

SAULT AREA HIGH SCHOOL CAREER CENTER



2023 - 2024

SAULT AREA HIGH SCHOOL DAILY CLASS SCHEDULE

TIME SCHEDULE

Hour 1	8:00 – 8:55
Hour 2	9:00 – 9:05
Hour 3	9:55 – 10:45
Hour 4	10:50 – 11:40
Hour 5	11:45 – 1:10
Hour 6	1:15 – 2:05
Hour 7	2:10 – 3:00

A Lunch: 11:40 – 12:10

B Lunch: 12:10 – 12:40

C Lunch: 12:40 – 1:10

NOTE: Teaching Staff Workday: 7:45 am – 3:15 pm

Main Office Workday: 7:00 am – 3:30 pm

Front Office Workday: 7:30 am – 4:00 pm

SAHS Student Handbook

September 2023

Dear Students and Parents:

On behalf of the administration, faculty, and support staff of Sault Area High School and Career Center, we would like to welcome all students. The 2023-2024 Parent-Student Handbook has been prepared so that you may be familiar with the regulations, policies, and opportunities at Sault Area High School.

The information contained in this booklet will provide you with essential information regarding Board Policy as it relates to attendance, discipline, student rights and responsibilities and other aspects of school life. The high school staff desires to be of service to each student. Do not hesitate to ask for help and assistance whenever necessary.

We are confident that students will make the most of the opportunities that are available for maintaining a well-balanced education. In addition to your regular class schedule, you may wish to participate in some of the many clubs and extracurricular activities. We believe that this will broaden and improve your educational experience.

May you have a most enjoyable and rewarding school year!

Sincerely,

Jeanine Sherman
Principal

SAULT AREA HIGH SCHOOL AND CAREER CENTER

ADMINISTRATION AND OFFICE STAFF

Primary Phone Number: 906-635-3839

Principal	Jeanine Sherman	Ext. 5813
Assistant Principal	Scott Menard	Ext. 5812
Career Center Director	Jo Anne Lussier	Ext. 5901
Athletic Director	Patrick Bennin	Ext. 5816
Receptionist/Athletic Office	Sarah Tomlinson	Ext. 5800
Bookkeeper	Brooklyn White	Ext. 5023
Guidance/Secretary	Kim Shadnaw	Ext. 5819
Career Center Secretary	Stephanie Mcleod	Ext. 5900
Attendance	Kim Shadnaw	259.8250

COUNSELING ASSIGNMENTS

Grades 10 & 12	Susan Kenn	Ext. 5821
Grades 9 & 11	Ann Hammock	Ext. 5874
Native American Advisor	Jennifer Blair	Ext. 5820
Michigan Career Advisor	Audrey O'Connor	Ext. 5818
School Social Worker	Sheldon Kranendonk Chelsey Wekenman	Ext. 5836

SCHOOL MISSION STATEMENT

“Our mission at Sault Area High School and Career Center is to work in partnership with students, families, and industries, to provide a safe learning environment where students can access the knowledge, skills, and core values that will prepare them for future success and enrich the community in which they live.”

STUDENT DAY SECURITY OF FACILITY

Sault Area High School and Career Center is open only to registered students and staff between 7:00 a.m. and 4:00 p.m. All others entering the premises must be registered visitors in the front office. From 8:00 a.m. – 4:00 p.m., any student or guest entering the building must enter through the front office and be buzzed in after signing in.

PURPOSE OF THE PARENT-STUDENT HANDBOOK

This handbook is intended to be a means of having students and parents better informed about practices, procedures, rules and regulations of the daily operation of the high school. It is believed that the circulation of this material can better serve the interests of the students when it is sent into the homes to be a basis for discussion for families, and as a resource for periodic reference. Careful reading of the document is encouraged. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subject.

The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Sault Area High School and Career Center (SAHS) reserves the right to make changes at any time without prior notice. SAHS provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstances that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions that rule revision to all provisions of this handbook at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting

the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school District policies, and state and federal statutes and regulations.

SAPS PORTRAIT OF A GRADUATE

Wellness: Awareness of the impact on the overall health of self and others.

All Sault students prioritize and attend to their WELLNESS by:

- practicing healthy habits that impact themselves and the greater community
- exhibiting mindfulness, which includes hope and gratitude
- contributing to mutual respect through open dialogue
- deeply understanding the importance of their social, emotional, physical, and mental health



Adaptable Collaborator:

- Exhibiting the flexibility to adjust to change in a cooperative manner to reach workable solutions.
- Sault students work with others to solve problems, suggest solutions, and listen to opposing viewpoints.

Critical Thinker:

- Applying creative and disciplined thinking that is informed by evidence.
- Sault students identify, prioritize, implement, and reflect on solutions within complex situations.

Engaged Communicator

- Articulating thoughts and ideas in oral, written, nonverbal, and technical forms.
- Sault students listen purposefully to decipher meaning and use communication for a range of purposes and audiences.

Responsible Citizens:

- Acting honestly and demonstrating care for the interests of the larger community and greater good.
- Sault students honor commitment and own outcomes. They display a positive work ethic to develop trust and earn the respect of others. They take initiative and act with purpose.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

We are ...

People believing in students!

We envision ...

Sault High Staff using Positive Behavioral Interventions and Supports to guide student behavior and help create a welcoming, supportive, and safe environment for all members of the school community.

Our Mission

We will work in partnership with students, families, and industries to provide a safe learning environment where students can access the knowledge, skills, and core values that will prepare them for future success and enrich the community in which they live.



	Classroom	Hallway
Be Safe	<ul style="list-style-type: none"> -Follow classroom expectations and safety procedures -Encourage others to be safe and follow rules 	<ul style="list-style-type: none"> -Walk on the right -Report misconduct -Keep hallways passable
Be Respect-ful	<ul style="list-style-type: none"> -Use appropriate language and voice level. -Honor personal space -Be positive in communications and actions with peers and teachers 	<ul style="list-style-type: none"> -Appropriate dress -Honor personal space -Practice PDA etiquette -Use appropriate language and voice levels
Be Respons-ible	<ul style="list-style-type: none"> -Be in the proper place at the proper time -Complete and turn in all assignments on time -Model and encourage others to be their best -Put forth your best effort - Use Smartpass when leaving class 	<ul style="list-style-type: none"> -Help others -Walk with a purpose -Pick up after yourself
Be Ready to Learn	<ul style="list-style-type: none"> -Put your phone in the designated area. - Be engaged, connected and ready to participate -Bring materials to class -Be on time -Listen, ask questions, follow directions 	<ul style="list-style-type: none"> -Be on time -Be where you belong -Personal business between classes

	Restroom/ Locker Room	Cafeteria
Be Safe	<ul style="list-style-type: none"> -Keep the restrooms neat and clean -Wash your hands -Secure personal items 	<ul style="list-style-type: none"> -Clean up after yourself -Wash/sanitize your hands before and after eating -Keep the walkways clear
Be Respect-ful	<ul style="list-style-type: none"> -Respect others' personal space and privacy 	<ul style="list-style-type: none"> -Clean up after yourself -Use school appropriate language and "inside" voices

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	<ul style="list-style-type: none"> -Use school appropriate language and "inside" voices -Use the restroom appropriately 	
Be Responsible	<ul style="list-style-type: none"> -Flush the toilet when you are done -Clean up after yourself -Inform staff of any problems with the bathrooms 	<ul style="list-style-type: none"> -Stay in the designated areas for the entire lunch period -Bring your own food or money -Use the trash cans and recycling bins appropriately
Be Ready to Learn	<ul style="list-style-type: none"> -Plan your restroom breaks at appropriate times. -Use the restrooms closest to your class -Go directly to and from the restroom 	<ul style="list-style-type: none"> -Go directly to and from the cafeteria -Go immediately to class when the bell rings

	Arrival Exit	Extra- Curricular
Be Safe	<ul style="list-style-type: none"> -Report inappropriate behavior -Park in designated areas -Exit your vehicle promptly 	<ul style="list-style-type: none"> -Think and act wisely. -Help others get to/from their seats. -Use good decision-making skills to avoid conflicts.
Be Respectful	<ul style="list-style-type: none"> -Remain in authorized areas -Use school appropriate language 	<ul style="list-style-type: none"> -Be attentive and positive. -Applaud/cheer appropriately. -Use electronic appropriately
Be Responsible	<ul style="list-style-type: none"> -Bring all necessary items with you to school 	<ul style="list-style-type: none"> -Sit in designated areas. -Follow adult directions politely. -Represent Sault High in a positive, dignified manner.
Be Ready to Learn	<ul style="list-style-type: none"> -Use time wisely to prepare for the school day 	<ul style="list-style-type: none"> -Enter or leave at appropriate times.

