



SALINE HIGH SCHOOL

20/21 Student Handbook Policy Section



HOME OF THE HORNETS

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SALINE
High School

Saline High School Bell Schedule

[Click Here for HS Bell Schedules](#)

HIGH SCHOOLS (9-12)

SALINE HIGH SCHOOL SCHEDULES

SALINE HIGH SCHOOL FALL 2020 - REMOTE + HYBRID
SCHEDULES

SALINE HIGH SCHOOL BELL SCHEDULES

School Hours

Full Day Hours: 7:50 AM - 2:44 PM

Half-Day Ends: 11:10 AM

Early Release Day Ends: 11:58am



2020/21 School Calendar

* Subject to change....Revised 1/15/2020

DATE	EVENT
August 31 – Sept. 3	First Day (week) of School for all Students & Staff
Sept 4-7	Labor Day Weekend (No school for students and staff)
Sept. 10	SHS Open House (6:30 – 8 pm)
October 3	High School Evening Conferences (Full day of school for students)
October 16	Mid-Fall Break (No school for students and staff)
October 30	Early Release Day (Professional Development for all K-12 Staff)
November 18	Full Day for HS (Exams in AM)
November 19	½ day of School for K-12 students - AM high school exams
November 20	½ day of School for K-12 students - AM high school exams
November 25-27	Thanksgiving Break (No school for students and staff)
December 3	Saline High School Tri 2 Open House (6:30 – 8 pm)
Dec 19 - Jan 3	Winter Break (No school for students and staff)
January 15	Early Release Day (Professional Development for all K-12 Staff)
January 18	Martin Luther King, Jr. Day (No school for students and staff)
February 12	Early Release Day (Professional Development for all K-12 Staff)
February 15	President's Day (No school for students and staff)
March 10	Full Day for HS (Exams in AM)
March 11	½ day of School for K-12 students - AM high school exams
March 12	½ day of School for K-12 students - AM high school exams
March 25	Saline High School Tri 3 Open House (6:30 – 8 pm)
March 27-April 4	Spring Break (No school for students and staff)
April 9	Early Release Day (Professional Development for all K-12 Staff)
May 28	Last Day for Seniors
May 31	Memorial Day (no school for students and staff)
June 6	Saline HS and Saline Alternative HS Graduation
June 8	Full Day for HS (Exams in AM)
June 9	½ day of School for K-12 students - A.M. high school exams
June 10	½ day of School for K-12 students - A.M. high school exams LAST DAY OF SCHOOL

Saline High School Important Summer Dates

Summer Office Hours:

June 8 – August 14
Mon thru Fri
8 am til 12 noon
1 pm til 3 pm

(Resume normal hours
7 am – 3:30 pm on August 17)

Schedule Pick-Up Dates

Seniors -
August 17th (8 - 3 pm)
Juniors/Sophomores -
August 18th (8 - 3 pm)

Freshman Orientation August 20th (9 - 1 pm)

School Picture Dates

August 17 (8 to 3 pm) **
August 18 (8 to 3 pm)
August 20 (8 to 3 pm)
August 26 (8 to 3 pm)

** This date is primarily for seniors but students can be photographed on any of the above dates. Remember all students must be photographed for a student ID which is free. No packet purchase is required.



SALINE HIGH SCHOOL

MISSION STATEMENT

The staff of Saline High School will support all students in the development of their talents consistent with their interests and aspirations. We will provide a comprehensive educational program that will instill knowledge and skills necessary in preparing our students to become productive citizens in a constantly changing global community.

ASSURANCE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

Curt Ellis, Assistant Superintendent for Human Resources
Saline Area Schools
7265 Saline-Ann Arbor Road
Saline, MI 48176
Phone: (734) 401-4003

DIVERSITY, EQUITY AND INCLUSION

Saline Area Schools supports students in becoming ethical and responsible citizens. Students demonstrate this attribute when they see beyond themselves to the needs of others, contribute to their community, promote social justice, take responsibility for the environment, and demonstrate respect, empathy and compassion. SAS embraces diversity and inclusion as it strives to provide a variety of perspectives for students to consider. All students in SAS should be able to see themselves in the curriculum we offer. Further, all students should be able to reflect and consider alternative viewpoints that exist within our society. In order to provide this, the District encourages the use of resources from different backgrounds and topics. If a student (or family) is sensitive to any particular topic that might arise throughout the school year, they are encouraged to discuss this matter with the teacher, an alternate activity will be provided.

Revised: June 2019

2020 Board of Education

Elizabeth Pfannes, President
Paul Hynek, Vice President
Tim Austin, Secretary
Susan Estep, Trustee
Michael McVey, Trustee
Jennifer Steben, Trustee
Dennis Valenti, Trustee

Central Administration

Scot Graden

Superintendent of Schools

Steve Laatsch

Assistant Superintendent for
Instructional Services

Curt Ellis

Assistant Superintendent of Human
Resources

Miranda Owsley

Assistant Superintendent of Finance

HS Administration

David W. Raft

Principal

Kirk Evenson

Assistant Principal

Joe Palka

Assistant Principal

Theresa Stager

Assistant Principal

Ryan Rowe

Executive Director
South and West Washtenaw
Consortium

Andrew Parrish

Athletic Director

Counselors

Heather McLaughlin (A-D)
Michelle Monahan (E-K)
Bryan Bruckman (L-Rob)
Kathy Mussio (Roc-Z)

WELCOME to Saline High School

Dear Students and Families:

Welcome to Saline High School. The faculty, staff and administration are all excited to begin the 2020/21 school year. We encourage you to take the time to learn about all of the programs, clubs, athletics and arts opportunities available to you. We take pride in offering our students multiple options for involvement at Saline High. This is a wonderful place for you to challenge yourself academically, athletically, artistically and in many other leadership roles. We look forward to establishing partnerships with you and your parents to support throughout your high school experience. We are dedicated to providing you an academic experience that is second to none and will work with you to be sure we are meeting your needs as you discover your interests and passion. With focused instruction, hard work, and dedication to continuous improvement we will learn and grow together. Please read and review this student handbook. It contains important information and dates and will provide you with the rules and regulations established for the 2020/21 school year. Again, welcome to Saline High School. Let's have an outstanding year!

David Raft, Principal
734-401-4201

Kirk Evenson, Assistant Principal
734-401-4206

Joe Palka, Assistant Principal
734-401-4204

Theresa Stager, Assistant Principal
734-401-4203

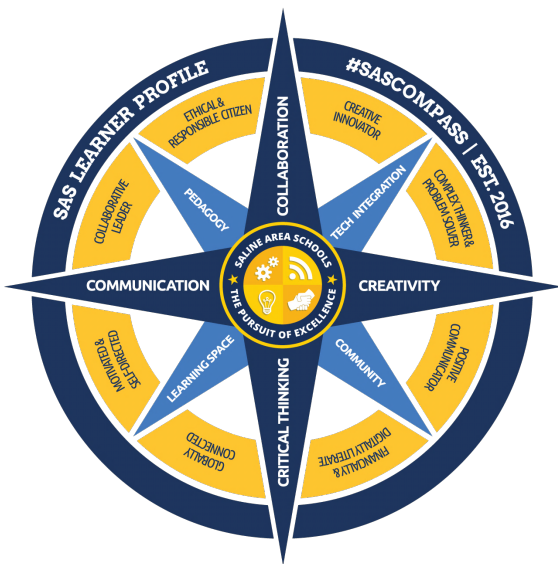
WEBSITE: [Saline High School](#)



CLUBS / ACTIVITIES / ORGANIZATIONS

Here at Saline High School we offer a wide variety of clubs and organizations for anyone that is interested. New clubs continue to apply each year so there is always something for everyone. The link below will take you to all the clubs and organizations as well as the advisors if you are interested in getting more information about any of them.

<https://www.salineschools.org/schools/saline-high-school/activities-and-clubs/>



ATHLETICS

www.salinehornets.com

Twitter: @SalineAthletics

Andrew Parrish, Athletic Director 734-401-4211
 Sam Hotopp, Athletic Coordinator 734-401-4212
 Paula Alexis, Office Assistant 734-401-4213

For the most up to date athletic schedule information, please visit www.salinehornets.com or www.salineschools.org and click on athletics.

Sport	Head Coach	E-mail
Football	Palka, Joe	palkaj@salineschools.org
G Swim & Dive	Brunty, Todd	bruntyt@salineschools.org
G Golf	Williams-Hoak, Debbie	irish2go2000@gmail.com
B XC	Spina, Carl	spinac@salineschools.org
B Tennis	Bedell, Andy	wabedell6060@gmail.com
Field Hockey	Reilly, Erica	salinehsfieldhockey@gmail.com
Equestrian	Iraola, Lori	loriiraola@gmail.com
Cheer	Mutter, Cathy / Sara Hendricks	coachcathy22@hotmail.com, sdhendrick1@gmail.com
Rowing	Fiske, Dave	fisked@salineschools.org
Volleyball	Palka, Emileen	palkae@salineschools.org
B Water Polo	Stankovic, Chris	Stank1cr@cmich.edu
B Soccer	Williams, Ryan	williamr@salineschools.org
B Basketball	Fosdick, Jake	fosdickj@salineschools.org
G Basketball	Roehm, Leigh-Ann	roehml@salineschools.org
Gymnastics	Toor, Jordan	jordantoor@gmail.com
Ice Hockey	Zagata, Kyle	zagatakyle@gmail.com
G Bowling	Hagood, Matt	hagoomat@salineschools.org
B Bowling	Hagood, Matt	hagoomat@salineschools.org
Wrestling	O'Brien, Chad	obrienc@salineschools.org
B Swim & Dive	Brunty, Todd	bruntyt@salineschools.org
Skiing	Dillman, Laura	laura.dillmann@comcast.net
B Lacrosse	Crawford, Ryan	crawford.ryan.p@gmail.com
G Lacrosse	Pawlowski, Darren	darrenpawlowski@comcast.net
G Soccer	Rumbold, Leigh	rummy_39@hotmail.co.uk
Baseball	Zeiber, Al	zeiherc@salineschools.org
B T&F	Leslie, Al	lesliea@salineschools.org
G T&F	Cruetz, Eileen	creutzeileen@gmail.com
G XC	Cruetz, Eileen	creutzeileen@gmail.com
Softball	Vaccaro, Laura	vaccarol@salineschools.org
G Tennis	Bedell, Andy	wabedell6060@gmail.com
B Golf	Williams-Hoak, Debbie	irish2go2000@gmail.com
G Water Polo	Barnett, Nathan	nbarnet1@emich.edu
MS FB	Walsh, Marty	walshm@salineschools.org
MS VB	Seagart, Alicia	seegerta@salineschools.org
MS VB	DeFant, Chris	defantc@salineschools.org
MS XC	Stafford, Sandy	staffors@salineschools.org

IMPORTANT TELEPHONE NUMBERS

High School Number – 401-4200

Attendance Line – 401-4387

Principal.....	David Raft, ext. 4201
Assistant Principal.....	Theresa Stager, ext. 4203
Assistant Principal.....	Joe Palka, ext. 4204
Assistant Principal.....	Kirk Evenson, ext. 4206
Dean of Students.....	Patti Fosdick, ext. 4260
Executive Director, SWWC.....	Ryan Rowe, ext. 4371
Athletic Director.....	Andrew Parrish, ext. 4211
HS Bldg Coordinator.....	Anne Wright, ext. 4202
Secretary.....	Suzie Antonelli, ext. 4347
Coordinator, SWWC.....	Laurie Dawson, ext. 4373
Attendance Assistant.....	Leslie Denlinger, ext. 4348
HS Office Assistant/SWWC.....	Barb Hallock, ext. 4372
Athletic Coordinator.....	ext. 4212
Athletic Office.....	ext. 4213
Pool Office.....	ext. 4369
Board of Education Office.....	401-4000
Community Education Office.....	401-4020
Special Education Office.....	ext. 4335
Food Service Director.....	Larry D'Andrea, ext.4350
HS Cafeteria Manager.....	Nadine Rood, ext. 4352
Food Service Assistant Director.....	ext. 4349
Transportation Office.....	ext. 4709 or 4710
Nurse's Office.....	TBD ext. 4390
Media Center.....	Kimberley Batten ext. 4354
Guidance Office Secretary.....	Nancy Crosbie, ext. 4336
Heather McLaughlin (A-D) Guidance Counselor.....	ext. 4361
Michelle Monahan (E-K) Guidance Counselor.....	ext. 4362
Bryan Bruckman (L-Rob) Guidance Counselor.....	ext. 4363
Kathy Mussio (Roc-Z) Guidance Counselor.....	ext. 4364
Julia Kubek, School Psychologist.....	ext. 4355
Jason Pickett, Social Worker.....	ext. 4360
Mark Schuby, Student Assistance Coordinator.....	ext. 4205
Building Monitor.....	Steve Garlick, ext. 4389
Student Resource Officer.....	Shawn Booth, ext. 4264
Custodian.....	Michael Schaeffer, ext. 4337
Auditorium Manager.....	Rebecca Groeb, ext. 4214

HS Fax Numbers

Main Office: 734-401-4398
Guidance Office: 734-401-4399
Athletic Office: 734-401-4397
SWWC: 734-401-4395

TITLE IX COORDINATORS

Title IX Co-Coordinator and Co-Investigators – Steve Laatsch and Molly Garcia

Title IX Appeals Representative – Assistant Superintendent of Human Resources or Superintendent of Saline Area Schools

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record to those with legitimate educational interests. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Saline Area School District, Washtenaw County, Michigan, has designated the following personally identifiable information contained in a student's educational records as directory information:

Student name, address, telephone listing, date of birth, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph information generally found in yearbooks.

Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent or eligible student. Your objections should be addressed to:

Betty Jahnke

Saline Area Schools District Office
7265 Saline Ann Arbor Rd., Saline, MI 48176

Hate Speech (Acts)

Saline Area Schools will not tolerate or accept hate speech (acts) on the basis of race, ethnicity, gender, gender identity, sexual orientation, religion, age, ability/disability, nation, or origin or any other similar ground.

If hate speech (acts) is reported or witnessed, an investigation will occur. The investigation will involve the school/district administration. If it is determined that hate speech has occurred, the series of consequences listed below will be applied.

NOTE: If a formal Civil Rights investigation is requested, the District's Civil Rights Coordinators will serve to initiate and complete the investigation. If in compliance with the Office of Civil Rights (OCR) procedures, trusted adults will be made available to accompany ALL involved students during an investigation.

Students who engage in hate speech (acts) will face a series of consequences that shall include the following:

- Discipline – Student (s) will receive disciplinary consequences that could include suspension from school (in/out) for a period of time up to ten days. It could also include schedule changes and other considerations to provide a safe teaching/learning environment for the victim (s).
- Education – Student (s) and families will participate in education regarding socio-cultural awareness and the impact of hate speech (act) on other students as well as the school environment and community.
- Restorative Practices – Student (s) will be provided an opportunity to participate in restorative practices to assist in the development of a plan to repair harm with the victims.

