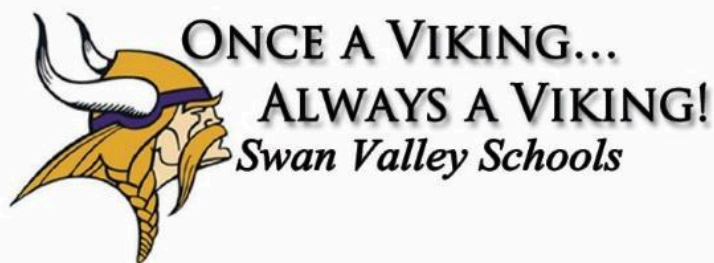


# SWAN VALLEY HIGH SCHOOL

## STUDENT HANDBOOK

2025-2026



Swan Valley High School

8400 O'Hern Road

Saginaw, Michigan 48609

989.921.2401 (phone)

989.921.2405 (fax)

989.921.2411 (attendance line)

[www.swanvalleyschools.com](http://www.swanvalleyschools.com)

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## SECTION ONE: GENERAL

### WELCOME

#### Welcome to Swan Valley!!

The student handbook is not intended to be all-encompassing, it does not create a contract between the school and parents or students, and school officials may revise the handbook at any time to implement the education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and, if a situation arises that is not addressed by the handbook, the school will make decisions based upon staff discretion, applicable board policies, and state and federal law and regulations, consistent with the school's best interests. It is our mutual task to guide you to make responsible decisions.

As we begin a new school year, we hope you find your place here at Swan Valley and feel like you are part of the family. The faculty, staff and administration team are here to guide, encourage and support you in making this year the best one yet.

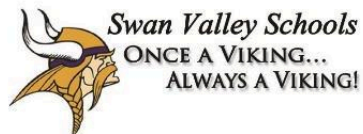
Have a great year!

Brad Erlenbeck  
High School Principal  
(989) 921-2401  
Fax (989) 921-2405  
[www.swanvalleyschools.com](http://www.swanvalleyschools.com)

### SCHOOL IDENTITY

**COLORS:** Purple and White

**MASCOT:** The Viking



### FIGHT SONG

Cheer, cheer for purple and white!  
Get in the game and stand up and fight  
If our grade be nine through twelfth.  
We won before and we'll win again!  
Cheer, Cheer for purple and white!  
Always give that good Viking fight!  
As our Viking team goes scoring, Point after point again!  
Fight! Fight! Fight!

## SECTION TWO: STUDENT BEHAVIOR AND RESPONSIBILITY

### INTRODUCTION

The constitutional rights of individuals assure the protection of due process of law; therefore, the system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Swan Valley Schools. Every effort shall be made by the administration and faculty to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parents or guardians.

The Swan Valley School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students (persons enrolled in grades 9-12) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child(ren) attends school regularly and on time.
3. Provide for your child(ren)'s general health and welfare as much as possible.
4. Teach and model respect for yourself, your child(ren), and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child(ren) and take an active role in the school community.
8. Attend your child(ren)'s parent/teacher conferences.

Posting for Parents:

From the Michigan Constitution (Section 1 for Article VIII): “

*Religion, morality and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.”*

From the Revised School Code (MCL 380.10): “

*It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment.”*

Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding.

2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents informed of their students' challenges, effort, and success.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

The Student Handbook sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish.

The Code of Student Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- “At school,” meaning in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.
- When a student’s conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.
- When a student is using school telecommunications networks, accounts, or other district services.

## **ATTENDANCE**

### **ATTENDANCE POLICY FOR SWAN VALLEY HIGH SCHOOL**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school’s education programs. Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. More important, however, is the effect of regular and punctual attendance on the student’s scholastic achievement. Not only is each day’s lesson important to the individual student, the student’s participation in class contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to adversely affect the student’s schoolwork. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond the student’s control prevents attendance.

The US Department of Education links school attendance with academic success and links exclusionary discipline with lower school performance and higher rates of students’ academic failure. We believe that regular school attendance is critical to the learning process and implement the following attendance guidelines and procedures.

In accordance with the Saginaw Intermediate School District’s County Wide Attendance Policy (5/20/19), Swan Valley School District has adopted the following attendance policy:

- Verification of an absence will be accepted up to two (2) days upon the student’s return.
- Students absent four (4) or more consecutive days may require verification; (ie - doctor notes on letterhead; obituary/funeral information; evidence of long-term vacations).
- Absences documented after ten (10) days are marked as UNEXCUSED. Work will be accepted but may be subjected to a late grade.
- Absences in excess of ten (10) days are subject to parent notification and interventions by administration. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc.
- Students are required to attend all of their scheduled courses.

The following are not counted towards a student's allowable absences and there is no limit to the number of these absences a student may have:

- Family Funeral (verification provided)
- School Related with administrative approval
- Medical (medical note provided)

#### **ABSENCE PROCEDURES**

1. If a student is to be absent from school, the parents will notify the school by telephone prior to the absence. The high school attendance line number is (989) 921-2411. A note **MUST** be brought in when the student returns.
2. A student who is absent for any reason **will bring a note from his/her parents or guardians stating the dates of absence and the reason for the absence.** The note must be turned in to the office upon the student's return to school.
3. If a student misses more than 10 minutes of a class they will be marked absent.
4. Absence excuses are to be taken care of by the student the day (s)he returns.
5. **Students will be given the same number of days they are absent to make up missed work.** For example, if a student is absent for 2 days, they have 2 days to complete the work they missed for full credit. It is the student's responsibility to request the missed work, complete it, and return it to the teacher.
6. Students should pre-excuse absences when they know in advance that they will be missing from school. Situations that require pre-excused absences are: hunting, family vacations, conferences, etc. Pre-excused absences will be approved if, in combination with other absences, the student has not missed 5 or more days of school and is passing all of their classes. Students may be excused for longer than 5 days at the discretion of the administration. All homework must be obtained for this period of absence prior to leaving. **This is the student's responsibility.**
8. In cases of falsification or misrepresentation, any excused absence may be changed to an unexcused absence.
7. To participate in any activity or athletic event, the student must be in attendance for the full day on the day of the contest AND the day after a contest, or have special permission from the administration (this special permission also applies to school related or medical verified absences).
8. A student who is detained by a teacher will be issued a pass to the next class.
9. Students arriving after the first hour begins are to report to the office to check in. Students leaving before the end of the school day **MUST** check out in the office; otherwise, the absence will be regarded as unexcused.
10. Students who miss any **class work** due to an **unexcused** absence or suspension must submit the completed work. Students will be assessed late credit according to each individual teacher's late credit policy.
11. **Teacher Roles:** Parents will be contacted if students accumulate more than 3 tardies in a class (**NOTE:** Individual classroom rules beyond this policy may be implemented at the teacher's discretion with parent notification. Students will be notified of any special rules at the beginning of the trimester.)
12. **Parent's Role:** Parent(s)/guardian(s) will stay informed of their student's attendance by accessing the district's online student records system (Skyward), reviewing published attendance reports, and contacting individual teachers.
13. If an eighteen (18) year old student lives at home, the school still **REQUIRES** the parent to write the excuses.
14. To appeal an attendance issue please see BOE policy 8020R for procedures and forms.

#### **Extracurricular Attendance**

Students will not be excused from classes to work on extracurricular activities. Students should not ask teachers to request other teachers to excuse them for such activities. If it becomes necessary for a pupil to be excused from class, the consent of the principal should be obtained so that orderly arrangements may be made. Students must see teachers for work before the absence. Every effort will be made to keep students in their classes. In order for a student to attend / participate in an extracurricular activity they must have attended school that day (see the athletic handbook for additional guidelines for athletes), and be in "good standing." In relation to extracurricular activities, "good standing" is defined as: being successful academically, having positive attendance, lacking discipline issues, and meeting other criteria established by the administration.

### **Tardiness**

Students are expected to be on time for school and each class throughout the school day. If tardiness should occur, each teacher will determine whether or not it is to be excused. Tardiness, as well as absenteeism, becomes a part of each student's permanent school record and is often referred to when recommendations are made to prospective employers. A tardy occurs when a student is late for class up to ten minutes after the class begins. After ten minutes, the student is considered absent. Tardies accumulate are converted to absences for the trimester. When calculating grades as they relate to attendance incentives, **three (3) tardies equal one (1) absence.**

Consequences for tardies are:

- Upon the third through fifth tardy, in each class, **the teacher will make phone contact with the parent to address the attendance issue.**
- The 6<sup>th</sup> tardy and beyond will result in a referral to the office, **detention will be assigned, and parent contact will be made by the administration.** Repeated infractions may result in suspension.

### **Truancy**

1. If a student leaves the building without permission after the school day begins, he/she will:
  - a. Be considered unexcused
  - b. Will make up class periods, after regular school hours, one class period per day for each period missed
  - c. May receive a suspension for repeated infractions
2. If a student is a chronic truant (run-away, skipping, etc.) he/she will:
  - a. Be considered an unexcused absence
  - b. Be reported as truant to the Saginaw Intermediate School District Truant Officer
  - c. Be officially withdrawn as a student after extended absences and failure to progress towards graduation.
  - d. Be reported to the local police and may involve civil fines and court costs.

**This is a county wide truancy initiative.**

### **DRESS CODE**

Although it is recognized that student dress is primarily the responsibility of the student and parents, the school also believes that it has the responsibility to teach that proper dress is a reflection of the student's pride in himself/herself and in the school. Student behavior is often a reflection of the way he/she dresses. **Dressing for success is a good way to begin** and we encourage students to dress appropriately for the classroom environment.

### **Guidelines**

The following guidelines are presented to help students make appropriate choices for their school attire. Listed below is a summary of the guidelines. Because clothing styles are ever-changing, there will be modifications and changes when the need arises or as announced for special occasions.

1. All clothing should be clean and functional to address the student's health and learning needs.
2. During school hours, hoods, and hats are not normal school attire and may not be worn in the building. Coats may be worn with teacher permission due to temperature differences between some classrooms.
3. Backpacks, gym bags, and similar items are not to be carried during school hours. Purses are not allowed in the classroom, although they can be used in the hallway and cafeteria.
4. Winter Dress Code is in effect from December 1 to February 28. There is no bare skin exposure and no holes in pants/jeans during winter dress code. Jean/pants with holes need to have leggings/tights underneath.
5. Shorts may be worn until November 30 and after February 28. Shorts must extend to at least finger-tip length. Cut-off, boxer and spandex shorts may not be worn. Garments meant to be worn as underclothes (i.e. long underwear, boxers, etc...) must be worn as such, and not visible.
6. Tops with varying size straps are acceptable school clothing, but tank tops, tube tops and revealing tops are prohibited. Shirts designed to gap at the midriff are also not acceptable and should touch pants while standing.
7. Pants/shorts/skirts with holes exposing skin or undergarments above fingertip length are not acceptable.

8. Inappropriate clothing and accessories that advertise or promote drugs and their usage (including tobacco and
  - a. alcohol), racism, sexism, homophobia, containing derogatory or dehumanizing portrayals of any group of
  - b. people, or anything that causes a disruption to the educational process is not acceptable as part of the school
  - c. setting.
9. Clothing designed as sleepwear (i.e. pajamas) may not be worn at school.
10. Sagging pants / shorts are not allowed. Pants/shorts are to be kept at waist level, with a belt if necessary, at all times.