	-Go immediately to class when the bell rings	-Arrive at a reasonable time before the event begins.
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AGE OF MAJORITY POLICY

Michigan law provides that a person who is 18 years of age is deemed to be an adult of legal age for all purposes. With the following exceptions, the students' rules and regulations, as set forth in the Sault Area High School and Career Center Handbook, will continue to apply to all students.

Students who are 18 years of age and older may have the same privileges as parents as it relates to access to their own education records. They may represent themselves during disciplinary conferences and be in receipt of their own grade reports. Students will not be able to sign out for lunch or other times, like signing in and out of school during the school day or providing excused absences without parent permission, regardless of age.

EQUAL EDUCATION OPPURTUNITY

SAULT AREA PUBLIC SCHOOLS NONDISCRIMINATION STATEMENT

Sault Ste. Marie Area Public does not discriminate on the basis of race, color, religion, national origin or ancestry, language, sex (including sexual orientation and or gender identity), gender, height, weight, marital status, disability, or any other legally protected category in its programs or activities, including employment and admission. The District will investigate all allegations of unlawful discrimination, including harassment, and will take appropriate action, including discipline, against any individual who, following an investigation, is determined to have engaged in unlawful discrimination.

TITLE IX SEXUAL HARRASMENT

The District prohibits unlawful sexual harassment in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and the basis of sex that satisfies one or more of the following:

District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct.

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Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively, offensive that it effectively denies a person equal access to the Districts education program or activity.

Sexual assault, dating violence, domestic violence or stalking as defined by the Violence Against Women Act, 34 US and §12291 et. Seq.

If you have been the victim of sexual harassment, or if you need to report an incident of sexual harassment, please contact one of the District's Title IX Coordinator.

Ms. Barb Light
Director of Student Achievement
876 Marquette Ave.
Sault Ste. Marie, MI 49783
amy@eupschools.org
(906) 635-3839 ext. 5001

Mr. Carl McCready
Lincoln Elementary Principal
810 E. 5th Avenue
Sault Ste. Marie, MI 49783
carlm@eupschools.org
(906) 635-3839 ext. 5301

Inquiries about Title IX may be directed to one of the Title IX Coordinators, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

A full copy of the District's Title IX policy is available at saultschools.org.

GENERAL INFORMATION

(RULES AND PROCEDURES)

ACCIDENTS AND INJURIES

While every precaution is taken for proper supervision and the prevention of accidents at Sault Area High school, accidents do happen. It is important that students report all accidents to the supervising teacher or the building's main office immediately. Sault Area High School **DOES NOT** carry insurance covering accidents incurred under proper supervision.

In the event that emergency care is needed, the school will follow any instructions on the student's emergency Medical Authorization Form.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students at legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Administration Building. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician or physician's assistant must: certify the nature and existence of a medical condition that requires the student to be hospitalized or confined to the home during regular school hours for a period longer than five (5) consecutive days; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Applications must be approved by the Director of Special Education.

ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school District in which their parent or legal guardian resides.

- unless enrolling under the District's schools of choice policy.
- Unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

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- A. a birth certificate or similar document.
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate).
- C. proof of residency.
- D. immunization statements.

Under the circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Main Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Consistent with Board Policies and federal law, homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. The District's Homeless Liaison is Barb Light.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal until the expiration of the period of expulsion or removal which the student would have received in the District has the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines relevant.

IMMUNIZATIONS

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Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements on the form required by the local health department. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with Board Policy 5320 and State Law. Any questions about immunizations or waivers should be directed to the School Nurse, Mary Michaels, ext. 5827.

ADMINISTRATION OF MEDICATION

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires a prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. The building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

See board policy 5330 for detailed medication administration procedures.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or with transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A 2-4-week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except as otherwise outlined in this handbook and in Board Policy 5330.

All medication must be in their original containers and in the exact dosage required.

Asthma Inhalers and Epi-Pens

Students may carry asthma inhalers and epinephrine auto-injectors if prior, written approval is obtained from the physician and parent. The documentation must be submitted to the building principal, who will notify the students' teachers and other staff, as appropriate. Any students who possess an asthma inhaler or epinephrine auto-injector must have on file a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year. The parents shall have a sole responsibility to instruct their student to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time for taking the prescription medication.

Non-prescribed Medications: Parents may authorize the school to administer a non-prescribed medication using a form available in the school office. A physician does not have to authorize such medication, but all the other conditions described above and in Policy 5330 will apply to non-prescribed medication.

ASSEMBLIES

Attendance at an assembly is optional. Students who do not wish to attend will be assigned a specific area for the duration of the assembly. Parental authorization for a student to be excused from an assembly must be submitted to the office in advance. While attending assemblies, all students are expected to act in a courteous, respectful manner. Students who cannot conduct themselves in a mature manner will be asked to leave the assembly.

HALLWAY CONDUCT

In order to have a smooth and orderly transfer of classes during the school day, it is essential that students maintain good hallway conduct. Good hallway conduct means that students proceed to their classes, walking down the right-hand side of the hall, with minimal social mingling, and at a pace that enables them to arrive in class and be seated before the bell. **Running in the halls, wrestling, blocking stairwells, excessive noise, profanity,**

abusive language, or physically showing affection is not indicative of good conduct and can result in disciplinary action. Students should refer to the hallway expectations posted in several locations throughout the building.

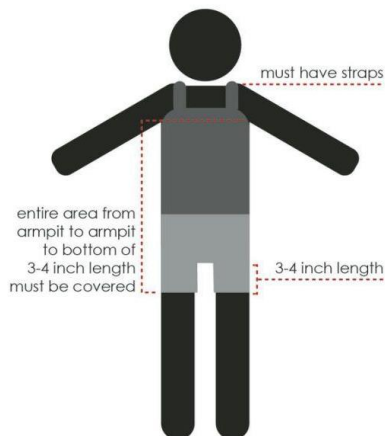
DISTRIBUTION OF OUTSIDE LITERATURE

A public school system is responsible to all the members of the community that it serves.

The public school cannot be used as an agency for furthering one cause at the expense of another. Any literature to be distributed or posted in the building by students must have prior approval of the administration. Announcements and other forms of mass communication must have the approval of a building administrator. For additional information about student publications and productions please see Policy 5722.

DRESS CODE

The purpose of the SAHS dress code is to provide guidance to students and parents as to appropriate attire for school and at any school function. In addition, the dress code is a primary means of helping students learn a skill linked to attire. This is a skill required for success in various endeavors from getting and keeping employment to relaxing with friends and family. As a community, we know that there is a difference between dressing for our jobs and dressing for recreation. Therefore, practicing this distinction while at SAHS is a way to promote long-term success. Our guiding principles for the dress code are based on clothing that respects the learning environment, promotes participation in school activities, and adheres to safety regulations.



Sault Area High School Dress Code

Clothing may not display material that is:

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1. Pornographic, contains threats, promotes illegal or violent conduct, or is otherwise disruptive to the educational environment, such as depictions of the use of weapons, drugs, alcohol, tobacco, vape, or drug paraphernalia.
1. Pornographic, contains threats, promotes illegal or violent conduct, or is otherwise disruptive to the educational environment, such as depictions, of the use of weapons, drugs, alcohol, tobacco, vape, or drug paraphernalia.
2. Demonstrates hate group association/affiliation and/or uses hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.
3. Intentionally show private parts (nipples, nipple, genitals, buttocks) and/or does not cover a student's private parts in opaque (not able to be seen-through) material.
4. Does not support the educational mission of our school. Clothing must also adhere to the limitations demonstrated in this graphic: straps are required, the entire area from a student's armpit to the bottom of shorts/skirt/pants must be covered, and the entire area from one armpit to another must also be covered. Shorts/skirts/bottoms must have an inseam of at least 3-4skirts/pants must be covered, and the entire area from one armpit to another must be covered. Shorts/skirts/bottoms must have an inseam of at least 3-4 inches in length.

Hoods will remain off during the school day. Backpacks and any bag that can fit a textbook must be kept in lockers during school hours.

Footwear must be always worn.

SAULT AREA HIGH SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY LOSS OR STOLEN ITEMS.

Typical consequences for a violation of this policy includes parent/guardian contact and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. Clothing options are available for all students on campus from the Kidz Kloset.

LUNCH PERIODS AND CAFETERIA

All students are to remain in the commons and cafeteria during their entire lunch period. The high school provides three lunch periods of approximately thirty minutes, each serving one third of the student body. During the lunch periods students are asked to remember that other classes are in session and

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not to disturb them. Sault High has a closed campus during lunch. Students are not permitted to leave the school during this time. Students should refer to the cafeteria expectations posted in the cafeteria.