The District reserves the right to invoke more severe discipline including the involvement of law enforcement and/or an administrative recommendation for expulsion.

Hate Speech (acts) is defined as speech that demeans an individual on the basis of race, ethnicity, gender, gender identity, sexual orientation, religion, age, ability/disability, nation or origin, or any other similar ground.

Revised: May 29, 2020

COUNSELING SERVICES

GUIDANCE DEPARTMENT

The SHS Guidance Department exists to assist students with many facets of their educational opportunities and their vocational choices. Students are assigned a counselor by their last name. Appointments to see the counselors should be made with the counselors or through the guidance office secretary. Major areas covered are:

1. Personal counseling
2. Schedules
3. Graduation requirements
4. Career information
5. Testing-interpretation of results
6. Parent conferences
7. Assisting in course selections and long range goals.
8. Peer (Mediation) Conflict Resolution
9. Academic Issue
10. Attendance Issues
11. College Planning
12. Scholarship Information
13. NCAA Eligibility

The SHS Guidance Department requests that students allow *five business days* for processing of: *(please consider this limitation with your deadlines)*

1. High school transcripts
2. Letters of recommendation
3. School portions of applications
4. Verification of coursework or programs
5. Online Courses
6. Independent Study Forms

COUNSELING ASSIGNMENTS

Counseling Office Phone 401-4336, Counseling Fax 401-4399

A – E	Ms. Heather McLaughlin	ext. 4361
F – K	Mrs. Michelle Monahan	ext. 4362
L - Rob	Mr. Bryan Bruckman	ext. 4363
Roc – Z	Mrs. Kathy Mussio	ext. 4364

ACT Test Dates www.act.org

September 12, 2020
September 13, 2020
September 19, 2020
October 10, 2020
October 17, 2020
October 24, 2020
October 25, 2020
December 12, 2020
February 6 20201
April 17, 2021
June 12, 2021
July 17, 2021

TESTING DATES

PSAT/NMSQT Test Dates

October 14, 2020 (Primary)
October 17, 2020 (Saturday)
October 29, 2020 (Alternate)

SAT Test Dates
www.collegeboard.org

August 29, 2020
September 26, 2020
October 3, 2020
November 7, 2020
December 5, 2020
March 13, 2021
May 8, 2021
June 5 2021

ACADEMIC INFORMATION GRADUATION REQUIREMENTS

Total credits required for graduation from Saline High School:

**** Class of 2021-2024 – 27 credits**

- English – 4 credits
- Health - 1/2 (.5) credit
- Mathematics – 4 credits (*including Senior year*)
- Physical Education – 1 credit
- Science – 3 credits
- Social Studies – 3 credits
- Visual, Performing OR Applied Arts – 1 credit
- Technology - 1 credit
- World Language – 2 credits

**** Each graduating student must complete SAT, ACT Work Keys, and the M-Step.**

No senior with less than 27 credits (at graduation) will be allowed to participate in graduation ceremonies.

Please go to www.salineschools.org/schools/saline-high-school/ and click on the Guidance link for more detailed information on Graduation Requirements.

STUDENT CLASSIFICATION

Students are classified by grade level according to credits. Classifications are as follow:

Freshmen: < than 6 credits, **Sophomore:** 6 - 12 credits, **Junior:** 12.5 - 19 credits, **Senior:** 19.5 + credits

REPORT CARD LEGEND

- | | |
|-------------------|--------------------------------|
| A – Excellent | F – Failure due to attendance |
| B – Above Average | CR – Pass (no grade given) |
| C – Average | NC – Fail (no grade given) |
| D – Below Average | INC – Incomplete |
| E – Failure | W – Withdraw (no credit given) |

GRADING SCALE

- | | | |
|--------------------|--------------------|--------------------|
| A = 93.0 = 4.0000 | C+ = 77.0 = 2.3333 | D = 63.0 = 1.0000 |
| A- = 90.0 = 3.6667 | C = 73.0 = 2.0000 | D- = 60.0 = 0.6667 |
| B+ = 87.0 = 3.3333 | C- = 70.0 = 1.6667 | E = <60 = 0.000 |
| B = 83.0 = 3.0000 | D+ = 67.0 = 1.3333 | F = 0.000 |
| B- = 80.0 = 2.6667 | | |

HONOR ROLL ELIGIBILITY

Silver and gold honor roll is given at the end of the year at our Undergraduate Awards banquet. Seniors receive graduation cords to wear at their Commencement. Honor Roll is based on un-weighted cumulative grade point averages.

Silver Honor Roll Awards:

The student has achieved a cumulative grade point average between 3.0000 (B) and 3.6666 (B+) through the second trimester of the current year.

Gold Honor Roll Awards:

The student has achieved a cumulative grade point average of 3.6667 (A-) or above through the second trimester of the current year.

DROP AND ADD POLICY

The high school administration encourages parents, counselors, and classroom teachers to become active participants in course selections. We feel all these groups should provide the student with information so that he/she will make an informed decision. It is important to state to the parents of our students that the course selections by our students determine much of our teacher assignments and budget decisions each year. It is for these reasons we wish to stress to our students and their parents the necessity to consider all selections final once the schedule is set in early June.

However, we also know that there will be exceptions to the policy of no schedule changing after the schedule has been set. Students can initiate a schedule change if one or more of these criteria are satisfied:

1. The student has not met the prerequisites as stated for the course.
2. The student, teacher and counselor agree the student has been enrolled in a course, which is beyond his/her capabilities, and successful completion of minimal course requirements is not likely to occur.
3. The student has failed a course, which needs to be included in the upcoming year's student class schedule.
4. The student has "tested out" of a course on his/her schedule.
5. Year-long 1.5 credit AP courses are considered full year and students will not be permitted to opt out during any trimester unless justified by serious extenuating circumstances (Administrative approval is required).
6. Career Technical classes are considered full year and students will not be permitted to leave the program early unless justified by serious extenuating circumstances (Administrative approval is required).

ANY SCHEDULE CHANGES AFTER THE DROP/ADD DATE IN EACH TRIMESTER COULD RESULT IN A STUDENT RECEIVING AN E (FAILURE) OR W (WITHDRAW) DEPENDING ON THE CIRCUMSTANCES SURROUNDING THE CHANGE AND THE TIMELINESS OF THE REQUEST.

PLEASE NOTE: A student will only be allowed **ONE** schedule change per year. A Request for Schedule Change form (available in the Guidance Office) must be completed and signed by a parent.

ATTENDANCE POLICIES / PHILOSOPHY

It is imperative that students be in regular and punctual attendance in all classes during the instructional school year, in accordance with the compulsory attendance laws of the State of Michigan, "Every parent...shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school District in which the child is enrolled." Important learning which cannot be replaced by individual study results from active participation in classroom and other school activities. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school community wants to help students develop as early as possible.

Attendance and citizenship grades will not be included in the calculation of the academic grades earned by students. However, the District believes that repeated absences from school endanger individual progress and therefore, school personnel shall notify students and their parent(s)/guardian(s) when attendance problems develop and shall alert them to possible consequences of continuation. Counseling and other intervention will be offered as appropriate to improve attendance, but ultimately a student could lose credit after continued failure to attend class.

Continuing and excessive absenteeism from school, except for reasons of medical impairment or any similarly excusable condition, shall be considered truancy and/or educational neglect. Such instances shall be referred to juvenile authorities in the Probate Court, and the Department of Social Services, as appropriate.

ABSENCES

- I. Students are allowed 7 absences per trimester per class.
 - A. An absence occurs when a student arrives 15 minutes after the tardy bell or has missed more than 15 minutes of class.
 - B. A student is considered absent whether or not a parent/guardian calls in a reason for the absence.
 - C. A student who is absent without a pass, parent notification, or prior arranged school business is considered truant.
 - D. In addition to absences being available to view on the parent portal, parents/guardians will be notified that their child has exceeded 7 absences in any one class and a loss of credit may occur as a result of excessive absenteeism. (exception: Special cases with documentation: medical excuses, court appearances, or funeral and family bereavement).
 - E. Zero Period Academic/Attendance Recovery "Students will report to Zero Period in room C210 from 7:10am -7:40am, their assigned lunch period, or immediately after school until 3:15pm. Teachers may send work or be available to assist students with academic recovery as needed. Students must serve two sessions of zero period recovery for each classroom absence. If students do not make up the zero period time they can submit an appeal to the Dean of Students who will consult with administration, counselors, and teachers prior to making a final decision. Students who exceed the 7 absence limit per trimester and do not make up the excessive absences or submit an appeal will receive a failing grade in the course (exception: Special cases with documentation: medical excuses, court appearances, or funeral and family bereavement)."

II. Work missed because of an absence:

Students are afforded the same number of days they were absent to makeup missed assignments. Work missed as a result of a truancy may not be made up.

Note: Students are reminded that if they are absent from school; they are not to be present at extra-curricular activities after school that day unless special permission has been given by the administration.

TARDIES

Students arriving on time and prepared for class is an important element of a quality education and essential for the orderly operation of Saline High School. To support this goal, the following policy shall be enforced:

Definition. Students who arrive less than 15 minutes late to class without a written pass will be considered **tardy**. Late is defined as not being in the classroom when the bell to start class stops ringing. Students who arrive more than 15 minutes late without a written pass are considered **unexcused absent** and shall be referred immediately to the high school administration for **truancy**.

Any student who is not in class when the 7:50 a.m. tardy bell rings must report immediately to the sign-in desk on the first floor. The Attendance secretary will give the student a pass to class and they will be marked tardy.

1st and 2nd Tardy: Teachers may assign a consequence for each of the first two tardies.

3rd Tardy: Students will be referred to the high school administration for discipline. Students with 3 tardies in any one class will be assigned 30 minutes of detention. On all subsequent tardies, students will be referred to the high school administration for further discipline.

An automated email will be sent daily with new tardy alerts.

ATTENDANCE CODES

- | | | |
|---------------------------------------|---|-------------|
| A = Explained Absence | U = Unexplained Absence-Considered Truant | |
| M = Medically Excused w/documentation | B = School Business | |
| Z = Absence Made up w/Zero Period | L = Legal | O = Office |
| I = In House | S = Suspended | C = College |

The following is an explanation of the differences between **explained absences, unexcused absences and excused absences**.

When a student is absent, the absence is coded with a "U" which denotes an unexcused absence. Our attendance assistant then reviews the parent absence calls on the attendance line. For those students whose parents/guardians have called the attendance line, the code is changed to "A" which denotes an explained absence. This "A" means that teachers and administrators are not questioning the absence as a possible truancy. However, this explained absence coded with an "A" still counts as one of the 7 allowable absences per trimester. In order to have this absence excused and not counted as one of the 7 allowable absences, appropriate documentation must be sent to the main office to verify this absence as medical, court related or the result of a funeral or a family bereavement.

NOTIFICATION OF ABSENCES

The following procedure must be followed when a student is absent:

The parent or guardian must call the High School **Attendance Hotline at 401-4387** to report an absence. Parents can use this number 24 hours a day to notify the school about an absence. If a notice of absence is not received in the high school office within 72 hours of the absence, the absence will result in truancy.

CHECKING IN/OUT

Students arriving after their class schedule begins or needing to leave before the end of the day must sign in/out with the attendance assistant. Students need to furnish a written note or a telephone call from their parent/guardian explaining the absence if they arrive 15 minutes after the start of their classes or leave before the end of the day. Students who do not follow the check in/out procedure violate our closed campus policy and may be subject to disciplinary action.

IN SCHOOL SUSPENSION (ISS) – GENERAL REGULATIONS

ISS Policies and Procedures

ISS serves as the daily in-school suspension program. ISS allows administration to assign students a discipline consequence for certain offenses (defined later in handbook) while still allowing the student access to coursework and assignments during the school day. Violations of the student code of conduct could result in consequences ranging from out of school suspension (short and long term) to expulsion.

1. The student is responsible for bringing textbooks and materials to ISS.
2. Students are responsible for returning completed classwork to their classroom teacher.
3. Electronic devices are not allowed. All electronic devices will be checked in with the monitor at the beginning of ISS and returned to the student at the end of their ISS time.
4. Sleeping, talking, passing notes, and generally being disruptive is not acceptable.
5. Prompt arrival at ISS is expected. Students who arrive late will make up the time missed the following day in ISS.
6. Failure to comply with these rules will result in a referral to the building administration, and additional consequences will be assigned.

FAMILY ACTIVITIES/TRIPS

When a student's personal or family activities (this includes college visitations, military visitations, weddings, etc.) are not planned to coincide with regularly scheduled school vacation dates, the following guidelines will be followed:

1. If a family trip or student trip is going to be three (3) days or more of school time, the parent will need to notify the school. Approval of administration or designee is required prior to the absence.
2. Work missed because of an excused absence may be allowed, but without direct assistance of the teacher(s). Students should attempt to meet with the teacher before or after school.
3. Assignments or activities, such as projects, labs, pop quizzes, etc. (that cannot be duplicated) may not be allowed for make-up; however, a substitute assignment must be offered.

It should be noted that absences of this nature should be judiciously used. Students experiencing difficulty in school will be in danger of compounding their problem by taking non-essential absences.

FIELD TRIPS

Students' academic effort, attendance, and behavior throughout the year will determine their eligibility. The final determination for eligibility will be made by the principal and trip coordinators. Any student suspended from school for alcohol, drugs, tobacco, vaporizers, fighting, insubordination, sexual harassment, weapons, or other major handbook violations will NOT be eligible for the trip. If a student is removed from the trip due to poor behavior in school prior to the trip, they will lose the money put down to pay for the trip unless they purchase trip insurance.

Saline High School Academic Integrity Policy

Saline Area Schools expects that students demonstrate integrity and adhere to the highest academic standards at all times. The following document is intended to define academic misconduct and identify the consequences for students who do not uphold Saline Area Schools' expectations for academic integrity.

Saline Area Schools follows the practices of The University of Michigan's LSA Community Standards of Academic Integrity, which states that "academic dishonesty may be understood as any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community."