When cited, students will be given an opportunity to fix their dress code violations. Students who cannot bring their attire into compliance may be sent home. Repeated non-compliance of dress code will be assigned detention or progressive discipline.

It is important to note that Swan Valley students have shown a great deal of common sense about their dress and personal attire. This is a compliment to their parents and family values. The teachers and administration appreciate their common sense approach. **The high school administration reserves the right to evaluate what is acceptable school attire based on this common sense approach.**

#### **Consequences for Dress Code Violations**

If a student is in violation of the dress code they may choose to correct the situation in one of the following ways:

1. Contact a parent / guardian to bring a change of clothes.
2. If a student is inappropriately dressed, they will be removed from class until the issue is corrected. Parents are expected to bring appropriate clothes in instances of a dress code violation. In extreme cases, with parental permission, the student may go home to change clothes. In this event, the student will be marked with an unexcused absence for the classes missed.
3. Persistent violation may result in an out of school suspension.

#### **SOCIAL MEDIA GUIDELINES**

Swan Valley Schools utilizes social media to connect with our school families and the community for the purpose of sharing information rapidly. Our posts are intended to provide information about what's going on across the district. This information will often include various announcements, postings about upcoming events, promotion of clubs, teams, programs, academics, and celebrations of success. Specific questions or concerns will not be addressed on the district's social media sites. Students, parents, staff, and community members are expected to use social media in a responsible manner that reflects the highest standards of honesty, respect, and consideration of others. Under no circumstances will offensive or negative comments about students, staff, community, or the district be tolerated. Posts and comments should build and support a positive school community. Misuse of the District's social media sites could be regarded as a violation of these guidelines and may result in restrictions and disciplinary action in accordance with district and state policies.

#### **UNACCEPTABLE STUDENT BEHAVIOR**

A primary objective of the Swan Valley system is to develop each student's potential for learning in a wholesome learning environment free of disruptions. It is expected that students will be responsible for their own behavior - good or bad.

Schools cannot discharge their primary responsibility to students, parents, or the community without good discipline. Further, in maintaining good discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, superintendent, school board and parents. Various types of student misconduct are defined below. These definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action

**The disciplinary code which applies during school shall also apply to any school sponsored or related activity.**

**The following types of behavior shall be grounds for suspension or recommendation for expulsion from school. Progressive disciplines for the infractions follow this list:**

1. **Alcohol**—This rule includes the consumption, possessing, using (before, during or after school where any measurable amount of alcohol is found in the student’s system), selling or being found “under the influence” of an alcoholic beverage, or drinking, possessing, using or selling any malt beverage labeled as “non-alcoholic” (including look-alikes).

The possession or consumption (as defined above) of alcohol (regardless of the “alcoholic content”) on school grounds, or while the student is associated with any school activity, or being present at any school or on school property for any function with any detectable, measurable alcohol in the student’s system is strictly prohibited.

The administration shall have the right to request students to submit to a breathalyzer test during school or at after-school events if the administration has any reasonable suspicion to believe that the student has consumed alcohol. The refusal of a test shall be considered the same as testing positive.

A violation of this policy will subject the student to discipline under the student code of conduct. For alcohol-related offenses, the student shall be subject to school probation and suspension as follows:

- **First offense:** A 10-day suspension or mandatory five-day suspension plus a class at Swan Valley Community Education Youth Prevention Program.
- **Second offense:** Mandatory ten-day suspension plus a class through Prevention and Youth Services at Saginaw County.
- **Third offense:** Mandatory ten-day suspension, plus student may be recommended for expulsion.

\*\* **NOTE:** Alcohol, tobacco and drug offenses are subject to combined/cumulative penalties. ADDITIONAL PENALTIES WILL BE ASSESSED FOR STUDENT ATHLETES. SEE THE ATHLETIC HANDBOOK.

2. **Arson (Starting a Fire):** A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building or on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. “Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL 750.71 to MCL 750.80].
3. **Bodily Conditions**—conditions under which any pupil is suspected of having a communicable disease or who has persistently neglected personal hygiene to the extent that it disrupts the educational process.
4. **Bomb Threats or Similar Threats:** If a student makes a bomb threat, or similar threat, directed at a school building, other school property, or a school-related event, then the school board or the designee on behalf of the school board, as described in MCL 380.1311(1), shall suspend or expel the pupil from the school district for a period of time as determined at the discretion of the school board or its designee. **The student shall be suspended and may be recommended for expulsion.**
5. **Bullying/Harassment:**  
“Bullying” is conduct that meets ALL of the following criteria:
  - is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
  - is directed at one or more students.
  - is conveyed through ongoing physical, verbal, technological or emotional means.
  - substantially interferes with educational opportunities, benefits, or programs of one or more students.
  - adversely affects the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the student in fear of physical harm or by causing emotional distress.
  - is based on a student’s actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Students are prohibited from supporting bullying in any way, whether actively or passively. Instead of contributing to the problem, students should avoid spreading rumors or harmful messages. They are encouraged to take positive action by attempting to stop bullying, reporting incidents to school authorities, and supporting those who are being bullied.

**Consequences:**

Students who engage in bullying or harassment may face disciplinary actions, ranging from behavioral interventions to suspension or expulsion.

**False Accusations:**

Falsely accusing someone of bullying as a form of harassment is also prohibited and carries similar consequences, including possible suspension or expulsion.

“Harassment” is conduct that meets ALL of the following criteria:

- Repeated or continuing unwanted contact perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more students or staff.
- is conveyed through physical, verbal, technological or emotional means.
- substantially interferes with educational opportunities, benefits, or programs of one or more students or staff.
- adversely affects the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect.
- is based on a student or staff’s actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

The district prohibits students from supporting harassment, whether actively or passively. Students should avoid spreading rumors or harmful messages. Instead, they are encouraged to take action by trying to stop harassment, reporting it to authorities, and supporting victims.

**Consequences:**

Disciplinary actions for harassment may vary depending on the behavior's severity, the student’s age, and history. Consequences can include behavioral interventions, suspension, or expulsion. Remedial measures focus on correcting behavior, preventing repeat incidents, and protecting victims.

**False Accusations:**

Falsely accusing someone of harassment is prohibited and may result in similar consequences, ranging from interventions to suspension or expulsion.

6. **Burglary/Larceny/Robbery**—stealing of school or personal property of others; stealing from an individual by force or threat of force.
7. **Cheating/Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. The act of fraudulently using the work of another person, or answers to enhance or receive credit for a school assignment. Discipline under this section may result in academic sanctions in addition to other discipline. Cheating can exist both outside and inside the classroom; cheating can also be the giving of answers. **In either case, the teacher is to give a zero for the assignment.** If it is a habitual occurrence, more serious action will be taken including a parent conference and/or suspension from school.
8. **Conduct Off School Premises:** Conduct on or off school premises that adversely affects the school climate or that has a direct and immediate effect on the discipline or general welfare of the school and / or its students is prohibited. Students who are found in violation of this rule will be subject to disciplinary action by the school.

9. **Defacement of Property:** A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.
10. **Destruction of Property:** A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.
11. **Disorderly Conduct:** A student will not knowingly harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Such as, and not limited to, disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
12. **Drugs**—possession, use of, or under the influence of drugs or narcotics, prescription medications (not prescribed to the student see p. 41), steroids, and/or look alike substances or drug paraphernalia. Students shall be subject to school probation, police involvement, and suspension as follows:
  - **First offense:** Ten-day suspension or a mandatory five-day suspension plus a class at Prevention and Youth Services or approved program.
  - **Second offense:** Mandatory ten-day suspension plus a class through Prevention and Youth Services at Saginaw County.
  - **Third Offense:** Mandatory ten-day suspension, plus student may be recommended for expulsion.

\*\* **NOTE:** Alcohol, tobacco and drug offenses are subject to combined/cumulative penalties. **ADDITIONAL PENALTIES WILL BE ASSESSED FOR STUDENT ATHLETES. SEE THE ATHLETIC HANDBOOK.**  
**Selling drugs and narcotics:** students found, shall be subject to police involvement and **recommended to the board for expulsion.**

13. **Electronic Communication Devices (ECD) / Equipment** Students shall not use any personal electronic communication device (ECD) (i.e. cell phones, earbuds, headphones, laptops, or other devices that have wireless communication capability) during the school day without the express consent of administration. The use of ECDs must be for educational purposes. The use of cell phones and other ECDs in locker rooms and restrooms is strictly prohibited and punishable both by the school and law enforcement. Possession of a cellular phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

Cell Phone/ECD Violations:

Students violating the school policies on phone/personal ECDs are subject to consequences as described below:

1<sup>st</sup> Offense - Confiscation of phone/ECD to the office to be logged. Student picks up at the end of the day signs a written warning.

2<sup>nd</sup> Offense - Confiscation of phone/ECD to the office to be logged. Student picks up at the end of the day signs a written warning. Parent notification: email to parents/guardians

3<sup>rd</sup> Offense - Confiscation of phone/ECD to the office to be logged and returned to parent/guardian at the end of the day and signs written warning.

4<sup>th</sup> and Subsequent Offenses - Confiscation of phone/ECD to the office and returned to parent/guardian after the end of the day and signs written warning. Failure to follow the cell phone/ECD policy will lead to loss of ECD. Any further offense will be dealt with on an individual basis.

9. **Explosives and Possession of Dangerous Weapons**—When it is determined that a student has in his/her possession a dangerous weapon on school property, at a school-sponsored activity, or in a school locker, **that student shall be subject to permanent expulsion from school.** Dangerous weapons will include, but are not limited to: firearms, switchblade knives (3 inches or longer), straight knives, chains, clubs, piano wires, brass knuckles, or any other similar article. This also includes articles designed for other purposes, but which could easily be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, compasses, scissors and lasers.

**Any person carrying a firearm within 1,000 feet of a school shall be subject to criminal prosecution under the Gun-Free School Zone Act. Any student possessing a firearm on school property or at a school-sponsored activity or in a school locker shall be recommended for permanent expulsion.**

Students in possession of a dangerous weapon/firearm or who commit arson on school district grounds, in a school district building, or at school district or a school-sponsored event **shall be permanently expelled** from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. A parent or legal guardian and/or students shall also be notified of the referral.

Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis.

This policy statement is the school board's assurance that the school district is in compliance with both federal and state law.

