator.
- Students shall not provide rides to other students to leave campus unless authorized by administration.
- Students who need to carpool will need written parent permission.
- Drivers are subject to loss of privileges should there be repeated violations or abuse involving driving.

## **SUSPENSIONS OF DRIVING PRIVILEGES**

It is considered a privilege for students to drive to and from school. Students and parents have the responsibility to know and respect the rules monitoring student drivers. Parking regulations are strictly enforced. Issuing of parking tickets through the school, towing of vehicles, or suspension of driving privileges may occur when these regulations have been violated.

## **FREE SPEECH/EXPRESSION**

One of the basic purposes of schools is to prepare students for responsible self-expression in our society. Self-expression, as permitted under the First and Fourteenth Amendments to the United States Constitution, must not interrupt the



orderly educational process of the school or be in violation of the Heritage Code of Conduct.

### **STUDENT'S RESPONSIBILITIES**

- Request in writing to be excused from any activity in conflict with the student's beliefs.
- Seek the approval of the Principal and adhere to established regulations as to the manner, time, and place of the requested assembly.
- Abstain from actions, words, or gestures, which are threatening, degrading, or inflammatory to students, staff and all other individuals.

### **STUDENT'S RIGHTS**

- Be excused from any activity in conflict with their religious beliefs or deep personal convictions. An alternate assignment may be required.
- Assemble peacefully regarding school related activities with the Principal's approval.
- Be assured an atmosphere free from racial, ethnic, sexual or religious jokes, slurs, nicknames, innuendoes, and demeaning or degrading comments.

### **ELECTED STUDENT GOVERNMENT POSITIONS**

To be elected to a student government position, a student must have a minimum 2.5 GPA the semester prior to the election. To maintain this position, an elected student must continue to hold a minimum 2.5 GPA and cannot have any out-of-school suspension due to behavioral problems during the term of office. For additional guidelines, see the current student government constitution.

### **GRIEVANCE**

Schools are responsible for providing a proper forum for students to express and resolve their grievances. A grievance is a charge by a student that there has been violation, misinterpretation, or inequitable application of an established school policy or regulation, or if the student believes, he/she has experienced unfair treatment, other than discipline. Students have the responsibility to discuss and try to resolve their complaints with the person(s) involved before using the grievance procedure.

### **GRIEVANCE PROCEDURE FOR GRIEVING A DISPUTE**

- Discuss the grievance with the involved parties.
- Request that a counselor or administrator meet with the involved parties in an attempt to mediate the dispute.
- If it is still not resolved, it shall be submitted to the Principal.

### **HALL PASSES**

All students must have their handbook signed by a staff member to be out of the classroom. It is the student's responsibility to secure a pass. Any student without a signed handbook pass will be subject to disciplinary action.

## **LOCKERS**

Lockers are issued to students for the duration of their high school career. Students are responsible for their care and condition. Lockers are school property and remain under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers. We ask that students share neither their lockers nor its combination with friends. Personal items brought into school are not the responsibility of the school. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities may conduct periodic general inspections of lockers and/or desks without any notice, without student consent and without a search warrant. School authorities work in conjunction with police personnel and private canine organizations. Locker problems should be directed to the Discipline Office. If good and sufficient reason is given, the Assistant Principal may approve locker changes. Requests must be made in writing. Lockers must be cleared out at the end of the school year. Items left will be donated. Books and other school property will be returned to the appropriate place.

## **PERSONAL PROPERTY**

Lockers are assigned to students for storing textbooks and coats. Common sense care is necessary to prevent loss of personal items as well as textbooks and other instructional supplies on loan from the school system. Personal items brought into school are not the responsibility of the school. The following suggestions may help reduce yearly losses:

- Refrain from bringing large amounts of cash to school.
- Always keep your locker locked.
- **DO NOT SHARE YOUR LOCKER OR COMBINATION.**
- Report persons observed taking something that does not belong to them.
- Gym clothing, coats, etc. should be clearly identified with the owner's name.
- Special care should be exercised to avoid loss of purses, wallets, and jewelry. Do not leave these items lying around.

## **Parent Teacher Conference Days**

*Please see the school website ([www.stcs.org](http://www.stcs.org)) for conference dates*

## **Exam Schedule 2023/2024**

*Please see the school website ([www.stcs.org](http://www.stcs.org)) for exam schedules*

## **POSTERS/ADVERTISING**

All posters/advertisements must be approved and stamped by the Activities Office and displayed only in designated areas. Individuals displaying posters are responsible for removing them.

## **PRIDE RESPECT CODE**

The staff and students at Heritage High School have the right to learn in a comfortable environment. At Heritage, we expect positive and respectful behavior from everyone. Respectful behavior will be encouraged by:

- A positive outlook toward learning and teaching

- Involvement in school activities
- Mutual respect for students, staff, and environment
- Being organized
- Being open to suggestions and understanding
- Exhibiting self-control
- Showing awareness for others

## **RECORDS**

Student records are any written materials concerning individual students kept in any form by the School District, except general directory information and personal notes of school personnel intended for staff use only. Student records are maintained to provide information that can be used to develop the best possible educational program for each student. The school staff exercises care to make sure student records are treated confidentially.

### **STUDENT’S RESPONSIBILITIES**

Students and/or parents/guardians of minor students have the responsibility to notify the district, in writing, of any person or entity the parent/guardian or student has authorized to receive disclosure of student records.

### **STUDENT’S RIGHTS**

Students and/or parents/guardians of minor students have the right to expect the district to comply with the requirements of the Family Educational Records and Privacy Act (FERPA) and the Education of the Handicapped Act – Part B (EHA-B) in connection with the maintenance and disclosure of records.

## **RESIDENCY**

Students must reside in Saginaw Township to attend Heritage High School. Saginaw Township Community Schools may be open to accepting students from other school districts using “School Of Choice” guidelines. For additional information, contact the Human Resource Department at (989) 797-1800 in the Board of Education Office.

## **SCHOOL CLOSINGS**

At various times during the year, school may be closed or delayed because of snow, sleet, loss of power, etc. The school will send out a message through Instant Alert along with contacting local radio and television stations to announce a school closing. Listen and watch for these announcements on local TV channels and radio stations. You may also check the website at <http://www.stcs.org>, as well as STCS social media platforms. **PLEASE DO NOT CALL THE SCHOOL.**

## **SCHOOL DISTRICT POLICY ON COPYING**

- Unauthorized copying of any software (including programs, applications, databases and code) which is licensed or protected by copyright is theft, and thus unethical, illegal, and prohibited.
- No computer data or program shall be changed or deleted without the express permission from the persons owning the data or program.
- Copying audio or videotapes that are licensed or protected by copyright is also considered theft and is prohibited.

## **SENIOR PICTURES**

**APPROPRIATE DRESS IS REQUIRED:** Heritage requires students to dress appropriately and follow the school dress code, which states “Student attire must not be provocative or conflict with good taste. Shoulders, backs, midribs, and cleavage must be covered and all tops must have sleeves”. We prefer NO t-shirts, varsity jackets or informal attire. **We will not accept** photos of students wearing a hat or any other school dress code violation. Students will be notified of the due date each year. Hard copies of pictures may be left in the Main Office or electronic copies may be e-mailed to [hhsyearbook@student.stcs.org](mailto:hhsyearbook@student.stcs.org). Contact the advisor with any questions.

## **SPECIAL EDUCATION**

All special education students have an Individualized Educational Plan (IEP) written for them annually, and their classes are provided in the least restrictive environment. Special education students follow the same school rules, regulations and policies as general education students unless altered by an Individualized Educational Planning Team (IEPC) decision or the local policy is in conflict with a county, state or federal rule/policy.

## **STUDENT ADVOCATE**

In order to assist students in asserting their rights as set forth in this document, the position of Student Advocate will be established. If a student believes that he/she has been unfairly suspended or otherwise disciplined, he/she has the right to file a formal appeal. Before this step, however, he/she may elect to consult with the Student Advocate. The Student Advocate should advise the student, offer to mediate at a conference between the parties, and should assist the student in preparing his/her formal appeal if the case is not otherwise resolved. The Student Advocate shall be elected by May 15 by a committee of three students selected by the student government and three faculty members selected by the Principal. In the event of a tie vote, the President of the Student Assembly shall be given the responsibility of casting a tie-breaking vote. The Student Advocate should be a teacher, counselor, or other employee within the school building. If no building employee is willing to serve as Student Advocate, a citizen of the community or a school employee from another building may fill the position. The Student Advocate may not be an attorney and/or school administrator. Students have the responsibility to state the problem factually and honestly to the student advocate. The Student Advocate has the responsibility to assure that the student receives assistance and due process throughout the appeal procedures and to be present at the student’s request at all steps of the appeal. All parties have the responsibility to follow proper procedures and be prompt and courteous during the appeal process.

## **TENTATIVE TESTING DATES**

SAT, ACT WorkKeys, PSAT & M-Step - Please refer to District Website ([www.STCS.org](http://www.STCS.org))

## **VISITORS**

All visitors must report to the Attendance Office at “C” door entrance upon entering the building and may be referred to security for the proper passes. Parents and non-student adults who are on official business and students on pre-arranged

exchange programs with other schools are permitted in the school. **Other visitors will be permitted only with permission from the principal, which must be obtained two days prior to the visit. If you bring a visitor to school, you will be held responsible for that person's behavior.**

**Parent(s)/Guardian(s) Visitation of Classrooms**: The Board of Education recognizes the central role that parent(s)/guardian(s) play in the education of their children, and supports active parent(s)/guardian(s) involvement in the educational process. Parent(s)/Guardian(s) are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardian(s) are also encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardians are also encouraged to come to planned conference evenings, school open houses, and visitation days. Parent(s)/Guardians(s) may also visit their child's classes on other days, subject to the approval of school administration and the following guidelines. Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having strangers frequently observe the classroom and place demands on teacher time. The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students. Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits. The Superintendent shall ensure that the provisions of this policy are available for review by members of the public.

## **WORK PERMITS**

Students under the age of 18 must have a work permit before being able to work part-time while attending school. Work permits are available in the Main Office. Issuing rules and state regulations are printed on the back of the permit. After completion of Section I, (applicant) and Section II (employer), the student must bring the permit to the Main Office. The school's issuing officer completes Section III. It is important that parents are familiar with the issuing rules and state regulations that are printed on the back of the work permit.

## **II. ACADEMICS**

### **ACADEMIC CODE OF CONDUCT**

The disciplinary process includes all subjects and is cumulative throughout the student's high school career.

**ACADEMIC DISHONESTY** includes, but is not limited to, the act of using the work, or giving of answers to another person to enhance or receive credit on any form of academic work. This may occur inside or outside of the classroom. Teachers will communicate homework, and testing expectations, rules and consequences. Failure of students to adhere to teacher expectations will be considered a violation. All consequences for Academic Dishonesty can be found in the Conduct Violations section. All appeals to academic dishonesty must be submitted to the building

principal. **See Step 2 of the Appeal Process under Section VI (Appeal procedures).** Examples of cheating/dishonesty include:

- Copying answers from worksheets
- Copying a daily assignment
- Giving another student a worksheet/paper/test to use & allowing another student to use the information contained therein
- Calling out an answer in class
- Copying from another's test
- Talking during a test
- Unauthorized use of "cheat sheets"
- Attaching answers to various parts of your body or objects
- Looking over the shoulder of another student during a test/quiz/assignment
- Knowingly permitting another student to copy from your paper or test
- Dishonesty on a test, quiz, or exam
- Communicating with any electronic device or other instruments
- Sabotaging or interfering with a project or work of another student.

**PLAGIARISM** includes, but is not limited to, the copying of all or a portion of another person's work and through oral or written communication passing it off as his or her own work. Examples include:

- Cutting and pasting without proper citation
- Copying from Internet sources without proper citation
- Copying from any type of book or magazine or any published information (encyclopedia, etc.) without proper citation
- Failure to cite another's ideas or words
- Work previously submitted by another.

**SELF-PLAGIARISM:** Students may not use their own work more than once unless discussed with a teacher.

## **ACADEMIC HONORS HONOR ROLL and RECOGNITION**

To qualify for the Principal's Honor Roll, a student must maintain a 3.5 or above GPA. To qualify for the Academic Honor Roll, a student must maintain a 3.0 to 3.499 GPA. Invitations are mailed to eligible students with the above GPA to attend Senior Honors Night. At the end of seven semesters, students having a cumulative GPA of 3.5 or higher may purchase an Honor Cord to wear at the graduation ceremony.