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

1. Eating shall be confined to the tables placed in the cafeteria/commons.
2. No misuse of food or beverages.
3. Food from other concessions/establishments may not be delivered to the premises.
4. Deposit waste materials in proper receptacles.
5. Students are to remain in the cafeteria/commons area during lunch periods.
6. Students returning from off campus appointments are not permitted to return to lunch with "fast food".
7. Only parents are allowed to drop off food to students for lunch. Parents are asked to bring the food into the building, check in at the front office, and deliver the food directly to their son or daughter.

PERSONAL PROPERTY AND VALUABLES

Students should not bring large amounts of money or valuables to school. Lockers are NOT safe for housing these items. Students are encouraged to remember that school insurance only covers school-owned property. In no case should valuables be left in the building overnight or during vacation. Sault High will not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Note: **Special precautions should be taken with valuables in the locker room facilities while students participate in PE or athletic activities.**

STUDENT DRIVING

Driving a vehicle to school is a privilege, not a right, and we trust that each student will be able to retain that privilege. Students must have a parking tag to park on school property.

1. Any student who drives to school must register their vehicle with the front office at the beginning of the school year by filling out a parking permit form. A new permit will be obtained each school

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year. The parking permit must be visible on the front windshield of the vehicle. There is no fee to register a vehicle.

2. Student vehicles are to be parked in the designated student parking area (North lot). If a student violates “No Parking” regulations in a fire, handicapped, tow away zone, or unassigned areas, the Sault Ste. Marie Police Department will be notified.
3. Drivers must obey all signs and designated traffic patterns.
4. Students, parents/guardians, and/or owners of vehicles must acknowledge in writing that vehicles on school property may be searched if there is a reasonable suspicion of the presence of contraband or illegal items are in plain view.
5. Any property damage incurred by careless student drivers will be reimbursed to Sault Area Public Schools.
6. Students are asked to refer to parking lot expectations posted in the lobby.
7. Students are to enter the building immediately upon parking, loitering in the parking lot is not permitted.

Failure to follow any of the above rules and regulations may result in disciplinary action, which may include suspension of your driving privileges, police citation, and/or suspension.

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live outside the walking zone of their designated school building. The transportation schedule and routes are available by contacting the Transportation department at (906) 635-6608.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by school administration.

School administration may approve a change in a student’s regular assigned bus stop to address a special need, upon the school’s administration approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all the safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following safety rules:

Each student shall:

- Be on time at the designated loading zone (5-10 minutes prior to scheduled stop);
- Always stay off the road while walking to and waiting for the school transportation;
- Line up single file off the roadway to enter the school's transportation;
- Wait until the school transportation is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the driver signals it is safe to cross;
- Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip:

Each student shall:

- Follow all health and safety requirements imposed by the Board.
- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school vehicle at all times;
- Not litter in the school vehicle or throw anything from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to the other riders; there will be zero tolerance for bullying, which will be treated as a 3rd offense.
- Not eat or play games, cards, etc.
- Not tamper with the school vehicle or any of its equipment.

Leaving the bus:

Each student shall:

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger audio or visual signal from the driver.

The driver will not discharge students from places other than their regular stop at home or at school unless he/she has proper authorization from the school administration.

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video recording of the students or any particular bus will be done on a random-selection basis.

If a student fails to follow state or federal law, Board Policy, the student code of conduct or the above transportation rules on a bus and his/her actions are recorded, the recording will be submitted to the school's administration and may be used in evidence of the violation. Recordings used for disciplinary purposes are considered part of a student's record and they can be viewed only in accordance with Federal Law.

PENALTIES FOR INTERACTIONS

A student who violates the student code of conduct or the transportation rules on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

VISITORS AND GUESTS

To provide security and prevent disruptions of learning, all visitors and parents/guardians must stop at the main office to sign-in and pick up a visitor's badge before going to previously scheduled individual classrooms and sign out when they leave. Visits by former students, or students from other schools, will not be permitted during the school day without prior administrative approval.

Parents are welcome to visit the school, but all classroom visits must be prearranged with the teacher and/or administration and kept 20-30 minutes to prevent disruption of the instructional program. We welcome volunteers. Please talk to your student's teacher(s) about helping in the classroom or

school. All volunteers must complete volunteer background check requirements prior to volunteering.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. All searches may be conducted with or without the student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. Students have no expectation of privacy in District-owned property like lockers or desks. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches. If student lockers require student provided locks, each student must provide the locks combination or key to the principal.

Anything that is found during 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. Searches will be limited to a justifiable scope and student's privacy rights will be respected regarding any items that are not illegal or against school policy.

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.

A 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 on a District owned device, a student's District provided email account, or other District owned/operated technology, software, or communication devices, despite 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. The Sault Area High School Board has authorized law enforcement officials to conduct unannounced random searches, which may include use of the canine patrol unit.

STUDENTS RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

1. A material cannot be displayed if it:
 - a) Is obscene to minors, libelous, indecent or vulgar
 - b) Advertises any product or service not permitted to minors by law
 - c) Intends to be insulting or harassing
 - d) Intends to incite fighting
 - e) Presents either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration in the Main Office twenty-four (24) hours prior to display.

STUDENTS CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the school's administration or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the school's administration or to the student government.

TRESPASSING

It is unlawful for an individual not enrolled in school or students who have been suspended or expelled to be on school property unless specific

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permission by the building administrator has been granted. Trespassing is defined as being in an unauthorized place or refusing to leave when ordered to do so by a school official. This includes all school-sponsored events including times other than the regular school day. Violations of trespassing laws may result in discipline and/or immediate police action.

USE OF ELECTRONIC DEVICES

1. Cell phones, iPods, and other electronic devices are allowed to be used by all students before school, after school, during passing time, and during student's lunch period.
2. Teachers may ask students to place their phones in a designated space or a holding device for phones at the start of the hour. Teachers will then determine when and how students may retrieve their phones at the end of the hour.
3. Electronic devices are not to be used in locker rooms or restrooms.
4. Students must be able to hear and be aware of their surroundings at all times.

Students may not use electronic devices on campus, on school transportation, or at a school-sponsored event in any way that might reasonably create an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Violation of the electronic device policy will result in confiscation of the device. A multistep system will be utilized with the first step requiring a student to call a parent and the student can pick up their phone at the end of the day. Further violations will require the device to be picked up at the end of the day **by a parent or guardian.**

SCHOOL PROPERTY

Students are regularly assigned District-owned property to enhance their learning experience. This property includes items such as lockers, uniforms, instructional materials, textbooks, and technological items such as a laptop computer, computer cords, and calculators. Replacement cost (fees) and other restrictions may be placed on those students who lose or damage this property. If property has been intentionally damaged, destroyed, or stolen, district discipline consequences will be assigned in addition to fees.

SERVICES AVAILABLE TO STUDENTS SCHOOL AND COMMUNITY

Sault Area High School and Sault Ste. Marie are fortunate to have many school personnel and community agencies available to assist the students with school related, family and personal problems. Students should talk to their counselor, a favorite teacher, or any other member of the staff to learn more about their services and to receive help with their problems. Students enrolled in career and technical programs may be eligible to receive specialized counseling and tutorial assistance through the Carl Perkins IV Act.

COUNSELORS

School counselors are available to assist students with the many facets of their educational opportunities and career choices. Students are assigned a counselor according to their grade level. Appointments to see counselors should be made by emailing the appropriate counselor or with the Main Office secretary between classes, before, or after school.

SCHEDULE CHANGES

Changes in student's schedules will be limited to the first four days of each semester depending on class availability. A student wishing to change his or her schedule is required to make an appointment with the counseling department in advance.

RECORDS RETENTION

The Sault Ste. Marie Area Public Schools follow state and federal law and the State of Michigan guidelines for records retention for public schools.

STUDENT RECORDS

The School District maintains many students' records including both directory information and confidential information.

Directory information includes:

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Directory information (Board Policy 8330) includes:

- A student's name
- Address (except for students participating in the address confidentiality program act)
- Telephone number

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- Participation in officially recognized activities and sports
- Height and weight, if a member of an athletic team
- Awards received
- Honors rolls
- Scholarships
- School photographs or videos of students participating in school activities, events, or programs.

Parents and eligible students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District by submitting an Opt-Out Form to the building Principle by the first day of school.

The Opt Out Form also lists the uses for which the District would commonly disclose student directory information and allow parents/guardians/eligible students to elect not to have student’s directory information disclosed for 1 or more of these uses.