- 15 **Failure to Serve Assigned Detention:** A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified. Notification needs to be confirmed. Alternative consequences could be approved by school administrators for students who lack transportation.
- 16 **False Fire Alarm or Tampering with Fire Alarm System:** Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building. If a student engages in such behavior, the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee [MCL 380.1311a(2)]. SVBOE Policy 8300
- 17 **Food and Drinks** - Food and/or drink (other than water) is not permitted in the classroom, unless pre-approved by the teacher and administrator.
- 18 **Forgery:** A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.
- 19 **Fraud:** A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.
- 20 **Gambling** — A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.
- 21 **Hazing** – The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization." The term "organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t].
22. **Immodest Behavior / Public Displays of Affection** —Generally referred to as "inappropriate actions" between couples. Physical affection between students will be addressed and repeated occurrences will result in disciplinary action.
- 23 **Improper, Negligent, or Reckless Operation of a Motor Vehicle:** A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on school property.
- 24 **Indecency**—Offensive acts, which include acts of immoral conduct against commonly recognized standards of propriety or good taste as interpreted by the administration and teaching staff.
- 25 **Insubordination /Unruly Conduct:** A student will not willfully ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from

school staff when told to stop constitutes unruly conduct. Consequences are automatically imposed if there is a refusal to comply with a personal search that is conducted with reasonable suspicion.

- 26 **Leaving School Without Permission:** A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- 27 **Loitering** – Students are not permitted to remain in the building after the end of school unless they are supervised by a district employee (teacher, coach, etc...) or have permission of the administration.
- 28 **Profanity and/or Obscenity Toward Students:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any other student.
- 29 **Profanity and/or Obscenity Toward Staff:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.
- 30 **Off-Campus Events:** Students at school-sponsored, off campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations of any official shall result in loss of eligibility to attend school-sponsored events and may result in suspension and / or other disciplinary measures.
- 31 **Physical Assault - Student to Employee, Contractor or Volunteer** A student who commits a physical assault against an employee, contractor, or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement. The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1311a]. A student expelled for committing physical assault against an employee, contractor, or volunteer of a district at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students. At the school district’s discretion, the district may admit the student to that program. SVBOE Policy 8300
- 32 **Physical Assault - Student to Student:** A student who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee if the physical assault is reported to the school board, superintendent, or principal. The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1310]. SVBOE Policy 8300
- 33 **Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration.
- 34 **Sexual Harassment (Level 1):** A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person’s gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.
- 35 **Sexual Harassment (Level 2):** A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.
- 36 **Tobacco**—A student is not allowed to be in possession of tobacco products, electronic cigarettes and/or smoking on school property or while attending a school-sponsored activity. Students possessing, using or selling any e-cigarette labeled as “vapor” is considered a look-a-like and NOT allowed on campus. Matches or any other devices used to light tobacco are also prohibited. Use of tobacco is a choice that students sometimes make without adequate knowledge as to the consequences of that choice. The alternative to a suspension program will give the student an opportunity to increase awareness of the consequences (through education) of his/her choices and to hopefully motivate the student to quit. In compliance with the Tobacco-Free Schools Law, the use of tobacco products by any person is in violation of this policy. Violation will result in disciplinary action.

Students in the possession of smoking tobacco products will be offered the following options:

- **First offense:** Five-day suspension from school, REDUCED to a two-day suspension if the student completes the preventing tobacco cessation program at Swan Valley Community Education Youth Prevention Program.
- **Second offense:** A ten-day suspension from school or a mandatory five-day suspension from school plus attendance at tobacco cessation program to be found by the parent/guardian in conjunction with their family health care provider OR Prevention and Youth Services (989)755-0937.
- **Third offense:** Ten-day suspension from school and **potential** recommendation for expulsion.

- \*\* **NOTE:** Alcohol, tobacco and drug offenses are subject to combined/cumulative penalties. ADDITIONAL PENALTIES WILL BE ASSESSED FOR STUDENT ATHLETES. SEE THE ATHLETIC HANDBOOK.
37. **Trespassing:** A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
  38. **Truancy**—The act of unauthorized absence from assigned classroom or school building for any period of time; chronic tardiness may be considered as truancy; daily attendance of all students is required in accordance with state law and school board policy.
  39. **Unauthorized Demonstrations**—Any mass group activity, such as a walkout or sit-in, which is not sponsored by the school or authorized by the administration.

#### School Community Responses to Violations

The school community will maintain a safe and supportive environment and persistently check that students can identify respectful and accountable conduct toward themselves, their peers, adults, and property. In the event that students violate any part of the Code of Student Conduct, the school community will apply support and guidance to increase the opportunity for the student to both offer restitution and learn from mistakes.

School administrators and staff may use mutually respectful and accountable intervention strategies, as determined by local district policies including, but not limited to, restorative practices, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution, and programs for anger management and violence prevention. They may also refer students and/or their families to community-based services such as mental health care, substance abuse prevention and diversion, and others. Any of the following intervention strategies and disciplinary actions may be used alone or in combination:

- administrator/student conference or reprimand
- administrator and teacher-parent/guardian conferences
- referrals and conferences involving various support staff or agencies
- daily/weekly progress reports
- behavioral contracts
- Behavior Intervention Plan (BIP)
- coordinate behavior intervention strategies among all personnel who work with the student
- consultation with a behavioral specialist
- cooperate with the parent/guardian to ensure follow-through on behavior intervention
- counseling and psychological services
- change in student's class schedule
- service assignment
- confiscation of inappropriate item
- support restitution of offense
- restoration for all affected parties
- before- and/or after-school detention
- denial of participation in class and/or school activities
- in-school suspension
- other intervention strategies, as needed
- out-of-school suspension (short-term) from one (1) school day up to and including five (5) school days
- law enforcement agency notification

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Educators will seek the option that maximizes students' learning and pro-social development while prioritizing keeping students engaged in learning.

#### **CONSEQUENCES FOR UNACCEPTABLE STUDENT BEHAVIOR**

**After / Before School Detention:** This is a penalty for minor infractions of school policies in which the student must serve time before/ after school for a designated time period. After / before school detention is usually assigned for the day of or immediately following the infraction. Transportation to/from a detention is the student's responsibility. Students may be assigned detention for more than one day, depending on the infraction. Failure to

serve a detention, or make other arrangements for an assigned detention, will result in the detention being doubled or the student being assigned a 1 day out of school suspension.

**Office Referral:** If a student is asked to leave class for any reason, they are to report directly to the office. Refusal to leave class or failure to report to the office in a timely manner will result in a more severe course of action.

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

**Social Suspension/Probation:** A student may be placed on a probationary status or may be prohibited from attending any or all social functions such as dances, athletic events, class picnics, assemblies, etc. Social suspension/probation will be used when a student displays inappropriate behavior during social functions including lunch hour and athletic events.

**In-School Suspension:** Students will report to the school office for the hour(s) or day(s). Work may be provided to the student and the absence will be regarded as unexcused.

**Out-of-School Suspension:** This is the exclusion of a student from school for a specific amount of time depending on the severity of the rule infraction. This exclusion extends to all school-related activities whether they are held in or out of the school district.

- **Short-Term Suspension:** For purposes of this code, a short-term suspension occurs when a student is suspended for one (1) school day, up to and including five (5) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. For a suspension of five (5) days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student's removal from school. If the student's presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the student's removal from school as soon as possible. SVBOE Policy 8300
- **Long-Term Suspension:** A long-term suspension is when a student is suspended for more than five (5) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended. A more formal due process procedure is required when serious disciplinary measures are alleged against a student. When the student's misconduct requires legal action, school district staff will work to protect his/her constitutional rights by explaining what the student is accused of and giving him/her the opportunity to speak with an adult advocate such as a parent or other family member/ guardian SVBOE Policy 8300

**Expulsion:** An expulsion occurs when the school district's board of education terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. This requires board of education action taken as a result of the principal and superintendent's recommendation. A written explanation of the expulsion procedures will be made available at the high school office.

### SUSPENSION PROCEDURES

The following procedural guidelines will govern the suspension process:

1. A student shall be informed of the specific charges concerning the basis for disciplinary action to be taken against him/her.
2. A student shall have the right to present to the appropriate school administrator any relevant information that will support his/her defense.
3. If a student is suspended from school, the principal will:
  - a. Notify the parents in writing and by telephone, if possible. The suspension, the reason for it, and the steps necessary to effectuate the student's return will be detailed.
  - b. Meet with the parents or guardians and the student to plan the satisfactory return of the student. This is only if the conference is deemed necessary by the principal and/or requested by the parents or guardians.
4. For suspensions under ten days, if the parents or guardians are dissatisfied with the action taken by the principal, they may appeal to the superintendent or assistant superintendent to review the decision. **The superintendent or assistant superintendent's decision in cases of suspension shall be final.**
5. If the principal feels an extended suspension, beyond ten days, should be considered, he will refer the matter to the superintendent or assistant superintendent, who in turn, may recommend a special meeting of the

school board. At this time, all parties involved will be notified in writing so that they may be present when the school board convenes.

6. In cases of extended suspension (beyond ten days), if the parents or guardians are dissatisfied with the action taken by the superintendent or assistant superintendent, they may appeal to the school board to review the decision. Any decision by the school board in cases of extended suspension shall be final. In a hearing before the school board the parent shall have the option of requesting that the hearing be conducted in closed or open session.
7. **During the time of suspension, the student will not be allowed to participate / attend any extracurricular activity or be present on school property (unless with the parent for a pre-arranged conference with the principal). The student will be carried on the rolls as an enrollee, but will be recorded as an unexcused absence during the periods of suspension.**
8. For any class work missed due to suspension, each teacher will follow the policy for late work (see Attendance Procedures).
9. School officials will consider the following seven factors before suspending or expelling a student under Sections 1310, 1311(1 - 2) or 1311a (except for students being expelled for possession of a firearm in a weapon free zone): 1. The student's age; 2. Disciplinary history; 3. Disability; 4. The seriousness of the behavior; 5. Whether the behavior posed a security risk; 6. Restorative practices; and 7. Whether a lesser intervention would properly address the behavior.

### **EXPULSION PROCEDURES**

The purpose of expulsion is to completely remove the student from the school setting due to violation of school rules and regulations or statutory law. The recommendation for expulsion must come from the building principal involved, through the superintendent or assistant superintendent, to the school board.

1. A written copy of the expulsion procedures and notice of charges against the student shall be supplied to the student and his/her parents or guardians.
2. A hearing shall be conducted by the school board, which shall make its determination solely upon the evidence presented at the hearing. The school board may evaluate, review, and question all evidence. It may support or reject the position of the recommendation according to the school laws of Michigan. A record shall be kept of the hearing.
3. The school board shall determine whether the pupil is to be expelled or reinstated.
4. The findings of the school board shall be put in writing and sent to the student and his/her parents or guardians within five (5) days.

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

**Search and Seizure:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. **A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.** If a properly conducted search yields illegal or contraband material, such findings shall be turned over to the proper legal authorities for ultimate disposition.

#### **Lockers:**

Lockers Are School Property: All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

Legitimate Use of School Lockers: The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items

such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

**Search of Locker Contents:** Random searches of school lockers and their contents may have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent. The public school principal or his/her designee shall not be obligated to but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

**Seizure:** When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

**Automobile and vehicle searches:** The school retains authority to conduct routine patrols and inspections of student parking lots. The interiors of student vehicles may be inspected whenever school authorities, police personnel, or private organizations using canines have reasonable grounds to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice and without student consent. If a search yields illegal or contraband materials, such materials may be used in school disciplinary proceedings.