## **VALEDICTORIAN/SALUTATORIAN**

Heritage High School recognizes the Valedictorian and Salutatorian honor each year based on seven (7) semesters of high school work. (Highest cumulative weighted G.P.A. in school.)

## **CONSUMABLE COURSE FEES**

Certain course offerings may include voluntary activities for which they will be charged a fee. Students are responsible for the replacement cost of any item broken, lost, or damaged. All fees are to be paid by the end of the 2nd week of the semester. Teachers will contact parents of this responsibility. If there is a financial concern, please contact your counselor or administrator.

## **CURRICULUM DEVELOPMENT**

Curriculum is designed for students. Therefore, student opinion can be extremely important and deserves careful analysis and full consideration.

### **STUDENT'S RESPONSIBILITIES**

- Use their best efforts to meet classroom expectations.
- Comply with all curriculum requirements and seek clarification from informed persons in the school.
- Maintain standards of performance according to student ability.
- Give reasonable effort to assignments. Generally, collaboration among students on such assignments as lab reports or daily math assignments is acceptable.
- Complete and present assignments, when due, as required by the instructor.

### **STUDENT'S RIGHTS**

- Be consulted in curriculum development to the extent that age, grade, and level of maturity demonstrate ability to participate in a responsible manner.
- Be provided a written copy of the teacher's grading system, policies and course requirements at the beginning of each class.
- Be provided an academic grade based on the teacher's grading system that reflects the student's achievement.
- Be provided appropriate notice of due dates for assignments and have appropriate notice of evaluation of performance on the assignment.
- Be provided homework and other classroom assignments that are appropriate to the course of study.

## **EARLY GRADUATION**

In order to be eligible for graduation from the Saginaw Township Community Schools, students must have attended high school for four years. Exemption from this rule may be granted according to the following conditions and regulations:

- A student applying for early graduation must have attended for at least three years.
- A student must have satisfactorily completed all requirements specified in current State and Board Policy regarding Course Credits, Skills and Competencies requirements.
- A letter from the student's parents/guardians officially requesting early graduation must be submitted to the building Principal at least one semester prior to the graduation. Students 18 years old or more may submit the letter on their own behalf.

- A senior wishing to graduate at midyear must submit a request to the Principal by October 1.
- A junior wishing to graduate at end-of-year, must submit a request to the Principal by January 15.

The Principal will formulate a final recommendation regarding the student's early graduation request. This recommendation will be forwarded, in writing, to the Superintendent. The Superintendent will make the final decision regarding the student's request. The student will be informed of the decision through his/her counselor.

## **GRADES & GRADING POLICY**

Students shall be evaluated in terms of letter grades including the use of appropriate plus and minus grades. Students shall be graded upon their achievement as specified in the grading procedure and course requirements of the course. Grades should be based upon factors such as a unit test, daily quizzes, oral and written reports, class participation, projects, homework, and student effort. Teachers will give each student a written description of the course requirements and grading procedures by the first Friday of each class. It is the responsibility of each department to establish guidelines and standards for grading subject matter. Exam and term assessments will count for a set percentage of an overall grade. Please consult a class syllabus for the percentage. Guidelines and standards shall be consistent with all other statements listed here. In addition, a special Incomplete (I) grade may be given. An incomplete is a temporary grade and is used when a student has not completed course requirements. An "I" grade must be changed to a letter grade within 15 days following the end of the term or the grade will revert to an "E" grade. The Principal may approve exceptions.

Final grades for students will be based upon an average of the term and final exam grades. For these 9<sup>th</sup> grade courses the final exam will be 5% of the semester grade: Geometry, ELA 9, Honors ELA 9, Honors World History, U.S. History, Biology, Health, General Physical Education [boys and girls], Spanish I, French I and Latin I. In all other high school courses the final exam grade will be 15% of the total semester grade. Grading on a CLASS CURVE is difficult to defend and is not used. Once a course and a grade are added to a student's transcript, the grade may be changed but not deleted.

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D - = 0.7
B+ = 3.3	C+ = 2.3	D+ = 1.3	E = 0.0

### **Grading Scale**

A = 93-100	A- = 90-92	B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72	D+ = 67-69	D = 63-66
D- = 60-62	E = 0-59			



A = Excellent    B = Very Good    C = Average    D = Near Failing    E = Failure

A special “weighted” grading system is used in the Advanced Placement courses. Grades given in these classes are assigned a point value one-half (.5) grade higher than regular classes at the end of each semester. (Example: A semester grade of B- in one of the AP classes would be assigned a point value of 3.2)

### **PROGRESS REPORTS**

Parents/guardians will be notified at the middle of each term for students with a grade of D+ or below in a given class, or when a teacher believes that parents need to be informed of a problem.

### **REPORT CARDS**

Report cards are issued at the end of each ten weeks of school. The computerized grading reports are mailed at the end of each semester. Only final semester grades remain on the student’s permanent records.

### **HIGH SCHOOL TRANSCRIPTS AND FINAL GRADE CHANGES**

To initiate the grade change process, an individual who feels a final grade should be changed, must discuss the rationale for changing the grade with the teacher who has assigned the grade. In most instances, this individual will be a student, parent or guardian, counselor, or the building Principal. **There are two types of grade changes:** letter grade to pass/fail and letter grade to letter grade.

#### **Letter grade to pass/fail:**

- Limited to one course, each semester junior or senior year. This is a course in which GPA credit would be earned, but the student is requesting to not earn GPA credit and will only earn credit.
- The course cannot be one required for graduation.
- It is recommended that the course not be in the student’s major interest for his/her college preparation.
- Student must have a cumulative GPA of 2.0 or higher.
- Complete an application form and return to the Counseling Office by the **10<sup>th</sup> day** of the semester. Forms are available in the Counseling Office. The form is not valid until it is signed by all parties.
- Students in this program will attend scheduled classes, take tests, quizzes, etc. and hand in required work.
- At each grading period, the student will receive a report card with a “**P**” if a passing grade has been earned or an “**E**” if the student is failing the class.
- The student may not choose to return to a letter grade for the class.

- It remains the responsibility of the student and parents to evaluate the program in terms of NCAA guidelines, college acceptance, credits, and potential scholarship consideration.

**Letter grade to letter grade change:**

- Student grades cannot be changed by someone other than the teacher who determined the grade unless that teacher concurs with the reason(s) for making the change, except under the terms of this policy.
- To appeal, within 10 school days of the end of the semester, the student must request the teacher to change the grade.
- If the teacher does not consent to the grade change and the person who requested the grade change still feels that a change is appropriate, an appeal may be made to the building Principal.
- A student and/or interested party may appeal the decision of the teacher to the building Principal. Upon contacting the Principal, a conference shall be scheduled by the Principal to review the grade complaint. In the event of an adverse decision, the student, teacher, and/or parent shall be advised of the right to appeal to the grade review panel.
- The review panel shall be composed of three teachers selected by the STEA, one member of the Board of Education, and the Superintendent of Schools or his/her designee. The Superintendent shall appoint a member of the review panel to serve as chairperson.
- The review panel shall decide by a majority vote if the grade in question shall be changed or remain unchanged.
- If the review panel upholds the grade assigned by the teacher, the decision shall be final and binding.
- If the review panel changes the grade, the teacher who assigned the grade may appeal the decision to the Board of Education, which by a majority vote may decide to uphold or overturn the decision of the review panel. In either case, the decision of the Board of Education shall be final and binding.
- Appeals to the five-member review panel and/or the Board of Education must be initiated and handled in a timely manner. No appeals may be initiated after a semester has passed since the grade in question was assigned.
- A student shall be informed in writing whenever a grade change occurs.

At any time, a high school teacher may review the official transcript of any student either presently or previously enrolled in a subject instructed by the teacher. Students with an incomplete” I” or no grade have 10 school days following the end of the marking period to change their status or the grade will revert to an “E”.

**GRADUATION REQUIREMENTS / GRADE STATUS**

Student grade status will be determined by the number of credits earned. The following will be used as the guideline to determine a student’s grade level. **Juniors will not have exemptions or incentives to their final exams.**

**26 Credits Needed**

**Semester 1**

**Semester 2**

<b>10th grade</b>	<b>5</b>	<b>8.5</b>
<b>11th grade</b>	<b>12</b>	<b>15.5</b>
<b>12th grade</b>	<b>19</b>	<b>22.5</b>

### **GRADUATION CEREMONY**

Graduates must have 26 credit hours earned and verified 7 (seven) days before graduation or the last day of senior exam date to participate in the ceremony. Students must have a 3.0 weighted GPA at the end of their seventh semester to qualify for Honor cords. No adjustments will be made during a seniors' last semester.

Graduation designations are as follows:

Summa Cum Laude = 3.75 – 4.00+

Magna Cum Laude = 3.50 – 3.749

Cum Laude = 3.00 – 3.499

No changes or additions of any kind are to be made to the cap and gown without prior administrative approval.

### **EXEMPTIONS**

Students can only be exempt from a required graduation course by completing an exemption form and having it approved by the Exemption Committee, Principal and the Superintendent. Exemption forms are available in the Counseling Office.

### **HOMEWORK/MAKE UP WORK**

Work missed due to excused absences may be made up. Homework may be obtained by directly contacting the teacher through emails, by calling the teacher, or making a request in the Main Office. Guidelines are as follows: One day, for each day absent, will be granted for makeup work, with the exception of OSS. OSS homework must be completed upon the student's return. However, regardless of the type of absence, long-term assignments, such as reports, term papers, and/or major projects are due as assigned. Homework, tests, or projects missed due to unexcused absences will be given no credit regardless of absence type. ISS homework will be requested when students are in ISS all day. An email is sent to teachers, asking for work to be sent to ISS. This includes tests and quizzes. Students with advance notification are encouraged to notify teachers on their own and obtain their work. Work that is due when a student is in ISS is still due that day. Extensions are not given.

### **INDEPENDENT STUDY**

Independent Study credit will be allowed with the approval of counselor, teacher, and principal. Teachers must submit a written description of course requirements, goals and objectives with requests. The rules/guidelines for an Independent Study are on the application. Please see your counselor.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is based upon excellence in the areas of scholarship, leadership, service, and character. The majority of members are admitted in their junior year. However, seniors and some sophomores may also be

eligible. To apply, the candidate must have a minimum of a 3.4 weighted grade point average. The candidate will be asked to thoroughly and accurately list all accomplishments in the areas of co-curricular activities, leadership, and community service. The successful candidate will be able to demonstrate excellence in all three areas, including documented evidence of at least 20 community service hours prior to application. Community service hours accomplished prior to the start of the candidate's ninth grade school year will not be considered. Only service hours earned after July 31 subsequent to eighth grade may be used. The candidate must also seek the recommendation of three faculty members. A selection committee of teachers has the responsibility of selecting members based on the recommendations and list of accomplishments compiled by the candidates. The National Honor selection process for sophomores and juniors will begin after the first semester grades have been computed. The selection process for seniors will take place in the fall. All successful candidates will be honored at a formal induction ceremony held in the spring.

## **REPEATING A CLASS**

**Elective courses** A student may repeat select elective courses for credit. Please see your counselor for that list. All grades will be used in calculating the student's grade point average-- no grades will be deleted. However, any grade boost earned because of the level of the course will not be repeated. If a student takes an AP course one year and receives the grade boost, they may repeat the course under any title but will not receive the grade boost for the second time.

**Required Courses and Core Courses:** A student will be allowed to repeat a core course or one required for graduation when appropriate with the guidance of the student's counselor and administrator approval. All grades will be used in calculating the grade point average-- no grades will be deleted.

## **SAFETY GLASSES**

Eye protection must comply with the requirements of the American National Standard #287.1 Safety Code for head, eye and respiratory protection. Every student participating in a course should wear industrial quality, eye protection devices when exposure to danger exists and as directed by the instructor while participating in such a course-. The eye protection must have side shields for peripheral protection and students who wear corrective lenses must wear protective goggles that cover their glasses. Examples in which eye protection is required are:

- Vocational or industrial arts shops or laboratories involving the use of or working with hot molten metals, milling, sawing, turning, shaping, grinding, cutting or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding, repair or servicing of any vehicle; or caustic or explosive materials.
- Chemical, biological, or combined chemical-physical laboratory work involving acid, caustic explosive chemicals or hot liquids, solids, or gasses.