For further information about the items included within the category of directory information and instruction on how to prohibit its release you have wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, access to all other students’ records is protected by (FERPA) and Michigan Law. Except in limited circumstances as specifically defined in State and Federal Law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying the requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA

Consistent with the Protection of Pupil Rights Amendments (PPRA), no student shall be required, as a part of the school program of District's curriculum, without prior written consent of the student (if an adult, or emancipated minor) or, if an emancipated minor, his/her parents, to submit or participate in any survey, analysis, or evaluation that reveals information concerning:

- a) Political affiliations or beliefs of the student or his/her parents
- b) Mental or psychological problems of the student or his/her family
- c) Sex behavior or attitudes

- d) Illegal, anti-social, self-incriminating, or demeaning behavior
- e) Critical appraisals of other individuals with whom respondents have close family relationships
- f) Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- g) Religious practices affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parents will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- a) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or

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for selling that information for otherwise providing that information to others for that purpose) and the administration of any survey by a third party that contains one or more of the items described in A through H

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov and PPRA@ED.Gov

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 Main Office.

The following steps must be taken:

1. Return all textbooks and school materials to the teacher/staff member who issued them.
2. Pay all fines and obligations.
3. Return all books to the teacher and all students issued Chromebooks to the main office.
4. Clean out locker assigned to you.
5. Leave your new address, if known, with the office.
6. Have the withdrawal form completed and on file in the main office.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion action against the student.

FIRE, LOCKDOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud siren.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an overhead page announcing the tornado.

Lockdown drills in which the students are restricted to the interior of the school building and the buildings secures will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an overhead page announcing the need for a lockdown.

ACADEMICS REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the school

administration prior to coming to the school. Parents' right to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

Students' behavior during a field trip must comply with Board Policy and the Student Code of Conduct and any violations of the Code of Conduct are subject to discipline.

SEMESTER/FINAL EXAM

1. All students are expected to take semester exams at regularly scheduled times or in accordance with a student's IEP (Individualized Education Plan) or 504 Plan.
2. If a student requests to take a final exam other than the assigned time, permission will be given for emergency purposes "including family vacation, funeral, illness, etc., but limited to" only by administration.
3. Any student defined by the State of Michigan as Career and College ready is exempt from semester exams in his or her senior year.
Instructors of AP courses or other courses with nationally based testing requirements may ask students to take their semester exam even if the student is exempt.

PLAGIARISM/ACADEMIC DISHONESTY

Acts of plagiarism or academic dishonesty, committed knowingly or unknowingly, will result in a zero on quizzes and tests. Teachers will inform students of the consequences of plagiarism or academic dishonesty on other types of assignments at the beginning of each semester.

ACADEMIC: These consequences will be determined by the classroom teacher.

ADMINISTRATIVE ACTION: Administrative staff as a result of the referral will determine these consequences. These consequences may range from a student conference to suspension or other actions as deemed necessary

according to the severity of the incident. **Special Note:** Additional administrative involvement will become necessary with repeat offenders and chronic cases, and loss of credit in the course may result.

DEFINITIONS: Academic dishonesty – copying of other student’s work, use of technology, including cell phones, giving your assignment for others to copy.

Plagiarism is a form of stealing. Any deviation from proper documentation that you are repeating another person’s ideas or work is called plagiarism. It is using someone else’s words or ideas as your own. Saying you did not know or understand the concept of plagiarism will not excuse you from crediting sources.

HONOR ROLL

There are four honor rolls each year, one for each nine-week marking period. To attain honor roll status, a student must achieve a B (3-point) average for the marking period and meet the requirements below.

1. The average is to be determined on a scale of A (4 points), B (3 points), C (2 points), D (1 point), E (0 points).
2. A student cannot have a grade of D or lower in any subject.
3. Students must carry at least four classes to be eligible.
4. Co-op is counted as one class, regardless of the number of hours involved. Therefore, a student enrolled in a co-op must carry three other subjects to be eligible.
5. Multi-hour programs such as Career Technical Programs receive credit each hour.

GRADING

Sault Area High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas, determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The school uses the following grading system:

<u>SAULT AREA HIGH SCHOOL GRADE</u>	Grading System		<u>POINT SYSTEM</u>
	93-100 A	73-76 C	
	90-92 A-	70-72 C-	
	87-89 B+	67-69 D+	
	83-86 B	63-66 D	
	80-82 B-	60-62 D-	
	77-79 C+	0-59 E	

****While students may earn high school credits before their 9th grade year, under no circumstances will these credits be calculated into the students Grade Point Average.***

Grade	Grade Points	AP Grade Points
A	4.00	4.333
A-	3.667	4.000
B+	3.333	3.667
B	3.000	3.333
B-	2.667	3.000
C+	2.333	2.667
C	2.000	2.333
C-	1.667	2.000
D+	1.333	1.667
D	1.000	1.333
D-	0.667	1.000

ADVANCED PLACEMENT CLASSES

- AP BIOLOGY
- AP Computer Science Principles
- AP COMPUTER SCIENCE A
- AP ENGLISH LANGUAGE
- AP ENGLISH LITERATURE
- AP Government
- AP WORLD HISTORY
- AP PSYCHOLOGY

Only those seniors who have met at least the minimum twenty-four (24) unit credit requirement and who have satisfactorily completed or tested out of all

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classes required for graduation as prescribed by the Sault Area Board of Education may be issued a Sault Ste. Marie High School Diploma. Only AP classes taken at Sault Area High School taught by Sault Area High School instructors will be figured on a 4.333 scale.

DUAL ENROLLMENT/CONCURRENT ENROLLMENT

Provided that certain eligibility requirements are met; high school students may be able to dual enroll or concurrently enroll at Sault Area High School and at a public degree granting postsecondary institution. A portion of the tuition cost at the post-secondary institution may be paid by the Sault Area School District. Eligibility requirements are:

1. Students must have qualifying scores in four subject areas of the ACT, SAT, PSAT, PLAN, or ASPIRE test.
2. Students must be enrolled in both the district and the post-secondary institution.

Online courses such as Michigan Virtual High School are also options for some students.

SPECIAL EDUCATION PROGRAMS

State and federal law prohibit discrimination based on disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. Any claim of disability-based discrimination will be addressed using the procedures in Board Policy 2260.01.

The district will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. Parent involvement in this procedure is important and required by the IDEA. Eligible students may also be entitled to a free appropriate public education through a Section 504 Plan.

A student can access special education services through proper evaluation procedures. Contact the building principal or Director of Special Education, to inquire about evaluation procedures and programs.

STUDENT ASSESSMENT

Each year the juniors take the Scholastic Assessment Test (SAT) and WorkKeys in April. Juniors will also take the Michigan Student Test of Educational Progress (MSTEP) in one-hour sessions within a few weeks of taking the SAT. Freshmen and Sophomores take the PSAT in April. The SAT score report can be used to apply to a college or university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Parents and students should watch school newsletters and the local press for announced testing times.

SAT	Juniors	TBD
ACT WorkKeys	Juniors	TBD
PSAT	9 th and 10 th	TBD

Additional group tests, MAP/NWEA, are given to Freshmen and Sophomore students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. These tests are taken three times per year, Fall, Winter, and Spring.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

COURSE TEST-OUT

Any high school student who wishes to test-out of a course in which he/she is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students who successfully complete, prior to entering high school, a State mandated curriculum requirement may receive credit toward high school graduation, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

LIMITED ENGLISH PROFICIENCY

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Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Administration Building at (906) 635-3839 ext. 5000 to inquire about evaluation procedures and programs offered by the District.

CAREER CENTER WORK-BASED LEARNING/JOB PLACEMENT SERVICES

Cooperative Education provides the student with the opportunity for concurrent on-the-job experience and related classroom instruction.

Occupational competencies are developed through supervised on-the-job experiences in a field closely related to the student-learner's occupational goal. Related classroom instruction, which provides classroom activities related to the student's job and career goals, accompanies the on-the-job experiences. For more information, contact the Work-based Learning Coordinator located in the Career Center Office.

JOB PLACEMENT SERVICES

The Workplace Specialist is also responsible for assisting students and former students in the following areas.

1. Career information
2. Preparation of letters of application and job resumes.
3. Preparation for job interviews.
4. Information on specific job openings available locally and regionally.
5. Arrangement and coordination of job interviews.
6. Coordinates temporary and summer employment opportunities in both the public and private sectors.

WORK PERMITS

The Work-based Learning Coordinator, located in the Career Center Office, is designated to issue work permits to students with proper credentials. Students must be at least 14 years of age and have a job offer before forms will be issued. A work permit is required until a person reaches 18 years of age whether or not they attend school or have graduated.

REGULATIONS GOVERNING STUDENT ATTENDANCE

It is the District's mission to prepare students to enter the world of work. The Board of Education directs that each course of study includes as part of its learning criteria that students demonstrate their willingness and ability to be present and punctual. All teachers will follow the attendance policy outlined in the handbook.

Sault Area High School accepts the responsibility of keeping accurate records of attendance. The responsibility of regular attendance in school rests with the student and most assuredly with the parents. The parents or guardians are an integral part of the school's education team and will be regularly informed of any attendance problems.