The Swan Valley School Board has authorized the use of a canine detection program. The intent of this program is to provide the school with a positive, proactive deterrent program which ensures a safe and secure environment in which teachers can teach and students can learn. Programs such as this are designed to create a substance free zone, not to catch students who choose to disobey school rules or the law.

**Use of breathalyzers at school dances:** High school faculty and administration reserve the right to administer breathalyzers randomly, as well as to those suspected of using alcohol, at school dances. Please see the section on school dances found later in this handbook.

**Use of metal wand detector:** High school faculty and administration reserve the right to utilize a metal detector when reasonable suspicion is present that a student is in possession of contraband or an illegal item (i.e. e-cigarette / vape, knife or other weapon, etc...). In the event that the use of a metal detector is deemed necessary, the following protocol will be utilized:

- Searches will be conducted in the office or another designated area to maintain student dignity
- Have at least one additional staff member present as a witness.
- Inform students of the procedure and its purpose.

## **THE SCHOOL AND THE LAW**

The Board directs administrators to contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students or staff, including any time a student is in possession of a dangerous weapon at school or a school-related activity or en route to or from school. In addition, the Board directs administrators to notify law enforcement as required by the Statewide School Safety Information Policy.

**SECTION THREE: ACADEMICS**

**Academic Awards**

**Academic Honors:**

Students will be recognized for academic performance according to the following criteria.

Summa Cum Laude	3.75-and above
Magna Cum Laude	3.25 – 3.749
Cum Laude	3.0 – 3.249

This recognition will be awarded for each trimester and posted in the academic honors showcase in the front hallway. Students will be honored with certificates of achievement distributed at Senior and Underclassmen Awards Nights in the spring recognizing their CAREER standing at that point. A student’s career academic achievement will also be acknowledged on the graduation program.. Students earning Summa Cum Laude status throughout their high school career will also be recognized with an academic letter at Senior Awards Night.

**Graduation Honors / Cords:**

Students are allowed to wear any administrative approved regalia during the Baccalaureate service. Only school issued academic honor cords, NHS collars, and Saginaw Career Complex cords (cumulative GPA of 3.0 or higher) are allowed at the graduation ceremony.

**Valedictorian/Salutatorian Honors:**

In order for a student’s career academic honors (*i.e.* valedictorian, salutatorian, etc...) to be recognized during the Swan Valley School District Commencement Ceremony, a student must meet the following minimum requirements:

1. The student must have successfully completed all classes or their equivalent.
2. The student must have achieved the cumulative grade point average as defined by the academic honor.
  - Each student’s cumulative grade point average will be calculated on a four or five point grading scale.
  - Grades earned at another accredited academic institution will be included in the calculation of a student’s cumulative grade point average. Swan Valley School District reserves the right to deny academic credit earned through mail or Internet courses, home schooling, or similar institutions.
3. The student must have been enrolled as a full-time student in the Swan Valley School District for two and a half years or (eight trimesters) prior to their commencement date.

**Valedictorian/Salutatorian Honors:**

The purpose of graduation honors is to recognize the top academic students in each graduating class. We believe our top academic students are those with the highest grade point average in core academic classes and the highest composite SAT score.

In addition to the criteria above, in order to determine Valedictorian and Salutatorian Honors, all seniors will be ranked using a “power formula.” Essentially, this formula uses student grade point average and SAT score.

The student ranked #1 after trimester 2 of senior year using this formula will earn the honor of Valedictorian; the student ranked #2 will earn the honor of Salutatorian. Should there be a tie in student academic rankings; there may be more than 1 Valedictorian or Salutatorian. (see table below)

<b>Calculation</b>
<b>Grade Point Average (GPA-Round to three decimals)</b> GPA is calculated using grades from Math, English, Sciences, Social Sciences, and Foreign Language (if applicable) for all
Trimesters through the first half of senior year (or trimester 2).
GPA Score..... _____
Multiply by 250..... _____
<b>Carry Total to Final Score Row</b> _____

**SAT Score:**

SAT Score / 1.6 = \_\_\_\_\_

**Total Final Score.** Cannot exceed 2000

GPA Score + SAT Score =

The last SAT score that will be considered in the calculation of Valedictorian/Salutatorian honors is the December national test date of the student's senior year.

**Senior scholars:**

Graduating seniors who are ranked first or second in their class will be designated as "senior scholars."

**Presidential Award:**

The Presidential Award is given to the top 20 students by GPA, who have achieved at least a score of 1220 on the SAT. This honor is recognized in the graduation program and with a certificate at Senior Awards Night.

**Top 10/Top 20 Students:**

The Board of Education will recognize the Top 10 students from each graduating class using the same criteria and power formula listed above for Valedictorian and Salutatorian honors. This is generally done at the April Board of Education meeting. The power formula will also be applied to honor the Top 20 students at graduation each year (recognized on the graduation program).

**Artificial Intelligence (AI)**

Students are prohibited from using AI tools to complete school work without express permission/consent from a teacher. This policy is in place to uphold the fairness and equality of educational opportunities for all students. The use of AI tools without proper authorization undermines the development of essential learning and problem-solving skills, which are crucial for academic success. Unauthorized use of AI tools is considered a form of plagiarism and will be subject to disciplinary action in accordance with the Student Code of Conduct. Any student found using AI tools without permission or other inappropriate use will face consequences.

**COURSE REQUIREMENTS**

Each student must complete all of the required work of a course before he/she is given any credit. Most courses have special assignments or work projects. Some examples are research papers and projects, work projects, workbooks, and so forth. When assigned as a requirement of the course, these projects must be completed BEFORE the student will be given any credit in the course. If they are not completed, an incomplete will be recorded on the report card. Incompletes must be made up within ten school days or **two weeks** of the time the incomplete was given or the incomplete will automatically become a failure. Any extenuating cases such as prolonged illness will be handled by the principal. In any case, it is the student's responsibility to see that the work is completed on time (see graduation requirements).

**CREDITS EARNED OUTSIDE OF THE SCHOOL DAY/YEAR**

Students who fail courses during the regular school day should enroll in a program outside of the school day/year to obtain the lost credit. Students may take a **maximum of six classes or 3 credits outside the school day**, during their high school career. Exceptions to this guideline must be approved by the administration.

Swan Valley High School also offers a summer school program through which students may recover lost credit. Sign up is in May with the classes running during a two week period in June

## GRADES

Students shall be evaluated in terms of letter grades A, B, C, D, or F, including the use of appropriate plus and minus grades. Students will be graded upon their achievement as specified in the grading procedure and course requirements of the course. Grades given to students should be based upon factors such as unit tests, daily quizzes, oral and written reports, class participation, projects, homework, and student effort.

It is the responsibility of each department to establish guidelines and standards for grading subject matter. Such guidelines and standards shall be consistent with all other statements listed here.

The teacher will make every effort to inform parents/guardians if a student is achieving below a "C" three weeks into the trimester.

In addition, the following special grades may be given:

I =(I) Incomplete is a temporary grade and is used when a student has not completed course requirements. **Incompletes must be changed to a letter grade within 10 school days following the end of the trimester or the grade will revert to an "F".** Exceptions may be approved by the administration.

CR/NC = Issued in a class in which student learning is primarily self- directed (i.e. work experience, independent studies, etc...) CR/NC impacts the **number** of credits accumulated, but not **earned**. A student's grade point average is not impacted by a CR/NC grade. All CR/NC grades must be approved by the administration.

Honors Courses, designated in the Course Offering Guide, will be graded on a 4.5 scale.  
AP Courses will be graded on a 5.0 scale. Students must take the AP test at the end of the trimester.

Letter Grade	Minimum Grade	GPA Value	GPA Value for Honor Courses	GPA Value for Advanced Placement (AP) Courses
A	94%	4.0	4.5	5.0
A-	90%	3.7	4.2	4.7
B+	87%	3.3	3.8	4.3
B	83%	3.0	3.5	4.0
B-	80%	2.7	3.2	3.7
C+	77%	2.3	2.8	3.3
C	73%	2.0	2.5	3.0
C-	70%	1.7	2.2	2.7
D+	67%	1.3	1.8	2.3
D	63%	1	1.5	2.0

Other Grade Designations	Descriptions
CR	Credit
NC	No Credit
XE	Exempt

D-	60%	0.7	1.2	1.7
F	0%	0	0	0

**Grading policy for late work:** Each department will have its own grading policy for late work which will be published in the course syllabus.

### GRADE APPEALS

Should a request to change a letter grade on final exams or grades at the end of a trimester, the following procedures will be followed:

**Step 1 - Informing the Teacher:** If a student/parent(s)/guardian(s) is/are dissatisfied with the letter grade received, the teacher is informed by the student/parent(s)/guardian(s), within 10 calendar days, the reason(s) for wanting the grade changed.

**Step 2 – Teacher Response:** The teacher who gave the original grade agrees with the student’s request, within 10 calendar days, to the change and the procedure ends; or the teacher who gave the grade does not agree, (see step 5) or does not respond to the student’s request within 10 calendar days, the student proceeds to the next step

**Step 3 - Principal Receives Request:** Within 30 calendar days after the student receives the grade and the teacher does not agree to change the grade, the Principal, or person designated by the Principal, must receive a written request from the student stating the reasons for wanting the grade change

- **Meeting with Principal:** The Principal shall consult with the teacher who assigned the grade and the student within 20 calendar days after receiving the written request from the student. The student, parent(s)/guardian(s) may attend this meeting or may make a presentation, orally or in writing, to the Principal.
- **Rational Basis Guideline:** The Principal cannot change the grade unless he/she finds that the student requesting the change has established there was not a “rational basis” for the challenged grade under the teacher’s established grading procedures. If the student has established a “rational basis,” the Principal may recommend a change in the grade.
- **Principal’s Decision:** The Principal shall make his/her decision within 10 calendar days after the meeting with the teacher and student/parent(s)/guardian(s).

**Step 4 - Timely Appeals:** The teacher or the student/ parent(s) /guardian(s) may appeal the Principal’s decision to the Superintendent’s Office within 20 calendar days after receiving the Principal’s decision. Failure to make a timely appeal means the Principal’s decision is final. The Superintendent’s Office shall render a decision within 30 calendar days.

**Step 5:** A grade may be changed if the teacher is informed and concurs in the change. If the teacher is informed and does not concur, the grade cannot be changed unless the change is approved by a review panel. The review panel must be composed of the following members: 1 principal, 1 board member, the superintendent or designee, 3 teachers selected by the SVEA.

The teacher involved may appeal the Review Panel’s decision to the Board of Education. The School Board must comply with the Family Educational Rights and Privacy Act when considering an appeal and must review the reasons for changing the grade at a meeting of the Board. The decision of the Board of Education is final. The pupil must be informed of a grade change

**Step 6 - The Student’s Record:** If a student’s grade is changed, a notation shall be made in the student’s record that the grade was changed by the teacher, the review panel with concurrence of the teacher, or by the Board of Education.

### GRADUATION REQUIREMENTS

In order to earn a Swan Valley High School diploma, students must meet the following minimum course, community service, and state testing requirements:

Students who are enrolled in Swan Valley High School for four years earn a maximum of thirty (30) credits. A minimum of twenty-seven credits (27) is required for graduation. Students must have twenty-six (26) or more credits earned to participate in commencement ceremonies unless otherwise approved by administration. A one (1) trimester class is equal to half a credit (.5).