## **SCHEDULE CHANGES**

Schedule changes have a serious effect on the master schedule, individual schedules, and class size. The master schedule is developed by the number of

course selections identified by students during the registration process. School administrators make decisions regarding the number of sections per department based on students' course requests. The following outlines our policy on schedule changes.

Schedule changes will be made for the following reasons:

- Completion of a summer school course
- Incomplete schedule (missing a class)
- Two courses in the same period in the same semester
- Failure of a prerequisite course
- Failure of a required first semester of a course
- Master schedule conflict
- Rigor up in class selection

If there is another need to request a change, please contact your counselor for information on the correct course of action.

Please bear in mind, when you transfer from one class to another, you may be required to make up any work missed.

When students are having difficulty comprehending the subject matter in any class they need to see their counselor as soon as possible.

Schedule changes will not be made for electives, teacher preference, or lunch preference.

## **Senior Attendance / Grade Incentive**

As a reward, senior students with near perfect attendance and good academic standing, have an option to waive second semester exams. Academically, the senior must have an B+ (3.3) or higher in both marking periods for any class in which the senior chooses to waive an exam. For attendance, the student may not have more than two (2) unexcused tardies in any class that semester. Unexcused absences should be rare, and cannot exceed two (2) . Excused absences will not affect attendance.

## **TRANSFER STUDENTS**

Students will be awarded credit for courses taken at a registered or accredited high school. Homeschooled students must be registered with an agency for Heritage to acknowledge credit. Weighted grades will not be awarded for honors, gifted/talented, IB, Advanced Placement courses that were not completed at Heritage High School.

## **TRANSCRIPTS**

The high school transcript is made available to colleges, employers, military, etc. that may require such information only after a proper release form has been completed.

This is a permanent record, and copies can be forwarded wherever requested. Parents/guardians must sign release forms prior to the student's 18th birthday. After age 18, the student must sign the release form. All Senior Students will be charged \$5.00 to process transcripts in Parchment. This \$5.00 fee covers all transcript requests up to and including the final transcript.

### **III. SCHOOL SERVICES/RESOURCES**

#### **CASHIER**

##### **FINES AND FEES**

Names of students who owe any type of fee or have any overdue materials are submitted to the Cashier's Office.

Those charges are then entered on the student's fee management account. A student's fee management account may be monitored through [www.stcs.org](http://www.stcs.org) and using the Family Access option. Fines and fees need to be paid to the Cashier in a timely manner. Fines and fees may include athletic registrations, library, yearbooks, clothing and field trips. Unpaid fines and fees will result in students not being allowed to purchase tickets to social events (Homecoming Dance, Prom etc.).

#### **COUNSELING/STUDENT SERVICES**

Personal needs or concerns can seriously threaten and interfere with the educational development of students. Parents/guardians and students have the responsibility to provide the school with information that may be useful in making intelligent educational decisions. Schools have the responsibility to make available such counseling services (counseling, school social work, psychological evaluation) as it deems necessary under applicable circumstances to students, and to inform students of these services and the services of outside agencies.

##### **STUDENT'S RESPONSIBILITIES**

Inquire about available counseling services and use these services when deemed appropriate.

##### **STUDENT'S RIGHTS**

Access to those counseling services that are made available by the school.

##### **GUIDANCE SERVICES**

The Counseling Department is primarily concerned with meeting student's needs and in helping the student understand, develop, and relate abilities and interests to the school and to future planning. Counseling activities include a wide range of services. Among them are holding individual and group problem solving conferences, administering the school testing program, counseling college bound seniors, scheduling, support groups, and making provisions for the distribution of educational, occupational, and vocational information. Large and small group

meetings are also held with students and college admissions counselors, representatives of various trade and business schools, Armed Service representatives, and many others. Only the major services of the Counseling Department have been mentioned. The counselors are always ready to assist students

### **WORK BASED LEARNING/CO-OP PROGRAM**

A WBL coordinator assists the student and employer in combining school and work into a meaningful learning experience. This is an opportunity for students to learn, earn credits, and gain valuable work experience. The program is designated for twelfth grade students enrolled in the Marketing or PreProfessional Program. For more information, contact the Counseling Department.

### **STUDENT INFORMATION/CHANGE OF ADDRESS**

If a student's personal information (name, address, telephone etc.) should change at any time during the school year, the Counseling Office should be notified immediately. This information is very important for keeping records up to date and maintaining the ability to contact a parent or guardian in case of an emergency. If you believe that you are eligible or become eligible for McKinney-Vento services (sometimes referred to as "homeless"), please contact your counselor or principal immediately for further information.

### **SUMMER SCHOOL CREDIT**

Summer school classes for high school credit will be offered for a fee, to incoming high school and high school students. Heritage High School offers a variety of classes that are from the course offerings. Students are invited to makeup credit due to failure to earn credits for advancement. Students must demonstrate proficiency in order to earn credit. By successfully passing the department's final exam, the student demonstrates proficiency for that specific subject. Summer classes may count as a prerequisite for high school classes.

### **WITHDRAWAL FROM SCHOOL**

If a student must withdraw from school for any reason, he/she must see a guidance counselor immediately. The counselor will advise regarding the proper procedure to minimize the loss of school credits and benefits. All books and materials must be returned according to the withdrawal procedure. Once a student has been dropped from Heritage, he/she has 10 school days to claim any items left in the assigned lockers. After 10 days, items will be put in lost and found. Heritage is not held responsible for these items.

## **HEALTH SERVICES**

### **ADMINISTRATION OF DRUGS (K-12)**

A physician, dentist, physician assistant must prescribe medication, or nurse practitioner and permission must be granted to the school to contact the medical provider if necessary.

Medication must be brought to the Main Office by the parent /guardian in the original container with the appropriate label intact.

The parent/guardian must sign the medication form, granting the school permission to administer medication, according to regulations set herein including non-prescription/over the counter medications.

If a change is made regarding the prescription, a new consent form must be completed. Medication will be given as directed by the medical provider.

Administration of Over-the Counter Medications (Grades 9-12).

Parents are urged to give medication at home and on a schedule other than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed:

Over the counter medication requires a consent form signed by a physician.

Medication is to be kept in the office. If a change is made regarding the medication, a new consent form must be completed. Medication will be given as directed by the Medical Provider.

All student medications (including prescription and over the counter medication) must be registered in the Main Office. Students who fail to register their medication will be subject to disciplinary action. A parent or legal guardian must personally deliver all medication along with this form to the school office. Mere possession of either over-the-counter or prescription medication is a Conduct Violation, which can result in out of school suspension and/or expulsion.

### **COMMUNICABLE DISEASES**

**SAGINAW CO DEPARTMENT OF PUBLIC HEALTH COMMUNICABLE DISEASE REFERENCE CHART.**

The following are general recommendations for uncomplicated cases. Principals may exclude and readmit children based on these recommendations. Children may be admitted to school earlier with written approval of a physician. Exposure without symptoms need not require exclusion. These diseases are primarily transmitted by direct contact (coughing, sneezing, direct transfer) with the infected individual. Books, papers, and other school equipment usually do not act as vehicles for transmission of disease.

In order to give parents a practical guide for the common communicable diseases based on the ruling of the health department students may return to school as indicated on the following chart:

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
COVID-19	5-7 days	3-12 days	Follow most current district/health department guidelines
CHICKEN POX	2-3 weeks Commonly 13-17 days	1-2 days before rash to time of complete drying of vesicles (5-6 days)	Until all lesions are dried and scabbed/5 days after first lesions appeared



CONJUNCTIVITIS (PINK EYE)	Usually 24-72 hours	During course of active infection which is usually 2-3 weeks	Until diagnosis: After 24 hours of antibiotics, treatment or asymptomatic.
FIFTH DISEASE	4-14 days	During flu-like phase 27 days before rash appears	No exclusion unless fever present
HEAD LICE	Eggs (nits) hatch in 1 week, Maturity is reached in 2 weeks	While lice remain alive on infected person and until eggs in hair have been removed	Until lice are removed or nits (eggs) are found at least ¼ inch from the scalp and are removed
IMPETIGO	4-10 days	While sores are draining	Until the sores are free of scabs, crusts or drainage
INFECTIONS HEPATITIS A	10-50 days – Average 25 days	2 weeks before onset of jaundice to 1 week after	1 week after onset of jaundice
INFECTIONS MONONUCLEOSIS	4-6 weeks	Not definitely known. Intimate contact is required for transmission	Until asymptomatic or until medical authorization given to return
MEASLES (HARD OR 7 DAY RUBEOLA)	8-13 days – 10 day average	4 days before onset of cold symptoms until 4 days after appearance of rash	From onset of cold-like symptoms until 4 days after appearance of rash
MUMPS	7-21 days – 18 days average	6-7 days before swelling and 9 days after swelling appears	Until 9 days after the onset of swelling
RINGWORM	Scalp 10-14 days Body 14-10 days	As long as sores are present and draining. 24 hours after applying medication or as advised by a physician	Until 24 hours after treatment with antifungal medication or as advised by a physician
RUBELLA (GERMAN 3-DAY MEASLES)	14-23 days	One week before and at least 4 days after onset of rash	Until rash disappears
SCABIES	2-6 weeks before itching	Before rash is evident and until treated	24 hours after applying medication or as advised by a physician
SCARLET FEVER (SCARLETINA)	2-5 days	Greatest during acute state of illness, 2-4 days after rash appears	24-48 hours after treatment and no fever
STREP THROAT	1-3 days	Untreated 10-21 days Treated 24 hours	Until 24 hours after antibiotic treatment initiated and no fever for a period of 24 hours

References: Beneson, A. Control of communicable Diseases in Man (1985) The American Public Health Association, Washington, D.C. Report of the committee on Infectious Diseases (1988) American Academy of Pediatrics Elk Grove Village IL

### STUDENT SELF-MEDICATION

Student self-medication for injuries, aches, pains, etc. is not permitted. Students who are learning self-care behaviors can often manage their own medication, however, arrangements must be made with school administration beforehand. The medication must be registered with a medication form on file in the Main Office. Examples of appropriate medications for self-medication would be inhalers and Epipens. The school administrator may discontinue the student administration privileges upon advance notification to the parent/guardian. If a student is under an

Individualized Educational Plan (IEP) or Section 504 Plan, the action must be taken in accordance with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act requirements.

### **EPINEPHRINE/AUVI-Q INJECTION PENS**

Pursuant to state law, trained staff will administer an epinephrine auto-injector to any individual on school grounds that are believed to be having an anaphylactic reaction. If administered to a student, the parent/legal guardian will be notified.

## **LIBRARY SERVICES**

The Library Media Center provides audio-visual and print materials to both students and staff.

### **Library procedures are as follows:**

- The library will be open to students from 7:15 a.m. to 3:00 p.m. Monday through Friday.
- Students who wish to leave class to come to the library must have a pass from that period's teacher. The pass is to be checked at the circulation desk as the student enters the library.
- During lunch periods, passes are issued from the cafeteria security officer. The library is to be used to check out books or to study.
- Students may check out as many materials as they feel they can take care of and use. Materials may be returned before their due date. Materials must be checked out at the circulation desk with a current Heritage student I.D. card.
- If material is lost, stolen, or damaged while it is checked out to a student, that student is responsible for the material and must pay to replace it. Parents/guardians will be contacted by email if the fine is not paid or materials returned.
- Library services and other school activity privileges may be affected if fines are not paid or materials not returned.
- Fines are \$.10 (10 cents) per day for Library Material can be renewed, provided another patron has not placed it on hold.
- To prevent damage to materials, food, drink, candy and gum are not allowed in any area of the library.

### **TEXTBOOKS**

Students will be required to use a current Heritage Student ID to check out textbooks and Chromebooks. Textbooks will be circulated during Orientation and at the start of 2nd semester. During the year, students will check out novels used for classes, from the Library when their teacher assigns them. It is the student's responsibility to check out and return their textbooks and other library items and to insure they are not damaged or lost. All fines will be charged to the student's school account. The following are assessable fines: 1). Torn, damaged or missing pages. 2). Water damage 3). Any form of graffiti anywhere in or on the book. 4). Damaged or missing barcode labels. 5). Broken bindings. 6). Missing or unreturned books. 7). Any type of damage not considered as normal use.