If a student is absent from school because of suspension or vacation (up to 5 days), the absence will not be considered a truancy, and he/she may be given the opportunity to make up for the schoolwork that is missed.

EXCUSED ABSENCES

Excused absences will include the following but are not limited to:

1. Medically excused absence (written)
2. Recovery from accident
3. Required court attendance
4. Professional appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Superintendent or the administration.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grades.

UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without an excused absence from the list above shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

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“Skipping” is an **unexcused absence**. It occurs when a student is out of any class or lunch period and is not excused by a parent, teacher, or administrator. Skipping classes will result in a variety of consequences, including (but not limited to):

- Phone call to parents
- Lunch detention
- In-School suspension
- Out-of-school suspension
- Loss of participation in extra-curricular school activities
- No make-up work for skipped class
- Potential loss of credit for classes

High School

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive days or fifteen (15) total days of truancy during a semester, he/she will be considered a “habitual” truant and will be reported to proper authorities.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school by calling (906) 259-8250, emailing attendsaps@eupschools.org or logging the absence in MiSTAR by 8a.m. and provide an explanation. Documentation for excused absences must be submitted within 48 hours of the absence. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. If the absence of a student is questionable or excessive, the school staff will try to help parents improve their child’s attendance.

PLANNED ABSENCES DURING THE SCHOOL YEAR

Parents are not encouraged to take their child out of school for vacations. When a student must miss a day during the school year, the student should fill out a pre-arranged absence form, found in the Main Office and speak to each teacher to make necessary arrangements. The form needs to be turned in prior to the absence. It may be possible for the student to receive certain assignments that are to be completed during the trip.

MAKE-UP FOR TESTS AND OTHER SCHOOLWORK

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Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact each teacher as soon as possible to obtain assignments.

Make-up work due to suspension must be completed by the time the student returns to school or according to arrangements made with individual teachers.

If a student misses a teacher's test due to excused absence, he/she may plan with the teacher to take the test. If a student misses a test/quiz with an unexcused absence, it is the teacher's discretion whether the student makes up the test or not. If he/she misses a State mandated test or other standardized test, the student should consult with the school counselor to arrange for taking the test.

CHRONIC ABSENCE PENALTIES FOR SENIORS:

SENIOR SKI TRIP:

-If a senior has **13 or more absences in the first semester**, that senior will **not be able to attend the SENIOR SKI TRIP**.

PROM:

-If a senior (or any student) has **10 or more absences in the second semester up until the Friday before PROM**, that student will **not be allowed to attend PROM**. (It is very important that students recognize that adherence to attendance is important in this situation since prom tickets are sold two to three weeks before the actual prom date.)

GRADUATION CEREMONY:

-If a senior has **16 or more absences during the second semester**, that senior will **not be allowed to participate in the GRADUATION CEREMONY** for the senior class.

* A reminder that an absence is defined as being gone for 5 out of the 7 hours of the school day that is NOT excused.

Individual Class Attendance - Seniors

If a senior is chronically absent for more than 20 absences during the 2nd semester of your senior year, in two or more classes, that senior will not participate in the graduation/commencement ceremony.

ATTENDANCE DEFINITIONS AND MISTAR CODES:

A **tardy (L)** is when a student misses up to 10 minutes at the beginning of a course/class. Missing more than 10 minutes in a course/class equals an

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absence in that course/class and will be marked as a **X** (or **V** when the student scans into the Front Office) or an Ultra Tardy. An **unexcused absence (U)** is defined as an absence from class for any reason other than those listed as excused absences. Included in this category are skipping, loitering in the halls during class time, oversleeping, transportation problems, leaving school without signing out, or being outside the building without permission from administration.

Code

A	Parent Contact
B	Pre-Arranged Absence
M	Medically excused
S	School-related activities
E	Excused per office
X	Student is more than 10 minutes late (V when scan in to front office)
L	Student is less than 10 minutes late (T when student scans into the front office)
U	Unexcused – no call, no show

TARDY POLICY

A student who is “tardy” disrupts the educational process for all students in the classroom. For this reason, it is imperative that all students make every effort to be on time for each class in their day.

CONSEQUENCES FOR TARDY VIOLATIONS:

Tardy consequences will be enacted after a student reaches **5 tardies** in an individual class. Subsequent consequences will be greater if or when a student reaches 10, 15, or 20 tardies in an individual class.

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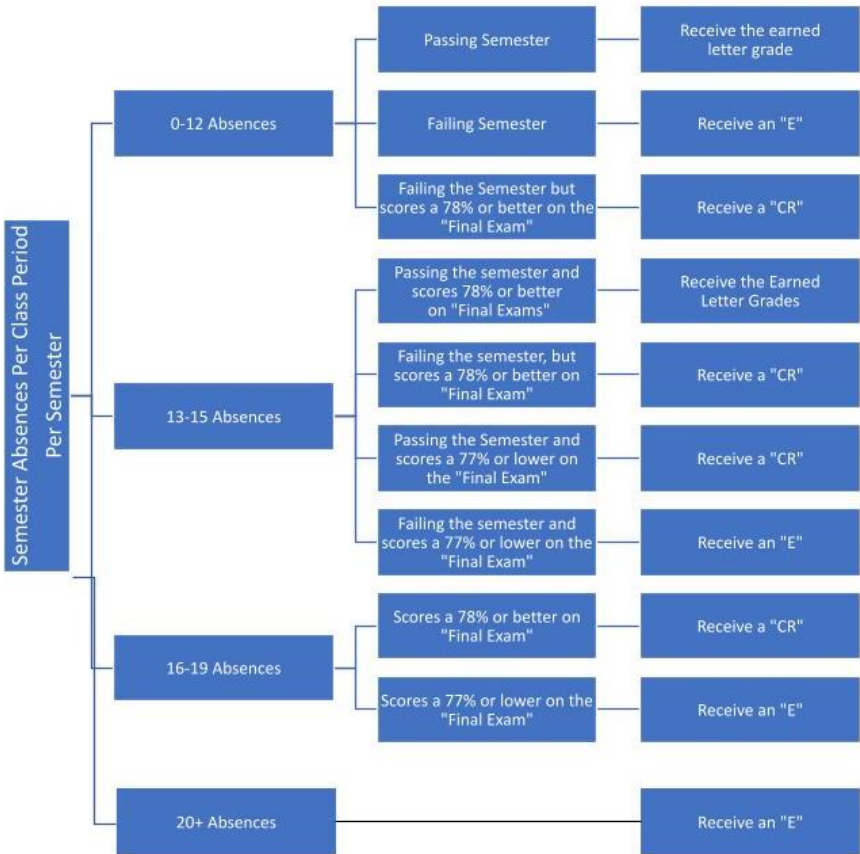
The consequences for tardy violations may include but are not limited to the following:

- Lunch Detention
- Referrals
- Parental Communication
- In-School and Out-of-School Suspensions
- File a Truancy Petition

NOTE: If a student arrives late to class with a pass due to some legitimate reason, the tardy will not count. **Tardiness over ten (10) minutes will count as an absence to be counted toward the truancy protocol and the academic grading calculation.**

GRADING AND CREDIT EFFECTS OF CHRONIC ABSENTEEISM

The following flow chart is applied to each class individually per semester. The absences are for excused and unexcused, but do not include those in which a student is absent for a school-related purpose.



CHIPPEWA COUNTY TRUANCY PROTOCOL

In accordance with the State of Michigan Compulsory Attendance Law, an in cooperation with the Chippewa County Prosecutor’s Office, Sault Area Schools will follow the procedures listed below when students aged six (6) to eighteen (18) years of age accumulate excessive absences.

AFTER THE 6TH ABSENCE

When a student reaches his/her 6th absence in one or more of his/her classes, a school officer will contact the parent and/or student regarding the excessive

absences. The purpose of the contact will be to discuss the Attendance Policy, Chippewa County Truancy Protocol and the consequences if the student continues to be absent from school. The school official will offer educational counseling including using an alternative agency.

AFTER THE 9TH ABSENCE

A school official will attempt to contact the parent/guardian to discuss the student's ongoing attendance issue. If the parent/guardian cannot be contacted by phone, a restricted certified letter will be mailed to the adult responsible for the student, along with a copy of the school's attendance policy, student's attendance record, and the Chippewa County Truancy Protocol.

AFTER THE 12TH ABSENCE

An attendance-planning meeting will be held at the school. The student and parent/guardian will be required to attend this meeting. At this meeting, the school official will facilitate contact between the school, the parents, and an outside agency such as a dispute resolution center. This outside agency will work with the school and parents to discover the issue causing the absences and ensure that there are no further unexcused absences.

FURTHER ABSENCES

A complaint will be forwarded to the Chippewa County Prosecutor's Office.