The Swan Valley High School graduation requirements are:

LANGUAGE ARTS	4 credits
MATH	4 credits (Algebra, Geometry, Algebra II IN THAT SEQUENCE, must take math in senior year, algebra requirement can be met in 8 <sup>th</sup> grade) <i>See Course Offering Guide for a list of courses that satisfy the senior year requirement.</i>
SCIENCE	3 credits (Biology, Physics, and Chemistry)
SOCIAL STUDIES	3 credits (U.S. History & Geography, Civics/Economics, World History & Geography )
PHYS. ED/HEALTH ED	.5 credits of each
WORLD LANGUAGE	All students will be expected to complete a minimum of <b><u>1 credit of a Language Other Than English (LOTE)</u></b> during their high school career.
TECHNOLOGY	1 credit - Tech App IA/IB <i>This satisfies the state requirement of a 20 hour on-line experience</i>
VISUAL, PERFORMING, OR APPLIED ARTS	1 credit

NOTE: A personal curriculum may be available to students who wish to alter some of the requirements above. See the Guidance Counselor for information.

LOCAL REQUIREMENTS: Freshmen Transition, Personal Finance, MME Class, Senior Capstone

Swan Valley High School strongly suggests that all students pursue a two-year in depth study in an elective area prior to graduation

\*Note: All students must enroll in at least seven and a half credits per year over four years.

#### **Community Service Graduation Requirement:**

To assist Swan Valley students in becoming contributing members of society, enhancing their resume, qualifying for scholarships, qualifying for membership in various organizations (NHS, etc.), students must complete 50 hours of community service for graduation. The completion of these service hours is to be verified by the high school staff. **Community service is defined as unpaid service that is performed outside the school day for individuals or public organizations for the benefit of the community.** This service MAY NOT be performed for a relative or be related to a political group or activity.

1. Community service must occur between the beginning of a student's freshmen year and prior to May of their graduation year.
2. Completion of these hours will be officially recorded in the counseling office and an unofficial record will be kept as part of the student's existing portfolio.
3. Prior to completing a community service activity, the student will acquire a community service documentation form from the main office, counseling office, library media center, high school web page or their language arts teacher. Accepted community service agencies are posted in the counseling office and on the school web site. Students who wish to earn community service hours from a source that does not appear on this list must consult

with administration PRIOR to the activity. A maximum of twenty (20) hours will be accepted for these services which are not on the pre-approved list of agencies.

Upon completion of the service, the student should turn the community service form into the counseling office to be recorded. Once recorded, the form will be filed in the student's portfolio. The student is encouraged to keep a duplicate copy of this documentation for their records.

4. A cumulative record of community service hours earned will appear on the student's report card and transcript.
5. At the end of the student's senior year, the finalized number of community service hours will appear on a student's transcript and be part of their CA60.
6. It is recommended that each student complete 12.5 hours of community service annually to meet the 50 hour requirement by graduation.
7. The high school administration will make the initial determination if the service qualifies for the 50 hour graduation requirement. In the event that a student disagrees with the determination, they may appeal to a committee to resolve the issue. The student must contact the assistant principal and provide a copy of the community service reporting form to begin the appeal process. The appeals committee will be made up of one administrator, one teacher and a student or parent. By majority vote the committee will review the community service reporting form and make the final determination if the service meets the adopted definition of community service and qualifies for the 50 hour graduation requirement. The student will be notified in writing of the committee's decision and their rationale.
8. The high school administration may make allowances in the number of required community service hours for upperclassmen new to the district. This will occur on a case by case basis.

Students who complete 100 hours, or more, of community service will be honored at Senior Awards Night and graduation with an "Outstanding Community Service" award.

#### **Michigan Merit Exam:**

**All students must take the MME in order to graduate from Swan Valley High School.** The Michigan Merit Exam consists of the SAT, ACT WorkKeys, and the M-Step. Students are expected to take the MME in the spring of their junior year in order to earn their diploma.

#### **Online Learning Opportunities and Requirements**

Any student enrolled in grades 9 to 12 is eligible to enroll in an online course.

With the consent of the parent or legal guardian, SVHS shall enroll an eligible pupil in up to 2 online courses as requested by the pupil during an academic term or trimester. An eligible pupil may enroll in an online course published in the pupil's educating district's catalog of online courses. **All student / parent initiated requests for online learning MUST be made one week prior to the start of the trimester.** Students / Parents requesting online coursework may be denied enrollment in the current trimester if this timeline is not met. Their request may be deferred to the next trimester.

Swan Valley School District may deny a pupil enrollment in an online course if any of the following apply, as determined by the district:

- The pupil has previously gained the credits provided from the completion of the online course.
- The online course is not capable of generating academic credit.
- The online course is inconsistent with the remaining graduation requirements or career interests of the pupil.
- The pupil does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework.
- The online course is of insufficient quality or rigor.

If a pupil is denied enrollment in an online course, the pupil may appeal the denial by submitting a letter to the superintendent of the intermediate district in which the pupil's educating district is located. The letter of appeal shall include the reason provided by the district for not enrolling the pupil and the reason why the pupil is claiming that the enrollment should be approved. The intermediate district superintendent or designee shall respond to the appeal within 5 days after it is received. If the intermediate district superintendent or designee determines that the denial of enrollment does not meet 1 or more of the reasons specified the district shall allow the pupil to enroll in the online course.

If a pupil successfully completes an online course, as determined by the administration, Swan Valley shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A pupil's school record and transcript shall identify the online course title as it appears in the online course syllabus. HS online class is a grade for GPA. Summer School is CR for credit

## PERSONAL CURRICULUM

### What is a personal curriculum?

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

### Who may request a personal curriculum?

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

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

If the request for a PC is made by the student's parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, by the student, the school district shall develop a PC for the student.

### When may a personal curriculum be requested?

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

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

## REPORT CARDS

Student grades are calculated progressively and make up 84% of the final grade. Parents may access live student grades and attendance at any time via the internet, using the "Skyward" web site. The final grade for a class is calculated at the end of the trimester by including the exam grade, which is worth 16% of the final grade. If the student is exempt from the final exam, the academic grade is the final grade. **Credit is granted at the end of each trimester if the student passes the course.** First and Second trimester report cards are sent out via Skyward message and available on Skyward for parents/guardians. Third trimester report cards are mailed home at the end of the year.

## SCHEDULE CHANGES

All requests for **schedule changes must be completed by the end of the first week of the student's enrollment in class** and only then for one of the following reasons:

1. Student is inadequately prepared for a subject or has improper academic placement
2. Prerequisites not met
3. Scheduling errors
4. Physical/special service reason
5. In order to fulfill graduation requirements
6. Administrative reasons (class size, course deletion, etc.)

## TRANSCRIPTS

Transcripts for college applications, 10<sup>th</sup> or 11<sup>th</sup> trimester transcripts and final transcripts sent in June will be sent free of charge, for graduating seniors. Transcript requests should be submitted via <http://www.parchment.com>.

### TRANSFER STUDENTS

Students who have attended other educational institutions may transfer credit earned to Swan Valley High School. The credits earned will be included in determining the student's successful completion of the graduation requirements as set forth by the Swan Valley School District.

At the time of enrollment, the student must provide an unofficial transcript and meet individually with the counseling or administrative staff to complete a credit audit of classes that will be applied toward graduation. The high school will then request an official transcript of student information from the previous school attended. Upon receipt of official school records, the credit audit will be verified for accuracy.

Swan Valley School District reserves the right to deny academic credit earned through mail or internet courses, home schooling, or similar institutions. The right to refuse credits earned in content areas not recognized by the school district, including religious studies, is reserved to the counseling and administrative staff at the time of the student's credit audit.

As a general rule, a quarter credit (.25) will be awarded for 45 hours of instructional time, a half credit (.5) will be awarded for 90 hours of instructional time. A full credit (1) will be awarded for 180 hours of instructional time. Credit will also be granted if a student chooses to demonstrate that they have mastered the content expectations of a particular course. This may be done by earning a 80% or better on a cumulative end of course assessment.

#### Transfer Students and Credits Required for Graduation

	Minimum credit required to maintain grade level	Maximum credit earned
9th grade	6.5	7.5
10th grade	6.5	7.5
11th grade	6.5	7.5
12th grade	<u>7.5</u>	<u>7.5</u>
<b>TOTAL</b>	<b>27</b>	<b>30</b>

**Transfer students credit assessment:** Students who transfer from a traditional "semester school" are responsible for earning six credits per year. **Please use the table below as a guide:**

TRANSFER DURING...	<b>10TH GRADE</b> Credit that must be earned to move to next grade level	<b>11TH GRADE</b> Credit that must be earned to move to next grade level	<b>12TH GRADE</b> Credit that must be earned to move to next grade level
9th grade	5.5	5.5	5.5
10th grade	6.5	5.5	5.5
11th grade	6.5	6.5	5.5
12th grade	<u>7.5</u>	<u>7.5</u>	7.5
<b>TOTAL required for graduation:</b>	<b>26</b>	<b>25</b>	<b>24</b>

\* Students who transfer during the year will be dealt with on a case by case basis using the guide above.

### TRIMESTER EXAMINATIONS

The Swan Valley School District believes that it is important for all students to have the experience of a comprehensive trimester final exam. Students must know how to take final exams, particularly when seeking training and education beyond high school.

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Comprehensive final exams will be given at the end of each trimester by each instructor. The format and content of the exam shall be determined by the instructor. No course credit will be recorded until a comprehensive trimester exam is complete. Students must be in attendance for the entire exam period or will have to reschedule the entire exam.

### **TRIMESTER EXAMINATION INCENTIVE**

With the implementation of trimester scheduling, every student has the potential to take 60 comprehensive trimester exams in their high school career. In order to promote good attendance, work ethic and provide a balanced assessment experience, students may earn exemptions from some of their comprehensive trimester exams in eligible classes, which are pre-approved by administration and identified at the beginning of the trimester. The criterion for the exam incentive is summarized below.

#### **FRESHMEN – JUNIORS:**

Students may earn an “exam exemption” allowing them to waive the trimester exam.

- Must have a minimum 78% in the class AND no more than 2 missing assignments AND no more than 5 absences in the class for ANY reason, except school related. \*If there are absences in excess of 5 due to medical issues or extenuating circumstances then a committee (consisting of three teachers and an administrator) will hear a student’s request for an exemption if the student brings a request to the administration no later than two weeks before a scheduled exam.
- A maximum of 2 exam exemptions can be used per trimester, and may only be used for the courses in which they were earned.
- Students are allowed to take an exam that they have exempted in an attempt to raise their grade.

#### **SENIORS:**

Seniors may earn exemptions in the same manner as stated above. In addition, any senior may earn exam exemptions for any/all eligible classes during the third trimester if they meet the above criteria.