Academic misconduct, as defined by the Saline Area Schools, can be broken down into four basic categories (adapted from the University of Michigan's Academic Misconduct Policy):

1. Cheating

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination, or any other course requirement. Examples of cheating include, but are not limited to:

- Obtaining work or information from someone else and submitting it under one's own name.
- Using, or attempting to use, unauthorized notes, or study aids, or information from another student or student's paper on homework, quizzes, or examinations.
- Communicating answers with another person during an exam.
- Altering graded work after it has been returned, and then submitting the work for re-grading.
- Allowing another person to do one's work and submitting it under one's own name.
- Using electronic devices (e.g., phones, watches, calculators) that provide answers or other unauthorized information for exams, quizzes, homework or otherwise.
- Taking any assessment for another person or having someone take an assessment for you.
- Fabricating data which were not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were gathered or collected.
- Sharing work on written homework, either via:
 - Google Docs (when it is not explicitly allowed, as in, on a group assignment)
 - Shared through email/pictures/social media/texting

- Using work from assignments, quizzes, tests, or exams from students who previously took the class (e.g. older siblings or upperclassmen and previous graduates).
- Sharing (verbally, electronically or otherwise) a quiz, test, or assessment information with another student.

2. Plagiarism

Plagiarism is representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgment or citation. Examples of plagiarism include, but are not limited to:

- Copying word-for-word or lifting phrases, special terms, or definitions from a source or reference (whether oral, printed, or on the internet) without proper attribution. Plagiarism can be as little as one sentence.
- Paraphrasing, that is, using another person's written words or ideas, albeit in one's own words, as if they were one's own thought.
- Borrowing facts, statistics, graphs, or other illustrative material without proper reference, unless the information is common knowledge, in common public use.
- Submitting substantially the same paper for two or more classes (or the same class) in the same or different terms (i.e., self-plagiarism) without the expressed approval of each instructor.
- Submitting information from an internet source without including a proper citation from the source. Whether you are paraphrasing or quoting information culled from a website, if it is not your own information, you need to credit the source.
 - When in doubt, cite the source with a full MLA entry (not merely a website's URL) to avoid any problems. No teacher will ever fault you for providing too many source citations.

3. Unacceptable Collaboration

Collaboration is unacceptable when a student works with another or others on a project and then submits work which is represented explicitly or implicitly as the student's own individual work. Examples of unacceptable collaboration include:

- Using answers, solutions, or ideas that are the result of collaboration without citing the fact of collaboration or on an assignment where such collaboration has not been deemed acceptable.
- Discussing/providing/taking solutions or answers with/to/from other students, when instructions are for students to complete that portion of the work independently.

4. Aiding and Abetting Dishonesty

Providing material or information to another person which allows for these materials or information to be used improperly. This includes both deliberate and inadvertent actions.

[Saline High School Academic Integrity Video](#)

Saline High School's Code of Academic Conduct is adapted from the University of Michigan's and Washington-Lee High School's Academic Integrity policies.

"Honor Code" Washington-Lee High School: Arlington, Virginia. 2000.

"LSA Academic Integrity," LSA Academic Integrity. University of Michigan, 2011.

Any violation of the Saline High School Academic Integrity Policy is subject to the following disciplinary consequences. Violations are cumulative over the students' academic career at Saline High School.

1st Violation:

- The student receives a zero for the assignment.
- **Restorative Action:** The teacher meets with the student and calls the student's parents.
- A note is entered into PowerSchool indicating the 1st Violation.

2nd Violation*:

- The student receives a zero for the assignment.
- The teacher meets with the student and calls the student's parents.
- A restorative conference occurs between the student, teacher, parent, and the administrator.
- A note is entered into PowerSchool indicating the 2nd Violation.
- **Restorative Action:** The student must review [Academic Integrity video](#) and pass the quiz.

3rd and Subsequent Violations*:

- The student receives a zero for the assignment.
- The teacher meets with the student and calls the student's parents.
- A restorative conference occurs between the student, teacher, parent, and the administrator.
- **Restorative Action:** The student receives an E for the course but will be readmitted to the class with the ability to earn course credit. Must complete a school-monitored, one-hour remediation lesson on academic integrity.
 - This lesson will happen during the period in which the 3rd violation was earned.
 - Students will be placed in the In-School Suspension room for that hour on the next school day and until the remediation lesson is complete.
 - Should the student successfully complete the remediation lesson, the student will be allowed to complete the course. The student receives a zero on the initial assignment.
 - Pending successful completion of the course and readmission to the class, the student will be given the opportunity to make up work missed equal to the number of days they were out of the class.
- A note is entered into PowerSchool indicating that the student has violated the policy for the third time.

*On subsequent violations, the the administration will have the discretion to remove the student from the course or deny credit.

In accordance with the school handbook, disciplinary action will be subject to administrative discretion.

***Online Learning Difference:**

- After the second violation, online students lose credit in the class. A grade of an E is entered for the class.
- Should subsequent violations occur, the student loses the opportunity to enroll in online coursework for the duration of their academic career at Saline Area Schools.

STUDENT CODE OF CONDUCT

I. FOREWARD

The primary goal of the Saline Area Schools is to create a safe and positive learning environment in which all students are provided an opportunity to grow academically and socially. In order to attain this goal, there must be a shared commitment among parents, staff and students to understand and accept a balance between individual freedom and the limitations of responsible behavior.

The Student Code of Conduct ("Code") was developed to answer many of the commonly asked questions that you and your parents may have during the school year about your responsibilities as a student within the Saline Area School District. The Code contains important information that you should know. Become familiar with the contents and keep the Code available for frequent reference by you and your parents. If you have any questions that you believe are not addressed by the Code, please to talk to your teachers and/or building principal.

The Code summarizes the current state of Michigan law as it pertains to student conduct, and more specifically, the subsequent discipline that may be imposed when students engage in certain types of unacceptable behavior. The Code also contains many of the official policies and administrative guidelines that the Board of Education and the District have adopted. This Code is effective immediately and supersedes any prior Code and other written material on the same subject.

This Code does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the law, Board policies and School rules as of June 30, 2011. If the law or any of the policies or administrative guidelines referenced herein are revised after June 30, 2011, the language in the most current policy or administrative guideline prevails.

II. STUDENT RIGHTS AND RESPONSIBILITIES

A major component of the educational program at Saline Area Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accord with established standards. The District expects each student to:

1. Abide by national, state, and local laws as well as the rules of the District;
2. Respect the civil rights of others;
3. Act courteously to adults and fellow students;
4. Be prompt to school and attentive in class;
5. Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, age, familial status, marital status, disability, ethnic background, or sexual orientation;
6. Complete assigned tasks on time and as directed;
7. Help maintain a school environment that is safe, friendly and productive, and free from harmful substances;
8. Act at all times in a manner that reflects pride in self, family, and the District.

STUDENT SAFETY

School safety is the responsibility of both the staff and students. All staff members are familiar with emergency procedures such as fire, tornado and intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

STUDENT RIGHTS OF EXPRESSION

The District values students' right to freely express themselves within the guidelines of the Student Code of Conduct. Thus, the opinion of each student is valued and welcomed. If a student has

suggestions that he/she believes would improve the District, he/she should feel free to offer them in writing directly to the principal or the student government/council.

PERSONAL PROPERTY

Students are responsible for the care of their own personal property. Therefore, students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, large amounts of money and the like, are tempting targets for theft and/or extortion. At no time will the school be responsible for the loss or theft of such items or items left unattended. The District cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of an administrator to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

III. STUDENT DISCIPLINARY PROCEDURES

Students who violate the Student Code of Conduct will be subject to discipline, which may include but is not limited to, suspension and/or expulsion from the District. In all cases, the District shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. The imposition of discipline however, except as specifically mandated by State or Federal law, is within the sound discretion of staff, administration, and the Board of Education. Before issuing any discipline, school officials are required to consider Section 1310d(1) of MCL 380, regarding Restorative Practices.

It is important to remember that the Student Code of Conduct applies to students traveling to and from school, at school, on school property, at school sponsored events, and on school transportation including any off campus events that may affect the school environment. If misconduct occurs during any of these times and/or events, a student may be subject to two types of discipline: formal or informal.

A. Informal Discipline

Informal discipline takes place within the school. It may include the following:

1. Change of seating or location
2. Detention
3. In-school restriction
4. Teacher speaks privately with student in hallway
5. Involve other related school personnel in the building with a connection to the child
6. Behavior change agreement

B. Formal Discipline

Formal discipline removes the student from school. It includes teacher-initiated suspensions, short-term suspensions for up to (10) school days, long-term suspensions for up to (180) days, expulsion from Saline Area Schools and in certain extreme or legally mandated circumstances, permanent expulsion. Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Short-term Suspension Procedure

Suspension is the administrator's decision to remove a student from school for a specific length of time, up to and including 10 days.

The following guidelines will govern the short-term suspension process:

1. When a student is being considered for a short-term suspension of 10 days or less, the student shall be informed of the specific charges, which could be the basis of the disciplinary action taken against him.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense. The administrator will then provide the student with the evidence supporting the charge(s). The administrator will make a decision whether or not to suspend.
3. If the student is suspended by the school administrator, the administrator will notify the parents as soon as possible of the short-term suspension, the reasons for it, and the steps necessary for the student's return to school.
4. If the student, parent or guardian is not satisfied with this action, they may appeal the disciplinary action (see Appeal Procedures Section of the student handbook).
5. Students have the same number of days to make up their missed work as they did before they were suspended. Work may not be available until they return.
6. Students who are suspended are not to be on any Saline Area Schools property and are not to attend school related activities during their suspension. Any violation of this will result in further discipline.

Disciplinary Procedures and Due Process Rights

The constitutional rights of individuals assure the protection of due process of law; therefore this system of constitutional and legally sound procedures was developed with regard to the administration of discipline in the schools in Michigan. After being accused of a school violation and presented with a consequence, a student has the opportunity for a fair hearing, the opportunity to be heard at that hearing, and the opportunity to present evidence and their side of the story.

Guidelines

1. The hallmark of the exercise of disciplinary authority shall be reasonable and fair.
2. Every effort shall be made by administrators and faculty members to resolve conflicts and cooperate with the student and his parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she or his/her parent or guardian indicates a desire for one. A hearing shall be held to allow the student and his parent or guardian to contest the facts which may lead to disciplinary actions to contest the appropriateness of the sanction imposed by the administrator, or if the student and his/her parent or guardian allege prejudice or a lack of fairness.

District personnel may, without prior consent of a parent or guardian, interview a student about an alleged violation of school policy or a threat to school safety or as otherwise permitted by law.

Appeal of Disciplinary Action

In all disciplinary matters, a student maintains the rights of due process which include the right to present his/her side of the issue, to challenge the evidence, the right to present witnesses, and the right to appeal the decision. If a student feels that he/she is innocent or the discipline was too severe, the student may appeal the decision in writing. The appeal process is outlined below:

1. Teacher-imposed discipline may be appealed to either the principal or the assistant principal. Students must request a meeting with the administrator within one school day of the teacher discipline being imposed.
2. Discipline imposed by the assistant principal may be appealed to the principal. Such appeals must be given to the principal in writing, stating the grounds for the appeal. The

appeal must be received by the principal within two days of the assistant principal's decision on the matter. The principal will meet with the student and all other parties as soon as possible, and give a written decision to the student within five days of such meeting.

3. Discipline imposed by the principal or an appeal of a decision made by the principal may be appealed to the superintendent. Such appeals must be given to the superintendent **in writing**, stating the grounds for the appeal. The letter appealing the decision made must be received by the superintendent within two school days of the principal's decision on the matter. The superintendent will meet with the student and others as necessary as soon as possible and give a written decision to the student within five school days of such meeting. *The superintendent may designate another Administrator to hear the student appeal if he or she is not able to meet with the student.*
4. During an appeal, the student will not have to serve any assigned discipline except in the case where a clear and present danger to themselves and/or others exists. In such a case, the administration may still impose a suspension even during an appeal process.

Long-Term Suspension Procedure

A "long-term suspension" is defined as any suspension longer than ten instructional days up to and including 180 days of instruction (a full school year). A written notice of any proposal for a long-term suspension and the charges upon which the suspension is based shall be given to the student proposed for suspension and to the parent(s)/guardian(s).

Any notice of a proposal to suspend for a long-term shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be held no later than 10 calendar days after the date of the notice. The Superintendent's decision is final and no appeal is permitted.

Expulsion Procedure

Expulsion is the Board of Education's decision to remove a student from school, following an administrator's recommendation. A student being considered for suspension of more than (10) days, i.e., a long term suspension will be given due process as described in the expulsion section below.

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his parent or guardian. Included within this notice shall be a statement of the time and place for the hearing.
2. Parent or guardian may be present at the hearing
3. Legal counsel may represent the student, parent or guardian. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she is allowed to offer the testimony of other witnesses and other evidence.
4. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to view witness statements.
5. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
6. The Board of Education shall state within a reasonable time after the hearing (no later than the next board meeting) its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
7. The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.
8. The student and his parent or guardian shall be made aware of their right to appeal the

decision of the hearing to the appropriate appellate authority.

9. Expulsion may be up to one year from the date of the infraction.

In accordance with State law, specifically MCL 380.1311(1), the District may expel or suspend a student (for a discretionary period of time) who is found guilty of a gross misdemeanor or persistent disobedience.

Further, as mandated by MCL 380.1311 (2) and MCL 380.13Ha, if a student in grade (6) or above is found guilty of possessing a dangerous weapon [1], arson, criminal sexual conduct, or physically assaulting a District employee, volunteer, or contractor, he/she will be permanently expelled from all Saline Area Schools and related school activities for a period of (180) school days. The student may apply for readmission to the District after (150) school days (from the date of expulsion) have expired. If a student in grade (5) or below is expelled (for any of the above-cited offenses) he/she will be excluded from all Saline schools for a period of (90) school days. The student may apply for readmission after (60) school days have expired.

All weapons are prohibited on Saline Area Schools property including knives under 3”.

[1]A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, and/or brass knuckles. See MCL 380.1313(4). It should be further noted that the District will not be required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

1. The object or instrument was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The student did not know or have reason to know that the object or instrument constituted a dangerous weapon;
4. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of, school or police authorities. See MCL 380.1311 (2).

It is important to note, that a student who is expelled from the District for possessing a dangerous weapon, arson or criminal sexual conduct, is also precluded from attending all public schools and public school academies in the State of Michigan during the mandated expulsion period.

C. Search & Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is en route to and from school, is at school, or is in attendance at any school related activity, provided there is reasonable suspicion that the student is in violation of a law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student’s consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to the principal or designee.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students’ privacy rights will be respected regarding any items that are not illegal or against school policy.

Review of such information may be done by the District with or without the student’s

knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Drug and alcohol testing may be required if school authorities have reasonable individualized suspicion to believe that a student is under the influence. Because students sometimes deny using drugs or alcohol and/or being under the influence despite evidence to the contrary, the District may require students reasonably believed to be under the influence to take a drug test or a breathalyzer test for alcohol. The testing process will be conducted by an administrator and/or a police officer in the presence of a third party or other school official.

IV. STUDENT CONDUCT

A. Computer Technology and Networks

Before any student may take advantage of the privilege to use hardware and software that has been placed in District offices, labs or classrooms, the student must sign an agreement which defines the conditions under which he/she may exercise said privilege. Failure to abide by all of the terms of the District's Technology Administrative Rules and Regulations may lead to termination of the student's computer account and possible disciplinary action up to and including suspension or expulsion from school and/or referral to law enforcement authorities.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail.