STUDENT CODE OF CONDUCT

SAULT AREA HIGH SCHOOL PHILOSOPHY TOWARD DISCIPLINE:

The high school administration believes that the school environment must be conducive to learning. Disruptions in hallways make it difficult to enter into serious classroom discussion and study; fear for one's personal safety in school obviously will be an obstacle to learning and teaching.

It is the administration's duty to see that the school environment is conducive to learning. It is their duty to protect the rights and privileges of all members of the school community; it is their duty to help each student grow to become a responsible, self-disciplined person, able and willing to assume his/her role as a law-abiding citizen in a democratic society. In order to carry out their duties, it is at times necessary to discipline those individuals who are destructive to school goals. This is why we have "Discipline Policies."

If a student is found to be in violation of any rules or fails to follow instructions issued by a staff member, he/she will be subject to appropriate disciplinary actions. A student who sells or transports alcohol or other drugs, or who engages in an assault and verbal harassment upon a school employee or another student off school property or at a non-school sponsored or related activity, function, or event may also be subject to disciplinary action.

Since each situation is unique, each student's discipline will be considered individually. Below is a non-exhaustive list of possible disciplinary consequences:

1. Conference with a building administrator.
2. Notification of parents.
3. Request for parent conference.
4. Referral to a counselor.
5. Referral to another agency.
6. Removal from class.
7. Lose or curtail participation in extra-curricular activities.
8. Suspension from class and school.
9. Request for police assistance.
10. Referral to the superintendent.
11. Recommendation for expulsion.

DISCIPLINE POLICY

In order to maintain a sound environment in which to teach and learn, Sault Area High School will incorporate a progressive discipline policy that will

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use of various forms/types of disciplinary procedures to establish and reinforce acceptable behavior from our student body.

These actions will be part of our discipline and due process policies.

INFORMAL DISCIPLINE/ IN SCHOOL DISCIPLINE

In order to reinforce appropriate behavior, informal discipline may be assigned by the classroom instructor. Informal discipline may include before school, during lunch, or after school make-up time or other class requirements.

DETENTIONS: A student may be detained after school or asked to come to school early by a teacher. The student or his/her parents are responsible for transportation. Students are to attend the very next lunch detention when they are assigned.

Lunch Detention will be assigned by the administration according to the type and severity of policy violation. **ALL** students assigned lunch detention must report **PROMPTLY** to the designated classroom during the next lunch. Students assigned lunch detention will have the option of bringing their own lunch or purchasing a school lunch.

IN SCHOOL SUSPENSION: The following rules shall apply to lunch detention and in-school suspension:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are required to turn their phones in to the main office during the time served in suspension.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students are not allowed to sleep or put their heads down during their suspension.

Sault Area High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the appropriate administration.

FORMAL DISCIPLINE/ OUT OF SCHOOL SUSPENSION

Formal discipline removes the student from school. It includes emergency removal for one school day, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than sixty (60) days, expulsion (removal of 60 days or more) and permanent expulsion. Suspensions and expulsions may carry over into the next school year.

A student who violates school policies that warrant removal from the school environment will be suspended for the appropriate duration.

It will be the students' responsibility to make all arrangements for class assignments and to complete this work for presentation to the teacher immediately upon return or according to arrangements made with the instructor.

When a student is suspended, he/she may miss wake-up work while on suspension. If the student did not have access to material, they may make up work after the return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. Suspension from co-curricular and extra-curricular activities may not be appealed.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

SHORT TERM:

The building administrator has the authority to issue short-term suspensions. Students being considered for short term suspension are entitled to a due process meeting with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to respond to the charges. Suspension may only be appealed if the process was not followed.

LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL

When a student is being considered for long-term suspension or expulsion, the parents will be given written notice of that intention and will be given the opportunity to appear at a hearing to respond to the charges. Prior to the hearing, the student and parent/guardian will be given a description of the

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student's rights, and the hearing procedure. At the hearing, the School Board takes testimony and determines if an expulsion is warranted. The decision may only be appealed if the process was not followed. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

If a student commits a crime while at school or a school-related event, he/she may be subject to school disciplinary action as well as to action by the community's legal system.

MANDATORY 7 FACTORS

The District will consider the following seven (7) factors in every case of suspension or expulsion, except firearms:

1. The student's age.
2. The student's disciplinary history.
3. Whether the student has a disability.
4. The seriousness of the violation or behavior.
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
6. Whether restorative practices will be used to address violation or behavior.
7. Whether a lesser intervention would properly address the violation or behavior.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973. Please see Board Policy 5605 and AGs 5605A and 5605B for a more detailed explanation.

STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Students have the right to a free public education. Students have the responsibility to attend school in compliance with the established code of conduct, attendance procedures and other rules adopted for the operation of the school program.
2. Students have the right to participate in the educational process in safe buildings and the right to have physical safety and protection of personal property. Students have the responsibility to allow other students the opportunity to participate in the educational process and to help promote a climate free of disruption and disorder. It is also

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the responsibility of all students to respect all school rules as they relate to safety in the building and to engage in conduct which respects the personal or property rights of others.

3. Students have the right to the use of textbooks and classroom materials. Students are responsible for the care of school textbooks and materials or to pay for repair or replacement.
4. Students have the right to be respected by all school staff and other students. Students have the responsibility to respect all school staff and other students.
5. Students have the right to consult with teachers, counselors and administrators concerning those matters pertinent to the student welfare.

Students Have the Responsibility to:

- Respect the rights of staff members in scheduling consultations at a mutually acceptable time.
- Be willing to explore and comply with reasonable alternatives.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. **Aiding or abetting violation of school rules:** If a student assists another student in violating any school rule, they may be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
2. **Alcoholic Beverages, Illegal Drugs, and Controlled Substances:** Possession, use, sale, distribution, or being under the influence of alcohol, drugs, or controlled substances is forbidden. Any student in the possession of or under the influence of alcohol faces a minimum five (5) day suspension for a first offense. In addition, the student will be required to attend a four-day Substance Abuse Education program through the Student Health Adolescence Care Center (SHACC) from 5:00-7:00 p.m. on the assigned days.

3. **Arson:** Anything, such as fire, that endangers school property, and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
4. **Assault:** Physical violence or threats of violence to other persons or the taking of indecent liberties.
5. **Breath-Test Instrument:** A Breathalyzer test for blood-alcohol levels may be conducted on a student whenever an administrator has reasonable suspicion to believe that a student has consumed an alcoholic beverage. This includes all extracurricular activities.
6. **Bullying and Other Aggressive Behavior:** It is the policy of the District to provide a safe and nurturing educational environments for all its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

“**Bullying**” is defined as any written, verbal, physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to have one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) of more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health and/or.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

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- A. Physical: hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal: taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in several different ways, including but not limited to notes, emails, social media postings, and graffiti.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This policy applies to all school activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

- 7. **Burglary:** Entering or remaining unlawfully in a building to steal or commit some other crime.
- 8. **Disobedience:** School staff are acting “in loco parentis,” which means they are 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 reasonable directions by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
- 9. **Displays of affection:** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual nature. Such behavior may result in suspension from school or possibly expulsion.

10. **Disruption of the educational process:** Any actions or manner of dress that substantially disrupts the educational process is unacceptable. Such disruptions also include delays or prevention of lessons, assemblies, field trips, athletics, and performing arts events.
11. **Explosives:** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
12. **Extortion:** Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension and expulsion.
13. **False Alarms:** 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. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion and proper law enforcement will be contacted.
14. **Falsification of schoolwork, identification, forgery:** Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.
15. **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.
16. **Gambling:** Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
17. **Hazing:** The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

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Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing - Any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. Illegal activity, such as drinking or drugs.
- B. Physical punishment or infliction of pain.
- C. Intentional humiliation or embarrassment.
- D. Dangerous activities.
- E. Activities likely to cause mental or psychological stress.
- F. Forced detention or kidnapping.
- G. 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 are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.]

- 18. **Interference with school authorities:** Interfering with the discharge of the official duties of District personnel by force or violence.
- 19. **Physically assaulting a staff member/student/person associated with the District:** Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”.
- 20. **Harassment:** 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 environments for all its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or

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emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origins, religion, height, weight, marital sex or disability.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone, or cell phone, personal digit assistant (PDA), computer or wireless handheld device.), may be subject to District disciplinary procedures. Such behavior is considered harassment where it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believed he/she has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistance principle, or may report it directly to the Principal, Jeanine Sherman at Sault Area High School, phone (906) 635-3839 Ext. 5813. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include 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.

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.

21. **Sexual Harassment:** “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- a. A District employee conditioning the provision of a District aid, benefit, or service on a person’s participation in unwelcome sexual conduct.
- b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it

effectively denies a person equal access to the District's education program or activity.