### **WITHDRAWAL FROM SCHOOL**

A student who wishes to withdraw from school must:

1. Submit a signed request for withdrawal from his/her parents.
2. Report to the designated office to present the parent's request and receive the withdrawal form.
3. Present the withdrawal slip to each teacher as all books and materials are returned.
4. Obtain final grades for each course.
5. Secure the signatures of all persons listed on the form.
6. Return the completed slip to the office at the end of the day.

Students who withdraw from Swan Valley High School and transfer to another Saginaw County school within three weeks prior to the end of the trimester **MUST** finalize their trimester grades at Swan Valley High School. This would include making arrangements to complete missed work and taking final exams. Once this is complete, Swan Valley will issue trimester grades and credit will be transferred to the student’s new school.

### **WORK PERMITS**

Students under the age of 18 are required by law to produce a work permit to their employer, signed by a school official. Swan Valley High School has implemented a policy of requiring students to be enrolled full time and in good academic standing before signing a work permit for students. This standard applies to all students enrolled in the Swan Valley School District, as well as school of choice students residing in the district seeking to obtain such a permit.

## SECTION FOUR: GUIDANCE AND COUNSELING

### GENERAL

The Swan Valley School District believes that a quality comprehensive guidance and counseling program is an integral part of the educational package offered to all students at all levels. The Swan Valley Guidance and Counseling Program will promote the academic, personal, social and physical development of each student by providing opportunities that contribute to the growth of the individual. Implementation of this program will ensure that all Swan Valley students will acquire and demonstrate competencies in the area of knowledge of self and others, educational planning, and career exploration and development. Over their educational careers, students will learn to learn, learn to work, and learn to live.

The guidance and counseling department is available to assist all members of the school community—students, parents and staff. These services include assistance with educational planning, interpretation of test scores, occupational information, study skills, and help with home, school and personal concerns.

A school counselor is available to help students learn to understand themselves, get along with others, explore and solve problems, clarify values, make decisions, and establish goals.

The guidance department offers up-to-date materials on most colleges, universities, trade schools, and military options. Students are encouraged to explore the many opportunities available in higher education on the computer workstations available in the counseling office. The guidance office arranges visitations with many college representatives and participation in the regional college night programs. The department also provides information on numerous scholarships and financial aid opportunities. The counseling office publishes a number of scholarship updates, listing many scholarship possibilities. We also host a financial aid workshop in the winter for students and parents interested in securing financial support for college.

### SWAN VALLEY ASSESSMENT PROGRAM

As a service to the students, the Swan Valley High School administers and/or oversees the following standardized tests:

#### **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT):**

The PSAT/NMSQT is a two hour version of the SAT, which measures verbal, mathematical, and writing abilities important to college work. The test is designed for juniors who plan to continue their education after high school and who are seeking recognition and financial assistance through scholarship programs that require this test, i.e., National Merit. The test is administered to all juniors in October at no charge.

#### **The American College Test (ACT):**

The ACT, which measures abilities in English, reading, science, math, and writing, is used by colleges to predict success at admission and for scholarship purposes. The test is offered six times nationally per school year at various sites in the area and twice in the form of a district assessment, once in the fall and once in the spring. Registration forms can be found in the counseling office. The ACT is also used to determine qualifiers for the Michigan Competitive Scholarship Program.

#### **Scholastic Aptitude Test (SAT):**

The purpose of the SAT is to measure a student's abilities in verbal, mathematical, and writing. The test is used by colleges to predict success at admission and for scholarship purposes. Like the PSAT, this test measures ability in verbal reasoning, math and writing. All SVHS students are required to take the SAT during their junior year as part of the Michigan Merit Exam. The test is offered at various times and locations throughout the year. Applications can be picked up from the counseling office.

### **Armed Services Vocational Aptitude Battery (ASVAB):**

The ASVAB may be administered each year by one or more of the branches of the military. The battery of tests is designed to, among other things, determine a student's aptitude and interests and demonstrate how these two items can be used by the student to explore a career path. There is no charge to the student for this test.

### **DUAL ENROLLMENT**

The Michigan Legislature on April 1, 1996, enacted a bill, which requires school districts to pay for eligible students to take certain courses at postsecondary institutions for high school or postsecondary credit.

An "eligible student" is one in 11th grade or higher who is enrolled in at least one high school class and has achieved a proficient score on the PSAT or MME, with a college ready score in the area that they want to dual enroll in. Foreign exchange students are excluded. Students who have not completed the state-endorsed diploma requirements may take courses in areas in which they have completed the requirements, courses in computer science or foreign language not offered by their school district, and courses in fine arts as approved by their school districts. A student must have written approval to dual enroll in a specific course a minimum of 30 days prior to the start of the college or university's trimester they are planning to dual enroll in.

An "eligible course" is one not offered by the school district, or one offered by the school district but unavailable to a student due to a scheduling conflict beyond the student's control. It must be an academic course not ordinarily taken as an activity course, is a course the postsecondary institution normally applies toward satisfaction of degree requirements, is not a hobby, craft or recreational course, and is in a subject other than physical education, theology, divinity or religious education.

An "eligible post-secondary institution" is a state university, community college, or independent non-profit degree-granting college or university in Michigan that chooses to comply with the Act.

"Eligible charges" for which school districts are responsible include tuition, mandatory course fees, material fees, and late fees. **Students are responsible for the application fee charged by the college or university.** Fees do not include transportation costs, parking costs, activity fees, textbook or material costs. **Students who fail dual enrollment courses will be expected to reimburse the school district for the cost of the course.**

A student who is dual enrolled in a course and withdraws from the course will earn a failing grade (F) for the trimester. The grade earned will impact the student's cumulative grade point average.

### **WORK EXPERIENCE**

#### **What is the Work-Experience Program**

Senior and Junior students enrolled in the work-experience program divide their time between school attendance and work at their part-time jobs. The employing establishment is considered a school laboratory in which the employer, in effect, becomes an off-campus teacher. The employer guides the student so that he/she may better understand the work and notifies the school if any difficulty has occurred. However, the employer is under no obligation to the school or student other than that of an employer-employee relationship.

The student's schedule should include subjects, which are directly related to his/her job, but this is not mandatory. The related subjects are designed to develop skills, habits, technical knowledge, and good judgment on the part of the student.

For additional details on the work experience program, see the Course Offering Guide, Community Education office or the high school counseling department.

## SECTION FIVE: CLUBS & ORGANIZATIONS

### GUIDELINES

Students at Swan Valley High School may choose to belong to a variety of clubs and organizations. Among these are service clubs associated with community organizations, social clubs, and subject-oriented clubs such as language and science groups and honor organizations.

Swan Valley engages in extensive girls' and boys' sports programs in most major sports areas. Students are encouraged to participate in areas of their interest. In addition to the clubs and sports programs, the school offers a music program. Students may participate in the marching band, concert band, and pep band.

1. Membership in every club or organization must be open to all students at Swan Valley High School and each club or organization should establish its membership qualifications and strives to include a wide variety of students. No discrimination is allowed in regard to sex, race, color or creed.
2. Every club or organization of Swan Valley High School must have a faculty sponsor.
3. Each club sponsor (or substitute faculty representative) must be present at each club meeting and activity.
4. Each club must secure permission in writing two (2) weeks before it can participate in an activity (social, service or fund-raising) (**see Activity Request Form**).
5. Every club that engages in a fund-raising activity must deposit all money collected with the school bookkeeper who will credit the money to that club's account. Some fund-raising activities require that receipts be issued and tickets be printed in a special manner. See the bookkeeper for details.
6. Every club or organization, which is sanctioned by the school and uses school facilities, exists for a purpose. Each club is expected to have some type of service activity to benefit the school or one that benefits the immediate community. A copy of the constitution of each club or organization must be kept in the high school administration office. In addition, each club is expected to serve the purposes of its constitution and, in the case of clubs sponsored and affiliated with outside organizations, the purpose of that parent organization.
7. In accordance with the laws of Michigan, there shall be no fraternities, sororities or secret organizations allowed at or sanctioned by the Swan Valley School District. Students involved in hazing or initiations on school property or school time will be subject to disciplinary action.

### ATHLETICS

The athletic director is responsible for the program. The coaching staff is responsible to the athletic director. Athletes are responsible to their coaches, parents, and themselves. Citizenship, academic scholarship, attendance, and physical fitness are vital to a championship athletic program. Please see the [athletic handbook](#) for more information.

Athletes must meet the Michigan High School Athletic Association requirements and live by the Swan Valley High School code of conduct and their sport's training rules. These will be given to each athlete at the start of their season. **Students that transfer after the beginning of 9<sup>th</sup> grade, must discuss eligibility with an administrator as soon as possible.**

#### Trimester Athletic Eligibility

Students must have received credit for at least the equivalent of 66 percent of full class load potential (**4 of 5 classes currently taking**) for a full time student in the previous trimester of enrollment, and must be currently passing the same on the transcript of the school they represent in competition.

### STUDENT GOVERNMENT

The purpose of the Swan Valley Student Government is to develop student leadership, represent student opinions and promote a spirit of cooperation among students, faculty, and administration.

1. Student government is a service organization that sponsors and assists in school activities.

2. Students who have been suspended from school or have been involved in discipline problems are not eligible to be on the election ballot for student council. To support the nomination process, there will be no "write-in" candidates.
3. The Student government provides a vehicle of leadership, new ideas, and civic projects. The government's financial endeavors are channeled back into student activities or service.
4. Student government invests its time and money in the school projects to represent both the serious as well as the lighter side of life.

### **General Information**

#### **Membership—**

- The membership will be limited to no more than 36 elected positions.
- Members must attend 90% of general membership meetings and participate in a minimum of 70% of student government activities.

#### **Officers—**

- Executive Board will consist of student government officers (elected by student government members)
- Student Government Representatives are elected through an application process by student government advisors and principals.

**Board of Education Representatives** – The student government shall select 2 members to attend regularly scheduled Board of Education meetings. These individuals will sit with the board and report on student government and building activities and may be called on for input on various issues.

**Meeting**—General meetings will be held once per month before or after school. Smaller committee meetings will be held on an as needed basis.

## **SECTION SIX: EMERGENCIES**

### **Accident/Illness**

If an accident occurs, students must notify a teacher or go to the office. Parents will be notified and treatment will be given either by taking the student to the hospital or with minor first aid. Personnel cannot distribute medication without prior approval from the parent or guardian. Ill students may come to the office. Parents or guardians will be notified to decide if the student remains in school or if someone will take the student home. An incident report will be filled out and kept on file in the office.

### **Fire Drills**

At the sound of the fire horn, teachers will escort students in an orderly manner to the prescribed exit, making sure that all doors are closed. The teacher will follow the students out to a point not less than one hundred (100) feet from the building and then ascertain whether all students are present. The all clear signal will be the ringing of the school passing bells, or direct instruction from the administration to return to class.