Students should have no expectation that any information contained on such systems is confidential or private.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include but are not limited to, those outlined within the Technology Administrative Rules and Regulations, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

B. Student Dress Code

It is the responsibility of parents and students to see that school dress is appropriate. We want all students to take pride in their appearance, pride in their education and pride in their school. The school does, however, set certain limitations which reflect appropriate attire for a school/business setting:

1. Following State law, student clothing may not promote illegal substances or other things that are illegal to minors (drugs, alcohol, tobacco, sex, weapons, etc.) or that faculty or administration deem to be obscene, libelous, indecent or vulgar.
2. Students may not wear as decorative adornment articles which could be used as weapons (i.e. pointed metal studs, handcuffs, razor blades, chains, etc.).
3. Student clothing should be appropriate to the educational setting. Student dress should not detract from a productive, healthy and safe learning environment at school. Some examples are, but are not limited to:

Transparent Clothing

Wearing hoods which cover the face

Sunglasses

Low-cut blouses

Tube Tops

Low-riding Pants

Bare Midriffs

4. Students must wear shoes.
5. Students may not wear, carry or display anything with gang insignias.

**Teachers may set standards of dress in individual classrooms and laboratories necessary to maintain a productive healthy and safe learning environment. Courses that include attire as part of the curriculum such as Connecting, Cadet Teaching, and other CTE courses may include assignment-specific dress. Activity-specific show requirements are permitted (for example culinary, boots for welding, et). Students who are in violation of Saline's Dress Code Policy will change clothes and may face disciplinary action.*

C. Specific Prohibited Behaviors/Conduct

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. It is also important to note that attempts toward completion of any of the following acts will constitute a violation and may punishable to the same extent as if the attempted act had been completed. Police involvement may also be necessary in some instances.

1. Use, Possession or Distribution of Drugs

The school has a "Drug Free" zone that includes the school building, 1000 feet beyond the school building, any school related activity and transportation, i.e., buses that are provided by the District. This means that any activity - sale, possession, distribution, or use of drugs, which includes but is not limited to, narcotics, marijuana, any controlled substance, steroids, inhalants, look-alike drugs, or over-the-counter medication is prohibited. Students may be suspended or expelled from the District for violating this prohibition.

2. Use, Possession, or Distribution of Alcoholic Beverages

The use, possession or distribution of alcoholic beverages within the school's 'drug free' school zone (i.e. the school building, 1000 ft. beyond the school building, any school related activity transportation provided by the District) is expressly prohibited.

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever the principal has reasonable suspicion that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use. The student will then be given second opportunity to take the test. For consequences, refer to Student Behavior and Safety Regulations Related to Alcohol, Tobacco, Vaporizers and Other Drugs (ATOD).

3. Use of Tobacco/Vaporizers/Electronic Cigarettes

Smoking and other tobacco uses (including vaporizers & electronic cigarettes) are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco and/or tobacco paraphernalia (including vaporizers & electronic cigarettes) during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. For consequences, refer to Student Behavior and Safety Regulations Related to Alcohol, Tobacco, Vaporizers and Other Drugs (ATOD).

4. Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her

knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

If a student is found to be in possession of or has possessed a dangerous weapon, State law requires that the student be recommended for expulsion.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to, objects identified in #4 above, padlocks, pens, pencils, laser pointers, or jewelry. Intentional injury to another can be a crime and could result in a lawsuit from the injured person.

Use of any of the objects identified in #4 above as a weapon could result in the expulsion of a student from the District.

6. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

7. Arson

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Assault

Intentionally engaging in conduct, which places another in reasonable danger of *bodily* harm/injury (includes threats and verbal assaults); the forceful or violent touching of another person.

9. Verbal Assault

Verbal assault at school against a District employee, student, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity may result in suspension or expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

10. Extortion

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

11. Gambling

Gambling, including casual betting, betting pools, organized-sports betting, and any other form of wagering is prohibited. Students who bet on an activity in which they are involved may also be banned from that activity.

12. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses, making or using false I.D.'s., plagiarism and cheating are prohibited and may subject the student to academic penalties as well as disciplinary action.

13. False alarm and false reports

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Authorities will be contacted.

14. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, poppers and pepper spray are forbidden and dangerous.

15. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas the school determines to be inappropriate.

16. Thefts and Possession of Stolen Property

When a student is found in possession of school or someone else's property without consent, s/he will be disciplined and may be reported to law enforcement officials.

17. Insubordination

School staff is allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member or school resource officer, the student is expected to comply. If a student is defiant of authority, displays intentional contemptuous behavior or attitude, and/or refuses to answer questions posed by a school official who is investigating an alleged violation of school policy or threat to school safety, the student will be deemed insubordinate (see MCL 380.1311(1)).

18. Damaging property

Vandalism and disregard for school property and/or personal property will not be tolerated.

19. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Refer to #15 - Trespassing

20. Refusing to accept discipline

The school may use informal discipline to permit the student to receive corrective action without being removed from school. When a student refuses to accept the discipline imposed for an infraction, it will be deemed insubordination (see MCL 380.1311(1)).

21. Aiding or abetting violation of school rules

This occurs when a student assists another student in violating the Code. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

22. BYOD (Bring your own device):

Bring Your Own Device (BYOD) is a Saline Area Schools initiative that allows students the opportunity to bring their own personal devices to use at school for educational purposes under the direction of a teacher or administrator. The district encourages students to bring any portable, "internet ready" devices like smartphones, ipod touches, ipads/tablets, netbooks, laptops, etc., to support the learning process. Access to the internet is provided via a student network called BYOD which is part of the SAS wireless local area network. When students use their school-issued usernames and passwords to log onto this network, they will be expected to uphold the contents of the Technology AUP as well as the Building Student Code of Conduct on their student-owned device(s) while on District property. Additionally, in compliance with the Children's Internet Protection Act (CIPA), Saline Area Schools will filter all content for users connected to the BYOD network.

Saline Area Schools, or any employee of the District, is not liable or responsible for any theft, damage or loss of any non-district device or the information on any such device. It is the responsibility of the owner of the device to ensure that the device is safe and secure.

If a student is using their electronic equipment outside of the BYOD procedures and without classroom teacher approval, they will be subject to disciplinary procedures

according to school policy.

23. Violation of individual school/classroom rules

Each learning environment has different rules for students. Rules that are specific to a particular school and/or classroom are for the safe and orderly operation of that environment. Students will be oriented to these rules, all of which will be consistent with the policies of the District.

24. Harassment/Sexual Harassment/Bullying and Hazing / Cyber-bullying

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment or "bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts (i.e., internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Any person that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the guidance counselor, or an administrator.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Authorities may be contacted.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

a. Harassment in general

This is when unwelcome conduct or communication (as described above) becomes a factor in a student obtaining the benefit of an education.

b. Sexual Harassment, may include, but is not limited to:

1. verbal harassment or abuse based on sex;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance or public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual

or other inappropriate physical contact with a student may be guilty of criminal “child abuse” as defined in State law. M.C.L.A. 722.621 et.seq.

- c. Bullying - intimidation of others by acts, such as but not limited to:
 - 1. threatened or actual physical harm;
 - 2. unwelcome physical contact;
 - 3. threatening or taunting verbal, written or electronic communications;
 - 4. taking or extorting money or property;
 - 5. damaging or destroying property;
 - 6. blocking or impeding student movement.
 - 7. repetitive behaviors
- d. Cyber-bullying – electronic communication that is intended or that a reasonable person would know is likely to harm one of more pupils either directly or indirectly.
- e. Hazing - any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:
 - 1. illegal activity, such as drinking or drugs;
 - 2. physical punishment or infliction of pain;
 - 3. intentional humiliation or embarrassment;
 - 4. dangerous activity;
 - 5. activity likely to cause mental or psychological stress;
 - 6. forced detention or kidnapping;
 - 7. undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

25. Criminal Sexual Conduct

In compliance with State law, the Board shall expel any student who commits criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

26. Criminal Acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when a student is both disciplined for violation of school rules and punished by the courts for a crime as a result of the same incident. Parents and students should be aware that in accordance with State of Michigan law, it is unlawful for someone under the age of 16 to consent to any sexual activity.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

27. Safety Concerns

Students should not use roller blades, bicycles, skateboards and scooters in school hallways or District pedestrian traffic areas. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited.

28. Distribution of Unauthorized Materials

The act of distributing or selling materials on school property without authorization of the building administration is expressly prohibited.

29. Disruptive Conduct

- a. Conduct which materially and substantially interferes with the educational process.
- b. Horseplay: The act of bodily contact, such as pushing, pulling, tripping, etc. (short of injury and without intent to harm) in or on school property or going to or from school, including any activity under school sponsorship.
- c. Malicious mischief including "pranks." This could include disruption of performances and ceremonies with "catcalls", paraphernalia, and any actions used to distract and demean a student, employee, event or activity.

30. Gang Behavior

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will result in the imposition of discipline.

31. Gross Misbehavior

The act of deliberate or willful conduct detrimental to the normal functioning program or school related activities, which may include but is not limited to, prohibited conduct as outlined within the Student Handbook, computer/internet misuse, gambling, open defiance, persistent disobedience, and acts of poor judgment which either interrupt normal school routine or threaten the health, safety and welfare of others (see MCL380.1311(1)).

32. Cafeteria Misconduct

Students are responsible for the cleanliness of their eating area. All trash is to be disposed of properly and trays returned to the proper place. Under no circumstances will the throwing of food or other items be tolerated.

33. Truancy

If a student is absent from a class, classes or assignment for 15 minutes or more without permission, the student is considered truant.

34. Loitering

Due to the likelihood of inappropriate behavior, two or more students found in the same stall in a lavatory will result in appropriate disciplinary consequences.

35. Written, Verbal and Symbolic Expression

Students have the rights to form and hold their own ideas and beliefs, and to express these through written, verbal and symbolic means. The encouragement of this right requires that each student be permitted to disclose or express an idea in the course of academic dialogue without penalty, embarrassment, or any reflection in academic evaluation.

However, the school retains a responsibility to maintain an appropriate educational environment. As such, posting or distribution of any written material including, but not limited to, advertising, community events, etc., must receive administrative approval prior to its dissemination.

36. Fighting

Aggressive contact including but not limited to hitting, kicking and/or pushing

37. Persistent Disobedience

4 or more disciplinary actions that have resulted in 2 or more days of out-of school suspensions.

Disciplinary Offenses and Penalties

Note: suspension can be in or out of school. Disciplinary action will be subject to administrator discretion.

Prohibited Acts	Penalty: First Occurrence	Penalty: Second and Subsequent Occurrence
Altering/Falsifying School Records	3-10 day suspension, may result in loss of credit on altered assignments or loss of credit for course	5-10 day suspension and loss of credit for course.
Arson	Indefinite suspension and authorities contacted. Recommended expulsion under Michigan Law.	Indefinite suspension and authorities contacted. Recommended expulsion under Michigan Law.
Assault on staff members	Indefinite suspension and authorities contacted; may recommend expulsion.	Indefinite suspension and authorities contacted; may recommend expulsion.
Assault on student	5-10 day suspension and authorities contacted; may recommend expulsion.	10 day suspension and authorities contacted; and recommend expulsion.
Bullying/hazing/harassment/cyber-bullying	The student, at a minimum, will be placed on notice and optional mediation and/or suspension is possible, depending on the nature and severity of the offense.	5-10 day suspension; mandatory mediation; may recommend expulsion depending on the nature and severity of the offense. Authorities may be contacted.
Cheating, Academic dishonesty or Plagiarism	3 lunch detentions or before/after school detention will be assigned. Student receives a zero on work involved and parent contacted. Cheating on final exam will result in loss of credit.	1-5 day suspension, loss of credit and grade of "E" will be given for the course.
Closed Campus Violation	Detention/ISS assigned for first offense.	1-10 day suspension.
Confrontation/Threats	ISS or out of school suspension for 1-4 days; mandatory mediation before returning to school. Authorities may be contacted.	5-10 day suspension; mandatory mediation upon returning to school. Authorities may be contacted.

Disciplinary Offenses and Penalties

Note: suspension can be in or out of school. Disciplinary action will be subject to administrator discretion.

Prohibited Acts	Penalty: First Occurrence	Penalty: Second and Subsequent Occurrence
Criminal Acts	5-10 day suspension and authorities contacted; may recommend expulsion.	Recommend expulsion and authorities contacted.
Disrespect	ISS 1-4 days.	1-10 day suspension.
Disruptive behavior	Detention / ISS for 1-3 days.	1-10 day suspension.
Electronic equipment/cellular phones use outside of BYOD policy	Confiscation of device. Warning issued. Electronic equipment infractions are cumulative and do NOT restart each trimester.	2 nd - Confiscation with either 3 lunch detentions or in school suspension assigned. 3 rd and subsequent. Confiscation with ISS up to 5 days suspension. Parent/Guardian must retrieve phone from office.
Endangerment of others	5-10 day suspension; may recommend expulsion.	10 day suspension and recommend expulsion.
Extortion or coercion	5-10 day suspension and authorities contacted; may recommend expulsion.	10 day suspension and authorities contacted; may recommend expulsion.
Failure to cooperate	Student assigned to ISS.	1-10 day suspension.
False alarms-fire or 911 call; tampering with fire apparatus	5-10 day suspension and authorities contacted.	10 day suspension and contact authorities; may recommend expulsion.

Disciplinary Offenses and Penalties

Note: suspension can be in or out of school. Disciplinary action will be subject to administrator discretion.

Prohibited Acts	Penalty: First Occurrence	Penalty: Second and Subsequent Occurrence
Leaving campus without permission	ISS will be assigned.	Out of school suspension.
Obscenity / profanity	Detention / 1-4 days suspension	May suspend 1-10 days
Persistent Disobedience	Suspension up to and including expulsion.	Suspension up to and including expulsion.
Public Display of Affection (PDA)	Warning Issued.	Detention / ISS assigned. Further infractions will result in a 1-5 day suspension.
Sexually Inappropriate Behavior / Misconduct	Authorities contacted; 1-10 days suspension	May recommend expulsion.
Theft / accomplice or possession of stolen property	Authorities contacted; 1-10 days suspension; may recommend expulsion.	Contact authorities and 1-10 days suspension; may recommend expulsion.
"Third" in a fight	5-10 days suspension; may recommend expulsion depending on the nature and severity of the offense; authorities may be contacted.	10 day suspension; may recommend expulsion depending on the nature and severity of the offense; authorities may be contacted.

Disciplinary Offenses and Penalties

Note: suspension can be in or out of school. Disciplinary action will be subject to administrator discretion.