## **NUTRITION SERVICES**

### **FOOD ALLERGIES**

Substitutions in the school breakfast and lunch program may be made for students with food allergies. To request a meal substitution for your child, you must submit a Special Dietary Need Accommodations Form, completed and signed by a medical authority describing the food allergy and a suitable substitution for the food. The Special Dietary Needs Accommodations Form can be accessed on the District's website at [www.stcs.org](http://www.stcs.org) under the School Nurse section or by contacting the Food Service Department at 989-793-9713.

### **FOOD AND DRINKS**

Hot lunch is served daily for a fee, and a la-carte items are available. Food and drinks from the lunch lines are to be consumed in the Cafeteria. Classroom parties are permitted with teacher consent and approval of an administrator. Students are not to bring in outside food or have it delivered.

### **PEER COUNSELING**

The Peer Counseling Offices, located next to Room 225, offer services to students. Staffed by trained Heritage junior and senior students, they offer help with personal problem solving, appropriate classroom behavior, conflict mediation, and tutoring. Students may stop by any hour or at lunch to ask a peer counselor for help and/or to listen to a discussion of problems. In some cases, Peer Counseling conflict mediation can serve as an alternative to disciplinary consequences.

## **SECURITY**

### **IDENTIFICATION CARDS**

ID cards will be furnished to all students at orientation. They are required to be worn with a lanyard around the neck at all times during school day. In addition, they are required for checking out all materials (media center and classrooms) and will be used in other areas of the school program (lunch line). The first I.D. card will be provided without charge. Subsequent I.D. cards will be provided for a \$5.00 replacement fee.

### **INCIDENT REPORTS**

Forms are available in the Main Office and the Discipline Office should there be a reason to report a problem to school authorities. Detailed information is required to complete this form.

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) is responsible for the development and maintenance of positive and proactive interaction/cooperation between parents/guardians, students, and staff of the Saginaw Township public and private schools and law enforcement/criminal justice representatives.

### **SEARCH OF LOCKERS, DESKS, PERSONS AND AUTOMOBILES SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker and/or desk, and automobile. Under the circumstances outlined below, any illegal, unauthorized or contraband materials discovered in the search may be seized. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full

responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time, without notice, without student consent, and without a search warrant. School authorities also work in conjunction with police personnel and private canine organizations. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action that will include parent contact and suspension from school.

A student's person and/or personal effects (purse, book bag, athletic bag) and automobile may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband material, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **AUTOMOBILE AND VEHICLE SEARCHES**

The school retains authority to conduct routine patrols and inspections of student parking lots. The interiors of student vehicles may be inspected whenever school authorities have reasonable grounds to believe that illegal or unauthorized materials are inside the vehicle. School authorities also work in conjunction with police personnel and private canine organizations. Such patrols and inspections may be conducted without notice and without student consent. If a search yields illegal or contraband materials, such materials will be used in school disciplinary proceedings. **Refusal to allow a search of a vehicle will automatically revoke driving privileges. Parents/guardians will be contacted. You are responsible for the contents found in your vehicle.**

### **SURVEILLANCE POLICY**

The Board of Education authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors on district property, and to safeguard district facilities and equipment. Video cameras may be used in locations, as deemed appropriate by the Superintendent. The district shall notify staff and students through student/parent/guardian and staff handbooks that video surveillance may occur on district property. Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law-enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

## **STCS TRANSPORTATION**

### **BUS RULES AND REQUIRED STUDENT CONDUCT**

The rules for student conduct related to transportation provided by the Saginaw Township Community School District are necessary to ensure the safety of all students and employees of the District. It is the responsibility of students and parents to become familiar and comply with these rules. Violations may result in the suspension of transportation privileges for a period as determined by the building administration. It is the policy of the STCS district to provide safe, courteous, and regular transportation services to eligible students. All students living 1.5 miles or more from their home school are eligible. Transportation to and from school is a privilege not a right. Students are expected to follow the rules and procedures outlined below.

## **AT THE BUS STOP**

- Riders will be at the stop five minutes before the scheduled arrival of the bus.
- Once the driver turns off the flashing red lights, no additional students may be picked up at that stop. Drivers are not allowed to wait for tardy students.
- Riders shall remain behind the curb while waiting for the bus.
- Riders will show respect for the private property near the bus stop.
- Riders will stand at the designated stop until the bus comes to a complete stop and then board the bus in a single file line.
- Riders must not approach the bus while it is moving.
- Students must not cross “no crossing allowed streets” designated by the District when going to or from a bus stop.
- Student must not change bus stops without prior permission.

## **ON THE BUS**

- Riders will sit in their assigned seats.
- Riders will be required to sit three to a seat when necessary.
- While the bus is moving, riders will stay in their seats, facing forward, in a sitting position.
- Riders will conduct themselves with courtesy and consideration for others.
- Riders must keep arms and head inside the bus at all times.
- Talk in a quiet voice, no shouting and screaming.
- Do not throw anything inside the bus or out the windows.
- Do not bring food or beverages on the bus.
- Refrain from using abusive, profane, or vulgar language or gestures.
- Do not tease/bully, or fight with other students. Serious offenses will result in a penalty.
- Riders will not use/possess tobacco, alcohol, and or drugs on the bus or at the bus stop.
- Riders will never use emergency windows or the emergency door to exit the bus unless in the case of an actual emergency.
- Riders will not touch switches, controls, or any other bus equipment.
- Riders will not carry weapons on the bus.
- Riders will not be allowed to bring anything on the bus that cannot be carried on and held safely on their lap.
- Riders will not put down windows without the driver’s permission.
- Riders will not bring animals on the bus, including reptiles and pets.
- Riders will not do anything that is detrimental to the health, safety, and welfare of all passengers and the driver. Any conduct that diverts the driver’s attention is prohibited.

- Riders must be aware that the driver is in full charge of the bus and his/her passengers.
- Riders are to follow the driver's directions at all times.

### **EXITING THE BUS**

- Riders will not leave their seats until the bus has come to a complete stop.
- Use the handrail when entering or exiting the bus.

### **CROSSING THE ROAD**

- Take ten giant steps to the front of the bus so that they are visible to the bus driver.
- Look both ways; make sure all traffic has completely stopped. Then, if safe, proceed across the road.
- Walk; **do not run**, when crossing the road.

### **CARE AND TREATMENT OF SCHOOL EQUIPMENT**

Riders need to assist in the proper care and treatment of school equipment and take pride in the appearance of their bus. Riders are expected to keep the bus clean and sanitary on the inside. Students damaging bus equipment will pay for the replacement of any damage.

### **RIDING ANOTHER BUS OTHER THAN YOUR OWN**

Only students that are eligible for transportation may ride on Saginaw Township Community School District buses. Therefore, students that walk to school, students that are open-enrolled, or students that are school-of-choice may not ride to or from other student's bus stops. Students should ride to and from school on their assigned bus.

## **IV. ATTENDANCE**

We believe that education is a life-long process. The attendance policy of Heritage High School is designed to promote dependability and promptness. These qualities are important to an individual's future, whether in education, on the job, socially, or among family. Each student, and his/her family, should accept responsibility for observing the attendance rules and procedures.

School administrators have the responsibility under State Law to enforce compulsory school attendance. Students enrolled at Heritage High School have the responsibility to attend school as required under State Law.

### **STUDENT'S RESPONSIBILITIES**

- To remain on school premises in accordance with building policy.
- To attend all classes daily and to be on time.
- To have parents/guardians call the school for an absence on the same day or within 48 hours.
- To keep a record of all absence dates, including school related, excused and unexcused.

- To keep and provide copies of documentation of medical appointments, court summons, funerals, medical emergencies, and other unavoidable absences.
- To exit school buildings and leave school property at the end of the day if not involved in an organized, school sponsored activity.

### **STUDENT'S RIGHTS**

- Receive school policies, which clearly define absences and tardiness.
- Appeal a decision concerning an absence.
- Leave school property only after they have received authorized permission from school authorities.
- Make an appointment with the attendance officer to review attendance record.

### **PROCEDURES FOR NOTIFICATION OF AN ABSENCE**

- Parents/guardians are asked to call the Attendance Office **each day** a student is absent.
- Absences must be reported **within 48 hours** to be excused.
- An answering service will receive calls 24 hours a day, seven days a week, even Holidays.
- Parents/guardians may specify longer periods if it is an extended illness. A student absence for 4 or more consecutive days (with the exception of a Prearranged Absence) may require verification from a doctor on the physician's letterhead.
- Absences not reported to the school by parents or guardians within 48 hours will be recorded as an unexcused absence.
- Due to Compulsory Education, students under 16 who have an excessive amount of absences (10 or more) will be reported to the county Truant Officer.
- An unplanned or early release of students will require parents/guardians to send a signed note, come in to the C Doors Office, fax permission, or enter the request into Skyward before the release will take place. Please fax requests directly to the Attendance Office at (989) 797-1811.

### **PROCEDURES FOR STUDENTS**

- Students arriving late to campus must sign in at the C Doors.
- **Students may not leave the campus without a parent/guardian signature.**
- Students are required to sign-out with the Attendance Office or C Doors before leaving campus and must sign back at C Doors when returning.

## ABSENCE CODES

<b>A</b> = Web Absent	Absence marked by teacher
<b>E</b> = Excused	Absence excused by parent
<b>U</b> = Unexcused	Unexcused absence
<b>T</b> =Tardy	Tardy <5 minutes (unexcused)
<b>D</b> = Delayed Pickup	Delayed Pickup
<b>L</b> = Left Early	Left Early
<b>P</b> = Present	Present
<b>S</b> = School Related	School function (field trips, athletic function, counselor visits, etc.)
<b>I</b> = ISS/ISW	In School Suspension
<b>O</b> =OSS	Out of School Suspension

## ABSENCE REPORTING

To encourage successful attendance progress, we ask for assistance and support with the following: **Encourage** students to be present in their classes in order to receive the maximum potential from classroom instruction.

Schedule appointments **after school hours or on non-scheduled student days** when possible. **Vacations that take students out of school** will affect the student's attendance record and **are discouraged**.

Students with extenuating circumstances are encouraged to **provide proper medical or legal documentation** for administrative or designee approval.

**ABSENCE REASONS:** The following 2-letter code may follow (to explain) the Absence Type from above:

<b>AA</b> ADMINISTRATOR APPROVAL	<b>AC</b> ACTIVITY WITH TEACHER
<b>SP</b> SPIRIT PLAYER	<b>OS</b> OUT OF SCHOOL SUSPENSION
<b>AT</b> ATHLETIC EVENTS	<b>IS</b> IN SCHOOL SUSPENSION
<b>SW</b> SEAT WAIVER	<b>CP</b> COURT PLACED
<b>SR</b> SENIORS	<b>DE</b> DUAL ENROLLMENT
<b>TS</b> TESTING	<b>FF</b> FUNERAL
<b>FT</b> FIELD TRIP	<b>HB</b> HOMEBOUND
<b>HM</b> HOMEBASE	<b>GR</b> GRADUATED
<b>OF</b> OFFICE	<b>JD</b> JUVENILE DETENTION
<b>IP</b> INTERIM ALTERNATIVE PLACEMENT	<b>SA</b> SCHOOL ACTIVITY
<b>DN</b> DOCTOR'S NOTE	<b>VF</b> VACATION
<b>IL</b> ILLNESS	<b>PV</b> PARENT VERIFIED
<b>TK</b> Tardy Kiosk	

## ATTENDANCE REFERRAL PROCESS

### Phase I

After **ONE (1) OR MORE** unexcused absences in a class, the automatic phone dialer will notify the parent/guardian of the student's absence.



## Phase II

See Saginaw Township Community Schools District Attendance Policy on the District's web page.

An attendance letter will be emailed to notify the parent/guardian.

An administrator may drop the student from the class for the semester.

The student may be subject to an "improvement plan" between the student, parent(s)/guardian(s) and administration before enrolling in the same class the following semester.

It is the policy of Heritage High School to stay in contact via the mail and/or telephone regarding all students approaching the possibility of being removed from a class or school. Every effort will be made to notify the parents/guardians of the student's status. Parents/guardians will always have the option of arranging a meeting with the school's administration.