### **Tornado Drills**

1. General information-Chain of notification: State Civil Defense Director notifies State Police, who in turn notify the County Sheriffs, who contact ISD superintendents, who contact local school superintendents (takes approximately eight minutes).
2. Policies of the board of education-whenver the best interests and general welfare indicate, all students and faculty members will remain in the school building rather than risk sending people home.
3. Drill procedure
  - a. A constant siren will sound on the PA to begin the drill.
  - b. All students will walk in an orderly manner to their designated shelter area. Shelter areas are posted on the maps in each classroom.
  - c. All personal material will remain in the classroom. (This doesn't pertain to purses.)
  - d. Each class will remain in a group.
  - e. When students are assembled in their designated tornado shelter area, they should be instructed to get on their knees, make sure their heads face interior walls, and place their hands over their heads/necks.
  - f. Absolute quiet MUST be maintained in the event that additional instructions have to be issued

- g. One (1) long bell will signify all-clear.

### **EMERGENCY OPERATION PLAN**

There is a crisis response plan in place in the event of an incident which could require a lock down procedure. Administration and staff work in conjunction with local authorities in case of an emergency, and a parent notification process will be used. When students are assembled in designated tornado shelter areas, they should be instructed to get on their knees, make sure their heads face interior walls, and place their hands over their heads. Illustrations showing the protective position should be posted on bulletin boards.

## **SECTION SEVEN: GENERAL INFORMATION**

### **TUTORING-PROGRAM**

Our **Before & After School Tutoring Program** provides students with additional academic support from their teachers outside of regular school hours. Teachers offer their availability on a weekly basis, allowing students to schedule help sessions as needed. Schedule is available weekly on the SVHS Headlines. This flexible program ensures that students receive personalized assistance in a supportive learning environment, helping them strengthen their understanding and improve their performance in various subjects. See specific teachers for more information.

### **CAFETERIA**

**Students are not permitted to leave campus for lunch. Students are expected to observe proper dining room habits at all times.** Cutting into the lunch line is not permitted. Trays and dishes should be returned to the designated area. There can be up to 6 students at each table. Tables and the floor around the tables should be left in a clean condition. Boisterous conduct, profanity, throwing food and other objects will result in disciplinary action. Students are to remain in the cafeteria unless they have permission from the lunch aides or administration. As with any school property, students who cause damage in the cafeteria must reimburse the district for the damage.

### **CLOSED CAMPUS**

1. Swan Valley High School operates a closed campus. Students shall remain on the campus from the time they arrive until they are dismissed.
2. Students are not permitted to leave the building or have food delivered during the lunch period without permission of the administration.
3. Any student found in the parking lot without administrative approval shall be subject to disciplinary action.
4. Students who must leave campus during the school day shall secure parental and administrative permission prior to leaving the building.
5. When any student or group is awarded an off campus lunch opportunity, administration will make every effort to notify the parent(s) prior to the scheduled day.

### **COMPLAINT PROCEDURE**

The vast majority of concerns and complaints can be resolved quickly and informally by speaking to the involved teacher or staff member directly. If resolution cannot be found, students and parents are encouraged to involve the building principal to assist in the complaint resolution process.

### **FIELD TRIP POLICY**

Field trips are an extension of classroom learning. The Swan Valley staff support student learning in all of its forms, but believe that attendance is equally important. **Students who have FIVE or more absences, not including medical or school related days, in a trimester will not be allowed to participate in field trips.** Teachers/chaperones must present field trip lists to the main office in a reasonable amount of time preceding the field trip. The office will determine student eligibility for the field trip.

### **FUNDRAISER / ACTIVITY REQUEST FORM**

1. The fundraiser/activity approval form must be obtained from the office and the date set before other preparations can be made.
2. Space for the event should not be reserved, invitations issued, nor publicity given until plans are approved.
3. The fundraiser/activity form must be presented to the principal for approval. Required data includes date, location, hours of function, budget, theme, and the agreement and signature of the president of the organization and faculty sponsor.
4. If the above procedure is not adhered to, the fundraiser/activity may be canceled. This policy includes athletic fundraiser/activities.

### **HOMEWORK**

Homework is an extension of classroom assignments and/or enrichment activities related to classroom units of study. Research supports that homework has a powerful impact on student learning. The amount of homework a student receives depends on a variety of factors and, therefore, building guidelines are not appropriate.

### **LIBRARY MEDIA CENTER**

The library is a place for reading, research, and studying. All students are encouraged to use its facilities and resources. It is available for students before and after school most school days.

The library provides materials and equipment which support and supplement the curriculum. Students will show consideration of others while using the library facilities and materials. Library guidelines are reviewed with students through the Freshmen Transition course.

In accordance with the SVSD Instructional Materials and Media Centers Procedures, library staff will periodically and systematically analyze each building's collection to determine areas of need. Suggestions from staff, students and community members will also be taken into consideration, and lists will be compiled to be suggested for purchase.

#### Instructional Materials Purchasing Process

To complete a purchase request, the District Media Specialist or designee will fill out a Request for Purchase form accompanied by the following:

- Analysis for each title for the age/grade level appropriateness
- Full-Text professional reviews for any title exceeding the building's age span. If no professional review is found, the publisher's summary will be included.
- A statement of educational value and reasoning for inclusion in the high school collection, as well as the publisher's summary for any adult nonfiction books without available professional reviews

A content area teacher, by request of the District Media Specialist or designation of the principal, will review the list of titles for additional input or recommendation.

The District Media Specialist or designee will submit the completed Request for Purchase form to their building principal for review and approval. The form and attached pages shall be filed in a procurement folder for future reference.

#### Parent Opt Out Option:

Parents/guardians may review the list of materials available in the district's libraries via an online catalog. The collection of materials at Swan Valley School District's media centers spans multiple age and grade level designations.

- Parents/guardians may receive notification and a request for approval when their student attempts to check out materials considered "mature" for their students' respective age / grade level.

- Parents/guardians may also opt out of specific literary works by contacting the school with a list of those titles.

### LOST AND FOUND

Lost and found items are located in the main office. We suggest you first look where you think you lost the item (gym, bathroom, classroom, etc.). Some items take a day or so before they filter to the office.

### MEDICATION

Students who have long term medical issues must make sure that this is noted on their EMERGENCY CARD at the beginning of the school year. It is recommended that students take medication prior to the school day if possible. If medications are required for any student during the school day, they must be turned into the office with a permission to dispense form. The medication must also have a label which serves as the written order to dispense from a licensed medical professional. The administration of any such authorized medication shall be logged by the building administrator or his/her designee. The permission to dispense forms are available at registration or any day thereafter. Students may carry an inhaler or insulin pump for self-medication as their health condition requires, but a permission to dispense form and physician's order must be on file in the office.

### NCAA CERTIFICATION

Students who are planning to enroll in college as freshmen and wish to participate in Division I or Division II athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. Students should start the certification process by the end of their junior year by logging on to the Clearinghouse web site and meeting the three requirements: 1) Graduate from high school, 2) Earn a grade point average of at least a 2.5 (Division I) or 2.0 (Division II) on a 4.00 scale in a core curriculum of at least 14 academic courses, and 3) Earn a sum score of at least 68 on the ACT or a combined score of 820 on the SAT on a national test date. For division I, the minimum grade point average in the core courses and required ACT or SAT vary according to the Initial-Eligibility index shown below.

#### Division I and II Initial Eligibility

Please see link for current information: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

#### What are the New Division I Requirements?

Full Qualifier	Academic Redshirt	Nonqualifier
Complete 16 Core Courses: <ul style="list-style-type: none"> <li>• Ten of the 16 core courses must be complete before the seventh semester (senior year) of high school.</li> <li>• Seven of the 10 core courses must be in English, Math, or Science.</li> </ul>	Complete 16 core courses.	Does not meet requirements for Full Qualifier or Academic Redshirt status.
Minimum Core-Course GPA of 2.300.	Minimum Core-Course GPA of 2.000.	
Meet the sliding scale requirement of GPA and ACT/SAT score.*	Meet the sliding scale requirement of GPA and ACT/SAT score.*	
Graduate from high school.	Graduate from high school.	

The following Swan Valley High School courses have been approved by the NCAA Clearinghouse in establishing the certification status for student athletes from this school:

**English:** English 9, English 10, English 11, English 12, Composition, Advanced Composition, Advanced Placement Literature & Composition

**Math:** Algebra I, Algebra II/2, Geometry, Statistics & Probability, Trigonometry & Functions, Pre-Calculus, Advanced Placement Calculus

**Social Studies:** Civics, World History & Geography, Economics, Psychology, U.S. History & Geography, Advanced Placement Government and Politics

**Science:** Biology, Anatomy & Physiology, Chemistry, Chemistry I, Advanced Placement Biology, Physics, Botany, Genetics

**Additional Academic and Core Courses:** Spanish I, Spanish II, American Sign Language through Michigan Virtual.

**\*It is imperative for students wishing to compete in Division I or Division II athletics choose courses very carefully. Use the guides on the Clearinghouse web site to ensure successful completion of all requirements. Audits can be completed through the Counseling Office.**

#### **NOTICE OF NONDISCRIMINATION**

Swan Valley School District does not discriminate on the basis of age, gender, gender identity or expression, race, color, religion, creed, age, physical handicap, ancestry, national origin, height, weight, military status, marital or family status, or any other legally protected category. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

TBD  
Superintendent of Schools  
Swan Valley School District  
8380 O'Hern Road  
Saginaw, MI 48609  
(989)921-3701

Mrs. Nicole Rethman  
Special Education Supervisor  
Swan Valley School District  
8380 O'Hern Road  
Saginaw, MI 48609  
(989)921-3701

#### **RESTROOMS**

Students shall use the restrooms before the bell rings for the first period, between classes, and at the beginning and end of the lunch period. The teachers control restroom privileges. Students are expected to keep restrooms clean. Students are required to use SmartPass when leaving the classroom for any reason.

Students who are ill shall request a pass to the main office not the restroom.

#### **SCHOOL DANCES**

##### **Admission**

Students must be in "good standing" in order to attend any dance. "Good standing" relates to academic success, positive school attendance, lack of discipline issues and other criteria established by the administrators.

Only Swan Valley High School students who attend school the day of the dance are eligible to attend. Students deemed not in "good standing" will be denied admission to the dance. Out of school suspension or in-school suspension excludes a student from all school sponsored weekend activities.

##### **Dance Specific Rules:**

1. Students must arrive no later than thirty minutes after the dance begins, and must remain until 30 minutes prior to the conclusion of the dance. Any exceptions must be approved by a building administrator.
2. No person will be allowed to leave the dance and return without special permission from the administration.
3. Policemen will be on duty with parent, faculty and administrator chaperones.
4. Persons causing a disturbance will be detained and parents will be contacted. (Any form of disturbance will result in possible disciplinary action, which could include a ban from all social activities for a one year period.)

5. **Prom:** Guests must be currently attending another high school (showing ID) – or a graduate of Swan Valley. Guests must be in at least 10<sup>th</sup> grade (with school ID) to attend Prom as the guest of a Swan Valley junior or senior. Guests must be no older than 19 (at the time of the event).
6. **Homecoming:** This dance is open to Swan Valley High School students and their guests. All guests must be no younger than 9th grade and no older than 19 years of age (at the time of the event). Guests must be currently attending another high school (showing ID) or be a graduate of Swan Valley High School.
7. **Other Dances:** Should other dances be hosted by various groups within the building, they will be open only to current Swan Valley High School students.