Prohibited Acts	Penalty: First Occurrence	Penalty: Second and Subsequent Occurrence
Threats	Indefinite suspension; may recommend expulsion depending on the nature and severity of the offense. Authorities may be contacted.	Indefinite suspension; may recommend expulsion depending on the nature and severity of the offense. Authorities may be contacted.
Truancy	Detention will be assigned	When a student receives 5 truancies in a class, he/she will lose credit for the trimester.
Technology infraction and vandalism/defacing or destruction of property.	Restitution required; authorities contacted; may suspend for 1-10 days	Restitution required; authorities contacted; may suspend for 1-10 days
Unauthorized Area	Detention / ISS will be assigned	1-10 day suspension.
Violation of school rules	Administrative discretion.	Administrative discretion.
Weapons or Look-a-Likes	Suspension with a possible expulsion under Michigan Law and authorities contacted.	Suspension with a possible expulsion under Michigan Law and authorities contacted.

Disciplinary Offenses and Penalties

Note: Suspension can be in or out of school. Disciplinary action will be subject to administrator discretion.

Discipline for any of the infractions defined in the sections below is cumulative and progressive.

After a "first violation" in any category, any violation in a different category will count as a "second violation" as defined in that category.

Calendar days, months, or year will be calculated from the date that disciplinary action is determined.

Detailed information can be found on pages 54-55

Prohibited Acts	Penalty: First Occurrence	Penalty: Second and Subsequent Occurrence
Smoking or possession of tobacco or paraphernalia or liquid nicotine or electronic cigarettes or vaporizers.	1 st occurrence: 3 day suspension. Authorities contacted Student/Parent ATOD info session by SAS, 2 month extracurricular suspension	2 nd occurrence: 5 day suspension and parent contacted. Authorities contacted. 1 calendar year extracurricular suspension 3 rd occurrence: 5-10 day suspension and parent contact required before reinstatement. Authorities contacted. Extracurricular suspension for remainder of student's high school career
Possession or Use of Alcohol, Other Drugs, Look-A-Likes, or Paraphernalia On School Property or At School-Related Activity	10 day suspension. Assessment from a program licensed by the State of Michigan, Student/Parent ATOD info session by SAS, 2 month extracurricular suspension	2 nd occurrence: 10 day suspension. Assessment from a program licensed by the State of Michigan, Student/Parent ATOD info session by SAS, 1 calendar year extracurricular suspension 3 rd occurrence: Recommend expulsion, extracurricular suspension for remainder of student's high school career
Use or possession of Alcohol, Tobacco, Other Drugs, Look-A-Likes, or Paraphernalia Off School Property	Assessment from a program licensed by the State of Michigan, 2 month extracurricular suspension	2 nd occurrence: Assessment from a program licensed by the State of Michigan, 1 year extracurricular suspension 3 rd occurrence: Suspension from extracurricular activities for remainder of student's high school career
Sale, Distribution, or Delivery of Alcohol, Drugs, Look-Alikes, or Paraphernalia	10 day suspension, extracurricular suspension for remainder of student's high school career, recommend expulsion.	10 day suspension, extracurricular suspension for remainder of student's high school career, recommend expulsion.

GENERAL INFORMATION

AGE OF MAJORITY

Although students reach the "Age of Majority" or legal adulthood on their eighteenth birthday, they are still regarded by law as enrolled students and must obey the rules and regulations established by the Saline Board of Education and the administration. If student adults wish to have all school contacts and correspondence on matters affecting them directed to themselves personally, they must complete an Age of Majority form (located at the Attendance desk). Age of majority rights can be taken away if abused.

ANNOUNCEMENTS

All student announcements must be turned in by 7:30 a.m. the day the announcement is to be made and signed by the appropriate teacher or sponsor. The announcements will be reviewed by the administration. Announcements will be made over the public address system on Mondays, Wednesdays and Fridays.

CLOSED CAMPUS

Saline High School operates under a closed campus policy. Students must stay in the building from the time they arrive (including prior to 7:50 a.m.) until dismissed. If a student needs to leave for a doctor, dentist or other appointment, they must have a note from their parent/guardian. In those situations, the note should be taken to the Attendance Assistant in the mornings. When a student leaves the building they must sign out at the attendance desk. Violation of this guideline will result in a truancy. Non-Saline High School students are prohibited from visiting during the school day.

CO-OP

Cooperative Education provides the students with the opportunity for concurrent on-the-job experience and related classroom instruction. Occupational competencies are developed through supervised on-the-job experiences in the field closely related to the student-learner's occupational goal. Related classroom instruction, which provides classroom activities related to the student's job and vocational goal, accompanies the on-the-job experiences.

Requirements

- A student must be at least 16 years of age; must have taken preparatory CTE classes and concurrently enrolled in a CTE class related to their occupation.
- A student must have a definite career objective in mind and be placed on an approved co-op job by the coordinator.
- Applications should be filed with your Co-op Coordinator for job placement.

DANCES

Students and guests attending school dances:

1. Must comply with all school regulations.
2. Attending students may be asked to complete an appropriate dance behavior contract.
3. Only Saline High School students or persons signed up on a guest list will be admitted to the dance. All attendees must be at least in grade 9 and/or up to the age of 21. Current students wishing to bring a non-Saline HS student to a dance must have completed the Saline HS Guest Request form (located in the HS office or on-line) by 3:30 p.m. the Tuesday before the dance.
4. Must remain in the dance area; once a student or guest leaves the building they will not be allowed to re-enter.
5. May be subject to random alcohol testing.

DETENTIONS

The classroom teacher or the administrative staff may assign detention. It can be assigned for violations of school rules and policies. Classroom detentions may be held after school, before school or at the discretion of the teacher. Students have one day to arrange for transportation or job schedule changes. Students who do not show up for detention will have the detention time doubled or it may lead to suspension. Students should bring schoolwork to do during this time.

ELECTRONIC EQUIPMENT/CELLULAR PHONES

Bring Your Own Device (BYOD) is a Saline Area Schools initiative that allows students the opportunity to bring their own personal devices to use at school for educational purposes under the direction of a teacher or administrator. The district encourages students to bring any portable, "internet ready" devices like smartphones, ipod touches, ipads/tablets, netbooks, laptops, etc., to support the learning process. Access to the internet is provided via a student network called BYOD which is part of the SAS wireless local area network. When students use their school-issued usernames and passwords to log onto this network, they will be expected to uphold the contents of the Technology AUP as well as the Building Student Code of Conduct on their student-owned device(s) while on District property. Additionally, in compliance with the Children's Internet Protection Act (CIPA), Saline Area Schools will filter all content for users connected to the BYOD network.

Saline Area Schools, or any employee of the District, is not liable or responsible for any theft, damage or loss of any non-district device or the information on any such device. It is the responsibility of the owner of the device to ensure that the device is safe and secure.

If a student is using their electronic equipment outside of the BYOD procedures and without classroom teacher approval, they will be subject to disciplinary procedures according to school policy.

FINAL EXAMS

1. All students in grades 9, 10 and 11 will take a final exam each trimester. Seniors will take a final exam for trimesters 1 and 2, and a senior exam for trimester 3. The exams will be a written test, final paper, project, speech or test of skill.
2. No one is to miss his or her final exam except for serious illness, death in the family, or a special circumstance approved by the principal. The parents must contact the school to have the student excused. Anyone missing a final without an excused absence will receive a zero for the final exam and the exam cannot be made up.

FOOD/BEVERAGES

Food/beverages are to be consumed in the Student Commons and/or the classroom with teacher approval. Food/beverages carried in the hallways must be in sealed containers.

ILLNESS AND USE OF MEDICATION

Students who become ill at school must report directly to the office. Students who report to the bathroom because of illness or leave the building and do not go to the office will be considered truant. See SAS Medication Standards on page 33 for medication procedures.

IMMUNIZATION

All students new to Saline Area Schools must register at the Saline Area Schools district offices. Students must provide an up-to-date record of immunizations that meet state requirements or they will not be able to attend school until they meet existing guidelines.

LOCKERS (SEE SEARCH AND SEIZURE ALSO)

Each student is responsible for the locker assigned to him/her. It is on loan to the student by the school and is the property of the school. It is expected that it will be kept neat and clean. Locker combinations must be kept confidential. Lockers will not be changed except for unusual circumstances. Lockers may be searched at any time without warning.

Students are to use their own assigned lockers. Also, personal combination locks or padlocks are not permitted on hallway lockers.

Locker decorating is not permitted on the outside of the lockers. Stick-on's (decals, bumper stickers, balloons, etc.) are strictly forbidden.

LUNCH PERIODS AND CAFETERIA

Saline High School provides three lunch periods of approximately thirty minutes. During the lunch period, students are asked to remember that other classes are in session and not to disturb them. **Students are NOT permitted to leave the building during this time.** Students are expected to arrive on time and remain in the cafeteria until the lunch period is over.

The school cafeteria provides hot lunches daily. Students may bring their own lunches and purchase supplements at the cafeteria if they so desire. The following rules are to be strictly adhered to in the cafeteria during the lunch period:

1. Eating shall be confined to the tables placed in the cafeteria or in the commons patio area.
2. No misuse of food and beverages.
3. Normal table manners are expected.
4. Food from other concessions/establishments may not be delivered on the premises.
5. The return of trays, plates and silverware to the proper areas plus disposal of waste products is expected.
6. Glass beverage containers are not permitted.

Violations of these rules will result in appropriate disciplinary action and/or suspension from the use of the cafeteria.

MASS COMMUNICATION

Posters, announcements, newspapers and other forms of mass communication must follow the policy and procedures stated below:

1. Guidelines:

Students of Saline Area Schools have the right, protected by the First Amendment to the United States Constitution, to exercise freedom of speech. This includes, but is not limited to, the right to distribute, at reasonable times and places, unofficial written material(s), petitions, non-school written material(s) except expression which:

- a) Is obscene to minors.
- b) Is libelous.
- c) Is pervasively indecent or vulgar.
- d) Advertises any product or service not permitted to minors by law.
- e) Constitutes insulting or fighting words, the very expression of which injures or harasses other people.
- f) Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a substantial disruption of the proper and orderly operation and discipline of the school or school activities.
- g) Will cause the commission of unlawful acts or the violation of lawful school regulations.

In circumstances where written material(s) are sought to be distributed as part of the curricular or extra-curricular programs of Saline Area Schools, the distribution of such material(s) shall be regulated by the school district as part of the educational programs therein. All other written

material(s) sought to be distributed are to be considered non-school written material(s) for which this procedure has been designed. In that Saline Area Schools considers that its facilities are a non-public forum, the following procedures shall regulate the distribution of non-school written material(s) within the school district's facilities.

2. Procedures:

The purpose of this procedure is to reasonably regulate the distribution of non-school written material(s) within the facilities of Saline Area Schools.

Anyone wishing to distribute non-school written material(s) must first submit a copy of the material(s) to the principal for approval at least three (3) school days prior to the school day proposed for distribution, together with the following information:

- a) name and phone number of the person submitting the request.
- b) dates and times of the day of intended display and distribution.
- c) location where material(s) will be distributed or displayed.
- d) grade(s) of students to whom the display distribution is intended.

Upon the principal having received a sample of such non-school written material(s) sought for distribution, the principal, or his/her designee, shall review such written material(s) for purpose of approving the material(s) for distribution.

Within 24 hours of submission, the principal, or his/her designee, will render a decision whether the material(s) violates the *Guidelines* or the *Time, Place, and Manner of Distribution* restrictions of this policy. In the event that permission to distribute the material(s) is denied, the person submitting the request should be informed of the reasons for denial.

Permission to distribute material(s) does not imply approval of its content by either the school, the administration of the school, the school board, or the individual reviewing the material(s) submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material(s) may be distributed in accordance with the *Time, Place and Manner* provision of this policy.

If the person is dissatisfied with the decision of the principal, or his/her designee, the person may submit a written request for appeal to the Superintendent of Schools.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material(s) as to why distribution of the written material(s) is appropriate.

3. Time, Place and Manner of Distribution:

The distribution of written material(s) shall be limited to a reasonable time, place, and manner as follows:

- a) No written material(s) may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- b) Distribution of written material(s) is prohibited when it blocks the safe flow of traffic within the corridors and entranceways of the school.
- c) The distribution of the written material(s) shall be made in a peaceful and non-argumentative manner. The party making the distribution shall insure that no littering of the written material(s) occur in or upon the School District's facilities.
- d) If the principal, or his/her designee, determines that such distribution materially and substantially interferes with the safe and orderly passage of students from or within the School District's building(s) and/or materially and substantially interferes with the requirements for appropriate discipline and the operations of such building(s), then, in such event, the Principal, or his/her designee, will terminate such distribution by giving written notice to the party making the

distribution. The party will then immediately cease such distribution.

4. Disciplinary Action:

Distribution by any student of unofficial written material(s) prohibited in Section I or in violation of Section II will be halted and disciplinary action will be taken in accordance with the procedures contained in this handbook up to and including expulsion.

PERSONAL CURRICULUM

Personal Curriculum is a process to modify specific credit or content expectations based on the individual learning needs of a student. If you need more information, please contact the student's counselor or visit the guidance website.

SCHOOL RESOURCE OFFICER

The SRO may engage in informal conversations with the students on a daily basis. This sometimes leads to a referral to an administrator or counselor for further investigation or discipline. The involvement of the School Resource Officer does not immediately imply that police documentation will occur. Understanding that the school is an extension of our neighborhoods, we appreciate the importance of sharing information that may impact safety. Saline Area Schools, Pittsfield Township Police and Saline Police maintain open communication with student privacy in mind.

OK2SAY

We participate in the "OK2SAY" program which is designed to empower Michigan students, parents, school personnel, community mental health service programs, and law enforcement to share and respond to student safety threats. A link to submit a confidential tip is on the High School website. See also Back Cover for more information.

SCHOOL TO WORK

Investigate your options through the School-To-Work Program

The School-To-Work Program is a cooperative venture involving many of our area businesses working in partnership with Saline Area Schools. Through the School-To-Work Program, students have the opportunity to explore many job options. These job opportunities will give direction and guidance in meeting future goals.

The following list describes the various School-To-Work Programs, which students can become involved in the career education/information process. Whatever one's level of involvement, the ultimate benefit will be an improved job outlook.

SCHOOL TO WORK OPPORTUNITIES

Title	Grade(s)	Paid	Credit	School Time Release
Career Shadowing	8-12	No	No	1 day or less
Co-Op	11-12	Yes	Yes	10(min) hours/week
Work Experience	12	Yes	Yes	10(min) hours/week
Connecting	11-12	No	Yes	7.5 hours/week

For additional information, please contact the High School Counseling Office.

SPECIAL EDUCATION

Saline Area Schools (SAS) provides services to students with disabilities in a continuum of educational environments and through a variety of service systems. Some of the programs and services provided by SAS include (but may not be limited to) resource room support, Teacher Consultant support, Co-Teaching models, related service support. The district also has access to county-wide support programs and services. Students suspected of having a disability eligible under the MI Department of Education Rules (Office of Special Education and Early Intervention Services) will be evaluated by a Multi-disciplinary Evaluation Team and services/programs established through an Individualized Education Planning Team report. Please contact your school or the Special Education Department for more information.

Saline Area Schools provides support for students with disabilities through the provision of services through Section 504 of the Rehabilitation Act of 1973. More information is available from the SAS District Coordinator or through each of the district's building coordinators. SAS participates in mandated Child Find programs and provides services to private programs within our district. SAS Child Find is conducted in accordance with the Federal and Michigan Special Education rules and regulations. Saline's Child Find system locates, evaluates, and identifies students suspected of having a disability, including students who are homeless, children of migrant workers, or wards of the state, as well as those attending private schools. Please contact your school or Department of Special Education for more information.

If you have questions or concerns about your child's development, or if you suspect that he/she may have a disability, please contact the Director of Student Services Molly Garcia at 734-401-4006. Under the *Child Find* regulations, Saline Area Schools is committed to properly identifying and programming for all students with disabilities. You may find additional information at: www.projectfindmichigan.org/

SPORTSMANSHIP

The student body should display the following characteristics of good sportsmanship at all times.

1. Show respect for the officials.
2. Show respect for the opponent at all times.
3. Know, understand, and appreciate the rules of the contest.
4. Maintain self-control at all times.
5. Recognize and appreciate skill in performances regardless of affiliations.

STUDENT RECORDS

All parents and guardians of students under eighteen years of age and all students eighteen years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. Student confidential information cannot be released without written authorization from the student or parents.

TEXTBOOKS

Textbooks are provided free of charge for all students requiring textbooks in their classes. All textbooks remain the property of Saline Area Schools. Each student is responsible for the care and return of all textbooks checked out to him/her. All students must return textbooks in a reasonable condition. If a student loses a textbook, or damages one beyond use, a replacement charge will be made. Students are expected to take care of any financial obligations for books before they can receive report cards, schedules or diplomas. All books will be checked in at the conclusion of the course, at which time the replacement charge will be told to them.

WITHDRAWALS AND TRANSFERS

Any student withdrawing from school or transferring to another school district during the school year must secure a Withdrawal Form from the High School Office and proceed as follows:

1. Return all textbooks and school materials to the person who issued them and be credited.
2. Pay all fines and obligations.
3. Return all books to the library.
4. Clean out all hall and gym lockers that are assigned to you and have them approved.
5. Leave your new address with the office if known.
6. Have the Withdrawal Form completed and returned to the High School Office.

STUDENT DRIVING RULES AND REGULATIONS

Driving a vehicle to school is a **privilege, not a right**, and we trust that each student will be able to retain that privilege. All students must acknowledge by signature that they have read all of the driving rules and regulations for parking on campus. Failure to follow any of the following rules and regulations will result in appropriate school disciplinary consequences.

1. Any student driving to school must display a **current school year** parking tag purchased from the High School Office. This tag can be secured for \$65.00. **Students must also present a valid driver's license and the registration for the car when applying for a permit.** Tags may be transferred to other family vehicles. All vehicles that a student may drive must be registered in the office. Replacement tags are available for \$35.00. The parking tag is good for one (1) school year. Vehicles without tags or vehicles parked in unauthorized areas (staff or visitor's parking) may be towed away at the owner's expense. Any student, who purchases a parking tag after February, will pay only \$35.00. The school maintains the right to revoke any driving privilege if a student's action appears detrimental to academic progress or to the safety of others.
2. Vehicles without tags or vehicles parked in unauthorized areas may be immobilized using a wheel immobilization device and/or towed at the owner's expense. The first violation will result in a warning sticker. A second violation will result in a warning sticker and parent contact. A third violation will result in the immobilization and/or towing of the vehicle. Fees to remove an immobilization device will be \$50 per incidence, and towing fees will vary according to company.
3. Saline and Pittsfield PD will report student traffic violations to Saline HS administration and to support safe driving, SHS will issue a written warning for a first offense and a parking privilege suspension will occur for second and subsequent offenses.
4. Reckless or careless driving on school grounds is prohibited. In such cases, the Pittsfield Police Department will be notified.
5. The use of tobacco, vaporizers, alcohol, liquid nicotine, drugs, etc., in a vehicle will result in the same disciplinary action as pertains to such use in school. In addition, the loss of driving privileges could result from using the above substances.
6. Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon

brought a weapon on District property, that student shall also be subject to the same disciplinary action.

If a student is found to be in possession of or has possessed a dangerous weapon, State law requires that the student be recommended for expulsion.

7. All vehicles on school property are subject to searches, including canine searches.
8. Pittsfield Police are authorized to enforce traffic and parking laws on all Saline High School property located in Pittsfield Township. This includes the 15 mph speed limit at the high school campus.
9. Upon arrival at school, students should lock their vehicles and enter school immediately. Neither student drivers, nor their friends should occupy a vehicle after it has been parked, (i.e., no loitering in vehicles before, during, or after school hours). Students who walk to school or ride a bus to school are not permitted to be in the parking lot or in any vehicle before, during, or after school hours.

TRANSPORTATION

BUS RIDER RULES AND REGULATIONS

The rules and regulations listed below have been developed after careful study of our experiences in operating the Transportation Department of Saline Area Schools. Parents, please go over these rules and regulations with your children so they will know what is expected of them when they ride the bus. Your cooperation and courtesy will allow us to better serve your children's transportation needs. If a parent/guardian has questions or concerns regarding an issue on the bus, they should contact the Transportation Department at 401-4479.

1. Be at your designated bus stop at least five minutes before the bus is expected to arrive and remain off the roadway while waiting for the bus. Buses cannot wait for tardy students.
2. Walk in front of the bus when crossing the road or highway. Do not walk in back of the bus.
3. Remain seated while the bus is in motion. Enter or leave the bus only at the front door, except in the case of an emergency.
4. No one may leave the bus without the bus driver's permission, except at home or at school. No unauthorized stops will be made. Students must have written permission for the bus driver from their parents to be dropped off at any place other than home.
5. All buses may be required to seat up to 71 passengers or 77 passengers, whichever is applicable. Sit three in a seat, filling the back seats in first when conditions require it. Keep your feet off of the seat cushions and backs, and out of the aisles. All belongings, including band instruments, are required to be held on the student's lap during transportation. Keep your head, arms, hands and legs inside the bus.
6. The bus driver should not be distracted by unnecessary or disturbing noises while the bus is in motion.
7. All items that are prohibited from school buildings and grounds are also prohibited from transportation (i.e. animals, insects, reptiles, sleds, and skateboards, etc.). See school building guidelines if questionable.
8. Eating and drinking of beverages are not allowed.
9. Pupils may not possess, consume, or use the following on the bus: alcoholic beverages, cigarettes, chewing tobacco, vaporizers, drugs, cigarette lighters, matches (or other flammable items), laser lights, weapons (i.e. guns, knives, etc.)
10. Will not allow any student to have lengthy items, (i.e. bead creatures) hanging from their backpacks. This is a potential hazard for anyone boarding a school bus.
11. Fighting, pushing, shoving, throwing, or other rowdy behavior will not be tolerated. Use of profanity or of vulgar language is not acceptable.
12. Please report to the bus driver any damages you observe. If a student damages the interior or

exterior of the bus, he/she will be responsible for payment of repair costs of these damages. When necessary, discipline procedures will be administered, and bus-riding privileges may be suspended.

13. Any student involved in a charge of sexual harassment will be subject to the discipline policy of his/her respective school.

Remember, school bus transportation is a privilege - not a right. Parents will be notified by means of a bus violation notice if there is continuous misconduct on the bus. When actions warrant, the Bus Driver, Transportation Director, or the Building Principal may administer suspension from bus riding privileges. Transportation information is available by calling the Transportation Office at 401-4479.

BUS GUIDELINES FOR DISCIPLINE

When a driver finds it necessary to administer discipline on the bus, the following procedures apply:

1. The driver shall talk with the student so that both driver and student thoroughly understand the problem.
2. The student may be assigned a specific seat for a varied length of time.
3. The student may be given a written assignment (i.e., sentences) concerning corrective action. A Bus Conduct Report shall accompany the assignment notifying the parents of the existing problem.
4. The driver may suspend a student from transportation for one day. The driver must notify the parents of said suspension by verbal communication and by using the Bus Conduct Report. The Bus Conduct Report may be filled out at any time when Bus Rider Rules and Regulations have been violated. The student shall be given a copy to take home for his/her parent's signature. Regardless of the infraction, this signature must then be returned to the driver as a student's "ticket" to return to the bus.
5. It is generally recognized that problems requiring more than one-day of suspension are usually a violation of school rules. Therefore, discipline beyond one day may be handled through the building principal or transportation supervisor with the driver and parents.
6. A student not fulfilling the aforementioned procedures will not be allowed to return to riding the bus until he/she has complied.

All suspensions shall begin the day following the incident. When a student rides the bus to school, he/she will be transported home by bus.

Exceptions:

- A. When the reason for suspension necessitates alternate arrangements.
- B. When alternate arrangements have been made with the parents.

EMERGENCY SITUATIONS

ACCIDENTS AND INJURIES

While every precaution is taken for proper supervision and the prevention of accidents at Saline High School, accidents do happen. It is imperative that students report all accidents to the supervising teacher or the office.

For safety and health concerns, all exposure to blood borne pathogens should be reported immediately to a school administrator.

Saline High School does **NOT** carry insurance covering accidents incurred under proper supervision and parents should consider purchasing the optional insurance offered through the school if they do not have adequate insurance protection.

FIRE DRILLS

Fire drills are held at regular intervals during the school year for the purpose of acquainting students and faculty with standard procedures in case of emergency. The alarm for fire is a continuous sound of the fire alarm signal. When it sounds, follow these directions:

1. Follow directions to the nearest exit as posted in each room.
2. Close door and turn off lights after last person is out of room.
3. Walk out of the building quickly, quietly and in an orderly fashion.
4. Students and staff should report to designated rally areas.
5. Students will remain outside the building until the all-clear signal is given.

PRISON DISTURBANCE PROCEDURES

In the event of a prison disturbance, law enforcement officials may close roads to buses and other traffic. Their child's school will contact parents when it affects the transportation of their child. When a call is placed, the parent or their designated alternate will have the option of picking the child up at school at the normal dismissal time, or picking the child up at a designated alternate drop-off site.

When parent contact cannot be made, the student will be dropped off at the alternate drop-off site. Parents must place on file in the High School Office, such telephone numbers necessary to assure contact.

Buses will run on their regular time schedules. Routes will be altered as dictated by area closings. Teachers will be notified and given names and bus numbers for alternate drop-offs.

SCHOOL CLOSING AND EMERGENCY DISMISSAL NOTIFICATION

When the Superintendent determines that school is to be closed or an emergency dismissal is necessary due to weather or other unforeseen circumstances, the following procedures will be initiated:

1. Parents will be contacted by school messenger.
2. Students who drive or walk to school will be dismissed fifteen (15) minutes prior to bus dismissal.
3. Dismissal sequence is as follows:
 - a) Dismissal time for High School, Middle School and Heritage School will be determined.
 - b) Bused students at the High School, Middle School and Heritage School will be picked up.
 - c) Grades K-4 bused students will be picked up as soon as the buses return from the secondary runs.

When school is dismissed during the daytime hours, all afternoon and evening activities may be cancelled.

In the event it is necessary to alter bus routes, your bus driver will notify you.

TORNADOES

In the event of an actual tornado in the school area, their respective teachers will take students to a designated safety area in the building.

MEDICATION STANDARDS

Please visit the Saline Area Schools [District Health Services](#) website for general information about school health guidance, policies and required health forms.

District Health Services

Your district nurse is here to help, support and answer any questions that you may have about school health services. Our district nurses work closely with students and families to manage chronic health conditions such as diabetes, seizure disorders, food allergies or asthma, in addition to acute illnesses or injuries that occur during the course of the school year. Please visit the [District Health Services](#) site for district nurse contact information.

Medication Administration

If your child takes medications on a regular basis during school hours or if there is a possibility they will need an occasional over-the-counter (OTC) medication, please review the following information as well as the medication guidelines that are available in the school office and district health services webpage.

***All medications must be brought into school in the original container and stored in the school office.** Prescription medications must be brought into school in a current pharmacy-labeled container with student name, dosage and time medication is to be administered. If there is a change in the prescription or if the prescription is discontinued, documentation from the physician is required. To prevent medication errors, please be sure the container provided to school is consistent with the medication form signed by the physician. Non-prescription medications including pain relievers, topical medications, eye drops and cough drops must also be brought to school in the original, labeled container and stored in the office.

* A medication form (available in the school office or on the health services website) must be completed and signed for *all* medication whether it is prescribed or OTC. Saline Area Schools follow the Michigan Department of Education (MDE) Model Policy and Guidelines for Administering Medications to Pupils at School which states that ***all medications require both a parent and a physician signature.*** Physician generated forms are also acceptable.

*According to district policy and MDE guidelines, students are allowed to carry and self-administer certain medications at school, such as inhalers. Written permission from the parent or guardian and physician is required. Please contact the district nurse for more information.

*Medication cannot be stored in the school office over the summer months and should be picked up at the end of the school year by a parent or guardian.

Injury

Emergency procedures are in place for injury and illness that occur during school hours. Whenever an injury occurs at school that is serious enough to require referral to a healthcare provider, the parent or guardian will be contacted immediately to pick up the student from school. If the parent cannot be reached, the individuals listed on the student's emergency card will be contacted. In the event of a life-threatening emergency or serious injury, emergency medical services will be contacted first.

Student Illness and Absence

In the event that a student becomes ill and needs to be sent home during school hours, the parent or guardian will be contacted. Saline Area Schools follow the guidelines established by the Washtenaw County Health Department when making a decision to send a student home due to illness (see below).

In general, students considered well enough to attend school are expected to participate in all school activities including outdoor recess and physical education. If a student has limitations due to illness or injury that prohibit them from participating in regular classroom, recess and/or physical education activities, documentation from the physician outlining the restrictions and a timeline for the restrictions is required. If your student has an injury, illness or health condition that may result in prolonged absence, affect their ability to participate in school activities or to move around the building, please contact the school office and the district nurse.