## Phase III

Excessive excused absences will be closely monitored to assure academic progress is being made in that class. Students under the age of 16 will be reported to the Truant Officer. If deemed necessary, some cases may be turned over to the higher court authorities. At 10 absences (excused or unexcused), an administrator may require medical or legal documentation to excuse each absence thereafter. If medical or legal documentation is not provided, absences are unexcused. Students with extenuating circumstances may seek a waiver from an administrator if attendance guidelines have been followed and the proper legal or medical documentation is approved.

### EXCUSED ABSENCES

- Absences must be reported within 48 hours or it will be recorded as an unexcused absence.
- Students absent for 4 or more consecutive days (with the exception of a Prearranged Absence) may require verification from a doctor on the physician's letterhead.
- Due to Compulsory Education, students under 16 who have an excessive amount of absences (10 or more) will be reported to the county truant officer.

### UNEXCUSED ABSENCES

- Failure by parent/guardian to excuse an absence within 48 hours.
- Over 20 minutes late for a class.
- Skipping class or classes.
- Failure to sign out at the Attendance Office (C Doors) before leaving campus.

Administration/attendance will not excuse students who are in the building or on school grounds but not in their assigned classroom. **NOTE:** An unexcused absence does not allow credit for missed assignments.

## **ILLNESS**

Students who become ill during the day are to check in at the Main Office or C doors. The parents/guardians or emergency contact will be notified to pick up the student from school.

## **MESSAGES/TELEPHONES**

It is the responsibility of parents/guardians to notify students of appointments and other messages in advance before their arrival at school. There is a phone for student use located at C Doors, provided the student has a pass to be excused from class.

## **PRE-ARRANGED ABSENCE**

If a student knows in advance that he/she is going to be missing school, a pre-arranged absence form is available from the Attendance Office. The form must be signed by all of the student's teachers, parent/guardian, counselor (if over 5 days), principal and then turned in to the Attendance Office prior to the date of the requested absence.

## **FIELD TRIPS**

Whenever a student is to participate in a school field trip, parent/guardian permission is needed and students must use school-approved transportation to and from the activity. Fees may be assessed to cover field trip costs. A permission slip will be issued by the teacher-sponsor of the trip or Main Office and must be returned prior to the day of the trip. A student medication form and health/accident form may also be required. Students who fail to follow this procedure will not be allowed to go on the trip.

## **FUNERALS**

A parent or guardian must excuse absences due to a funeral. Days off are limited to 3 days.

## **TARDY POLICY/PROCEDURES**

Students are expected to arrive at school on time and be on time for each class. Teachers take attendance each hour to determine who is absent or tardy. A student is considered tardy if not in the assigned classroom promptly at the start of each class (bell). A student who enters the class, without an excuse from the C Doors, Attendance Office and/or staff member, within the first **5 minutes** will be considered tardy.

**TARDINESS** - Students are to be in their class when the bell rings. The teacher may schedule a detention for each violation. Please see conduct violations for the consequences of excessive tardiness.

## **V. STUDENT CODE OF CONDUCT**

The following procedures are a guideline to the due process for student conduct. Due to the nature of the inappropriate behavior and the timing of said behavior, each occurrence will be handled on an individual basis. It is the discretion of the Administrator in charge to implement the consequences of violating the Code of

Conduct. **Discipline policy enacted by the Board of Education will always take precedence over the guidelines below (see alcohol, drugs, tobacco, sexual harassment and possession of dangerous weapons).** The following policies are in effect, when students **(1)** go to or from school, **(2)** are on Saginaw Township Community School's property at any time, **(3)** are at all school-sponsored or approved events and activities, **(4)** are on a school bus for any purpose, and **(5)** demonstrate actions with respect to any misconduct toward any school employee or Board of Education member.

## **DEFINITION OF DISCIPLINE TERMS**

### **Before School Detention (BSD) - After School Detention (ASD) – Lunch**

**Detention (LD):** This is a penalty for minor infractions of school policies for which the student must remain in detention for 30 minutes. Detention is usually scheduled the day immediately following the infraction. Students may be assigned detention for more than one day depending on the infraction. Failure to report on the assigned day will result in an all-day ISS. Before School Detention is from 7:15 a.m. - 7:35 a.m. and After School

Detention is from 2:45 p.m. - 3:15 p.m. Lunch detention is assigned during the student's lunch period. Students on lunch detention may bring their lunch.

**Community Service:** A student may be given the option of completing volunteer service for an approved community agency in lieu of or in conjunction with other discipline actions.

**Conference with Parents/Guardians:** A parent/guardian conference and a behavior contract may be implemented at any time.

**Disciplinary /Attendance Contract:** A student with excessive referrals, with either discipline or attendance, may be placed on a contract with specific requirements for behavior, attendance, and any other corrective action deemed necessary by an administrator.

**Expulsion:** Student is expelled by the Board of Education. A student expelled for a specific term (period of time, e.g., 90 school days; until semester's end) may return to school at the end of the specific term but may not make up missed work. Return of the student to school does not require action by the Board of Education. If a student is **permanently expelled** the Student/Parent/Guardian may apply for re-admittance to school after 150 school days. **The Board of Education may permit the student to return after at least 180 school days of expulsion has been served or they may deny admittance to school.** (The 180 school day period begins the day following the Board of Education expelling the student.)

**Hearing at Superintendent Level:** A meeting with a committee appointed by the Superintendent to review code violations when appropriate (e.g., Level IV, second Level III, multiple referrals). In most cases, the student is suspended from school pending the hearing and a final determination. The committee will hear the matter. Thereafter the committee will decide to return the student, have the student spend additional time on suspension, or have an alternative placement for the student. Any

of these may have additional conditions attached with the determination. If the committee believes that an out of school suspension of more than ten days of is warranted, the committee will make such recommendation to either the Superintendent or the Board of Education. The matter will be reviewed, with a hearing available to the student. If the Superintendent or the Superintendent Level Hearing Committee believes that a suspension of more than 59 days is warranted, such recommendation will be made to the Board of Education. The Board of Education will review all recommendations to them, with a hearing available to the student and a determination at a Board meeting. At the student's request the hearing before the Board of Education may be closed to the public.

**Restorative Justice:** Is an alternative to using punishment-based approaches to school discipline and behavior management. It focuses on repairing harm through inclusive processes that bring together students and educators.

**In-School Suspension (ISS):** This is a short-term (normally one hour to five days) suspension from the regular school program. Students in the ISS room may be required to write behavior contracts before they go back to their regular classrooms. Students in ISS are not marked absent and are required to make up all missed assignments. Students who fail to report on time to their assigned ISS will receive a detention. Disruptive students in the ISS room shall receive OSS. ISS begins at **7:30** a.m. and ends at **2:40** p.m. Based on student's behavior in ISS and student arrival time could result in an additional referral.

**Long Term Suspensions:** Student is suspended for more than 10 school days but less than 60 school days. The student may make up his/her work for credit and may return to school at the conclusion of the long-term suspension. **The student's return to school does not require Board action.**

**Out-of-School Suspension (OSS):** This is the exclusion of a student from school for a specific amount of time. This exclusion extends to all school-related activities, including SCC, Co-op work, and extracurricular activities whether held in or out of the school district. Work missed during suspension should be made up and must be turned in upon the student's return, allowing the student to keep up with the class. If the student decides not to complete the missed work, a grade of zero (0) will be entered for the work. Tests and quizzes during the suspension may be made up. An administrator may allow a student to have a parent/guardian attend their classes as a substitute for the student for up to three days of out-of-school suspension.

**Snap Suspension:** An out-of-class suspension that is determined by the teacher. The student will remain out of class for up to one day. The teacher will make contact and offer a parent/guardian-teacher conference.

**Social Suspension/Probation:** A student may be placed on a probationary status or may be prohibited from attending any or all social functions such as dances, athletic events, class picnics, assemblies, theater productions, etc. Social suspension/probation will be used when a student displays inappropriate behavior during social functions including lunch hour and athletic events. Social suspensions will be assessed at 30, 60, or 90-day intervals depending on previous violations. Students receiving a Level III

Discipline Offense at the discretion of the administrators will be prohibited to attend the Homecoming or Prom dances. A student receiving a Level IV Discipline Offense will not be allowed to attend the Homecoming and/or Prom dances.

**Special Needs:** The discipline of special needs students may be subject to the I.E.P. process when and if 10 days of suspension have accumulated or a Level IV violation is being considered.

## DISCIPLINARY SANCTIONS

The Board of Education may create a policy delineating what conduct it believes merits disciplinary measures involving suspension or expulsion. Given a school's need to impose discipline for a wide range of unanticipated conduct, school disciplinary rules need not be as detailed as the criminal code. Discipline violation levels have been determined as I, II, III, and IV. Administrators will consider the MCL 380.1310d factors prior to suspending or recommending expulsion. If a student reaches excessive discipline referrals in a semester, he/she may be placed in an alternative education setting, and removed from Heritage High School for the following semester. The decision to place a student into an alternative program will be based upon the student's attendance, academics and discipline referrals. If placed in an alternative setting, the student must meet the established criteria before he/she may return to Heritage High School. The Superintendent shall have the authority to place a student in an alternative setting. Each student subject to expulsion shall have his/her situation reviewed by the Superintendent on a case by-case basis. This policy statement is the School Board's assurance that the School District complies with both Federal and State law. It is the policy of the Discipline Office to contact the parents/guardian via telephone, letters through the mail, or letters carried home by the student. Immediate contact will be made after the third referral to the Discipline Office to notify the parents/guardians of an accumulation of discipline referrals. Any out of school suspension will result in a telephone call to the parent/guardian. A full day of in school suspension will require a signature from the parent/guardian. **Discipline action implemented at the end of the year will be carried over to the next school year.**

## REFERRAL PROCESS

**One or more of the following actions will be implemented at the discretion of an administrator:**

Parent/guardian Notification	Student Conference	ASD (After School Detention)
Extended Detention	Behavioral Contract	ISS (In School Suspension)
Social Suspension/Probation	Restitution/Restoration	Community Programs
OSS (Out of School Suspension)	Recommendation for Expulsion (if appropriate)	

Police Notification  
Restorative Justice

Referral to a community and/or agency I

**The following are guidelines for student reference as to the discipline he/she may have imposed for improper conduct.**

BSD - before school detention      LD - Lunch Detention  
ASD – after school detention      ISS - in school suspension  
OSS - out of school suspension      RES - restorative justice

## **REFERRAL PROCESS**

### **LEVEL I**

1st offense	BSD or LD or ASD
2nd offense	BSD or LD or ASD
3rd offense	BSD or LD or ASD
4th offense	BSD or LD or ASD
5th offense or more	ISS/OSS (1-5 day)

Level I offenses are less severe infractions to be handled in the classroom; and if the behavior continues, then referred to the Discipline Office. Level I infractions accumulate for a school year.

### **LEVEL II**

1st offense	One day in ISS / OSS
2nd offense	One day in ISS / OSS
3rd offense	OSS / ISS
4th offense or more	1-5 day OSS / ISS

Level II offenses are serious infractions to be referred immediately to the Discipline Office. Level II infractions accumulate for a school year.

### **LEVEL III**

1st offense	Five (5) – Ten (10) days OSS, meeting with parent/guardian, student, counselor
2nd offense or more	Hearing at Superintendent Level

Level III offenses are extremely serious infractions that are cumulative throughout the student's high school career.

### **All LEVEL IV – (Includes Drugs, Weapons, Assault and Rioting)**

1st offense	Hearing at Superintendent Level
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Students accumulating 8 or more offenses of any level during a school year may have a hearing at the superintendent level. **Note: *If a student receives, throughout their high school career, more than one or any combination thereof Level III or IV offenses they will have a hearing at the superintendent level.***

If during the current school year a student who has received either a Level IV or a Level III referral or any combination of Level I and II referrals totaling at least four (4), the student will not be allowed to participate in Spring Fever activities, Senior Picnic or will they be allowed to hold a position on the current year's Homecoming Court or as a Homecoming Representative from any class or selected as Prom King or Queen. Students not participating in Spring Fever and the Senior Picnic will report to a designated area with staff supervision at that time. If such student does not report to school that day, it will count against his/her attendance record. In addition, the presence of a Level III the prior year, or a Level IV referral on a candidate's discipline record carried over from any year in attendance at Heritage (or similar level at another high school if the student transferred to Heritage), will prevent the student from holding a position on Homecoming Court, as a Homecoming Class Representative or being selected Prom King or Queen.

## **VI. DISCIPLINE CONDUCT VIOLATIONS/APPEALS**

### **CONDUCT VIOLATIONS**

Definitions of Conduct Violations are listed below. They include, but are not limited to, the specific acts or conduct. **Note: the level of offense number after each conduct violation below.** The disciplinary consequences for the levels apply unless other specified consequences are listed with the conduct violation.

**ACADEMIC CODE OF CONDUCT:** See academic dishonesty consequences.

**ALCOHOL: (Level IV)** Drinking, possession, transfer, use of, or under the influence of alcohol. **Alcohol Screening:** When an administrator has reasonable suspicion that a student is under the influence of alcohol on school property, at a school-sponsored event, or under the supervision of a school authority figure, the student shall be given the option to take a Breathalyzer test. If the screening results are negative, no action shall be taken. However, if the student tests positive or if the student declines to take the test when reasonable suspicion exists, the student shall be subject to appropriate disciplinary action. Malt beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of alcohol content) on school grounds or

while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student Code of Conduct.

**TRANSFERRING ALCOHOL:** Transfer is defined as giving, receiving, buying or selling. Transferring or selling of alcohol is a Level IV violation. All alcohol violations require a report to the police.

**AMOROUS/ IMMODEST BEHAVIOR: (Level I, II, III or IV)** Is generally referred to as “inappropriate actions” between couples. Any consensual kissing, hugging or body contact beyond handholding is not allowed in the high school. Any of said conduct that is not consensual shall be treated as sexual harassment or assault.

**ARSON/EXPLOSIVES – (Level IV)** Any act utilizing unauthorized fire, smoke, or explosives, which presents a risk of danger to life or property, includes possession or use of fire starting devices.

**ASSAULT: (Level III or IV)**

**Felonious Assault -**

Striking with a weapon or an instrument used as a weapon to do bodily harm. Student will be subject to police notification. **Student to Adult – 1999, PA104,**

**Section 1311a**

The Board shall permanently expel a student in grade six or above if the student commits a physical assault against a district employee; or against a person engaged as a volunteer, as defined by Board policy; or against a contractor for the district on school property, on a school bus or other school-related vehicle, or at a school sponsored event.

**Student to Student – 1999, PA102, Sections 1308, 1310, 1310a**

If a student in grade six or above commits a physical assault against another student and the assault is reported to the Board of Education, the Board shall expel the student for up to 180 days. The statute defines physical assault as intentionally causing or attempting to cause physical harm to another through force or violence.

**Verbal Assault – 1999, PA104, Section 1311a (2)**

Any student in grade six or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district may be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, “verbal assault” may be defined as any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

**BREAKING AND ENTERING: (Level III)** Breaking and entering any school building, facility, automobile, office, room, storage space, or other enclosures without authority to do so.

**BULLYING: (Level III or IV)** Any written, verbal or physical act, or any electronic communication that is intended to harm one or more pupils either directly or indirectly by: substantially interfering with educational opportunities, benefits or programs of one or more pupils; adversely affecting the ability of a pupil to participate in or benefit from the school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a pupil’s



physical or mental health; causing substantial disruption in, or substantial interference with, the orderly operation of the school. Any student making a knowingly false accusation regarding harassment may also be subject to discipline.

**CLASSROOM REGULATIONS: (Level I)** Rules that are expectations for that class set by Teacher. Example: Sleeping in class, Refusal to do work, No classroom materials, Disruption in the classroom, Skipping, Hall Pass infraction etc.

**COMBUSTIBLES/LIQUID OR GAS EJECTING DEVICES: (Level I or II)** Use or possession of matches, lighters, fireworks, and devices made from explosive or flammable materials. **(Level II – Possession) or (Level III - Use of)** Possession or use of any gas-ejecting device capable of rendering a person either temporarily or permanently disabled (e.g., mace, pepper gas, onion gas).

**COMPUTER HACKING/COPYING or MISUSE: (Level II or III)** Inappropriate access to or use of computerized areas without proper authority. This includes infringing upon copyright laws.

**COMMUNICATION DEVICE (cell phones, etc)/ELECTRONIC DEVICES: (Level I)** Students may bring their own technology devices (e.g., laptops, netbooks, eReaders, iPads, android tablets, smart phones) to school in order to support the educational learning process. Students who access our wireless network with personal technology devices, do so with the consent and supervision of the classroom teacher and the authority of the building principal, or when using approved devices for personal use at authorized times.

Authorized times are **defined** as: before school, in the cafeteria during lunch, during class change (with earbuds), and after school. Taking pictures or recording of any kind are prohibited in the hallway.

Unless the classroom teacher **specifically authorizes** use of personal devices for educational purposes, they are not to be used. Use of personal devices must be clearly stated in the teachers' daily lesson plan with specifics enough to substantiate its use in class. Such devices must remain off and put away. Personal electronic devices may **not** be used at **any time in locker rooms and restrooms**.

Habitual violations throughout a school year may/will result in a Parent/Guardian/Student Conference in order to be able to participate in our technology device plan.

**DISRESPECT TOWARD STAFF MEMBER: (Level II, III or IV)** Demeaning actions, words or language less than vulgarity toward a staff member.

**DISRESPECT TO A STUDENT: (Level I, II or III)** Demeaning actions, words or language less than vulgarity towards a student.

**DISRUPTIVE BEHAVIOR: (Level I, II, or III)** Unacceptable language, gestures, or actions that produce distractions or disturbances interfering with effective functioning or safety of the staff, the students, or the school. Water guns, squirt guns, games of Assassin, Paintball, and Splat Ball etc. are not allowed at school or at school functions or athletic events.

**DISRUPTION OF THE EDUCATION PROCESS: (Level II, Level III or IV)** Behavior that seriously disrupts any school activity or the orderly and safe operation of the school.

**DRESS CODE: (Level I)** Failure to comply with the HHS Dress Code as outlined in the handbook.

**DRIVING VIOLATIONS: (Level I, II, or III)** Inappropriate use of a vehicle.

Driving in an unsafe manner, failing to register a vehicle, failing to display a parking permit, or parking in an unauthorized area. Reckless driving in a willful or wanton manner with disregards for the safety of persons or school property. Driver

Discipline Procedures: **Any or all of these procedures may be considered a violation and could result in any of the following:**

- A fine will be assessed
- Reprimand/loss of driving privileges
- Parent/guardian notification.

Tickets will be issued to violators and fines will be levied as follows:

Parking in restricted area, on curb, or in wrong lot: \$7.00    Parking in teacher lot: \$7.00    Speeding \$10.00    Reckless driving \$10.00    Not displaying a

Heritage parking sticker \$5.00 Students will have **five school days** from the date of the ticket to pay the fine. Failure to pay traffic fines will result in the loss of driving privileges. Fines may be paid in the Cashier's Office during normal school hours. Drivers who violate school rules are subject to loss of driving privileges. All drivers are expected to use extra caution when driving in the vicinity of the school. Driving on school premises is a privilege, not a right. Unsafe driving practices will not be tolerated. The Board of Education strongly promotes the enforcement of the established traffic laws on and in the vicinity of the school premises.

**DRUGS/CONTROLLED SUBSTANCES: (Level IV)** Includes any of the following: possession, supply, transfer (giving, receiving, buying or selling), use of or under the influence of drugs/controlled substances, including look-alike substances, drug paraphernalia, or the unauthorized use/possession of prescription drugs. **Violation of this policy will result in OSS until a hearing at the Superintendent level. A report to the police may be filed.**

**DISTRIBUTION OF UNAUTHORIZED MATERIALS: (Level II or Level III)**

Advertising, solicitations, campaign literature, or any other printed materials.

**FAILURE TO SERVE DETENTION: (Level II)** Failure to comply with a request to attend a detention in a classroom or in ISS. This detention includes before school, after school and lunch detentions.

**FIGHTING: (Level III or IV)** The act of quarreling involving body contact in or on school property including bus stops and at school sponsored events (i.e. dances, athletic events and other co-curricular activities).

**FOOD/BEVERAGES/GUM/LITTERING: (Level I)** Food and beverages purchased in the cafeteria or Heritage School Store are to be eaten in the cafeteria. Classroom parties (pizza, popcorn etc.) are permitted with teacher consent and/or approval of an administrator. Students cannot discard materials on school property.

**FORGERY OR FALSE INFORMATION: (Level II)** Intentional misrepresentation or false information given to any school district personnel. (Administrator, teacher, secretary, security etc.)

**GAMBLING: (Level II or III)** Participation in games of chance for money and/or other things of value.

**GANG ACTIVITY: (Level II, III, or IV)** A student shall not wear or possess any clothing, jewelry, symbol or any other thing that may reasonably be perceived by any student or staff member as evidence of membership in or affiliation with any gang. A student shall not commit any verbal or nonverbal act (gestures, showing of colors, handshakes, etc.) that may be reasonably perceived by any student or staff as

evidence of membership in or affiliation with any gang. A student shall not commit to gang activity by; (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. **PENALTY - Administrative intervention to expulsion.**

**HARASSMENT: (Level II or III)** Making remarks, threats, physical contact, or creating an intimidating, hostile, or offensive educational learning environment involving another student or staff member while on school property, on a school bus or at a school-sponsored activity or event.

**HAZING: (Level II or III)** Any intentional, knowing, or reckless act meant to induce or having the effect of inducing physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, and is generally directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District whose membership is totally or predominantly other students from the District.

**INSTIGATION OF FIGHTS OR CONFRONTATIONS: (Level III)** Provoking an altercation/fight by use of words, gestures, or physically touching another. This is inclusive of threats to another or suggesting someone else will start a fight and/or recording a fight with any electronic device.

**INSUBORDINATION: (Level I, II, III)** A verbal or non-verbal refusal to comply with a reasonable request or any directive from any school employee (including failure to identify oneself). Repeated offenses will be grounds for suspension for the remainder of the semester. Refusing to stop for a staff member and leaving school grounds is fleeing and/or eluding school personnel is a Level III.

**INTIMIDATION: (Level II or III)** Slurs, innuendoes, physical contact that demeans, frightens or injures another person. Use of racial, ethnic, or religious slurs, innuendoes that are intended to demean or injure. Consequences are 1 to 10 day ISS or OSS depending on the circumstances.

**LEAVING WITHOUT PROPER AUTHORIZATION: (Level II)** Failure to sign out of school at the appropriate office is a violation of the Heritage High School Closed Campus Policy.

**LITTERING: (Level I)** Inappropriately discarding material on school property.

**MEDICATION: (Over the Counter) (Level IV)** Possession, transfer, or the use of over-the-counter medication.

**PERSONAL INJURY: (Level III)** Behavior causing injury to another person.

**PROJECTILES: (LEVEL I, II, or III)** Throwing any object of any kind is prohibited.

**ROLLER SKATES, ROLLER BLADES, HACKY SACKS, SKATEBOARDS: (Level I)** May not be used inside the building / or outside on school property

**RIOTING: (Level IV)** An unrestrained uprising or violent disturbance of the public peace by a group of students.

**ROBBERY AND/OR EXTORTION: (Level III or IV)** The act of obtaining or attempting to obtain money, goods, services, or information from another by force or the threat of force or by coercion.

**SAFETY VIOLATIONS: (Level II, III, or IV)** Creating an unsafe environment for students or staff.

No running in the hallways. Between the hours of 7:40 A.M. and 2:40 P.M, all entry doors are locked. Students are not to open the doors for any individuals (adults or students) to allow them to enter for any reason. This applies even if the student knows the individual.

**1st violation** - Removal from class for remainder of class period and a parent/guardian conference.

**2nd violation** - Student will be removed permanently from class, subject to an administrative hearing. **(Level II):** Examples include unsafe actions in science labs, wood or metal shops or any class where safety caution is a normal procedure.

**(Level III):** False alarms, tampering with fire alarms, extinguishers, telephones or other safety devices.

**(Level IV):** Discharging of fire alarms, bomb threats, or possession of a weapon.

**SEXUAL ASSAULT/SEXUAL HARASSMENT: (Level IV)** Refer to Board of Education Policy on sexual harassment this handbook.

**SORORITIES/FRATERNITIES, SECRET ORGANIZATIONS: (Level I)** Membership in a public school sorority, fraternity, or secret society are prohibited. Therefore, activities and/or memberships related to such organizations are prohibited.