### **Dance Code of Conduct**

Students will be asked to sign a form at the beginning of each school year in order to attend school dances. The content of the form is below: All policies set forth in the student handbook, including the dress code policy, are in effect for all dances. In addition, the student acknowledges and agrees that he/she will obey the Code of Conduct as stated below.

### **Code of Conduct**

1. Students will remain inside designated areas of the dance facility at all times.
2. Students will follow the requests of designated chaperones.
3. No inappropriate or provocative dancing.
4. The use of tobacco, e-cigarettes, vapes, drugs, or alcohol use will not be tolerated prior to, during, or after the event. Police officers will be on site. High school administration and faculty will administer random breathalyzers to all students and those suspected of violating this rule.

### **Consequences:**

- A student shall be detained until parent contact can be made. Students will not be allowed to leave until parent or emergency contact is made.
- If a student is removed from the dance, the cost of the admission to the event will not be refunded.
- Administration reserves the right to ban students in violation of this agreement from any/all future dances.

### **Guest List**

Swan Valley High School students may bring one guest. The SVHS student must complete a Guest Form, and have it signed by their parent / guardian, and the guest. The host student is responsible for the guest. If the guest is involved in trouble, the host student will accept consequences and punishment. The school reserves the right to admit or exclude any guest.

### **SCHOOL NURSE**

The Swan Valley School District employs a school nurse to assist with routine medical issues and emergencies. This individual will contact families with a variety of medical needs or concerns – ranging from medications, health plans, medical issues, etc... In general, the school nurse will work with school staff to ensure the safety and well-being of students and staff within the Swan Valley School District.

### **SCHOOL RESOURCE OFFICER (SRO)**

The Swan Valley School District, in collaboration with Thomas Township, employs a school resource officer (SRO). The purpose of this partnership is: to support identified students using the Early Warning Systems on chronic absenteeism and risk-taking behaviors, to ensure students are attending school regularly, and working to decrease risk-taking behaviors on school grounds. In general, the SRO will work with school staff to ensure the safety and well-being of students and staff within the Swan Valley School District. It is understood that this program's goal is also to maintain good public relations between the district stakeholders and the law enforcement community. The SRO shall not be involved in enforcing school discipline.

### **SCHOOL TELEPHONE**

The school telephones are to be used only for **emergencies** or school business. Students are to arrange for rides. Classroom telephones are not for student use.

### **SEXUAL HARASSMENT**

Pursuant to [MCL 380.1508 \(Public Act 57 of 2023\)](#) the Michigan Department of Education (MDE) and partners developed age-appropriate informational materials for students in grades 6-12 titled [Sexual Harassment and Sexual Assault Information Guide](#). The materials have been reviewed by students and partners in the education, public health, and sexual violence fields to make them clear and accessible.

### **STUDENT DRIVING**

**All students will park in the lot located in the front of the school.** Students who choose to drive will be charged \$10 and assigned a numbered space for the entire year. When a student drives to school they must park in their assigned space. Students must complete a vehicle registration form in order for a space to be assigned. Students who receive their license after Easter vacation will not be charged the registration fee.

Junior students ranked in the top 30, in the spring of the previous year, will be given the first choice of parking spaces available. All other spaces will be assigned on a first come, first serve basis at fall registration and beyond.

### **TECHNOLOGY**

All students will sign a technology acceptable use policy when they enter the building. Students are responsible for all parts of the agreement while attending Swan Valley High School. This policy can be viewed on the high school web site and is subject to change at any time. Students are not permitted to log into their school issued devices using their personal accounts.

### **TEXTBOOKS**

Textbooks are the property of the Swan Valley School District, paid for by the taxpayer and are loaned to the student. **However, once assigned to a student, the textbook becomes that student's responsibility.** All textbooks are expected to be covered with a material suitable for school.

Students and parents are liable for the cost of books that are lost, defaced or damaged through negligence of students. Fines are assessed at the end of each course. Should a student lose or excessively damage a new book, the full price shall be paid. A sum, ranging from fifty (50) to seventy-five (75) percent of the full price, shall be collected for books that are more than one year old. Fines must be paid to the teacher or to the office.

Students who do not pay for lost or damaged books shall not be issued another book, but shall be permitted to use books in the classroom only. Whenever unusual circumstances develop, the teacher and principal may deviate from the above.

### **TITLE IX**

The building principal is the Swan Valley High School Title IX coordinator. If an individual feels that there is inequity in their educational experience, he/she should report the concern to the building principal. As the coordinator, the building principal will follow established district policy to resolve the equity issue.

### **TRANSPORTATION**

Bus stops and eligible riders are verified through the Community Education Office. Riding the bus is a privilege which is not to be abused.

## School Bus Regulations

The cooperation of parents is requested in making sure their children understand the school bus regulations. These regulations are in the interest of student safety and comply with Michigan Law and school board policy.

Safe, proper behavior and actions are expected at all times. Unsafe actions and inappropriate conduct will be reported to the proper authorities. Students who wish to enjoy the privilege of riding the bus are expected to observe the rules:

1. Stay off the traveled roadway at all times while waiting for the bus.
2. Respect the rights and property of homeowners at the bus stop.
3. Wait until the bus has come to a stop before attempting to get on or off.
4. Be in the place designated both morning and night, ready to board the bus 10 minutes prior to designated time by the driver.
5. Do not throw anything inside the bus or out the bus windows or at the bus (including snowballs).
6. Enter your bus in an orderly manner and take a seat. Remain in your seat while the bus is in motion.
7. Remain quiet and orderly, except for ordinary conversation, while getting on or off and while riding the bus.
8. Keep hands and head in the bus at all times.
9. Help keep the bus clean, sanitary and orderly. No eating or drinking is allowed, including suckers, gum, candy.
10. Do not take or throw other pupils' property, such as hats, books, pencils, lunches, gloves, etc.
11. Profanity of any kind will not be tolerated.
12. Do not fight or quarrel with other students at the bus stop or on the bus.
13. Smoking, lighting of matches or lighters, use of drugs, gambling, possession or consumption of alcoholic beverages, or any form of illegal activities are prohibited.
14. Be courteous and obedient to your bus driver.
15. Please keep the aisle clear.
16. Riders will pay for any damage they cause.
17. Enter or leave the bus only at the front door after the bus has come to a stop.
18. Report to the driver at once any observed damage to the bus.
19. Cross the traveled highway, if necessary, after leaving the bus only in the following manner:
  - a. Make certain the bus is stationary.
  - b. Upon signal from the driver, or from a personal escort, look both to the right and to the left and proceed across the highway in front of the bus.
20. Students are reminded that a violation of the regulations can result in the suspension from school as well as giving up the privilege to ride the bus.
21. The above rules and regulations will apply to any trip under school sponsorship.
22. Cell phone usage - No airdrops of any kind. No taking pictures of any kind on the bus. Phones must be on silent (no volume). Inappropriate videos, messages, shows of any kind are prohibited
  - Violation Procedures:
    - Initial Offense- Verbal Warning
    - Second Offense - Assigned seat on bus
    - Third Offense - 3 days off the bus
    - Fourth Offense and beyond offenses - May result in bus privileges revoked for remainder of year

## VALUABLES

Students are cautioned not to bring large amounts of money, electronic equipment, jewelry, cameras and the like to school, and if they wear glasses or watches, to be careful about their location at all times. Students are responsible for their personal property. If one finds it absolutely necessary to bring a valuable article or money to school, it may be brought to the office for safekeeping. **Valuables should NOT be left unattended in locker rooms or in unsecured lockers.**

## VIDEO AND AUDIO MONITORING SYSTEMS

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property.

If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If discipline is required, the recording will only be shared with impacted students, parents and law enforcement personnel.

#### **VISITORS TO THE SCHOOL**

Parents are always welcome but are encouraged to make an appointment to see a teacher, the principal, or guidance counselor. **All visitors shall sign in at the main office.** Pupils must obtain permission from the office and all of their teachers in advance prior to inviting a guest student.

#### **WEIGHT ROOM / FITNESS CENTER USE**

All students using the weight room / fitness center must be supervised by a trained staff person or coach while using the facility and equipment. All equipment must be properly used, weights put back on the rack and trash disposed of before leaving.

**INSTRUCTIONS TO PARENTS/GUARDIANS:** Please sign and return this page to the high school office after reading this Code of Student Conduct, discussing it with your child, and obtaining your child's signature.

**All high school students are required to have the weight room waiver signed by both student and legal guardian. Copies of the waiver can be found in the athletic office and weight room.**

#### **Bell Schedule**

1 <sup>st</sup> Hour	7:30-8:41 (71)
2 <sup>nd</sup> Hour	8:46-9:57 (71)
3 <sup>rd</sup> Hour	10:02-11:13 (71)
Lunch A	11:13-11:43
4 <sup>th</sup> Hour	11:18-12:29 (71)
Lunch B	12:29-12:59
4 <sup>th</sup> Hour	11:48-12:59 (71)
5 <sup>th</sup> Hour	1:04-2:15 (71)

#### **2 Hour Delay Schedule**

1st hour	9:30 - 10:17 (47)
2nd hour	10:22 - 11:09 (47)
FIRST LUNCH	11:09 - 11:39
3rd hour (w/ first lunch)	11:44 - 12:31 (47)
3rd hour (w/ second lunch)	11:14 - 12:01 (47)
SECOND LUNCH	12:01 - 12:31
4th hour	12:36 - 1:23 (47)
5th hour	1:28 - 2:15 (47)

## FINAL EXAM SCHEDULE

### Day 1

	1 <sup>st</sup> lunch schedule	2 <sup>nd</sup> lunch schedule
1 <sup>st</sup> Hr	7:30-8:22 (52)	7:30-8:22 (52)
2 <sup>nd</sup> Hr	8:27-9:19 (52)	8:27-9:19 (52)
3 <sup>rd</sup> Hr	9:24-10:16 (52)	9:24-10:16 (52)
1 <sup>st</sup> LUNCH	10:16-10:46 (30)	
4 <sup>th</sup> Hr	10:51-11:43 (52)	10:36-11:13 (52)
2 <sup>nd</sup> LUNCH	11:13 -11:43 (30)	
5 <sup>th</sup> Hr	11:48-12:40 (52)	11:48-12:40 (52)
5 <sup>th</sup> Hr EXAM	12:45-2:15 (90)	12:45-2:15 (90)

**Students attend their regular lunch with their 4<sup>th</sup> hour teacher.**

### Day 2 & 3

	Day 2	Day 3
7:30-9:00	1 <sup>ST</sup> HR EXAM (90)	3 <sup>RD</sup> HR EXAM (90)
9:15-10:45	2 <sup>ND</sup> HR EXAM (90)	4 <sup>TH</sup> HR EXAM (90)
STUDENTS DISMISSED @ 10:45		

**Updated: March 2025**

**Approved by the Swan Valley Board of Education: April 2025**

**SWAN VALLEY HIGH SCHOOL  
CODE OF STUDENT CONDUCT PARENT REVIEW**

Name of Student: \_\_\_\_\_

Distribution Date: \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_, I have read and discussed the Code of Student Conduct with my child.

\_\_\_\_\_  
Parent/Guardian Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature Date: \_\_\_\_\_