Communicable Disease

Saline Area Schools follow the Michigan Department of Health and Human Services (MDHHS) guidance to manage communicable disease in the school setting. As a school community, we attempt to minimize the spread of communicable disease by encouraging frequent hand washing and through the regular cleaning of community surfaces. Parents and school staff can also help by keeping students home or sending students home if they exhibit symptoms as outlined by the Washtenaw County Public Health Department. Managing and preventing the spread of communicable disease in the school setting is a partnership between school and families, now more than ever. Please refer to the following resources for more information regarding communicable disease in the school setting:

[Fact Sheet, When Should a Child be Kept Home or Sent Home for Illness?](#)

[Communicable Disease Fact Sheets](#)

[Managing Communicable Diseases in Schools](#)

Note: The guidance documents listed above are being revised to include specific information related to COVID-19. We will share updated information with our families as it becomes available.

Parents are required to report illness to the school office when a child is absent. Please report symptoms, especially respiratory concerns, fever and vomiting as well as any confirmed diagnosis (strep throat, pink eye, impetigo, etc.) to the office. This helps us know when to notify other families about illness and also aids us in tracking illness trends at school and in the greater community. For information regarding managing communicable disease in the school setting or for other questions, please contact your district nurse.

Immunizations

The Michigan Public Health code requires that a student must have an up-to-date certificate of immunization or a waiver **at the time of registration or no later than the first day of school** for entry into kindergarten and 7th grade, and for enrollment into a new school district, grades 1-12. Please refer to [Vaccines Required for School Entry in Michigan](#) for more detailed information and talk with your child's primary care provider to ensure that vaccines are up to date. If you need help obtaining free or lost cost vaccines for your child, please contact your district nurse.

**STUDENT BEHAVIOR AND SAFETY REGULATIONS RELATED TO ALCOHOL,
TOBACCO, VAPORIZERS, ELECTRONIC CIGARETTES AND OTHER DRUGS
(ATOD)**

Adopted as regulations by the Saline Board of Education on June 26, 1990. Revised November 13, 1990; April 22, 1992; June 15, 1993; June 24, 1997; May 8, 2001; June 11, 2002; June 8, 2004 Administrative Review 5-20-03.

I. Responsibilities and Expectations of the School District, the Students, and the Parents/Guardians

- A. The Board of Education is responsible for establishing policy and directing its implementation. School administrators shall enforce the policy/regulations and educate the entire school community on their structure and function. Teaching and support staff must understand the policy/regulations and put them into practice within their job responsibilities.
- B. Because the possession or use of alcohol, tobacco, vaporizers, electronic cigarettes and other drugs by students is a deterrent to learning, disruptive to every aspect of school life, and detrimental to the health and safety of our students, the District is committed to providing a safe school environment that is free of alcohol, tobacco, vaporizers, electronic cigarettes and other drugs, and which eliminates disruptions to the learning environment and health/safety risks caused by substance abuse behaviors.
- C. Consistent with applicable legal standards, the District shall establish student behavior and safety regulations and impose consistent discipline consequences for student behavior related to alcohol, tobacco, vaporizers, electronic cigarettes and other drugs.
- D. Because the negative and disruptive impact of alcohol, tobacco, vaporizers, electronic cigarettes, and other drugs is not limited to conduct which solely occurs on school property or at school activities, a student is subject to disciplinary consequences for violating the behavior and safety regulations regardless of the date, time, or place of the violation.
- E. In learning and modeling healthy behavior, students shall comply with the student behavior and safety regulations related to alcohol, tobacco, vaporizers, electronic cigarettes and other drugs.
- F. As partners with the District in promoting healthy behavior, parents should encourage their child to comply with the student behavior and safety regulations related to alcohol, tobacco, vaporizers, electronic cigarettes, and other drugs.
- G. The District shall provide prevention education activities for students, staff, and the community which address the legal, health, and social consequences of alcohol, tobacco, vaporizers, electronic cigarettes and drug use.

II. District Responsibilities for Prevention and Support Services

- A. The District's comprehensive K-12 health education program shall include substance abuse prevention instruction which:
 - 1. provides information about the physiological and psychological effects of alcohol, tobacco, vaporizers, electronic cigarettes and other drugs.
 - 2. promotes respect for physical, mental and emotional health.
 - 3. develops skills in communications, coping with, and defending against negative peer pressure.
 - 4. recognized the positive value of peer support and prevention activities.

- B. The District acknowledges the importance of support groups for students experiencing personal problems including, but not limited to, students who are:
1. new to the District.
 2. returning from an absence due to participation in a licensed substance abuse treatment program.
 3. concerned about the use of alcohol, tobacco, vaporizers, electronic cigarettes, or other drugs used by themselves or by another person.
 4. experiencing loss associated with divorce, separation, extended illness, or death.
 5. learning substance abuse prevention skills.
- Support group services may also be provided on an as-needed basis as deemed appropriate by the building administrator, counselor, or Student Assistance Coordinator.

III. Support and Enforcement by School Staff

- A. It is appropriate for school staff to identify and report observable problem behavior demonstrated by students. The purpose of identifying such behavior is to provide appropriate confidentiality and assistance for any student in need. Assistance options are encouraged for students who come from substance abusing families, who are victims of sexual, physical, and emotional abuse or neglect, who demonstrate self-injurious or substance use behaviors, who are bereaved or suffer from divorce in the family or other traumatic events, or who are chemically dependent.
- B. All school staff shall promptly report to the building administrator or Student Assistance Coordinator any unusual student behavior symptomatic of alcohol, tobacco, vaporizers, electronic cigarettes or other drug use.
- C. All school staff shall report to the building administrator any student infraction related to alcohol, tobacco, vaporizers or other drugs that occurs on school property or at a school-sponsored activity. School staff is encouraged to report any infractions that they are made aware of that occur off campus or outside of the regular school day.
- D. A student may be searched whenever a school administrator has a reasonable basis to suspect ("reasonable suspicion") that the student may possess evidence of a violation of school rules. Illegal materials confiscated from the student will be turned over to legal authorities (see p. 15).
- E. Upon reasonable suspicion that a student is using alcohol, tobacco, vaporizers, electronic cigarettes or other drugs in school or at a school-related activity, a school administrator or activity sponsor shall request that the student submit to an immediate test for alcohol/other drugs. A student's failure to comply with the testing request is grounds for disciplinary action and may constitute a violation of these regulations.
- F. School staff shall document all observations and confiscate any evidence related to the alleged violation of the conduct rules. All confiscated items shall be promptly turned over to a school administrator or law enforcement personnel.

IV. Administrative Principles, Definitions, and Procedures for Alcohol, Tobacco, Liquid Nicotine, Vaporizers and Other Drug Violations

A. General Principles and Definitions

1. **Drugs:** All "controlled substances" designated by Michigan or Federal law; any prescription or patent drug (except those for which permission to use in school has been

granted under District regulations); mood-altering chemicals, look-alikes, and paraphernalia, as well as those substances not specifically enumerated which may produce addictive or harmful effects.

2. **Due Process:** After being accused of a school violation and presented with a consequence, a student has the opportunity for a fair hearing, the opportunity to be heard at that hearing, and the opportunity to present evidence and their side of the story.
3. **Extracurricular Activities:** All school-sponsored activities which are not part of a course of study for which a student receives a grade or credit, including but not limited to: athletics, club sports, community education activities, intramurals, school-sponsored camps, marching band, clubs, activities, dances, proms, tryouts, practices, rehearsals, performances.
4. **In-Season:** The first day of practice (including tryouts) for the team on which the athlete participates until the season, post-season, and awards night for that team are completed. In consultation with the Athletic Director, each team coach shall designate the first day of the team's season.
5. **Insubordination:** Failure to obey reasonable and proper directions or instruction from any duly authorized adult school personnel; defiance of authority; intentionally contemptuous behavior or attitude; resistance; and/or refusal to answer questions ***posed by a school official who is investigating an alleged violation of school policy or a threat to school safety.***
6. **Interview:** District personnel may, without prior consent of a parent/guardian, interview a student about an alleged violation of ***school policy or a threat to school safety or as otherwise permitted by law.***
7. **Paraphernalia:** Various items and materials commonly known to be intended for the concealment, use, or preparation of drugs, including but not limited to pipes, papers, rolling apparatus, and syringes. Because of the intended use implied by these items or materials, use or possession is prohibited and subject to discipline.
8. **Possession:** Possession can be actual or constructive and will be determined by all relevant circumstances, which discern the individual's knowledge, intent, and capacity to exercise control over the item.
9. **Reasonable Suspicion:** School administrators are authorized to determine if there is a reasonable basis to suspect that a student is in violation of the student behavior and safety regulations. There are several factors that warrant reasonable suspicion, including what you hear, feel, smell, the reaction of the student, student history and the environment under which you are searching. Reasonable suspicion permits a search and is authorized by law.

B. Investigation and Disciplinary Procedures

1. When an Alcohol, Tobacco, Vaporizers, Electronic Cigarettes or Other Drug infraction is suspected or reported, an administrative investigation shall begin and the following procedures may occur:
 - Escort student(s) to the administrative office
 - Confiscate any evidence substantiating the infraction
 - Turn over to law enforcement items believed to violate the law
 - Document all observed behavior and proceedings
 - Notify the Student Assistance Coordinator
 - Interview victim(s), witness(es), or student(s) suspected of committing an alleged

violation of district guidelines, board policy, school rules, law, or an unsafe act. School officials may conduct such interviews without prior consent of the parent/guardian

2. Once the investigation phase is complete and disciplinary action is considered imminent, school officials shall:
 - Make a good-faith effort to notify the student's parent/guardian of the violation.
 - Report to law enforcement all students found to be possessing, distributing, or under the influence of alcohol, tobacco, vaporizers or other drugs.
 - Contact the Student Assistance Coordinator to assist the student and parent/guardian in locating an appropriate licensed assessment agency.
 - Notify the student and parent/guardian of the option to reduce the disciplinary consequence if the student submits to an assessment from a licensed program.
3. School administration has the legal authority to judge each disciplinary infraction of the student behavior and safety regulations on a case-by-case basis and has broad discretionary authority in each case to consider the following factors to determine appropriate disciplinary consequences:
 - Factual circumstances
 - Credibility of involved persons
 - Severity of the infraction
 - Student disciplinary history
 - Cooperation of the student and parent/guardian

Each case is judged individually. Decisions rendered by the school will often differ from case to case. Saline Area Schools will be consistent in allowing all students a fair opportunity to be heard.

4. Consistent with applicable legal standards and the student code of conduct, each student will have an opportunity to exercise due process rights. (See appeal procedures in Student Handbook)
5. Board of Education consideration of discipline for alcohol or drug infractions, may include (with appropriate releases) review of the student's substance abuse assessment.

V. Disciplinary Procedures [FOR STUDENTS IN GRADES 5-12]

Student athletes should refer to the Athletic Chemical Health Policy regarding athletic discipline beginning on page 54.

A. Possession or Use of Alcohol, Other Drugs, Look-A-Likes, or Paraphernalia On School Property or At School-Related Activity

FIRST VIOLATION - All of the following occur:

SUSPENSION FROM SCHOOL: 10 school days

ASSESSMENT FROM A PROGRAM LICENSED BY THE STATE OF MICHIGAN

- If assessment is completed as scheduled, 10-day suspension may be reduced.
- If assessment is not completed as scheduled, the remainder of the 10-day suspension shall be served.
- In all cases, a minimum of a 3-day suspension shall be served.
- Student and Parent/Guardian to attend an Alcohol, Tobacco, Vaporizers and Other Drug Information Session provided by Saline Area Schools.

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: 2 calendar months

SECOND VIOLATION - All of the following occur:

SUSPENSION FROM SCHOOL: 10-school days

ASSESSMENT FROM A PROGRAM LICENSED BY THE STATE OF MICHIGAN

- If assessment is completed as scheduled, 10-day suspension may be reduced to no less than 5 days.
- Student and Parent/Guardian to attend an Alcohol, Tobacco, Vaporizers and Other Drug Information Session provided by Saline Area Schools.

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: One calendar year

THIRD VIOLATION - All of the following occur:

RECOMMEND EXPULSION

- No less than the equivalent of one trimester.
- Re-admission contingent upon completion of recommendations made at time of expulsion.

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: Remainder of student's high school career.

B. Use or possession of Alcohol, Tobacco, Vaporizers, Other Drugs, Look-A-Likes, or Paraphernalia Off School Property

FIRST VIOLATION- All of the following occur:

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: 2 calendar months

ASSESSMENT FROM A PROGRAM LICENSED BY THE STATE OF MICHIGAN

- Student and Parent/Guardian to attend an Alcohol, Tobacco, Vaporizers, and Other Drug Information Session provided by Saline Area Schools.

SECOND VIOLATION- All of the following occur:

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: One calendar year

- Student and Parent/Guardian to attend an Alcohol, Tobacco, Vaporizers, and Other Drug Information Session provided by Saline Area Schools

THIRD VIOLATION:

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: Remainder of student's high school career.

C. Sale, Distribution, or Delivery of Alcohol, Drugs, Look-Alikes, or Paraphernalia

FIRST VIOLATION- All of the following occur:

SUSPENSION FROM SCHOOL: 10-school days

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: Remainder of student's high school career.

RECOMMEND EXPULSION

- No less than the equivalent of one trimester.
- Re-admission contingent upon completion of recommendations made at time of expulsion.

D. Use or Possession of Tobacco or Smoking Paraphernalia (including vaporizers, electronic cigarettes) on School Property or at a School Related Activity.

FIRST VIOLATION- All of the following occur:

SUSPENSION FROM SCHOOL: 5 school days

- Student and Parent/Guardian to attend an Alcohol, Tobacco, Vaporizers and Other

Drug Information Session provided by Saline Area Schools

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: 2 calendar months

SECOND VIOLATION- All of the following occur:

SUSPENSION FROM SCHOOL: 5 school days

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: One calendar year

THIRD VIOLATION- All of the following occur:

SUSPENSION FROM SCHOOL: 5-10 school days

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES: Remainder of student's high school career.

- E. **Discipline for any of the infractions defined in sections A-D is cumulative and progressive.**

After a "first violation" in any category, any violation in a different category will count as a "second violation" as defined in that category.

- F. **Calendar days, months, or year will be calculated from the date that disciplinary action is determined.**

VI. Additional Information on Participation in or Attendance at Extracurricular Activities

- A. Off-campus infractions are subject to these regulations as pertains to participation in extracurricular activities. The District works cooperatively with local law enforcement agencies to enforce these regulations.
- B. Violations of these regulations for Alcohol, Tobacco, Vaporizers, and Electronic Cigarettes and Other Drugs, carry over from the Middle School to the High School pertaining to loss of participation in extracurricular activities. The student assistance coordinator shall maintain records of such violations. The Superintendent (or designee) may consider reinstatement of eligibility in the event that multiple violations occurred prior to Grade 9.
- C. Individual extracurricular clubs and activities may have additional rules that limit participation.
- D. The student may be excluded from participation in commencement ceremonies for violation of any of the Alcohol, Tobacco, Vaporizers and Other Drugs regulations.

VII. Student Request for Assistance

- A. Any student with an alcohol, tobacco, vaporizers or other drug problem is encouraged to voluntarily seek help from any school agent or employee.
- B. A student who voluntarily discloses to the Student Assistance Coordinator or Administrator a need for substance abuse assistance before any reports, charges, or complaints under the student regulations are made shall be required to follow the assessment/treatment procedures.
- C. Information gathered from a student who voluntarily requests help will not be used in district disciplinary procedures unless the Student Assistance Coordinator, in consultation with an administrator, determines that the student has requested assistance primarily to avoid disciplinary consequences.
- D. The Student Assistance Coordinator will work with the student and parent/guardians to plan a program of assessment and assistance.
1. Satisfaction of the assessment/treatment requirements must be verified in writing by agency licensed by the State of Michigan.

2. Any expenses incurred for the assessment/treatment program will be the responsibility of the student and not the Saline Area Schools.
3. Future disciplinary consequences for a subsequent violation will treat the self disclosure as a "first offense".
4. This self-disclosure exemption is available to a student only once during high school

VIII. Treatment / Hospitalization

- A. The District shall not be responsible for the costs of a student's substance abuse assessment or treatment.
- B. The District shall cooperate with the student, parent/guardian, and treatment agency while the student is in treatment to make the experience positive to assure a successful transition back into school.
- C. The District's release of student records shall be governed by the Family Education Rights and Privacy Act (FERPA) and other applicable legal standards.

IX. Procedure for Reinstatement of Extracurricular Privilege

- A. Any student wishing reinstatement to school or of the privilege to participate in extracurricular activities (excluding interscholastic athletics) shall:
 - Submit to an assessment program licensed by the State of Michigan.
 - Attend an Alcohol, Tobacco, Vaporizers and Other Drug Information Session provided by Saline Area Schools.
 - Inform the District of the assessment results prior to the request for reinstatement.
 - Submit the reinstatement request in writing to the Student Assistance Coordinator.
- B. The Student Assistance Coordinator will convene a review committee consisting of the building Principal or Assistant Principal, and the Superintendent (or appropriate designee(s)).
 - Within 14 calendar days of receipt of the request for reinstatement, the Review Committee shall invite the student and his/her representative(s) to attend a meeting to review any evidence of rehabilitation or other pertinent information.
 - The Review Committee shall render its decision within five (5) school days of the conclusion of the review session.
 - In all cases, a minimum of a one calendar month suspension from participation in extra-curricular activities shall be served.
 - In all cases, athletes in season will not be reinstated.
 - The Student Assistance Coordinator will contact the student about the committee's decision.

STATEMENT OF PHILOSOPHY FOR SALINE AREA SCHOOLS ATHLETIC PROGRAM

Participation in athletics in the Saline Area Schools is an integral part of the overall education process. It is our belief that the lessons learned on the playing field are, in many ways, lessons of life. Athletics at Saline teach the following such lessons: the value of teamwork and working together to achieve a common goal, how to accept responsibility, the value of setting goals and then working hard to attain those goals, how to be a good sport and recognize sportsmanship in your opponent, and the importance of respecting authority and working cooperatively with others.

Facts about the program you need to know:

1. Physicals: No student will be allowed to practice without first turning in a physical form completed and signed by a physician.
2. Physicals must be obtained after April 15th for the following school year. Forms for physicals are available in the school offices and on the school website. Additional paperwork is required before participation and will be handed out by the coaching staff before the season.
3. Eligibility to participate in athletic contests: Saline Area Schools conducts grade checks for athletes. It is believed that keeping track of progress allows us to identify potential problems early and get the student help when needed.
4. The student/athlete's academic progress is very important to us and the family needs to join us in emphasizing the critical nature of keeping grades up. After the sophomore year in high school, factors such as NCAA Eligibility need to be explored for those with aspirations of participating in college sports.
5. All forms, fees and physicals must be submitted prior to participation in the first practice of the season.

SALINE FIGHT SONG

Come and fight fight,
fight for Saline High.
Unfold those Blue and Gold
flags to the sky
Our hearts are filled with
love and loyalty,
Now as we boost our team
to fame and victory.
And then we'll cheer, cheer, cheer
for Saline High;
Because our fighting spirits
never die.
So raise your voice and
give a rousing cheer
Rah, rah, rah – Saline High!

Athletic Chemical Health Policy

Use of Illegal Substances

Saline Area Schools recognizes that the use of tobacco, vaporizers, alcohol and other drugs interfere with the physical, intellectual, social, and emotional development of our student athletes. Reflecting the prevention philosophy of both our athletic program and our school system, this policy's intent is to send clear and consistent messages to all athletes, coaches, parents, and program administrators regarding tobacco, vaporizers, alcohol and other drugs. The use of tobacco, vaporizers, alcohol and other drugs by adolescents is illegal and presents a significant threat to an athlete's health and safety as well as to the orderly conduct of athletic programs. The additional safety factors associated with active competitive participation give the athletic community an added responsibility to provide the safest and healthiest environment for all concerned.

Student Request for Assistance (Self-disclosure)

- A. Any student that uses alcohol, tobacco, vaporizers or other drugs is encouraged to voluntarily seek help from any school agent or employee.
- B. If a student athlete voluntarily discloses to the Student Assistance Coordinator, administrator, or staff member the need for Chemical Health assistance before any reports, charges, or complaints have been rendered, the athlete shall be required to follow the assessment/treatment procedures.
- C. Information gathered from a student athlete who voluntarily requests help will not be used in district disciplinary procedures unless the Student Assistance Coordinator, in consultation with an Administrator, determines that the student athlete has requested assistance primarily to avoid disciplinary consequences.
- D. The Student Assistance Coordinator will work with the students and parent/guardians to plan a program of assessment and assistance.
 1. Satisfaction of the assessment/treatment must be verified in writing by the agency licensed by the State of Michigan.
 2. Any expenses incurred for the assessment/treatment program will be the responsibility of the student athlete and not the Saline Area Schools.
 3. Future disciplinary consequences for a subsequent violation will treat the self-disclosure as a "first offense."

Violation of the Chemical Health Policy

Upon confirmation that a student athlete is in violation of the Chemical Health policy, the following options will be applied in addition to the Chemical Health Policy.

1st Violation*:

Option 1: Self-disclosure. If an in-season student athlete voluntarily discloses a violation as described above, and successfully completes the assessment/treatment procedure, the student athlete will remain in good standing to tryout/participate with their athletic team.

Option 2: Admittance. If an in-season student athlete, when asked if possessing and/or using controlled substances in violation of the Chemical Health policy, admit wrongdoing without coercion, he/she will be suspended 20% of the regular season contests. Looking at this from the standpoint of restorative justice, having to practice and contribute to the team while not being able to compete still helps the greater good. The student athlete will continue to practice, as a safety measure, so that they are physically ready to play upon return from suspension. The student athlete shall return in full standing if they complete the assessment/treatment procedure.

Option 3: Discovery. If an in-season student athlete is discovered to have violated the Chemical Health Policy without the cooperation of the student athlete, he/she will be suspended for 50% of

the regular season contests. Looking at this from the standpoint of restorative justice, having to practice and contribute to the team while not being able to compete still helps the greater good. The student athlete will continue to practice, as a safety measure, so that they are physically ready to play upon return from suspension. The student athlete shall return in full standing if they complete the assessment/treatment procedure. Upon completion of requirements set out by the Student Assistance Coordinator and/or an Administrator, the student athlete will continue to practice as a safety measure, to ensure they are physically ready to compete upon return.

*A meeting with the Superintendent or his designee will be required prior to return.

2nd Violation*:

A second violation of the Chemical Health Policy will result in an athletic suspension for the remainder of the current season. Upon completion of requirements set out by the Student Assistance Coordinator and/or an Administrator, the student athlete will be allowed to participate in Saline Area Schools athletics once their extra-curricular suspension has lapsed, which could be up to 12 months per the Student Assistance Policy.

*A meeting with the Superintendent or his designee will be required prior to return.

3rd Violation:

A third violation of the Chemical Health Policy will result in an athletic suspension for the remainder of the student athlete's high school career.

Other considerations:

- In the event that an athlete falls under the policy and the extra-curricular suspension interferes with the tryout of a sport, a decision on their tryout status will be determined by administrators and coaches.
- If it is determined that the student is allowed to try out for a team, their suspension from the violation would be enforced (20%, 50%, etc.)
- In the event that the student athlete participates in back-to-back seasons, the suspension could carry over to the following season.
- In rare circumstances where the Athletic Code of Conduct or other school policies or procedures do not cover situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances.
- A single violation may be deemed severe enough by school administration as to warrant the enforcement of the single violation as if it were a second or third violation.
- Participation/Playing Time will be at the coach's discretion.

How blue are you? ? ?

These questions can help you decide if it's time to ask for help.

In the **past 6 months** were there **MORE TIMES THAN USUAL** when you...

- | | | |
|---|--------------|-----|
| | (Circle one) | |
| 1. Were grouchy or easily angered? | No | Yes |
| 2. Felt nothing was fun, even the things you used to like? | No | Yes |
| 3. Weren't interested in anything and felt bored? | No | Yes |
| 4. Did not feel like eating at all? | No | Yes |
| 5. Wanted to eat more than usual? | No | Yes |
| 6. Had trouble sleeping (either falling or staying asleep)? | No | Yes |
| 7. Slept a lot more than usual? | No | Yes |
| 8. Talked less or felt a lot less active? | No | Yes |
| 9. Were very restless and just had to keep moving around? | No | Yes |
| 10. Seemed to have less energy, like it was a big effort to do anything? | No | Yes |
| 11. Blamed yourself for a lot of things and felt like you couldn't do anything right? | No | Yes |
| 12. Had trouble paying attention to your school work or other activities? | No | Yes |
| 13. Were not able to concentrate or think clearly? | No | Yes |
| 14. Had a hard time making up your mind about things? | No | Yes |
| 15. Felt alone? | No | Yes |
| 16. Felt very sad? | No | Yes |
| 17. Felt hopeless? | No | Yes |
| 18. Have you ever purposely done something dangerous or hurtful to your body? | No | Yes |
| 19. Have you ever had thoughts about suicide? | No | Yes |
| 20. Have you ever attempted suicide? | No | Yes |

Write the number of 'yes' answers for questions 1 – 17
Write the number of 'yes' answers for questions 18 – 20

A: _____
B: _____

From your totals on lines A and B:

If A is 7 or less – and – B is 0...

You may not need help at this time, but if you are worried about any of your 'yes' answers, please talk with an adult you trust.

If A is 8 or more – and – B is 1 – 3

You may be experiencing depression, which is an illness that can affect anyone, but help is available. **You don't have to feel this way.** Please talk with an adult you trust (parent, relative, teacher or counselor)

For information about help call 24 hours:

1-800-273-TALK

Helpful Contacts:

www.yellowribbon.org

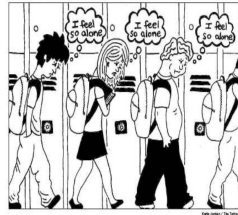
U of M 24-Hour Psychiatric Emergency
734-996-4747

Ozone House
www.ozonehouse.org
734-662-2222

www.ulifeline.org

Parents, Teachers, Counselors or Trusted Adult

U of M Depression Center
www.depressioncenter.org
800-475-MICH (6424)



ACT Acknowledge the Signs of Suicide
Respond with Care
Tell a trusted adult

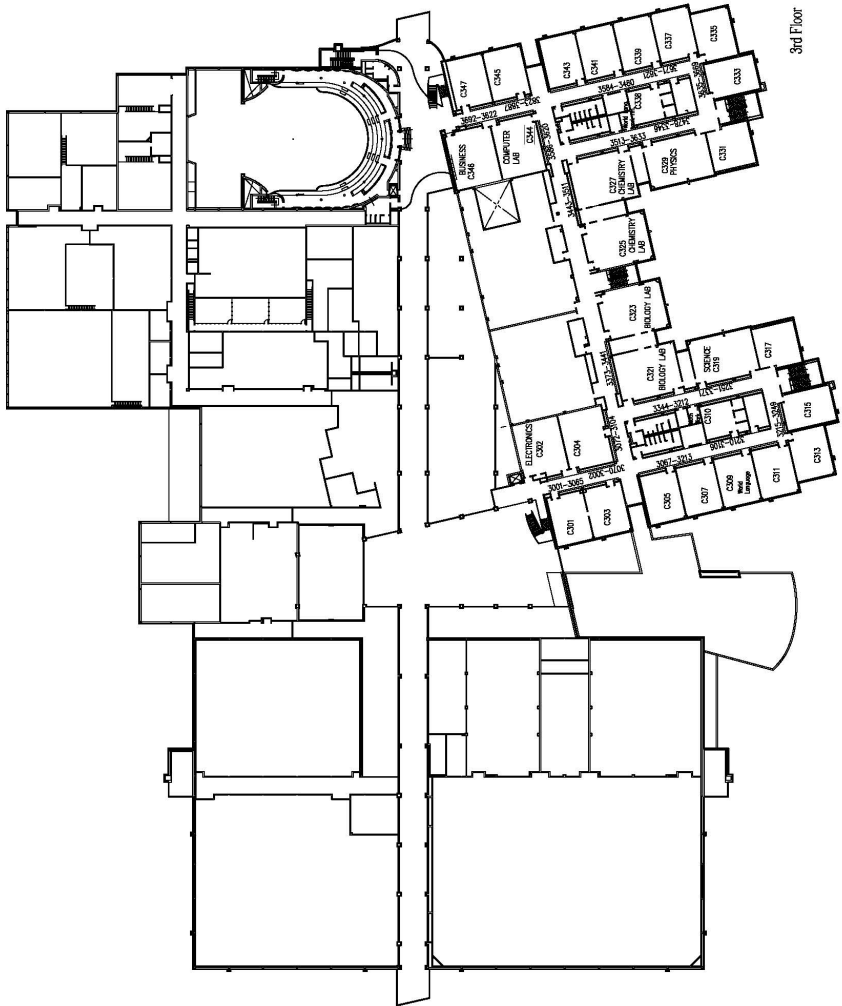
*saline*alive

Whose mission is to promote the mental wellness of all Saline students through awareness, education and support, and to reduce the social stigma surrounding depression and mental illness.

May 22, 2013

A hero doesn't necessarily have to wear a cape and tights, maybe a hero speaks up for what's right. Maybe that hero could be you. If you see or hear something that doesn't seem right, you can submit a confidential tip to OK2SAY. OK2SAY allows anyone to confidentially report tips on criminal activities or potential harm directed at Michigan students, school employees, or schools.

Protect yourself and others by using OK2SAY. Because if you won't, who will?



3rd Floor