**STEALING, POSSESSION, OR TRANSFER OF PROPERTY OF OTHERS: (Level II / Level III)** The act of taking possession of or transferring the property of another without the consent of the owner.

**SWEARING/VULGARITY: (Level II or III or IV)** Abusive and/or suggestive language spoken or any gestures that are offensive, obscene. Also includes using abusive and/or suggestive language towards someone, either written or spoken, or any gestures that are offensive, obscene or vulgar (including pornography).

**TARDINESS:** Students are to be in their class when the bell rings. The teacher may schedule a detention for each violation.

Tardy violations (per class, per semester) will result in the following:

<b>1 to 2</b> tardies - Warning from teacher	<b>3<sup>rd</sup></b> tardy - 1 lunch detention in ISS
<b>4<sup>th</sup></b> tardy- 2 lunch detentions in ISS	<b>5<sup>th</sup></b> tardy and beyond - (Administrator discretion)

**THREATS AND VIOLENCE TO STAFF/STUDENT OR ANY VANDALISM OF THEIR PROPERTY -**

**(Level III or IV)** Threats, threatening gestures, or violence directed toward any staff member, volunteer, or contractor. This will result in an Out-Of-School suspension (OSS) with a recommendation for expulsion.

These rules are in effect both on and off campus.

**TOBACCO: (Level III)** It is illegal to possess tobacco products, and/or smoke on school property or while attending a school-sponsored activity. This also includes E-cigarette, vapor-smoking devices, matches, or any other devices used to light tobacco are also prohibited. In compliance with the Tobacco Free Schools Law, the use of tobacco products by any person is in violation of this policy. The first offense will result in a mandatory 5-day OSS and the student must attend Preventing Tobacco Addiction seminar.

**TOBACCO SELLING: (Level IV)** The selling of tobacco products will be a Level IV violation. This violation will require a report to the police by the administration.

**TRESPASSING/ UNAUTHORIZED AREAS/LOITERING: (Level II)** The act of being in or about a school building, without having a legitimate reason or authorized permission or refusing to leave when directed to do so by school staff or security personnel.(This includes any suspended students).Areas not allowed for student access are those not under direct staff supervision. Those areas may be teachers' lounges, schoolrooms, bathrooms or locker rooms, any roof, parking lots, and school grounds not under direct supervision of any school staff. Students are expected to leave school property by 3:00 p.m., unless involved in a school-sponsored activity.

**VANDALISM: (Level I, II, or III)** The destruction, defacing or damaging of school property or the property of others. Restitution for vandalism is mandatory and includes labor costs, if any are assessed.

**WEAPONS, DANGEROUS INSTRUMENTS: (Level IV) USE OR POSSESSION OF:** Possession of a dangerous weapon on school property, at a school-sponsored activity, or in a school locker. Dangerous weapons will include, but not limited to, firearms, blowguns, switchblades, knives, straight knives, box cutters, utility knives, chains, clubs, piano wires, brass knuckles, including facsimile or replicas of same, or any other similar article. **Student shall be subject to permanent expulsion from school.**

### **Academic Dishonesty Consequences:**

**1st Offense:** A grade of zero on the assignment and parent/guardian/teacher/student conference to discuss dishonesty.

**2nd Offense:** A grade of zero on the assignment, parent/guardian contact by teacher, and a 1-3 day in-school student suspension, as determined by an administrator.

**3rd Offense:** A grade of zero for the 10-week grading period.

### **Physical Education Department Policy Requirements**

Students are expected to dress appropriately for physical education classes. Only a parent/guardian or doctor's note will verify non-participation.

**Unexcused No-Dress and Non-Participation WILL AFFECT THE STUDENT'S GRADE:**

On the **5<sup>th</sup> no dress**, the student shall receive a **Level I** referral.

On the **6<sup>th</sup>- 9<sup>th</sup> no dress**, the student will receive a **Level II** referral.

On the **10<sup>th</sup> no dress**, the student is to be **dropped from class** due to lack of participation.

### **Transportation Penalties for Violation of Rules and Procedures**

Any act, which violates the School District Bus Rules and Regulations, will result in a referral to the building administrator. The Administrator has the authority to determine the severity of the offense and may suspend a student without following the steps below:

#### **1. First Administrative Contact**

Parent notification

Reprimand

Suspension of bus privileges

**2. Second Administrative Contact**

Parent notification

Reprimand

Suspension of bus privileges up to one semester

**3. Subsequent Administrative Contact**

Parent notification

Reprimand

Indefinite suspension of bus privileges

In all cases of suspension of bus privileges, parent(s)/guardian(s) will be notified. During suspension of bus privileges, it shall be the parent's/guardian's responsibility to provide the student transportation to school.

## **APPEAL PROCEDURE**

### **SUSPENSIONS/DISCIPLINARY ACTIONS**

The Superintendent and the Board of Education determines out of school suspensions greater than 10 days. Students have the right to appeal out of school suspensions of ten days or less and other disciplinary actions determined by the high school staff when they feel the administration has made an error in enforcing the Code of Conduct as set forth below.

#### **Student Advocate**

If a student believes that he/she has been unfairly suspended or otherwise disciplined, he/she has the right to file a formal appeal. Before this step, however, he/she may elect to consult with the Student Advocate. The Student Advocate should advise the student, offer to mediate at a conference between the parties, and should assist the student in preparing his/her formal appeal if the case is not otherwise resolved.

#### **Step One - Purpose, Scope, Authorities, Duties, and Organization**

1. A building administrator or teacher may only use this procedure for cases involving discipline not exceeding a ten-day suspension.
2. Students have the right to appeal suspensions and other disciplinary actions when they feel the administration has made an error in enforcing the Code of Conduct.
3. Suspension normally begins immediately. However, the suspension period may be deferred until completion of the Appeal Procedure, except in instances where the student's continued presence disrupts the learning environment or threatens safety and security within the school.
4. Unless otherwise provided, all discipline appeals prior to May 1st must go through the Appeals

Board before going to the Principal's review or Step 2. Students wishing to file an appeal after May 1st have two options; first they can choose to have the appeal heard the following school year if they are a returning student. This appeal would take place within the first available appeals board meeting date as set by the appeals calendar. Second, they may choose to go to Level Two and appeal directly to the building principal. In the case of a

student that is a senior, they would appeal directly to the building principal after May 1st.

5. The Appeals Board exists to provide a means for students to appeal disciplinary actions taken by an Assistant Principal/Dean of Students or school policies and procedures relating to the appealing party.
6. The Appeals Board may only hear those cases for which an “Appeals Form” has been filed with the Student Advocate within two school days of receiving the referral from the Assistant Principal/Dean of Students.
7. A simple majority of the Appeals Board will constitute a decision.
8. The Appeals Board will provide a written advisory decision within two days of the hearing. The decision will recommend that the appeal be granted, modified or denied.
9. The Appeals Board will consist of six-members – three students and three teachers and alternates for each.
10. Two-student members and two teacher members (total of four) shall constitute a quorum. A simple majority vote shall be required to constitute a decision.
11. The Appeals Board shall meet once a week to hear an appeal being filed except under extraordinary circumstances to be determined by the Appeals Board.
12. Copies of the HHS Appeals Board Constitution may be obtained upon request from the Student Advocate

### **Appeal Procedure**

1. The appeal must be submitted to the Student Advocate within two school days of the occurrence. If a student states his/her intention to appeal to the Student Advocate but fails either to return the form within the time allotted or to advise the Student Advocate that he/she will accept the discipline, that student will forfeit the right to appeal for one (1) calendar year from the deadline. If the student chooses to accept the discipline, the student must also notify the Discipline Office.
2. The appeal form must be filled out properly in order for the form to be officially filed by the deadline of two school days. The form must be filled out in ink, with the signature of the appellant, and with a copy of the discipline referral attached.
3. The Student Advocate or Chair of the Appeals Board shall schedule a hearing within two school days except under circumstances stated already.
4. The Student Advocate shall inform the appellant of her/his rights and offer assistance in the appeal. The appellant may accept the assistance of the Student Advocate, the assistance of other counselors from within the school, or no assistance.
5. Matters involving academic dishonesty, the criminal justice system or seriously threatening the safety and security of the school community may not be appealed at the discretion of the school administration. In some circumstances, the appeal process will begin with Step 2. This includes referrals at Level III and IV

involving, but not limited to alleged drug, alcohol, gang-related activity and from an Assistant Principal/Dean of Students.

6. In the event that the administration rules that a matter may not be appealed under the terms of #4, they must explain their decision to the Student Advocate within two days.
7. Grades may not be appealed to the HHS Appeals Board; however, they may be appealed under procedures established in High School Transcripts and Final Grade Changes. (See Section II (Grades) for more information).
8. Appeals Board hearings are considered internal and informal Heritage High School proceedings; therefore, if the appellant elects to have an outside advocate (parent/guardian, attorney, etc.), the Appeals Board shall not have jurisdiction and the appeal will proceed to Step 2. Parents/guardians may attend Appeals Board hearings as observers only.
9. If the Appeals Board has been assembled and a hearing is scheduled, but the student is not present, that student will not be allowed a second hearing. The student will also give up the right to appeal for one calendar year from the date of the scheduled hearing.
10. If the building principal initiated the original charge, the student may appeal to Step 3. Discipline referrals originating from an Assistant Principal/Dean of Students that meet appeal guidelines will start at step two.

### **Step Two - Building Principal**

An appeal of a decision to impose a suspension or other disciplinary action, including Academic Dishonesty may be initiated by submitting the student appeal form (Step 2) to the Principal within two schooldays of the decision. The Principal shall meet with the parties involved within five (5) school days and review the case. If the appellant elects to have an outside advocate other than a parent/guardian (e.g., attorney), the Building Principal shall not have jurisdiction and the appeal will proceed to Step 3. The Principal shall send written notification of his/her decision to grant, modify, or deny the appeal of the Assistant Principal/Dean of Students decision to the student and his/her parents/guardians within five days of the appeal meeting. The Principal shall also inform the student and his/her parents/guardians of his/her right to appeal to the Superintendent of Schools.

### **Step Three - Superintendent Review**

An appeal of the Principal's decision to suspend, or otherwise discipline a student, or of his/her decision at Step 2 of the appeals process, may be made to the Superintendent of Schools. The student appeal form must be submitted to the Superintendent within five (5) school days of the decision to impose a suspension or other disciplinary action. The Superintendent or designee shall meet with the parties involved within five school days and review the case. The Superintendent or designee shall send written notification of his/her decision to grant, modify, or deny the appeal of the Principal's decision to the student and his/her parents/guardians within ten days of the appeal meeting. The Superintendent is the final forum for the appeal under this process

## **Bullying Policy**

It is District policy to provide a safe and nurturing educational environment for all students. This policy protects all students from bullying regardless of the subject matter or motivation for such impermissible behavior. This policy also prohibits



any forms of retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. Bullying a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This policy is not intended to, and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. *Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, students and volunteers.*

This policy applies to **all "at school"** activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Procedure**

Any student who believes he/she has been or is the victim of bullying should immediately report the situation to the Principal, Assistant Principal or Dean of Students. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board Official. Complaints against the building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying of a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely based on an anonymous report.

The Principal or his/her designee shall promptly investigate and document all complaints about behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit. To the extent, appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation. The investigation will determine if a Code of Conduct Violation has occurred; whether it is for *Bullying* or a different violation (e.g., *Fighting*) and the Level of the violation.

Parents/guardians of the alleged victim(s) shall be promptly notified of any complaint or investigation and the results of the investigation to the extent consistent with student confidentiality requirements. If the investigation finds a violation of the Bullying Policy, or other Code of Conduct Violation, it will result in prompt and appropriate remedial action. This may result in disciplinary action up to and including expulsion for students; up to and including discharge for

employees; exclusion for parents/guardians, guests, volunteers and contractors; and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

## **PERMANENT EXPULSION – POSSESSION OF DANGEROUS WEAPONS, ARSON AND CRIMINAL SEXUAL CONDUCT**

When it is determined that a student has possessed a dangerous weapon on school property, at a school-sponsored activity, or in a school locker, that student shall be subject to **permanent expulsion** from school.

- Any person carrying a firearm within 1,000 feet of a school shall be subject to criminal prosecution under the Gun-Free School Zone Act.
- Any student possessing a firearm on school property, at a school-sponsored activity, or in a school locker shall be recommended for a permanent expulsion.
- Students in possession of a dangerous weapon/firearm or who commit arson or commit criminal sexual conduct on school district grounds, in school district buildings, or at any school district or school-sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. A parent, legal guardian and/or student shall also be notified of the referral.
- The School Board reserves to itself the authority to expel students.

## **SEXUAL HARASSMENT**

### **The Saginaw Township Community Schools Board of Education Policy for Sexual Harassment**

The Saginaw Township Board of Education is committed to providing an educational environment that is free of discrimination, intimidation and sexual harassment. Sexual harassment of students by other students or District employees is unlawful under both Michigan and Federal Law. This District will not tolerate any sexual harassment of students. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students are expected to conduct themselves with respect for the dignity of others. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

- Verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

- Non-verbal sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures.
- Un-welcomed physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, and assault.

All students will be expected to comply with this policy and respond appropriately to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include expulsion from school. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment to a teacher, counselor, or administrator. Any high school student reporting an alleged act of harassment will be asked to complete the complaint form, unless help is requested from the Principal. All complaints will be handled in a timely and confidential manner. In no event will any information, concerning a complaint, be released by the district to third parties or to anyone who is not involved with the investigation, nor will anyone involved be permitted to discuss the subject outside the investigation except as required by law. **Michigan State law requires the reporting of all child abuse to the Family Independence Agency.** The purpose of this provision is to protect the confidentiality of the student, who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student or employee wrongfully charged with sexual harassment. The District will investigate all such complaints immediately. Anyone found to have violated this policy would be subject to disciplinary action up to and including **expulsion from school** if a student, or termination from employment if an employee.

## VII. ATHLETICS/CO-CURRICULAR ACTIVITIES

Please see the District Website for a complete detailed list of athletics rules and requirements.

### ATHLETICS INTERSCHOLASTIC PROGRAM

Heritage High School offers a varied program of interscholastic athletics. The purpose of this program is to aid in the development of leadership, cooperation, sportsmanship, competitive spirit, and physical wellbeing. It is hoped that all Heritage students have the experience of participating on one or more teams. Our athletic teams participate in the Saginaw Valley High School Association. Due to significant budget reductions, Heritage High School will be charging a non-refundable Athletic Registration Fee, one time per year to each student athlete. The fee must be paid prior to Sept. 15 in the Fall, Jan. 15 for winter and April 18 for Spring. Charges will be put on students' accounts at Heritage following tryouts and fees will need to be paid to the Cashier's Office prior to the date stated above for the seasons. The Athletic Registration Fee is required to be paid for athletes that are participating with a team and waiting to become eligible. If you have any questions or cannot afford the fee, please contact the Heritage Athletic Office at 989-797-1809.

## **ATHLETIC PARTICIPATION RULES**

In order to participate in any athletic event, the athlete must be mentally and physically at his/her best. We, therefore, insist that you, as an athlete, follow the Athletic Handbook and Training Rules that have been adopted by the Saginaw Township Board of Education. Please review the Athletic Handbook <https://stcsheritageathletics.org> for a complete and detailed description of all rules and regulations related to athletics.

### **ATTENDANCE ATHLETIC & CO-CURRICULAR ACTIVITIES EXCUSING ATHLETES FROM CLASS**

1. Athletes will not be excused from class for practice without Athletic Director or Principal approval.
2. Athletes will be excused no earlier than fifteen minutes before the time the bus is to leave for an away game.
3. Athletes are required to be in attendance for at least three class periods of the school day to be eligible for practices or games (lunch is not a class period). Exceptions must have prior approval from a Principal or Athletic Director. Medical and Dental appointments require a note from the care giver office for the athlete to be eligible to participate. A parent note will not suffice.

### **CODE OF FAIR PLAY AT ATHLETIC EVENTS**

The student body is an essential part of an excellent athletic program. Therefore, a code of fair play should be the top goal.

- Cheers at games should be of a positive, encouraging nature in support of one's team.
- Cheers making use of vulgarities or violence are inappropriate.
- Baiting, taunting, and deriding other teams, individual players, coaches, or schools is inappropriate.
- Fair treatment of officials in their decisions is expected.
- Students should use humor, creativity, and good taste in support of their team. Discipline will result in social probation/suspension.
- Students are required to wear their student ID to sit in the student section at all home athletic events.

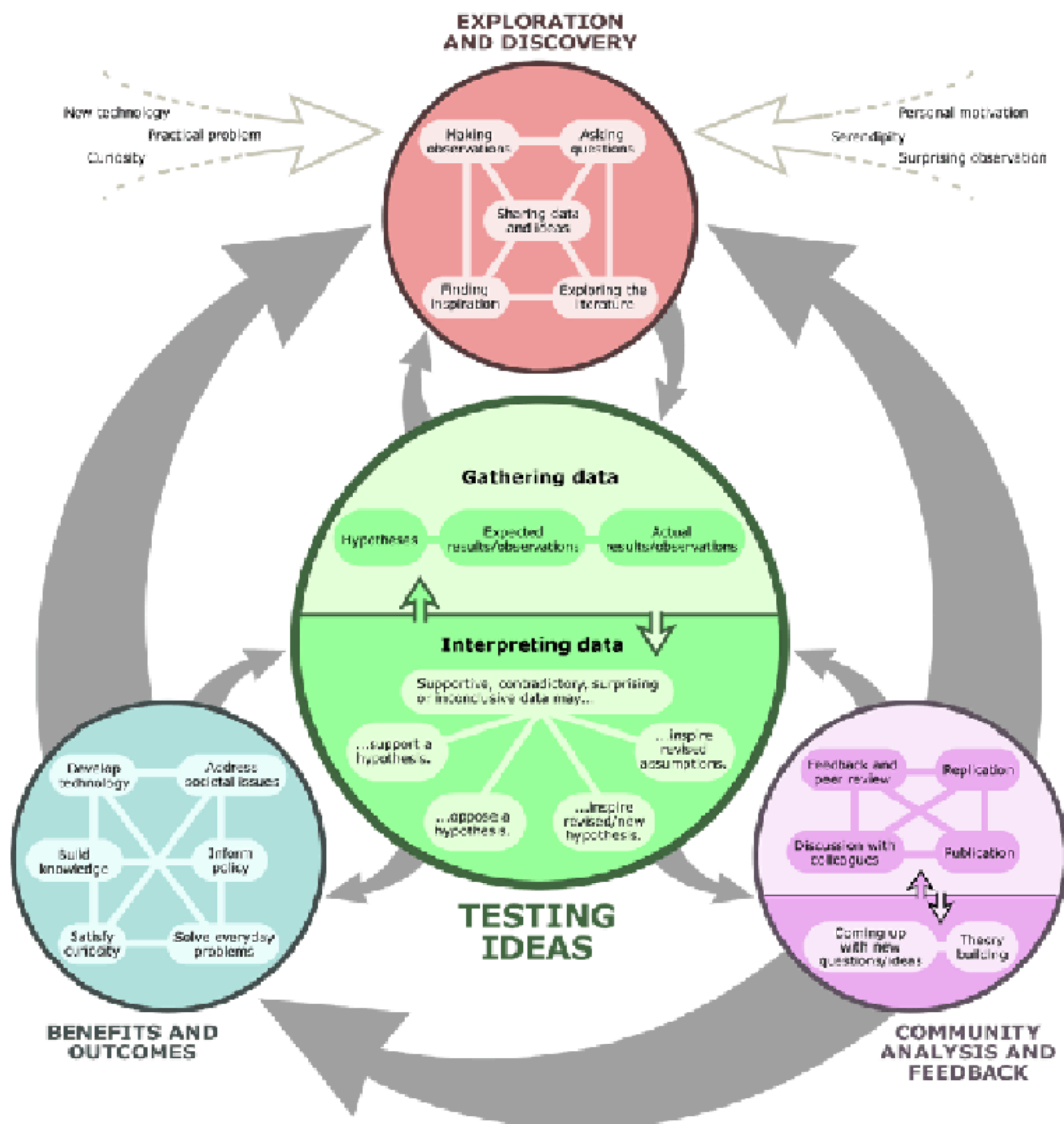
### **PASSES**

Student sport passes are sold from the Athletic Office. These passes offer substantial savings over the cost of buying separate tickets for each event. Student passes will admit students to all home Athletic events during the entire school year. Adults may purchase a yearly pass or a Family pass (2 adults and students in grades K-8). Pass prices can be found at the Athletic website. Senior citizen (over 65) passes are free of charge for **Saginaw Township residents**. Please bring ID to Board Office or the Athletic Office to pick up.

# PHYSICAL EXAMINATIONS

No students shall be eligible to represent a high school without a physician's statement for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. The physician's statement must be filed in the current school year and is interpreted as a physical examination given after April 15 of the previous school year.

# THE SCIENTIFIC METHOD



## **MATH**

Constructed Response Process

**Step 1:** Plan a solution in writing

**Step 2:** Solve the problem (show all work)

**Step 3:** Check your answer

**Step 4:** Write a solution in a complete sentence

## **THE WRITING PROCESS**

Choosing a subject and gathering details

**Writing the First Draft**

Connecting your ideas

**Revising**

Improving your writing

**Writing the Second Draft**

Incorporating revisions

**Editing**

Checking for style and accuracy

**Publish the Product**

Sharing your work

## **SOCIAL STUDIES**

Some Core Democratic Values of American Constitutional Democracy

Fundamental Beliefs

Life

Liberty

The Pursuit of Happiness

Public or Common Good

Justice

Equality

Diversity

Truth

Popular Sovereignty

Patriotism

## **CONSTITUTIONAL RIGHTS**

The Rule of Law

Separation of

Powers -

Representative

Government -

Checks and Balances -

Individual Rights

Freedom of Religion

Federalism

Civilian Control of the Military

**Educational Material for Parents and Students (Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

**UNDERSTANDING CONCUSSION**

<b>Some Common Symptoms</b>				
<b>Headache</b>	<b>Balance Problems</b>	<b>Sensitive to Noise</b>	<b>Poor Concentration</b>	<b>Not “Feeling Right”</b>
<b>Pressure in the Head</b>	<b>Double Vision</b>	<b>Sluggishness</b>	<b>Memory Problems</b>	<b>Feeling Irritable</b>
<b>Nausea/Vomiting</b>	<b>Blurry Vision</b>	<b>Haziness</b>	<b>Confusion</b>	<b>Slow Reaction Time</b>
<b>Dizziness</b>	<b>Sensitive to Light</b>	<b>Fogginess</b>	<b>“Feeling Down”</b>	<b>Sleep Problems</b>
		<b>Grogginess</b>		

**WHAT IS A CONCUSSION?**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

**IF YOU SUSPECT A CONCUSSION:**

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A healthcare professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

**SIGNS OBSERVED BY PARENTS/GUARDIANS:**

Appears dazed or stunned	Can’t recall events prior to or after a hit or fall	Answers questions slowly
Is confused about assignment or position	Is unsure of game, score, or opponent	Loses consciousness (even briefly)
Forgets an instruction	Moves clumsily	Shows mood, behavior, or personality changes

**CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

One pupil larger than the other	Convulsions or seizures
Is drowsy or cannot be awakened	Cannot recognize people/places
A headache that gets worse	Becomes increasingly confused, restless or agitated
Weakness, numbness, or decreased coordination	Has unusual behavior
Repeated vomiting or nausea	Loses consciousness (even a brief loss of consciousness should be taken seriously.)
Slurred speech	

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

## **Annual Notice of the Right to Request a Personal Curriculum Modifying Michigan Merit Curriculum Requirements for Graduation with a Regular High School Diploma**

### **What is a personal curriculum?**

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

### **Who may request a personal curriculum?**

The parent or guardian of a student for whom a personal curriculum is sought, or the student if the student is of the age of majority or an emancipated minor may request a personal curriculum.

Other potential requesters include, a teacher who is currently teaching the student (who currently teaches in, or whose expertise is in, a subject area proposed to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC), or a school counselor or school employee qualified to act in a counseling role.

If the request for a PC is made by the student's parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in the 380.1278b(5).

### **When may a personal curriculum be requested?**

If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9<sup>th</sup> grade, although any resulting PC may not be implemented until the onset of 9<sup>th</sup> grade. The earliest submission timeline for all other PC requests is after the student has completed 9<sup>th</sup> grade.

If the parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact your student's counselor.