- c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC 12291 et. Seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092 (f) (6) (A) (v).

"Sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Includes jokes, obscene gestures, inappropriate touching, pulling at clothing, cornering or blocking the victim's way. Also, any form of obscene graffiti, displays of pornographic pictures in student lockers and/or sexual gossip about a victim.

1. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
3. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Sexual Harassment may include, but is not limited to:

- Verbal harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks with sexual or demeaning implications.
- Unwelcome touching.
- Sexual jokes, posters, cartoons, etc.

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- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life may be sexual harassment. Further, any administrator, teacher, coach, or 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. 722.621 et. Seq.]

Please see the District's Title IX policy at saultschools.org

22. **Physical Aggression:** Includes pushing, shoving, spitting, kicking, hitting, threatening, defacing Property, stealing, inflicting bodily harm, physical acts that are demeaning and humiliating, locking in a closed or confined space, physical violence against family or friends.
23. **Social Aggression:** Includes gossiping, spreading malicious rumors, social rejection, slurs, publicly humiliating, maliciously manipulating social order to achieve objective.
24. **Student disorder/demonstration:** Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, he/she is encouraged to contact the building administration to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
25. **Tobacco Products:** The district is a tobacco-free campus. The school prohibits the sale, distribution, use, or possession of any form of tobacco, tobacco products, electronic cigarettes, vape/vaping paraphernalia, electronic nicotine delivery system, or similar devices on school property, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion, and a report to law enforcement when appropriate.

"Use of tobacco product" means any of the following:

- a. The carrying by a person a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system.
- b. The inhaling of a chewing tobacco product.
- c. The placing of a tobacco product within a person's mouth.
- d. The smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

The display of unlighted cigars, cigarettes, pipers, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by the policy.

Any student in possession of or caught using tobacco products, vapes, or e-cigarettes will have the police called, be suspended and be required to attend an education program through the Student Health Adolescence Health Center (SHACC) on the assigned days. An additional suspension may be assigned for further offenses or failure to complete the education course.

26. **Verbal Aggression:** Name calling, teasing about clothing or possessions, teasing about appearance, taunting, intimidating phone calls, verbal threat of violence or of inflicting bodily harms.
27. **Other: Harassment, Intimidation, Bullying, Cyber Bullying:**
Because it has become a continually serious problem in some circumstance re: physical, verbal, or written harassment along with harassment online, the following procedures will be instituted in this manner if a student is persistently involved in such activities:
 - Verbal warning-parent/guardian contact.
 - Saturday School or Lunch Detention.
 - Bully Free Program offered by the SHACC.
 - Suspension (1 to 3 days) – parent/guardian contact with meeting.
28. **Intimidation:** Threatening to reveal personal information, playing a dirty trick, defacing property or clothing, graffiti, threatening with a

weapon, extortion, coercion, threats of using coercion against family and friends.

29. **Persistent Absence or Tardiness:** Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits to succeed in school and in the world of work. The Chippewa County Truancy Protocol will be followed.
30. **Possession of Stolen Property:** To knowingly receive, retain, possess, conceal or dispose of stolen property,
31. **Theft:** When a student is caught stealing from a school or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the Main Office. The school is not responsible for personal property. Theft may result in suspension or expulsion.
32. **Trespass:** Although schools are public facilities, the law does allow the school to restrict access to 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 of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
33. **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. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.
34. **Use of Drugs:** A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. If caught, the student could be suspended or expelled, and law enforcement officials may be contacted. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

35. **Vandalism:** Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.
36. **Verbally Threatening a Staff Member/Student/Person Associated with the District:** Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and 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.
37. **Violation of Bus Rules:** Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by Transportation Department).
38. **Violation of Individual School/Classroom Rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.
39. **Weapons and Explosives:** A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. 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 the weapon belongs to someone else, unless the student's possession is without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blowgun, toy gun, etc.)

POSSIBLE MANDATORY PERMANENT EXPULSION:

In compliance with State law, the Board may permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other transportation, or who pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District.

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to students with disabilities. A student who has been expelled permanently may apply for reinstatement in accordance with state law and guidelines which are available in the principal’s office.

This is not a comprehensive list of all possible criminal or unacceptable behaviors. If the Administration deems other activities unacceptable, appropriate disciplinary action will be taken.

NOTE:

Sault Area High School students in violation of the Michigan Code of Conduct may face civil prosecution by the Chippewa County Law Enforcement authorities.

- Due process will be provided as indicated in the Statement of Rights and Responsibilities.
- Special Education students will be dealt with according to the process agreed to by the District.

EXTRA-CURRICULAR STUDENT ACTIVITIES PHILOSOPHY

Sault Area High School and Career Center provides educational experiences of several types.

Experiences in the student activities program are designed to help meet the leisure, recreational, social and emotional needs of all students and to help them develop a sense of pride, achievement, togetherness, and self-esteem.

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These experiences also provide opportunities for self-directed specialization in areas of the curriculum of particular interest to individual students. The Board authorizes many student groups that are sponsored by a staff member. Students are encouraged to discuss membership with the club's coach or advisor.

It should be stressed that taking part in any high school activity or sport is a privilege, not a right, and is extended to those students whose scholastic record and citizenship status satisfy the standards established. When a student is representing Sault Area High School and Career Center through our student activities program, we expect exemplary behavior of the individual as well as passing grades.

To assist students in becoming well-rounded individuals, we encourage everyone to take part in one or more of our clubs and organizations listed below. Students who do not conduct themselves in a satisfactory manner or who are in violation of school rules or involved in criminal activity may lose the privileges of participation in extra-curricular activities.

EXTRACURRICULARS

National Honors Society	Student Government	Pom Poms
Rifle Team	Robotics – Sault	Spanish Club
	Instigators	
Drama Club	Skills USA	Students United
Art Club	Health Occupations	Business
	Students of America	Professionals of America
High School Quiz Bowl	Michigan Industrial Technological Education Society	

*It is student's individual responsibility to fill out the N.H.S. application on-line and meet all announced deadlines as established by the Sault Area High School National Honor Society.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons

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do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

DANCE REGULATIONS

School sponsored Organizations wishing to sponsor a dance must:

1. Establish a date and time with the administration's dance calendar.
2. Submit a dance permit form one week prior to the dance. This form is located in the main office.
3. Sponsors must have a minimum of fourteen (14) chaperones including four (4) faculty – two males and two females, and ten (10) parents/guardians.
4. Provide building administration with a list of individuals on the set-up and clean-up committees.

Thank you letters to chaperones must also be completed and mailed.

All dances will end by 11:30 p.m. unless prior permission is given by the administration to conclude later.

Students attending school dance must:

1. Obey all school rules, especially on drinking and smoking as it relates to the student code of conduct.
2. Present a **valid school I.D. card** or guest pass to be admitted. Guest passes are available in the main office two days prior to the dance.
3. Students are expected to dance in an appropriate manner.
4. Students are reminded that they must follow the dress code.

SPORTS

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Athletics at Sault Area High School offers all students opportunities for fun, competition and personal development. Athletic activities develop the qualities of hard work, physical fitness, cooperation and team spirit. Athletics, like all extracurricular activities, are a privilege and not a right. Athletes are required to adhere to the Athletic Handbook.

The following is Sault High's sports activities available during the School Year:

SAULT HIGH SPORTS ACTIVITIES

Football

Hockey

Swimming and Diving

Track

Baseball

Boys' and Girls' Soccer

Bowling

Girl's and Boys' Basketball

Volleyball

Cross Country

Boy's and Girl's Golf

Wrestling

Softball

SPORTSMANSHIP OF STUDENTS

The student body should always display the following characteristics of good sportsmanship.

- Show respect for the officials.
- Show respect for the opponent at all times.
- Know, understand, and appreciate the rules of the contest.
- Maintain self-control at all times.

MISCELLANEOUS EMERGENCY CLOSING OF SCHOOL

In the event of inclement weather and road conditions that make it necessary to close school, radio stations WSOO/WSUE and WYSS will be notified. During poor weather, close attention should be paid to school transportation from 6:00 a.m. to 8:00 a.m. but tuning in to these three main stations. The district's automated phone system will notify all parents of school closure.

In the event of a power outage, the Superintendent of Schools, Principal or designee and Physical Plant Director will determine if it will be necessary to close school. The District's automated phone system will notify all parents of school closures.

TOBACCO USE PROHIBITED IN ALL SCHOOLS

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state statute, or substance that should be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

NON-DISCRIMINATION AND EQUAL OPPURTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

The Board of Education does not discriminate based on race, color, national origin, sex, (including sexual orientation and gender 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.

This District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

Unlawful Harassment Includes, but is not limited to:

- **Race/Color Harassment** is prohibited by Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal, conduct is based upon an individual’s race or color and when the conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating

an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

- **National Origin/Ancestry Harassment** is prohibited by title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon and individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's educational performance; or creating an intimidating, hostile, or offensive learning environment, or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.
- **Disability Harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability or perceived disability and when the conduct has the purpose or effect of interfering with the individuals, educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments, or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.
- **Sex Based Harassment** is prohibited by Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Sex-based harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1.) Submission to such conduct is made either implicitly or explicitly a term or condition of the student's status in such class, educational program, or activity; (2.)

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Submission or rejection of such conduct by the student is used as the basis for educational decisions affecting the student; (3.) Such conduct has the purpose or effect of interfering with the student's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with the student's ability to participate in or benefit from a class or an educational program or activity.

Any student who witnesses an act of unlawful discrimination is encouraged to report it to the District personnel. No student will be retaliated against based on any report of suspected discrimination, including unlawful harassment and retaliation. A student may also anonymously report an incident of unlawful discrimination, including unlawful harassment and retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described by Board Policy. Minor students do not need parent/guardian permission to file complaints or participate in the formal complaint resolution process described by Board Policy.

The Board designates the following individuals to serve as the District's Compliance Officers (also known as Civil Rights Coordinators) (hereinafter referred to as the Cos).

Barb Light
Director of Student Achievement
(906) 635-3839 Ext. 5001
876 Marquette Avenue, Sault Ste. Marie, MI 49783
blight-sas@eupschools.org

Carl McCready
Lincoln Elementary Principal
(906) 635-3839 Ext. 5301
810 E. 5th Avenue, Sault Ste. Marie, MI 49783
carlm@eupschools.org

If you or someone you know has been the victim of any unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race/color or national origin/ancestry, you may file a complaint with the above-named Civil Rights Coordinators.

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made verbally or in writing.

A student found to have perpetrated unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including

suspension or expulsion, consistent with this Handbook and Board Policy 5610.

For more information, please see Board Policy 2266.

The Sault Area Public School Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 on the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, and it is the policy of the Sault Area Public Schools District that no person shall, on the basis of race, color, religion, national origin of ancestry, sex, age, disability, height, weight, or marital status be excluded from participating in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, contact Amy Scott-Kronemeyer, Superintendent, 876 Marquette Avenue, Sault Ste. Marie, Michigan 49783, Phone: (906) 632-5653.

GRADUATION REQUIREMENTS

English Language Arts: Each student must have **4.0** credits of English including:

- English 9 or Honors English 9
- English 10 or Honors English 10
- English 11 or AP English Language 11
- English 12, AP English Language 12, Lit and Pop Culture or Native American Literature.

Math:	Each Student must have 4.0 credits in Math including Algebra 1, Geometry or Honors Geometry, Algebra II or Algebra II A and Algebra II B. In addition, one of these credits must be taken in their senior year. Any student who has completed Algebra II by their junior year must take an approved Senior Math Experience as a senior.
Science:	Each student must have 3.0 credits in science including Biology, Chemistry/Honors Chemistry or Physics/Ap Physics and an approved science elective.

Social Studies:	Each student must have 3.0 credits of social studies including U.S. History and Geography, Civics and Economics, and World History and Geography.
Health and P.E. :	One semester of Health is required for Graduation. One semester of Physical Education is required for Graduation
Online Experience:	Each student is required to take Career Readiness to fulfill their required Online Experience.
Fine of Applied Art:	Each student is required to complete one credit for Fine or Applied Art as approved by the district.
Foreign Language:	Each student must have 1.0 credits of foreign language to graduate. 2.0 credits are recommended.

When requested by a parent/guardian, students may be afforded a *personal curriculum* to alter the above requirements. The personal curriculum does not change the required number of credits for graduation. The legislative intent is that the curriculum modifications are made only when there is documented evidence that a modification is necessary for the student to achieve graduation requirements.

A personal curriculum is developed by a group that includes the student, at least one parent/legal guardian, and an appropriate teacher or the student's high school counselor. If the student receives special education services, a school psychologist must also be present. The personal curriculum developed by the group must incorporate as much of the subject area content expectations of the Michigan Merit Standards as is practicable for the student and it must designate measurable goals, aligned with the student's educational development plan, that the student must achieve during high school. There must be a stated method to evaluate whether those goals have been met. Before a personal curriculum can take effect, parent/legal guardian and the superintendent must agree to it.

English Language Arts and Science credit may not be modified by a personal curriculum. The math, social science, health and physical education, and visual/performing/applied arts credit requirements may be modified but must meet certain requirements set out in Michigan Law.

If the personal curriculum modifications meet the requirements set out in the Revised School code and the student meets the goals of the personal curriculum, the student may receive high school diploma. Parents/legal guardians are responsible for monitoring the student's progress toward goals by communicating with each of the student's teachers.

A total of 24 credits are required to graduate.

Every student must take the Michigan Merit Exam as a graduation requirement.

Students are highly encouraged to meet with their respective counselors to be made aware of any additional classes that may be required by postsecondary institutions.

Any student wishing to compete in collegiate athletics **MUST** see their counselor to ensure their courses align with NCAA requirements.

SAULT AREA PUBLIC SCHOOLS 2022-2023 NETWORK AND INTERNET ACCESS

Acceptable use policy:

Sault Area Schools provides students access to the District's electronic network. This network includes, but is not limited to, Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Sault Area Schools electronic network and applies to all school-owned equipment whether it is used onsite or offsite. These guidelines are intended to supplement Board Policy 7540.03 "Student Technology Acceptable Use and Safety", and all other Board Policies related to use and possession of electronics and the District's network or internet.

A. DISTRICT GUIDELINES

Violations of this policy may result in the loss of access privileges as well as other disciplinary and/or legal actions as determined by the Administration.

1. The Sault Area Schools electronic network has been established for educational purposes. The term "educational purpose" includes classroom activities, career development and limited high-quality, self-discovery activities.
2. The Sault Area Schools electronic network has not been established as a public access service or a public forum. Sault Area Schools has

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the right to place reasonable restrictions on material that is accessed or posted throughout the network.

3. It is presumed that students will honor this agreement. The District is not responsible for the actions of students who violate it beyond the clarification of standards outlined in this policy. Users will reimburse the District for any damage that is caused by students' inappropriate use of the network or equipment.
4. The District reserves the right to monitor all activity on this electronic network and to view and/or delete such files as deemed unlawful, obscene, pornographic, abusive or otherwise objectionable.
5. The District reserves the right to take disciplinary action based on actions that could create a substantial disruption of the educational environment or violate this handbook, Board Policy, or state or federal law while using District owned devices, network, software or other related technology.

B. GENERAL UNACCEPTABLE BEHAVIOR

Students are accountable for acceptable behavior as defined in the Student Handbook and Board Policy 7540.03 C while on the network or using technology offline, and inclusive of additional guidelines indicated in the Network Acceptable Use Policy.

1. The District and/or network resources are intended for the exclusive use by their registered users. The student is responsible for the privacy of his/her account access credentials (i.e., login and password, etc.) Any problems which arise from the use of a user's account are the responsibility of the account holder. Furthermore, use of an account by someone other than the registered account holder is forbidden and subject to disciplinary action.
2. Students will not circumvent Internet filtering by any means, including but not limited to external proxies, or other programs designed for such purposes.
3. Students will not download, install or copy unauthorized licensed or copyrighted software.
4. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

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5. Students will not abuse network resources such as sending chain letters or spamming.
6. Students will not display, access or send offensive messages or pictures.
7. Students will not use the Sault Area Schools electronic network for commercial-for-profit, illegal, or other unauthorized purposes (i.e., advertisements political lobbying) in any form.
8. Students will not attempt to access non-instruction District systems such as student information systems or business systems.
9. Students will not use any wired or wireless network (including third party Internet service providers) with equipment brought from home. Only equipment owned by the District is to be used by students.
10. Students will not use the District equipment, network or credentials to send or post electronic messages. That are inappropriate in an educational setting, abusive, obscene, sexually oriented, threatening, discriminatory, cyber-bullying, harassing or damaging to another's reputation, or illegal.
11. Students will not repost a message individually or publicly that was sent to them privately without permission of the person who sent them the message.

C. E-MAIL

1. Email for students in the elementary and middle school grades may be provided by the District as needed.
2. High School students will be provided with e-mail accounts.
3. District students have no expectation of privacy in District-issued email accounts.
4. All rules noted above and in Board Policy apply to the use of District e-mail.

D. WORLD WIDE WEB

1. Sault Area Schools make every available attempt to protect its students from damaging images or texts found on the Internet, but no system can be considered 100% effective and as such the District

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cannot be held liable for damages, psychological or monetary,
caused by using or viewing of any content of the internet.

NOTES: