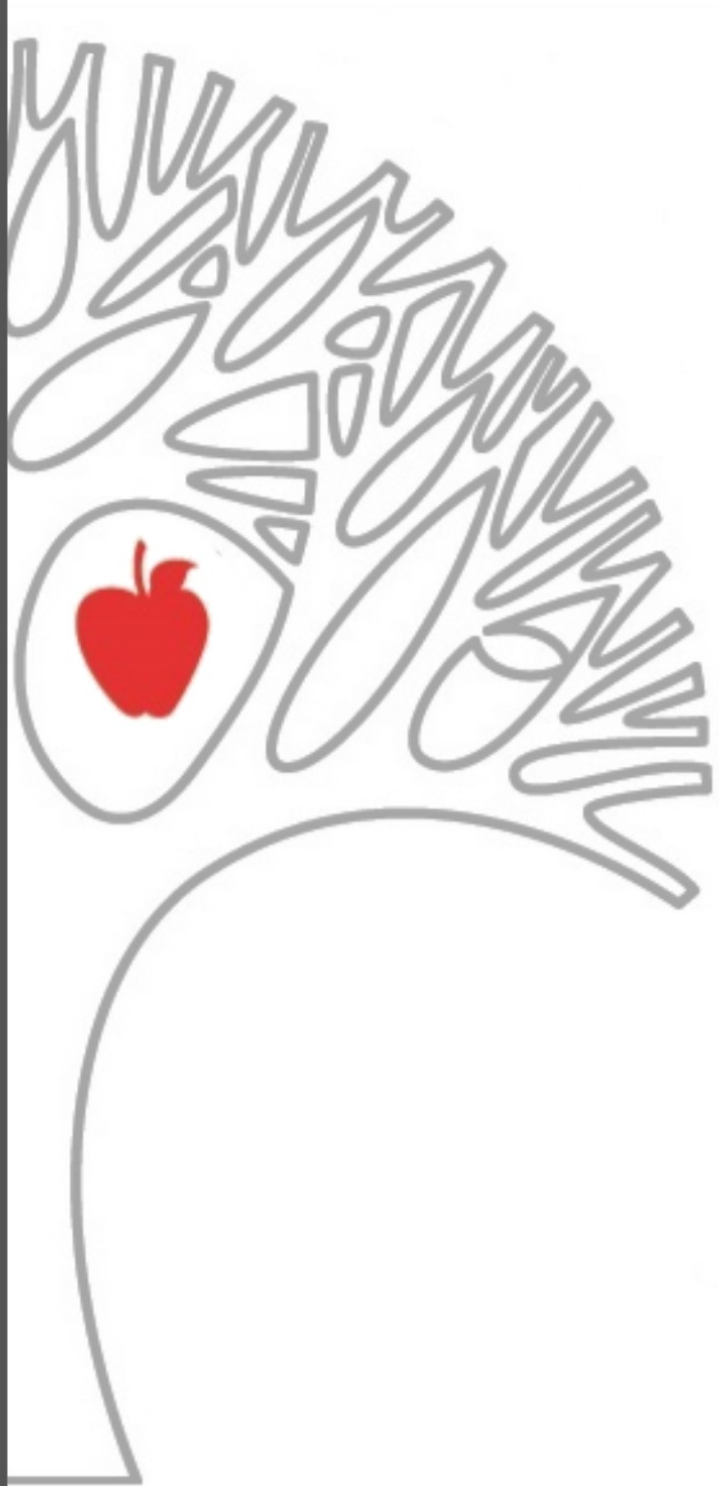
SAGINAW PUBLIC SCHOOLS

STUDENT & PARENT HANDBOOK



SUPERINTENDENT OF SCHOOLS



Dr. Ramont M. Roberts

Mission Statement

SPSD will be a locally connected, globally competitive district that prepares, inspires, and empowers students to become leaders while achieving their full potential.

2026 SCHOOL BOARD MEETINGS

August 12 .....Board Briefing
August 19 .....Action Meeting
September 9 .....Board Briefing
September 16 ..... Action Meeting
October 14.....Briefing Meeting
October 21 .....Action Meeting
November 11 ..... Briefing Meeting
November 18 ..... Action Meeting
December 2 ..... Briefing Meeting
December 9 ..... Action Meeting

All meetings begin at 5:30 pm in the Board Room of the Administration Building, 550 Millard St., 48607. Check www.spsd.net for updates/changes.

2026-2027 Important Dates

August 31 ..... First Day Of School
September 7 ..... Labor Day - No School
October 5 .....Work Day/PD - No School
November 3 ..... Work Day/PD - No School
November 25 -27 ..... Thanksgiving Break - No School
Dec 21 - Jan 1 .....Winter Break - No School
January 15..... End of 1st Semester - No School
January 15..... MLK Day - No School
February 1 ..... Work Day/PD - No School
March 26- April 4 ..... Spring Break - No School
May 31 ..... Memorial Day Holiday-No School
June 1.....SUHS Graduation
June 2.....SASA Graduation 6 pm
June 9 ..... Last day of School
June 10 .....Work Day/PD—No School

SAGINAW BOARD OF EDUCATION



Charles H. Coleman, Sr.
President



Janet H. Nash
Vice President



Vera G. Harrison
Secretary



Ruth Ann Knapp
Treasurer



Janae T. Bady
Trustee



Jasmine S. Calhoun
Trustee



Joyce J. Seals
Trustee

When and Where the Code of Student Conduct Applies:

The Code of Student Conduct applies before, during and after school:

- When students are in school buildings or are on school premises;
- When students are at any school-sponsored activity, regardless of location;
- At any location, when the student's conduct or presence may disrupt an orderly school environment and the education process;
- When students are using telecommunications networks, accounts, or other district services;
- When students are traveling to or from school or a school-sponsored activity; or
- When students are being transported to and from school in buses or other vehicles used to and from school.

TABLE OF CONTENTS

Superintendent and Board of Education Members 3
School Board Meetings and Important Dates 3
Mission Statement 3
When And Where the Code of Student Conduct Applies 3
Non-Discriminatory Policy. 5

Section I: DEFINITIONS AND GENERAL INFORMATION 6
Referrals of Expelled Students 6
Police Notification 6
Arrest 6
Corporal Punishment 6
Special Education or Section 504 Student 6
Security Searches 6
Automobile Inspections 6
Locker Searches 6
Desk and Storage Area Searches 6
Video or Other Cameras 6
Canine and Other Searches 6
Possible Discipline 6
Zero Tolerance Laws 6
Conduct Off School Premises 6
Student Appearance 6
School Uniform Code 6
Bus Conduct 6
Walkers 7
Student Sexual Harassment 7
Homebound Instruction 7
Medication 7
Student Transportation 7
Student Self-Transportation 7
Personal Vehicle Registration 7
Parent Procedures for Safe and Effective Schools 7
Notice of Disclosure of Student Directory Information 7

Section 2: POLICIES AND PROCEDURES 8
Immunization Guidelines 8
Notification of Student Rights Under FERPA 8
Homework Policy 9
Computer Network Policies 9
Section 504 Policy 10
Non-Discriminatory Policy 10
Performance-Enhancing Drugs/Compounds 10
Administrative Guidelines and Procedures for Acceptable use of Computer Network Resources 11
Administrative Guidelines and Procedure Governing Student Access to Computer Network Resources 11
Closed Campus 12
Administration of Medications in School 12
Artificial Intelligence (AI) 12
Attendance 12

Section 3: STUDENT CODE OF CONDUCT 13
Code Of Conduct 13
Preamble 13
Level 1 (Minor Behavior Offenses) 13
Level 2 (Medium Behavior Offenses) 14
Level 3 (Major Behavior Offenses) 14
Level 4 (Severe Behavior Offenses) 15
Permanent Expulsion 15
Weapon 15
Seven (7) Factors. 16
Definition Of Discipline 16
Administrative Intervention 16
Suspension 16
Suspension Pending Investigation 16
Long-Term Suspension 16
Expulsion 16
Prohibited Acts 16
1.Failure to Cooperate 16
2.False Allegations 16
3.Insubordination/Disrespect 16
4.Falsification of Records 16
5.Scholastic Dishonesty 16
6.Copyrighted Material 16
7.Improper Communications 16
8.Indecency 16
9.Disruption of School 16
10.Discriminatory Harassment 17
11.Violation of Building Rules and Regulations 17
12.Appearance 17
13.Gang Insignia/Activity 17
14.Smoking/Tobacco/E Cigarettes 17
15.Trespass 17
16.Suspended Student on School Property or Attending School Activities 17
17.Electronic Communication Devices(Cell Phones) 17
18.Failure To Wear Student Photo Identification Card 17
19.Laser Pointers 17
20.Bullying/Hazing/Harassment/Intimidation/Stalking 17
21.False Alarms 17
22.Damage of Property or Theft/Possession 17
23.Coercion, Extortion or Blackmail 17
24.Arson 18
25.Fireworks, Explosives, Hazardous Chemicals/Agents 18
26.Criminal Acts 18
27.Alcohol/Chemical Inhalants 18
28.Look-a-like Weapons 18
29.Personal Protection Devices 18
30.Drugs, Narcotic Drugs and Counterfeit Substances 18
31.Fighting, Assault and/or Battery 18
32.Weapons and Dangerous Instruments 18
MICHIGAN PUBLIC ACTS 18
1.Michigan Public Act 102, 103, 104 18
DUE PROCESS PROCEDURES Article II 18
Introduction to the Rules of Due Process 18
Suspension of Ten School Days or Less 19
Suspension Pending an Investigation 19
Suspension for Eleven or More School Days and Expulsion 19
MISCELLANEOUS PROVISIONS Article III 20
Voluntary Agreement Of Discipline 20
Disabled/Handicap Students 20
Misconduct Prior to Enrollment Article IV 20
Suspension /Expulsion 20
Due Process Procedures 20
Administrative Procedures 20
Disclosure of Information at Time of Enrollment 20
Athletic and Extra-Curricular Activities 21
Forward 21
Grades 7-12 Interscholastic Code of Conduct 21
To the Parents 21
To the Athlete 21
To the Fans 21
Athletic Department Objectives 21
Guidelines For Parent Participation 21
Ten Ways To Be A Good Sport 21

TABLE OF CONTENTS

MHSAA Information 21
MHSAA Eligibility Rules 21
Athletic Code Of Conduct 21
Academic Requirements for Participation 22
Study Table Policy 22
Athletic Training Rules 22
Penalties For Violation Of Rules 1, 2, 3 22
Penalties For Violation Of Rule 4 22
Criminal Acts 22
Attendance 22
Suspensions 22
High School Sports Offerings 23
Middle School Sports Offerings 23
Saginaw Valley Conference 23
Community Education/Elementary and Middle School Youth Sports Basic Rules 23
Youth Sports Parent's Code of Conduct 23

Section 4: PERMISSION AND CONSENT FORMS 24
Purpose 24
Guidelines for Field Trips 24
Definition 24
Request 24
Mode of Transportation 24
Parent Permission 24
Teacher's Responsibility 24
Parental Consent Form 25
Field Trip and Excursion Volunteer Driver Information Sheet 26
Student Appearance Guidelines 27
Elementary Dress Code 28

PARENT HANDBOOK
FAMILY ACCESS AND SUPPORT
Family Access Web Page 29
Title I Policy 29
When a Concern Arises 29
Student, Parent, School Compact 30
Parent-Teacher Conferences 31
How Can I Help My Child Succeed In School? 31
Family Vacations 31
Parent Workshops 31
Appointments/Messages/Telephones 31

COMMUNICATING
Student Behavior 31
Curriculum Development 31
Academic Expectations, Conduct, & Evaluation 31
Student Records 31
Free Speech/Expressions 32
Attendance/Revised School Code 32
Homework Assignments 32
Special Education Services 32
Graduation Requirements 33

ATTENDANCE
Philosophy, Procedures, Early Release 33
Tardy & Attendance Policies 33
Truancy Definitions 33
Attendance Responsibilities 33

DISTRICT PROCEDURES
Closed Campus 33
Field Trips/Special Activities 34
Emergence Plan, Fire Drills, Tornado Drills 34
Bathroom Policy 34
Hall Pass 34
Health and Medical 34
School Assemblies 34
School Accidents 34
Student Information/Change of Address 34
Textbooks 35
Visitors 35

GENERAL PROCEDURES
Animals/Pets 35
Bicycles 35
Bus Transportation 35
Drop-Off, Dismissal Procedures 35
Student Clubs/After School Activities 35
Lost & Found 35
Fund-raisers 35
Lockers & Desks 35
Locker, Desk, & Storage Area Searches 35
Personal Property 35
Homework 36
Playground Behavior & Guidelines 36
Lunchroom/Cafeteria 36
Parent/Teacher Conferences 36
School Closings and School Hours 36
Extended Day Program 36
Title I Letter to Parents 37
Title I Letter to Parents Translation 38
Parent Resources 39

Non–Discriminatory Policy

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of disablity, race, religion, national origin, sex, age, marital status, height or weight. The District reaffirms its policy to comply with Title VI and VII of the Civil Rights Act of 1964,Title IX of the Education Amendments of 2025, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), the Americans With Disabilities Act of 1990, and all other applicable Federal and State laws and regulations prohibiting discrimination. Inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, which prohibits discrimination on the basis of handicap, should be directed to the Executive Director of Student Support Services, 550 Millard Street, Saginaw, Michigan 48607, (989) 399-6500. Inquiries regarding compliance with Title VI, VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 2024, which prohibits discrimination on the basis of sex, and inquiries related to all other Federal and State laws prohibiting unlawful discrimination should be directed to the Superintendent, 550 Millard St., Saginaw, MI, 48607, 989-399-6500. Title IX Coordinators: Executive Director of Human Resources & Labor Relations and Executive Director of Student Support Services, 550 Millard St. Saginaw, MI 48607, 989-399-6500.

This brochure is prepared as a service to students and parents by the Board of Education of the School District of the City of Saginaw, Michigan. The District Policies and Procedures listed have been authorized by the Board to provide for the welfare of all students in the Saginaw Public Schools. All policies, regulations, definitions and procedures have been prepared to comply with the federal

This handbook is also on the school district's website at www.spsd.net.
Click on the **Parents** tab, then click on the **Student & Parent Handbook** link.

Section 1: Definitions & General Information

K-12 DEFINITIONS AND GENERAL INFORMATION

REFERRALS OF EXPELLED STUDENTS: When required by State Law, within three (3) days after a student is expelled under this policy, the district shall notify either the Saginaw County Intermediate School District, the Saginaw County office of Michigan Department of Health and Human Services, and/ or the Saginaw County Community Mental Health Department of the expulsion. The student, if 18 or emancipated, or the student's parent/ guardian, shall be notified of the referral. In addition, the district shall notify appropriate law enforcement officials when a student is in possession of a dangerous weapon.

POLICE NOTIFICATION: An incident report is filed with the police department and maintained by the District. The principal or administrator has the discretion whether to sign a complaint for offenses that do not warrant arrest.

Note: 1999 PA 102 requires the district to report certain categories of student misconduct to the appropriate law enforcement agency.

ARREST: A complaint is filed with the police by the school. Principal or administrator must swear out a complaint if arrest is warranted.

CORPORAL PUNISHMENT: The deliberate infliction of pain by any means upon the whole or any part of a student's body as a penalty or punishment for a student's offense. Corporal punishment is not permitted in the Saginaw Public Schools.

SPECIAL EDUCATION OR SECTION 504 STUDENT: Special education and 504 regulations provide an "extra measure of due process" to ensure a review of possible impacts of a student's disability in a discipline incident. In the event a Special Education or Section 504 student is recommended for long term disciplinary action or expulsion, an Individualized Education Plan ("IEP") or other building team must be convened to conduct a manifestation determination ("MDR"). An MDR must occur within ten (10) school days of any decision to change the student's placement because of a violation of a code of student conduct.

SECURITY SEARCHES: A student's personal effects (purse, book bag, athletic bag, backpack, etc.) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials or evidence of violation of a Code of Conduct. A search may also be conducted as a result of routine security procedures. The District will notify police when appropriate if a search yields illegal or contraband materials.

AUTOMOBILE INSPECTIONS: Student vehicles on school property may be inspected or searched by school building administrators or security personnel when there is reasonable suspicion to justify a search. Any student who refuses to permit the search of a vehicle on school property shall forfeit the right to park on school property, without further hearing or appeal. Students may also be disciplined or expelled for denying access when there is reasonable suspicion.

LOCKER SEARCHES: Student lockers are school property and remain at all times under the control of the school district. Students are expected to assume full responsibility for the security of their lockers and their contents. A school district principal or his/her designee may search a student's locker and the locker contents at any time with or without notice, without student consent, and without a search warrant. In the course of a search, the student's privacy rights shall be respected regarding any items that are not illegal or against district policy. However, the school may search for such items if there is reasonable individualized suspicion to suspect that the item contains other items which violate Board policy or applicable law. If a student interferes with a search, the student may be disciplined or expelled.

A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a student's locker and the locker contents at the request of a school principal or his/her designee, provided the search is conducted in accordance with district policy.

As stated in 2000 Public Act 87, any evidence obtained as a result of a search of a student's locker or contents shall not be inadmissible in any court or administrative proceeding (including but not limited to any disciplinary hearing pursuant to the Student Code of Conduct) because the search violated PA 87, or district policy adopted pursuant to PA 87.

DESKS AND STORAGE AREA SEARCHES: A desk or other storage area provided by the District for student use as well as the contents, may be searched by building administrators or District security personnel when there is reasonable suspicion for a search. If a student interferes with a search, he/she may be disciplined or expelled.

VIDEO OR OTHER CAMERAS: The District reserves the right to videotape student activities and behavior on buses and in common areas within school building, with or without specific advance notice.

CANINE AND OTHER SEARCHES: At times the District reserves the right to conduct random searches of student lockers, desks, and automobiles on District property or at District-sponsored activities. These searches may be conducted without notice and without individualized suspicion. The District may use trained canines and other detection equipment to search for contraband, illegal or unauthorized drugs, alcohol, or weapons. Students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials.

POSSIBLE DISCIPLINE: A student's failure to cooperate or permit searches and seizures by the District is subject to disciplinary action at the District's discretion.

ZERO TOLERANCE LAWS: The School District of the City of Saginaw complies with Zero Tolerance Laws regarding weapons and unsafe and severe disruptive student behavior. Under State Law, students may be permanently expelled from the Saginaw Public Schools and all Michigan public schools.

CONDUCT OFF SCHOOL PREMISES: Conduct on or off school premises that adversely affects the school climate or that has a direct and immediate adverse effect on the discipline or general welfare of the school and/or its students is prohibited. Students who are found in violation of this rule will be subject to disciplinary action as outlined in Section 3, Student Code of Conduct.

STUDENT APPEARANCE: Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/ learning climate, or compromise reasonable standards of health, safety and decency. It is incumbent upon school personnel, along with parent/ guardian, to instruct students in this respect.

Specific guidelines for what apparel students are allowed to wear and what they are not allowed to wear is available in the principal's office of each school, on page 26 of this policy book, and on the district's website at www.spsd.net.

SCHOOL UNIFORM CODE: The district empowers individual schools to develop a student uniform code if such a policy has the support of the school's parents. Guidelines for developing a uniform code are available in the principal's office of each school.

If a parent or student has any question about what is proper clothing or attire for school, please contact the building administrator.

BUS CONDUCT: Students who use transportation services provided by the Saginaw Public Schools (including district school buses or STARS) are still in school and in an "extended classroom." Because of this, students are subject to all rules, rights, and responsibilities for the Student Code of Conduct, in addition to the specific rules for health and safety while on the bus.

Misbehavior on the bus is distracting to drivers and, therefore, interferes with the safety of all students. Acts of misconduct are disruptive and will result in disciplinary action.

WALKERS: Students who walk to and from school are expected to observe school rules and demonstrate good behavior. Therefore, violations of the Student Code of Conduct will result in disciplinary action.

STUDENT SEXUAL HARASSMENT: The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education program or activity.

Sexual harassment includes, but is not limited to, making sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. **All** students and **all** District employees are expected to conduct themselves with dignity, showing respect for others.

Complaint Procedure:

1. If a student has concerns about the nature of any conduct or physical contact by an employee of the District or by a fellow student, the student should immediately report this concern to their building principal. The District encourages students to discuss this concern with their parent/ guardian.

   Superintendent
   Saginaw Board of Education
   550 Millard St., Saginaw, MI, 48607 • 989-399-6500
2. All such reports will be investigated by the district.
3. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that the District is required by law to report suspected child abuse to the Child Protective Services.
4. A copy of this policy will be made available to all students in the district.
5. The complaint procedure will be reviewed and distributed annually.

HOMEBOUND INSTRUCTION: Homebound instruction may be provided for students who are unable to attend school because of injury or illness. This service will be provided when a student has been absent from school for five (5) days and it has been determined by a physician that the absence will continue for at least ten (10) days. It is the parent's responsibility to request homebound services. Students receiving homebound instruction will be provided two non-consecutive class periods of instruction per week.

MEDICATION: "Medication" includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin. Students must have written permission of the parent/ guardian and the healthcare provider to take any medication, including those over-the-counter (such as Tylenol, cough drops, etc.).

STUDENT TRANSPORTATION: Bus transportation may be provided to and from school for those students who qualify. Transportation may be provided by the District for extra-class activities. Students are prohibited from driving privately owned vehicles to District sponsored activities held during the school day unless specific permission is granted by the student's parents/ guardians and the high school principal.

Students must observe the rules and regulations developed by the administration governing student transportation. Students will also be subject to the Student Code of Conduct while riding school buses. The administration may suspend or revoke the transportation privilege of any student who violates any District rules or regulations.

STUDENT SELF-TRANSPORTATION: In cases where a student is enrolled in a Board approved, shared time program, or District sponsored activity at another school or program site (example: an area career center, gifted and talented program or dual enrollment program with an area junior college, college or university) the parents/guardians of the student must grant permission for their child to self-transport to and from that site, subject to rules and regulations established by the District.

PERSONAL VEHICLE OPERATION: Drivers operating vehicles on and around school property will do so in accordance with the School District of the City of Saginaw rules and regulations, City of Saginaw ordinances and the State of Michigan's Uniform Traffic Code (UTC). Failure to comply with the above standards may result in the suspension of driving privileges on district property.

DRIVING AND PARKING ON CAMPUS:

Driving on school premises is a privilege, not a right. Unsafe driving practices will not be tolerated. The Board of Education strongly promotes enforcement of the established traffic laws on and in the vicinity of the school premises All drivers are expected to use extra caution when driving in the vicinity of school and in the parking lot. Speed limit is 10 miles per hour in the parking lot. The School District Cannot Assume Responsibility for Damage to Vehicles While on School Property.

- All student drivers must apply for a parking pass
- Parking passes must be visible in lower passenger window.
- Follow school guidelines for parking in the correct lot.
- Students must have license and insurance.
- Students may not sit in a vehicle once it has been parked. & may not leave school grounds during the day without permission.
- See other guidelines distributed by the school, and drivers are subject to loss of privileges should their be violations or abuse involving driving

PARENT PROCEDURES-FOR SAFE & EFFECTIVE SCHOOLS

Parent Involvement Policy

Pursuant to Senate Bill 307, Section 1294 of Act 107 of Public Acts 2004, The Saginaw Board of Education strongly encourages and welcomes the involvement of parents/guardians in the District's educational programs. The Board recognizes and appreciates that parents/guardians are the "first teachers" of their children and that their interest and involvement in the education of their children should not diminish once their children enter the schools of the District.

The School District of the City of Saginaw, its teachers, and staff members strive to provide the highest level of education for its students. The district recognizes that this goal is not attainable without support and input from the parents and community members of Saginaw. With the ideal of establishing a collaborative learning environment, we have created a list of suggestions for parents that we feel will best serve their children's educational needs.

Suggestions for Parent Support and Contributions:

- When entering a building in the district, please first proceed to the main office to sign in, receive a visitor's pass, and follow direction from school personnel.
- To ensure satisfactory results during your visit contact the school in advance and schedule an appointment whenever you'd like to meet with your child's teacher (s) or administrator.
- Have your child at school on time.
- Open and maintain communication with your child's teachers and administrators.
- Please address any concerns you may have appropriately, in a manner that does not disrupt the educational environment.
- Share your vision for success by joining the Parent Committee in your school.

The Saginaw Public School District educators take your child's future very seriously. Our students are held to high behavioral and academic standards with the intent of best preparing them for life after graduation. It is our belief that every student can succeed when provided with an environment that is safe and conducive to learning. Parents/guardians play an important role in modeling those behaviors and creating that environment.

NOTICE OF DISCLOSURE OF STUDENT DIRECTORY INFORMATION AND MILITARY RECRUITER OPT-OUT

The School District of the City of Saginaw designates the following as Student Directory Information: student name, address, telephone number, date and place of birth, major field of study, student photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution attended.

Under the Family Educational Rights and Privacy Act (FERPA), the District may disclose directory information without prior consent unless the parent or legal guardian — or the student, if 18 or older — notifies the District in writing that the information may not be disclosed.

Separately, federal law (20 U.S.C. § 7908; ESEA § 9528) requires the District to release students' names, addresses, and telephone numbers to United States military recruiters and to institutions of higher education unless the parent or guardian, or an eligible student, opts out in writing.
To opt out of either or both disclosures, complete the Student Information & Military Recruitment Opt-Out Form, available in every school's main office and at www.spsd.net, and return it to your child's school within 15 days of registration or of receipt of this handbook. A request may be updated at any time. Written requests may also be mailed to Student Services, 550 Millard Street, Saginaw, Michigan 48607.

IMMUNIZATION GUIDELINES

All students enrolled in the District must meet any immunization requirements for school registration set forth in the Public Health Code of the State of Michigan.

NOTIFICATION OF STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Acts (FERPA) affords parents/ guardian and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

   Parents or eligible students should submit to the school principal or Student Services a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Verification of identity may be required.

   Copies of education records are available upon written request and verification of identity, within 45 calendar days of an initial request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the Saginaw Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. The district has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable about students.
4. The district shall, as permitted by law, disclose personally identifiable information about students without consent to school officials with a legitimate educational interest in the specific information. Disclosure to other individuals generally requires consent.

A school official is and includes all of the following:

a) A person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who either performs an administrative or clerical task related to a student's education or behavior at school; an employee who will use personal information about the student in performing education, discipline related, or clerical tasks in connection with a student

b) A person serving on the School Board to the extent the member has a legitimate educational interest in the information contained in the records and is performing a task authorized or delegated by the Board.

c) A person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or to perform a supervisory, administrative, instructional or clerical task in connection with a student as prescribed by the district.

d) A person employed by an agency or other nonprofit organization who, with the prior written approval of the district (Pupil Accounting or Student Services) will use personal information about the student to provide services approved or requested by the district, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student's academic or behavioral performance, or school or job placement.

e) A parent or student serving on an official committee, such as a peer mediation or grievance committee, or assisting another school official in performing his or her tasks. Parent and student should be trained in appropriate procedures in handling confidentiality of student records.

f) A volunteer who, with the district's approval, uses personal information about a student to perform an administrative or clerical task or who performs a supervisory or instructional service related to the student's education, or who provides services to a student's family such as emergency health care, counseling, or school or job placement.

g) Personally identifiable information is also provided to pupil service teams in accordance with appropriate building protocol, such as Pupil Service Teams or Student Services Child Study Team may include individuals employed by community support agencies who provide professional services such as social, emotional, mental, physical health needs to the student or student's family. However, these community support agencies shall only have access limited to information relevant to specific services provided and limited to the specific students with whom they are involved.

A school official has a legitimate educational interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the students family, or to the district; perform an administrative or clerical task required in the employee's job description or in a contract with the district; perform a supervisory or instructional task related to a student's educational program; perform a service or benefit for the student or the student's family, such as, but not limited to, emergency care, counseling or job placement; perform a task prescribed by the district.

Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

1. The district may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standards established by law and the Pupil Accounting office.
2. The district discloses personally identifiable information about students to auditing agencies and organizations to the extent permitted or required by law.
3. Parents and guardians of minor students, and students who are 18 or older, have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name/address of the office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.**

Americans with Disabilities Act (ADA) of 1990 Grievance Procedure

1. The complaint should be in writing and contain information about the alleged discrimination, such as the name, address, and phone number of the complainant and the location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a taped recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 60 calendar days after the alleged violation to the ADA Coordinator.
2. Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to

3. Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and when appropriate, in a format accessible to the complainant. The response will explain the position of the District and offer options for substantive resolution of the complaint.
4. If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Superintendent of Schools or his/her designee.

Inquiries regarding compliance with Title VI, VII of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 2024, which prohibits discrimination on the basis of sex, and inquiries related to all other Federal and State laws prohibiting unlawful discrimination should be directed to: **Superintendent**
Saginaw Board of Education
550 Millard St., Saginaw, MI, 48607 • 989-399-6500

HOMEWORK POLICY

Policy: Homework is a beneficial and necessary tool which aids students in their academic growth. It is used for review and reinforcement of concepts already under study. The frequency of specific assignments depends upon the teacher's judgment of the needs of an individual or group of students. Homework, where appropriate, shall be strongly encouraged by each building level administrator. The School District of the City of Saginaw Board of Education believes that homework is an important and valid part of the educational process and that it must have the following objectives:

1. Will help students develop independent study habits;
2. Will promote growth in responsibility and self-direction in learning;
3. Will reinforce learning that has taken place in school;
4. Will promote a closer working relationship between home and school;
5. Will not be used as punishment.

Homework will not be assigned that would require the use of research or library materials not readily available to all students.

Requesting School Work: Homework will be requested for students if they are going to be absent for three or more consecutive days. If teachers cannot send work to be completed at home, they will explain why and provide make-up opportunities for the students when they return. Please plan to give the office at least one day's notice.

Make-Up Opportunities: Student absence, including suspension, does not exempt the student from work missed. Upon the direction of the building Principal, teachers shall assist students in making up missed work and credit will be granted for missed work made up.

COMPUTER NETWORK POLICIES

Computer Network: The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the international computer network (Internet) for students, staff and, if requested, members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

Personal Accounts: The Board authorizes the Superintendent to provide personal accounts for students, staff, and, if requested, members of the Board, to access the District computer network and the Internet, including electronic mail and file server space for developing and publishing material on the world wide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge of and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. Electronic mail in personal accounts will not generally be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints which allege a violation of the District's rules and policies. Student electronic mail and electronic storage space which does not contain material made public by the student shall be subject to the District's policy and rules on student records.

SECTION 504 POLICY

It is the intent of the Board of Education that no otherwise qualified student with a disability shall be excluded from participation in, denied the benefits of, or be subjected to discrimination on the basis of his/her disability in any program or activity conducted by the district.
It is further the intent of the Board of Education to identify, evaluate and provide a free appropriate education to each qualified student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

The Superintendent of Saginaw Public Schools has appointed the Director of Special Education to serve as the District Section 504 Coordinator and implement this policy within the Saginaw Public Schools. An administrator or designee from each building will be identified as the building Section 504 Coordinator.

Section 504 covers qualified students with disabilities. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

Section 504 requires that school districts provide a free, appropriate public education ("FAPE") to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities. FAPE consists of the provision of regular or special education and related aids and service designed to meet the student's individual educational needs as adequately as the needs of non-disabled students are met and is based upon adherence to procedures that satisfy the Section 504 requirements pertaining to educational setting, evaluation and placement, and procedural safeguards.

No otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by Saginaw Public Schools. Discrimination can be found in exclusion, inferior treatment, or differential treatment that is not a justified response to the needs or capabilities of an individual with a disability. Discrimination is not limited to actions that result from ill will.

Examples of disability discrimination include:

- A Coach denying an otherwise qualified student from participation in an extracurricular activity due to migraines, anxiety and food allergies.
- Staff failing to notify individuals with disabilities of upcoming events and ensuring that they can participate in activities appropriately.

Disability harassment under Section 504 is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

Examples of disability harassment include:

- Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or deaf and dumb" and does not belong in the class; as a result, the harassed student had difficulty doing work in the class and her grades decline.
- A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.
- A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies, and extracurricular activities as punishment for taking time off from school for matters related to the student's disability.

NOTE: Students who are identified as eligible for special education programs and services according to the Individual with Disabilities Education Act (IDEA such students are provided for elsewhere under state and federal law.

SECTION 504 POLICY GRIEVANCE PROCEDURE

If any person believes that the school or any of the school's staff have inadequately implemented the regulations of Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act, then they may file a grievance with the school's Section 504 / ADA coordinator. In addition, if any person believes that any employee of the school, a student, or other third party has engaged in discrimination based on an individual's disability or perceived disability status, then they may file a grievance with the school's Section 504 / ADA coordinator. It should be understood by the individual(s) involved that a complaint may be made to the Office for Civil Rights without going through the district's grievance procedures. The grievance procedures are to provide for a prompt and equitable resolution of a complaint. The individual(s) who bring forward a grievance will provide the District Section 504 / ADA coordinator a written statement alleging, with specificity, the violations of Section 504 or Title II. As part of the written statement, the individual(s) may propose a solution. The written statement must include the individual(s) full name, address, and telephone number. The written statement must be signed by the individual(s) and submitted to the District Section 504 / ADA coordinator at: Director of Special Education and Student Support Services
Saginaw Board of Education
550 Millard Street, Saginaw, Michigan 48607
(989) 399-6500

The school's Section 504/ADA coordinator will meet with the individual(s) within five (5) school-days of receipt of the written statement. In addition, the school's section 504/ADA coordinator will take interim measures as needed to protect an alleged victim of harassment from further harassment or retaliation while the investigation is pending.

If the individual filing the grievance alleges that the Section 504/ADA coordinator has engaged in discrimination, then the individual filing the grievance must provide the documentation to the Superintendent at:
Superintendent
550 Millard Street
Saginaw, Michigan 48607

The Superintendent will fulfill the role of the Section 504 / ADA coordinator as described below in such an event. At the meeting, the individual(s) may present witnesses and other evidence. The coordinator will further investigate the matter and reply in writing to the individual(s) within ten school-days of the meeting. The investigation, at a minimum, will include an interview of relevant individuals and review of any physical evidence, such as documentation related to the alleged discrimination. The coordinator's reply will include any corrective action taken to prevent reoccurrence of the alleged discrimination or remedy the effects of the same. If the individual(s) wishes to appeal the decision of the Section 504/ ADA coordinator, then he/she may submit a signed statement of appeal to the Superintendent within ten (10) business days after receipt of the coordinator's response. The coordinator and Superintendent cannot be the same individual. The Superintendent will meet with all parties involved, conduct an additional investigation of the facts and circumstances surrounding the allegation as needed, and issue a final determination in writing within ten (10) business days of receipt of the appeal. As part of the investigation, the individual(s) filing a grievance will not be compelled to meet with anyone alleged to have engaged in the discrimination.

The individual(s) may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures: Office for Civil Rights, at: U.S. Department of Education, 1350 Euclid Avenue, Room 325, Cleveland, Ohio 44115; OCR.Cleveland@ed.gov; p:(216)522-4970; and (800) 877-8339

Retaliation against any individual who files a complaint or participates in the grievance process by the school or any of the school's staff is prohibited.

NON-DISCRIMINATORY POLICY

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of disability, race, religion, national origin, sex, age, marital status, height or weight. The District reaffirms its policy to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 2025, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), Title II of the Americans With Disabilities Act of 1990, and all other applicable Federal and State Laws and regulations prohibiting discrimination. Inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, which prohibits discrimination on the basis of disability, should be directed to:
Director of Special Education and Student Support Services
Saginaw Board of Education
550 Millard Street, Saginaw, Michigan 48607
(989) 399-6500

PERFORMANCE-ENHANCING DRUGS/COMPOUNDS

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extracurricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be published in the Parent/Student Handbook provided annually.

The Superintendent shall require that the warning notice concerning anabolic steroids as well as a warning notice about dietary supplements that contain a performance-enhancing supplement is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.
M.C.L. 333.26301 et seq., 380.1318

USE OF TECHNOLOGY

System Integrity: The Superintendent shall designate person(s) trained in computer technology ("system administrators") at the building and/or District level to implement the District's rules and regulations and to provide computer support for students, staff and Board members. The Superintendent in concert with the system administrators shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

Network Use: The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity which is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive. The District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material which is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

Limiting Access: The administration may make use of technology which attempts to block access by individual users to networked computers, data, or services that provide content which, in the opinion of the administration, is not in keeping with the educational aims of the District pursuant to state statute. The administration is encouraged to pursue such technology for the personal accounts of elementary school children where practical. Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

Web Page Policy: This policy applies to all web pages created by the School District of the City of Saginaw, its faculty and staff, students and district-related organizations.

The District's Website exists for the purpose of providing an information tool and communication resource for current and prospective students and families, staff, alumni, friends of the Saginaw Public Schools, and anyone seeking to learn more about the District.

The District's Website is governed, in part, by the following policy provisions:

- Content must adhere to all school district policies and be consistent with the mission of the district.
- Student photos may not appear on the District Website unless a Photo Release Form has been signed by a parent or guardian stating otherwise, and is on file with the school. The District will only use the student's first name and last initial. In special circumstances when the school requests permission to use first and last names with the photograph, the parent will be contacted directly for written permission.
- The District will not post personal email addresses of students.
- The District will establish external links only with those websites and organizations that relate to the District's mission.
- District resources cannot be used to create web pages designed for personal business or personal gain.
- Contents of the web pages must follow District standards regarding discrimination and may not contain offensive material.
- The District will use an Internet content filter.
- All applicable copyright laws that apply to print and software also apply to electronic publishing.
- The responsibility for managing the technical aspects of the website lies with the Data Services Department. The responsibility for monitoring content of the website lies with the Department of Information Services, with two exceptions: 1) principals are responsible for the content and maintenance of their schools' websites; and 2) the Personnel Department is responsible for the content and maintenance of the "Job Postings" site.

ACCEPTABLE USE OF COMPUTER NETWORK RESOURCES

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community. In particular, users should:

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information which is interesting and helpful to other users.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

Prohibited Conduct:

- Bypassing security filters or accessing unauthorized content.
- **Cyberbullying**: Posting, sending, or sharing digital content that harasses, threatens, or humiliates others.
- Recording or photographing individuals without consent.
- Using AI or automated tools for plagiarism or harmful content.

Consequences:

Misuse can result in technology privileges being revoked, disciplinary action, and possible law enforcement involvement.

As outlined in Board Policies (5136 and 7540) and Administrative Guidelines and Procedures on Acceptable Use, the following are not permitted:

- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material, which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any person.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message "flames" or other attacks.
- Attempt to access material or sites, which are blocked by the District, or attempt to use the network while access privileges are suspended.

Violations may result in a loss of access as well as other disciplinary or legal action.

STUDENT ACCESS TO COMPUTER NETWORK RESOURCES

We are pleased to offer students of the Saginaw Public Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return a use agreement form to the school office. Students 18 and over may sign their own forms.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make access to the Internet safe by actively filtering and blocking access to inappropriate sites to ensure that students can further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Saginaw Public Schools support and respect each family's right to decide whether or not to apply for access.

District Internet and E-Mail Rules: Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Saginaw Public Schools District(SPSD) provides technology—devices, network access, email, learning apps, and digital collaboration tools—to support teaching and learning. Responsible, ethical use protects students, staff, data, and learning time. Access is a privilege that may be restricted for misuse.

Key Expectations

- **Educational Purpose:** Use district technology primarily for schoolwork and learning activities.

- **Respect & Safety Online:** Communicate respectfully. Do not engage in bullying, harassment, hate speech, or sharing of sexually explicit or illegal material.
- **Digital Footprint:** Assume anything sent, posted, or stored on school systems can be viewed by school officials.
- **Security:** Protect your passwords. Do not attempt to access another person's account, bypass web filters, or install unapproved software.
- **AI & Emerging Tools:** Use only teacher approved or district approved artificial intelligence and automated tools. Cite AI assistance when directed by your teacher.
- **Copyright & Academic Integrity:** Follow copyright laws. Plagiarism—including AI generated work submitted as your own—is prohibited.

ARTIFICIAL INTELLIGENCE (AI)

Board Policy po7540.09

Saginaw Public Schools supports the responsible use of artificial intelligence (AI) tools to support learning, not to replace a student's own thinking. AI should support learning; it should never stand in for it.

When students may use AI

• Students may use AI tools for schoolwork only when a teacher clearly and specifically permits it for that assignment.

• When AI use is permitted, the student must disclose and cite that use as the teacher directs.

• If a student is unsure whether AI is allowed, the student must ask the teacher first. When in doubt, ask.

• Only closed, District-approved AI tools may be used. Students should use the tools their teacher names, not other AI applications found online.

What is not allowed

Using an AI tool without permission, or in a way the teacher did not allow, is academic dishonesty. It is treated the same as plagiarism. This includes submitting AI-generated work as one's own, using AI where the teacher did not permit it, using AI in a way that undermines the assignment's learning goal, or entering another person's personal information into an AI tool.

A student who uses AI without permission or in a prohibited way is subject to discipline under the Student Code of Conduct, up to and including suspension or expulsion.

AI-detection software

AI-detection software is not foolproof. A detection result is the starting point for a conversation about an assignment, not proof by itself. A student is always given the opportunity to explain.

AI and students with disabilities

AI tools can help students with disabilities access material — for example, text-to-speech, captioning, or transcription. How a specific student uses AI as a support is addressed in that student's IEP or Section 504 Plan.

Misusing AI to depict another person

No student may use AI to create or share false or misleading depictions — including AI-generated or AI-altered images, audio, or video ("deepfakes") — of another student, a staff member, a volunteer, or a Board member that a reasonable person would find derogatory, threatening, or otherwise objectionable. This applies whether or not the student created the depiction and whether or not it is shared through social media or any other means. It is a serious violation of the Student Code of Conduct and may be referred to law enforcement.

Questions

The full policy is Board Policy po7540.09, at www.spsd.net. Questions may be directed to the Office of the Superintendent, 550 Millard Street, Saginaw, Michigan 48607, (989) 399-6500.

Cyberbullying (Strictly Prohibited)

Cyberbullying includes sending or posting messages, images, or social media content that intimidates, humiliates, harasses, threatens, or targets another student or staff member—even if done off campus—when it cause a disruption at school or interferes with a student's education. Screenshots count. Report incidents immediately to a staff member or using the District reporting system.

Privacy & Monitoring

District networks, school issued devices, and student accounts are district property. SPSD may monitor, filter, archive, and review use to protect students and maintain system integrity. Students should not expect privacy in files, messages, or activity on district systems.

Personal (Bring-Your-Own) Devices

Personal phones, laptops, tablets, and wearables that connect to the SPSD network are filtered and subject to all district rules. See **Electronic Communication Devices** (p.17) for when phones and other electronic communication devices may be used during the school day.

Consequences

Technology misuse may result in: loss of device privileges; limited or no access to network tools; confiscation of personal devices; disciplinary action under the Student Code of Conduct; restitution for damage; administrative intervention, suspension to expulsion and/or criminal prosecution.

CLOSED CAMPUS

All SPSD schools operate as **Closed Campus** during instructional hours, including lunch, to ensure student safety and accountability.

Students may leave campus only when **checked out through the office** by a parent/guardian or an adult authorized in the student information system *or* when participating in a school approved activity (field trip, work-based learning, coop, athletics travel) supervised by staff.

Leaving Without Permission results in an **unexcused absence** and may lead to disciplinary action under the Student Code of Conduct.

Check-Out Steps:

1. Parent/guardian (or authorized adult) presents ID at office.
2. Office verifies authorization and signs student out (electronic or paper log).

ADMINISTRATION OF MEDICATIONS IN SCHOOL

When possible, medications should be administered outside of the school day. However, the School District of the City of Saginaw recognizes the need for medication to be administered to students while they attend school. Medication must be administered in compliance with existing state and federal laws in a safe, effective manner. Due to the wide variety and complexity of medications being administered in the school setting, authorized staff will receive training.

ATTENDANCE

Regular school attendance is essential to student success. Michigan law (MCL 380.1561) requires continuous and consecutive school attendance for students **age 6 through 18** unless legally excused.

SPSD Attendance Goals

- **District Goal:** 90% or better attendance for all students.
- **Secondary Credit:** Students are expected to attend ≥90% of each course section; excessive absences may affect course credit unless an approved waiver is granted.

Threshold	School Action	Team Lead
2 Unexcused	Teacher contact (call/email/text) to review concern.	Classroom Teacher
3 Unexcused	Attendance Improvement Paraprofessional (AIP) review; parent notification; early supports.	AIP
5 Unexcused *or* **7 Tardies**	**District Truancy Letter #1**; **Parent Conference #1**; create **School Attendance Agreement**; ARC opens case.	Building Admin + AIP + Truancy Officer
7–9 Unexcused	**District Truancy Letter #2** (copy to SISD Truancy Officer); **Parent Conference #2** incl. Family Engagement Specialist; intensified supports; possible community referrals.	District Truancy Officer
10+ Unexcused	**Certified Legal Notice**; case prepared for **Truancy Petition / Court**; continued home visits; possible legal sanctions (delayed sentence, probation, fines).	District & SISD Truancy Officers + Court

Call the school the morning of the absence. Provide a reason. Documentation (medical/court) may be required for extended absences.

Excused Absences (examples)

Illness, medical/dental care, bereavement, religious observances, court obligations, approved family emergency, pre-approved educational or extracurricular opportunity.

Unexcused Absences – Tiered Truancy Response

(Unexcused = no valid reason reported, or documentation not provided when required.)

Tardiness

Students are tardy if not in class when the bell rings. At **3 tardies** parents are notified; at **5 tardies** parent conference & Attendance Review Committee review; continued tardiness may convert to unexcused absences per building procedure.

Make-Up Work

Students are expected to make up missed work; teachers will provide assignments within a reasonable timeframe. Families should request assignments in advance of planned absences when possible.

Need Help?

Transportation, health, housing, child care, or other barriers often drive absences. Contact your school, AIP, counselor, or the District Truancy Office—we'll problem solve with you.

Full Details: visit **www.spsd.net > Parents > Attendance & Truancy** to download the full **SPSD Attendance & Truancy Handbook**.

Federal privacy law (FERPA) allows schools to release limited **Directory Information**—such as student name, address, telephone number, grade level, participation in sports/activities, honors/awards, and photographs—*without prior consent* unless a parent/guardian (or eligible student 18+) opts out in writing by the yearly deadline.

Military & College Recruiters: Federal law (Every Student Succeeds Act §8528) requires high schools to provide student names, addresses, and phone numbers to military recruiters and institutions of higher education upon request **unless** parents/guardians formally opt out. If you submit a Directory Information Opt-Out, it will apply to recruiter requests unless you specify otherwise.

How to Opt Out: Complete the **Directory Information / Military Recruiter Opt-Out Form** during annual registration or request a form from your school office at any time.

Section 3: Student Code of Conduct

CODE OF CONDUCT
ARTICLE I • Student Discipline

A. PREAMBLE

In accordance with the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

The Student Code of Conduct does not cover the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities. A decision to expel or suspend a student from participating in extracurricular and athletic events is solely within the discretion of the Superintendent of Schools, or his/her designee.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline which will be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

In accordance with the Board's authority under law, a student violating any of the prohibited acts listed in this Student Code of Conduct shall be deemed to be guilty of a gross misdemeanor and will be disciplined.

The prohibited acts and penalties listed in this Student Code of Conduct are applicable when a student:

1. engages in a prohibited act on school property;
2. engages in a prohibited act in a motor vehicle being used for a school business-related purpose;
3. engages in a prohibited act at a school-related activity, function or event;
4. engages in a prohibited act enroute to or from school;
5. engages in a prohibited act involving another student who is enroute to or from school;
6. engages in a prohibited act, off school property, which has an adverse affect, interferes with, or endangers the good order of the school system, or the proper functioning of the educational process or the health and/or safety of students. For example, the sale, delivery or transfer of drugs, narcotic drugs, marijuana or other controlled substances, at any time, would be a violation of the Student Code of Conduct; or
7. engages in a prohibited act when the student was not enrolled in the Saginaw School District or was enrolled in another school district, if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Saginaw School District (see Article IV of this Code of Conduct).

LEVEL 1 (MINOR BEHAVIOR OFFENSES)		
Code of Conduct Infractions-Insubordinate Behaviors	**Recommended Interventions**	**Possible Disciplinary Actions**
• Unexcused Absence from school (11) • Insubordination and/or disrespect (3) • Disruption of school by behaving in a manner which disrupts the educational process (e.g. making excessive noise in a classroom, library or hallway) (9) • Failure to cooperate (1) • Appearance-violation of the dress code by wearing inappropriate attire (12) • Engaging or causing minor distributive behavior on a school bus (11) • False allegations against another (2)	• Parent notification • Intervention by staff • Conflict resolution • Development of behavioral contract • Referral to IT (Intervention Team) • Mentoring Program • Truancy Meeting	• Student/teacher conference • Parent conference • Administrative intervention • In school disciplinary action (e.g. exclusion from extracurricular activities) • Lunch detention • In school suspension/detention • Loss of bus privileges • Truancy Letter

LEVEL 2 (MEDIUM BEHAVIOR OFFENSES)

Code of Conduct Infractions — Disorderly and Disruptive Behaviors	Recommended Interventions	Possible Disciplinary Actions
• Using profane, obscene, vulgar, lewd or abusive language or gestures **(8)** • Engaging in an act of coercion or threatening violence or injury or harm to another or others **(23)** • Engaging in scholastic dishonesty which includes but is not limited to: cheating, copying another's paper, possession, transporting, selling, soliciting a test, allowing another to act as a substitute during a test, bribing or threatening another to obtain or take a test or securing answers to a test or plagiarizing , or the unauthorized or undisclosed use of artificial intelligence (AI) tools on an assignment **(5)** • "Possession or use of a wireless communications device during the school day, arrival through dismissal (17)" • Trespassing **(15)** • Improper communications by engaging in verbally rude or disrespectful behavior **(7)** • Smoking, Tabaco, E-cigarettes/vaporizers	• Parent notification/Parent Meeting • Intervention by Behavior Interventionist, Dean, Assistant Principal, Principal • Restorative Circle/Conflict resolution • Referral to IT (Intervention Team and Development of behavioral plan • Placed on BI caseload/AI support • Referral to appropriate substance abuse counseling services or substances abuse program in school (Navigate 360, Positive Action, Botvin Life Skills, etc.) • 1 day in ISS/OSS • 3rd offence or more 1-5 days in ISS/OSS • Referral to counseling services for bias-based bullying, intimidation, or harassment or mentoring program • "Device collected and returned only to a parent or guardian; parent notification; building administrator conference"	• Student/teacher conference • Parent conference • Administrative intervention (Dean, AP, Principal) • "First offense: device returned only to a parent/ guardian. Second offense: loss of the privilege of bringing a device to school. Third offense: parent conference and suspension. Fourth offense: suspension to disciplinary hearing." **In** school disciplinary actions (e.g. exclusion from extracurricular activities) • Lunch detention • In school suspension/detention Out of School suspension for 1-5 days • Repeated violations of ***Level 1*** infractions may result in ***Level 2*** disciplinary actions or may escalate to Level 3.

LEVEL 3 (MAJOR BEHAVIOR OFFENSES)

Code of Conduct Infractions Disruptive and/or Dangerous Behaviors	Recommended Interventions	Possible Disciplinary Actions
• Physical assault/fight **(26) (31)** • Creating or causing substantial risk of serious injury by engaging in reckless behavior resulting in physical injury **(26) (31)** • Making sexually aggressive comments or engaging in nonverbal or non-physical conduct of a sexual nature **(7) (8) (10** • Participating/engaging in gang related activities • Gambling **(11) (26)** • Possession of alcohol or chemical inhalants **(27)** • Falsification of records **(4)** • Smoking and/or possession of tobacco ,vaping or marijuana products **(14)** • Suspended student on school property or attending school activities **(16)** • Engaging in intimidating and bullying behavior, including cyber-bullying — threatening, stalking, taunting, using epithets or slurs involving actual or perceived harassment that includes but is not limited to race, ethnicity, religion, weight, gender, sexual orientation or disability **(20)**	• 5-10 days OSS suspension, meeting with parent/dean of students • **Discipline Hearing at the Assistant Superintendent Level** • Intervention by staff (Dean, Assistant Principal, Principal • Restorative Conflict resolution • Development of behavioral contract • Referral to IT (Intervention Team) • Placed on Behavioral interventionist caseload. Check in/Check out • Referral to Mentoring or After school program (if available) • Referral to counseling/social work services for relationship abuse or sexual violence , bullying, • Behavioral/Probationary Contract	• Student/teacher conference Parent conference • Administrative intervention • In school disciplinary actions (e.g. exclusion from extracurricular activities) • Out of School suspension for 6-10 days • Repeated violations of ***Level 1 and 2*** infractions may result in ***Level 3*** disciplinary actions

LEVEL 4 (SEVERE BEHAVIOR OFFENSES) DISCIPLINE HEARING

Code of Conduct Infractions-Seriously Disruptive, Dangerous or Violent Behaviors	Recommended Interventions	Possible Disciplinary Actions
• Physical assault/fight **(26) (31)** • Physical assault resulting in serious injury/death **(26) (31)** • Threats against staff **(31)** • Engaging in inappropriate or unwanted physical contact / touching another's private body part or engaging in physical sexual conduct on school premises or at school sponsored functions • Theft/Possession of stolen property • Illegal use/possession or sale/distribution of Drugs, controlled substances, counterfeit substances, prescription medications and/or alcohol **(26) (30)** • Falsely activating a fire alarm **(9) (21) (26)** • Arson **(24) (26)** • Making a bomb threat **(26)** • **Criminal Sexual Misconduct** • Coercion, extortion or blackmail **(23) (26)** • Possession of personal protection devices • Weapons, Look-A-Like weapons • Use or threat of force to inflict serious injury on another **(20) (31)** • Tampering with or altering a food item with intent to harm **(26)** • Engaging in vandalism, graffiti or intentional damage to school or personal property **(22)**	• Disciplinary Hearing (Hearing at Assistant Superintendent Level)	• Discipline Level Hearing with Assistant Superintendent • Alternative school placement • ***Suspension up to 59 school days*** • Recommendation for expulsion for 180 days • Police intervention resulting in criminal prosecution • Repeated violations of Levels 1, 2 and 3 infractions may result in Level 4 disciplinary actions • Voluntary Agreement of Discipline

EXPULSION AND REINSTATEMENT

Dangerous weapons, arson, and criminal sexual conduct — MCL 380.1311(2)

Subject to the seven mandatory factors in MCL 380.1310d, a student who possesses a dangerous weapon in a weapon-free school zone, commits arson in a school building or on school grounds, or commits criminal sexual conduct in a school building or on school grounds is permanently expelled, subject to possible reinstatement.

Expulsion is not required if the student establishes in a clear and convincing manner at least one of the following: the object was not possessed for use as a weapon, or for delivery to another person for use as a weapon; the student did not knowingly possess the object; the student did not know or have reason to know that the object constituted a dangerous weapon; or the student possessed the object at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Physical assault against a school employee, volunteer, or contractor — MCL 380.1311a(1)

Subject to MCL 380.1310d, a student in grade 6 or above who commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by, the Board is permanently expelled, subject to possible reinstatement. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Physical assault against another student — MCL 380.1310

Subject to MCL 380.1310d, a student in grade 6 or above who commits a physical assault at school against another student is suspended or expelled for up to 180 school days.

Bomb threats and similar threats — MCL 380.1311a(2)

Subject to MCL 380.1310d, a student in grade 6 or above who makes a bomb threat or a similar threat directed at a school building, other school property, or a school-related event is suspended or expelled for a period of time determined by the Board or its designee.

Referral after expulsion

Within three (3) days after an expulsion under MCL 380.1311(2) or MCL 380.1311a(1), a District official refers the student to the appropriate county department of health and human services or county community mental health agency, and notifies the parent or legal guardian — or the student, if the student is at least 18 or emancipated — of the referral.

Locating an educational program

During an expulsion, it is the responsibility of the student and the student's parent or legal guardian to locate a suitable educational program and to enroll the student in it. The Office of Safe Schools within the Michigan Department of Education maintains information on alternative education programs open to expelled students.

Petition for reinstatement

A parent or legal guardian — or the student, if the student is at least 18 or emancipated — may petition the expelling Board for reinstatement. The Board makes a petition form available on request but is not required to help prepare the petition. Not later than 10 school days after receiving a petition, the Board appoints a committee, including Board members, a teacher, an administrator, and a parent of another student in the District, to review the petition and make a recommendation.

Grade at time of expulsion	Reason	Petition may be filed after	No reinstatement before
Grade 5 or below	Possessing a firearm, or threatening another person with a dangerous weapon	60 school days	90 school days
Grade 5 or below	Any other reason under MCL 380.1311(2)	60 school days	10 school days
Grade 6 or above	Any reason under MCL 380.1311(2) or MCL 380.1311a (1)	150 school days	180 school days

Weapon-free school zone

A weapon-free school zone means school property — a building, playing field, or property used for school purposes, including functions and events sponsored by a school — and a vehicle used by a school to transport students to or from school property. Federal law establishes a Gun-Free School Zone extending 1,000 feet from the boundary of any school property.

Reporting

All assaults described above are reported to the appropriate state or local law enforcement officials and prosecutors, as provided in the statewide school safety information policy under MCL 380.1308. A building administrator reports any student who violates the weapons provisions to local police and notifies the student's parent or legal guardian.

Weapons — visitors

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon in any setting under the control and supervision of the Board, including property leased, owned, or contracted for by the Board, a school-sponsored event, or a Board-owned vehicle.

SEVEN (7) MANDATORY FACTORS

SEVEN (7) MANDATORY FACTORS AND RESTORATIVE PRACTICES

A. A student may be removed from a classroom, suspended, or expelled for persistent disobedience or gross misconduct. Before suspending or expelling a student, the District considers each of the following seven factors, as required by MCL 380.1310d(1):

the student's age;
the student's disciplinary history;
whether the student is a student with a disability;
the seriousness of the violation or behavior committed by the student;
whether the violation or behavior threatened the safety of any student or staff member;
whether restorative practices will be used to address the violation or behavior (MCL 380.1310c);
whether a lesser intervention would properly address the violation or behavior.

Firearm exception

The one offense for which the District is not required to consider the seven factors is possession of a firearm in a weapon-free school zone. (MCL 380.1310d(3))

B. **DEFINITIONS OF DISCIPLINE**

1. **Administrative Intervention** - Disciplinary action which does not result in a student being suspended from school. For example, administrative intervention includes such disciplinary measures as: the removal of a student from a class period, in-school suspension, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending non-classroom school functions, activities, events, parent conferences, restorative practices, etc.
2. **Suspension** - exclusion of a student from school for a specific period of time or exclusion of a student from school which terminates upon the fulfillment of a specific set of conditions.
3. **Suspension Pending an Investigation** - exclusion of a student from school and school activities for not more than ten (10) school days for the purpose of investigating alleged violations of the Student Code of Conduct.
4. **Long-Term Suspension** - exclusion of a student from school and school related activities for more than ten (10) school days and up to sixty (60) school days.
5. **Expulsion** - exclusion of a student from the school district, either for a stated number of school days or permanently, upon the recommendation of the Superintendent of Schools and by action of the Board of Education. Under state law, an exclusion of 60 or more school days is an expulsion. A student expelled under MCL 380.1311 (2) or MCL 380.1311a(1) is excluded from all Michigan public schools during the expulsion and may petition for reinstatement as described in Section 3.

C. **PROHIBITED ACTS**

1. **FAILURE TO COOPERATE**
   A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to participate or otherwise cooperate with School District personnel in any disciplinary proceeding.
   Penalty - administrative intervention, suspension to expulsion.
2. **FALSE ALLEGATIONS**
   A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, volunteers, or chaperones.
   Penalty - administrative intervention, suspension to expulsion.
3. **INSUBORDINATION/DISRESPECT**
   A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), Board of Education members, volunteers or persons acting in a chaperone or supervisory capacity.
   Penalty - administrative intervention, suspension to expulsion.
4. **FALSIFICATION OF RECORDS**
   A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms, records, or technology. A student shall not provide false, misleading or inaccurate statements or information on school district forms, records, or technology.
   Penalty - administrative intervention, suspension to expulsion.
5. **SCHOLASTIC DISHONESTY**
   A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.
   Penalty - administrative intervention, suspension to expulsion.
6. **COPYRIGHTED MATERIAL**
   A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material.
   Penalty - administrative intervention, suspension to expulsion.
7. **IMPROPER COMMUNICATIONS**
   A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, through improper language, in writing, or by gestures, to School District employees (including substitute and student teachers), Board of Education members, chaperones, volunteers, visitors to the school building, or other students.
   Penalty - grade 6 or above - suspension to expulsion - grade 5 or below - administrative intervention, suspension to expulsion.
8. **INDECENCY**
   A student shall not engage in inappropriate behavior of a sexual nature; which includes, but is not limited to, obscenity, indecent exposure, improper speech, written language, pictures, possession of explicit material, sexting, drawings, or gestures, which are offensive to the general standards of decency.
   Penalty - suspension, expulsion and/or criminal prosecution.
9. **DISRUPTION OF SCHOOL**
   A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption, disturbance, or obstruction of any School District function, activity or event, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.
   While the following acts are not intended to be inclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which causes disruption, is likely to result in disruption, or interferes with the education process, is forbidden.
   — Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member which deprives others of its use;
   — Blocking normal pedestrian or vehicle traffic, entrances or exits of any school building, corridor or room, without the permission of a school building staff member;
   — Preventing, attempting to prevent, interfering with the convening or continued functioning of any class, event, meeting or assembly;
   — Instigating, participating in a disturbance, causing a disturbance which interrupts the educational opportunities of others, threatens the general health, safety and welfare of others on school property or at a school sponsored event.
   Penalty - administrative intervention, suspension, expulsion and/or criminal prosecution.
10. **Student Harassment, Discrimination & Title IX Sexual Harassment**
    The District prohibits harassment or discrimination against any student based on race, color, national origin, religion, sex (including sexual orientation, gender identity or expression, and pregnancy/related conditions), disability, age, weight, height, marital status, or any other status protected by law. This includes conduct that interferes with a student's educational opportunities, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects educational participation.

A. Title IX Sexual Harassment

Sexual harassment under Title IX includes any of the following when it is so severe or pervasive that it denies or limits a student's ability to participate in or benefit from school; quid pro quo sexual requests by an employee; sexual assault; dating or domestic violence; stalking; or unwelcome conduct of a sexual nature directed at a student. Pregnancy discrimination and sex based stereotyping are also prohibited.

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

B. Reporting

Any student who believes that he/she has suffered harassment or discrimination shall report to his/her building principal, counselor or security *and/or* the District Title IX Coordinator:

Penalty: administrative intervention, suspension or expulsion

11. VIOLATION OF BUILDING RULES AND REGULATIONS

Penalty - administrative intervention, suspension to expulsion.

12. APPEARANCE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. **Student Appearance Guidelines** are on page 26 of this handbook.

Penalty - administrative intervention to suspension.

13. GANG INSIGNIA/ACTIVITY

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, (gestures, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity (b) requesting any person to pay protection or otherwise intimidating or threatening any person (c) committing any other illegal act or violation of School District rules or policies, or (d) inciting other students to act with physical violence on any person.

The term "gang", means a group of two or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

Penalty - suspension, expulsion and/or criminal prosecution.

14. SMOKING/TOBACCO/E-CIGARETTES/VAPORIZERS

A student shall not smoke, chew, use tobacco or inhale vapor. A student shall not, while on school property, have in his/her possession or under his/her control any of the above in any form.

Penalty - administrative intervention to suspension.

15. TRESPASS

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

Penalty - administrative intervention, suspension to expulsion.

16. SUSPENDED STUDENT ON SCHOOL PROPERTY OR ATTENDING SCHOOL ACTIVITIES

A student, while on suspension, shall not enter onto School District property without the permission of a building administrator.

A student, while on suspension, shall not participate in, or attend any school related activity, function or event, held on or off school property, without permission of a building administrator.

Penalty - suspension, expulsion and/or criminal prosecution.

17. WIRELESS COMMUNICATION DEVICES

Complies with MCL 380.1303a, added by 2026 PA 2, effective with the 2026–27 school year.

Definition

A wireless communications device is any personal electronic device capable of text messaging, voice communication, entertainment, navigation, internet access, sending or receiving photos and videos, or producing email. This includes cell phones and smart phones, smart watches, earbuds and headphones, tablets, personal laptops, gaming devices, and smart glasses.

State law excludes a "basic telephone" from that definition — a device used primarily for voice calling that cannot run third-party applications and cannot reach the internet through applications or a web browser. Under the additional restrictions the Board has adopted, basic telephones are collected and stored during the school day on the same terms as any other device.

Expectation — arrival through dismissal

State law sets the minimum standard: no student may use a wireless communications device on school grounds during instructional time. As permitted by MCL 380.1303a(2), the Board has adopted additional restrictions. In Saginaw Public Schools, students are away from their devices for the full school day, from arrival through dismissal. Each secondary building uses one of the following two methods.

• Entrance collection — Saginaw United High School, Thompson Middle School, Saginaw Middle School, and Success Academy. Students hand in their devices at the entrance on arrival and pick them up at dismissal. Devices are stored securely during the day.

• Classroom lockers — Saginaw Arts & Sciences Academy and Saginaw Career Complex. Students lock their devices in a numbered cellphone locker in each classroom for the full class period.

Each building sets its own routines for storage, late arrivals, testing days, and field trips. It remains the student's responsibility to secure personal property. The District is not responsible for the loss, theft, or damage of a wireless communications device.

Exemptions — MCL 380.1303a(4)

The following are permitted: (a) medically necessary devices; (b) District-owned devices, including school-issued tablets and laptops; (c) devices the District designates for instructional purposes; (d) devices used for special education programming, or provided as an accommodation required under Section 504 of the Rehabilitation Act of 1973 or as part of an individualized education program under Title II of the Americans with Disabilities Act; (e) lesson-specific academic assignments, at the limited and direct discretion of a classroom teacher; and (f) emergency situations, as described in the building Emergency Operations Plan. Emergency use may not interfere with school emergency protocols or the actions of first responders, and may not endanger students or staff. Buildings handle medical and special education exemptions confidentially.

Violations and responses

Enforcement mechanisms are set out below, as required by MCL 380.1303a(3).

Penalty — administrative intervention, suspension to expulsion.

The complete wireless communications device policy is posted at www.spsd.net, as required by MCL 380.1303a(5).

2026 -2027 Elementary Cell Phone Policy

Violation	Response
First	Device held and returned only to a parent or guardian.
Second	Student loses the privilege of bringing a device to school for the remainder of the semester or school year. Device returned only to a parent or guardian.
Third	Mandatory parent/guardian conference and suspension under the Student Code of Conduct.
Fourth	Suspension to disciplinary hearing.

Policy Statement

Students are prohibited from using a personal wireless communications device on school grounds during instructional time. Devices must be powered off or silenced and stored out of sight (designated storage location per building administrator) for the duration of the school day.

This restriction applies to:

- Making or receiving phone calls
- Sending or reading text messages
- Using social media, games, or streaming applications
- Taking photos or videos

This policy is adopted under the authority of:

- Michigan House Bill 4141 (Public Act 2 of 2026), which added MCL 380.1303a and repealed former MCL 380.1303.
- Senate Bill 495 (tie-barred to HB 4141), which requires districts to establish emergency protocols for student device use.

18. FAILURE TO WEAR STUDENT PHOTO IDENTIFICATION CARD

A student shall not refuse to wear a school issued photo identification card throughout the school day and as required for certain school sponsored events. The identification card will contain the student's name, picture, and name of school. In addition, the card will be used for the assignment of bus transportation, lunch, library media usage, and others as deemed necessary.

Penalty - administrative intervention to suspension.

19. LASER POINTERS

A student shall not possess, handle or transmit a laser pointer.

Penalty - suspension to expulsion.

20. BULLYING/HAZING/HARASSMENT/INTIMIDATION/STALKING

A student shall not engage in bullying, hazing, harassment, intimidation, or stalking by any gesture, written, verbal or physical act that has the effect of harming a student, placing a student in reasonable fear of harm to a student's person or damage to a student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the education of any student. Such conduct may include, but may not be limited to taunts, name calling and put downs, ethnically or gender based put

downs, threats, or for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, class, organization, club or athletic team sponsored or supported by the district.

Penalty - suspension, expulsion and/or criminal prosecution.

21. FALSE ALARMS

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report.

Penalty - suspension, expulsion and/or criminal prosecution.

22. DAMAGE OF PROPERTY OR THEFT/POSSESSION

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

Penalty - suspension, expulsion and/or criminal prosecution.

23. COERCION, EXTORTION OR BLACKMAIL

A student shall not commit, attempt to commit extortion, coercion or blackmail. A student shall not secure, attempt to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

Penalty - suspension, expulsion and/or criminal prosecution.

24. ARSON

A student shall not burn, or attempt to burn, any school building, structure or property, or intentionally set, or attempt to set, a fire on school property, or cause or attempt to cause an explosion.

Penalty - suspension, expulsion and/or criminal prosecution.

25. FIREWORKS, EXPLOSIVES, HAZARDOUS CHEMICALS /AGENTS

A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

Penalty - suspension, expulsion and/or criminal prosecution**.**

26. CRIMINAL ACTS

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

Penalty - suspension, expulsion and/or criminal prosecution.

27. ALCOHOL/CHEMICAL INHALANTS

A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverages or intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required.).

Penalty - suspension, expulsion and/or criminal prosecution.

28. LOOK-A-LIKE WEAPONS

A student shall not possess, handle or transmit any object or instrument that is a ''look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

Penalty - administrative intervention, suspension, expulsion and/or criminal prosecution.

29. PERSONAL PROTECTION DEVICES

A student shall not possess, handle or transmit a personal protection device (e.g., pepper spray, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury causing physical discomfort or incapacitating another person.

Penalty - administrative intervention, suspension, expulsion and/or criminal prosecution.

30. DRUGS, NARCOTIC DRUGS, DESIGNER DRUGS AND COUNTERFEIT SUBSTANCES

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drugs, narcotic drugs, designer drugs, marijuana, hallucinogens, stimulants, depressants or other controlled substances, counterfeit substances, or a controlled substance analogue intended for human consumption, by federal, state laws or local ordinances. The definition of a drug, narcotic drug, designer drug, controlled substance or counterfeit substance or a controlled substance analogue shall be defined under the existing state law.

A student shall not sell, deliver, transfer, attempt to sell, deliver or transfer, any prescription, non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NoDoz as "Speed" or "Crack") or sell, manufacture, possess, use, deliver or transfer "designer" drugs.

Penalty - suspension, expulsion and/or criminal prosecution.

31. FIGHTING, ASSAULT AND/OR BATTERY

A student is guilty of violating this section if s/he initiates a FIGHT (two or more parties striking each other to cause physical harm), an ASSAULT (a threat or attempt to make physical contact and/or cause bodily harm) or a BATTERY (an offensive touching without the person's consent). A student that retaliates may also be disciplined.

Penalty - suspension, expulsion and/or criminal prosecution.

32. WEAPONS AND DANGEROUS INSTRUMENTS

As provided in the Gun-Free Schools Act and P.A. 328, 1994, MCL 380.1313(4) a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson in a school building or on school grounds, or raped someone in a school building or on school grounds.

A dangerous weapon means:

a. any firearm (including a starter gun and BB gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or the frame or receiver of any such firearm;

b. any firearm muffler or firearm silencer;

c. any explosives, incendiary or poisonous gas device (i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of these devices).

d. a dangerous weapon shall also mean a dagger, dirk, stiletto, razor, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

A weapon free school zone means school property (building, playing field, property used for school purposes, including functions and events sponsored by a school) and a vehicle used by a school to transport students to or from school property.

A building administrator shall report any student violating this policy to the local police and shall notify the student's parent(s) or legal guardian.

Penalty - expulsion and/or criminal prosecution.

D. **MICHIGAN LAW REFERENCES**

MCL 380.1308 — Statewide school safety information policy. Requires the District to report specified categories of student misconduct to law enforcement and prosecutors.

MCL 380.1309 — Teacher removal. A teacher may suspend a student from the teacher's class, subject, or activity for up to one school day for conduct specified in Board policy. The teacher must immediately report the reason to the principal, send the student to the principal, and request a parent conference as soon as possible.

MCL 380.1310 — Physical assault against another student. A student in grade 6 or above is suspended or expelled for up to 180 school days.

MCL 380.1311 — Suspension and expulsion authority; permanent expulsion for dangerous weapons, arson, and criminal sexual conduct; petition for reinstatement.

MCL 380.1311a — Physical assault against a school employee, volunteer, or contractor; verbal assault; bomb threats and similar threats.

MCL 380.1313 — Definition of "dangerous weapon"; confiscation and notification.

Gun-Free Schools Act, 20 U.S.C. § 7961 — Federal firearm expulsion requirement.

Michigan Penal Code, 1931 PA 328, MCL 750.520b through 750.520g — Criminal sexual conduct.

ARTICLE II • DUE PROCESS PROCEDURES

A. Introduction To The Rules Of Due Process

The following due process procedures only govern the suspension or the expulsion of a student from the School District's regular educational program. Discipline in the form of administrative intervention is solely within the discretion of the building principal or his/her designee and is not subject to the procedures of due process as provided in this Student Code of Conduct.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the building administrator, hearing officer, Superintendent of Schools, or the Board of Education, then such action of reinstatement shall not limit or prejudice the School District's right to suspend or expel the student following a decision by the building administrator, hearing officer, Superintendent of Schools or Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

B. Suspension Of Ten School Days Or Less

As a general rule, prior to any suspension of the student, the building administrator shall investigate the alleged violation of the Student Code of Conduct and provide the student with the following due process:

a. The administrator shall inform the student of the charges against him/her, and if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
b. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, but the next school day, the student shall be provided with his/her due process rights as set forth in subparagraphs a. and b. above.

If after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The building administrator, or his/her designee, shall directly inform (in person or by phone) the student's parent or guardian of the suspension, giving the parent or guardian a clear explanation of the reasons and conditions of the suspension. A district "Student Suspension Notice" is to be completed, with copies going to the parent and the student's file.

C. Suspension Pending an Investigation

If a student's presence in school or at school functions poses a threat or unsafe situation to himself or herself, other students, employees of the school district, volunteers, chaperones, or school district property due to a violation of the Student Code of Conduct, the building administrator may impose a suspension pending an investigation of the charges.

The student will be provided the following due process:

a. The student shall be notified of the charges.
b. The student shall be provided an opportunity to explain to the administrator his/her version of the facts.
c. If warranted, the administrator shall impose a suspension not to exceed ten (10) school days to investigate the charges.

If the investigation reveals the student should not be suspended, he/she will be returned to regular attendance without penalty. If the investigation reveals there has been a violation of the Student Code of Conduct, the building administrator will impose the appropriate disciplinary penalty.

The building administrator, or his/her designee, shall directly inform (in person or by phone) the student's parent or guardian of the suspension, giving the parent or guardian a clear explanation of the reasons and conditions of the suspension. A district "Student Suspension Notice" is to be completed, with copies going to the parent and the student's file.

D. Suspension For Eleven Or More School Days And Expulsion

1. **Step One.** If, after his/her investigation, the building administrator decides that a suspension for eleven or more school days or expulsion is warranted, and the Superintendent of Schools or his/her designee agrees with the administrator's decision, the student and the parent(s) or guardian shall be notified of:
   a. the charges against the student;
   b. the recommended disciplinary action;
   c. the fact that a hearing will be held before an impartial school employee (i.e., hearing officer);
   d. the time, place, location and procedures to be followed a at the hearing;
   e. the right to appeal any adverse decision of the hearing officer if the hearing officer recommends expulsion.

   If the building administrator decides that the student's presence in school would present a danger to the student, or to other students, school personnel or the educational process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student may be returned to school pending the decision of the hearing officer.
   If the student is suspended pending a decision of the hearing officer, the Superintendent or designee shall appoint the hearing officer and schedule the hearing to commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing officer, the Superintendent or designee shall appoint the hearing officer and schedule the hearing to commence within fifteen (15) school days following the completion of the building principal's investigation of the charges. The time lines for commencement of the hearing may be extended upon the request of the administrator, student, parent(s) or guardian for cause approved by the hearing officer.
2. **Step Two.** The hearing before a hearing officer with the parent(s) or legal guardian and student will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure unless:
   The student and/or his/her parent(s) or guardian notify the school district that they waive their right to a hearing before a hearing officer. In such cases, the principal's recommended disciplinary penalty shall be imposed. Provided, however, if the recommended penalty is expulsion, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials;
   The hearing officer may amend the principal's charges upon motion of the administrator, student, parent(s) or guardian, or amend the charges upon his/her own motion, to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that imposed or recommended by the building administrator.
3. **Step Three.** The hearing officer's decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing and a written decision shall be mailed not later than four (4) business days after the close of the hearing. These time lines, however, may be enlarged by the hearing officer due to extenuating circumstances.
   If the hearing officer's decision imposes a suspension of sixty (60) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. If the hearing officer recommends long term suspension or expulsion, the student and/or his/her parent(s) or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to appeal the hearing officer's decision and to answer charges.
4. **Step Four.** If an appeal of the hearing officer's decision is going to be made to the Board of Education, the student and/or his/her parent (s) or guardian must file an appeal in writing with the Superintendent of Schools within five (5) school days following receipt of the hearing officer's written decision.

   If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.

   Upon receipt of a timely appeal by the student and/or his/her parent (s) or guardian, the Superintendent, or his/her designee, shall notify the student and parent(s) or guardian of a brief description of the student's rights and of the hearing procedure, a list of witnesses who will provide testimony to the Board and a summary of the facts to which witnesses will testify, the time, place, location and procedures to be followed at a Board of Education hearing. At the student's request the hearing may be private, but the Board must act publicly. The Superintendent, or his/her designee, shall determine, based upon the record and decision of the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

   Upon a timely appeal, the Board of Education shall consider the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the administration and the student, parent(s) or guardian to present oral argument in support of, or in opposition to, the hearing officer's decision.

The Board, no later than at its next regular public meeting following the hearing with the student, parent(s) or guardian, shall make a decision and shall, not later than seven (7) business days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

ARTICLE III • Miscellaneous Provisions

A. Voluntary Agreement of Discipline

At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian.

B. Disabled/Handicapped Students

The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 *et seq.) for a student determined to be eligible for special education programs and services or Section 504 students (34 CFR § 104.1 et seq.). Special education and 504 students are responsible for following the Code of Student Conduct. As a consequence of a violation of the Code of Student Conduct by a special education or 504 student, specific disciplinary procedures may apply. Information about these procedures is available at* ***spsd.net*** *Discipline Procedures Manual for Students with Disabilities (Revised July 2021) or the Section 504 Policy and Procedure Manual Revised December 2015].*

ARTICLE IV • Misconduct Prior To Enrollment

A. Suspension/Expulsion

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student may be suspended or expelled on the basis of:

— a prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the School District of the City of Saginaw;

— a prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another school district if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the School District of the City of Saginaw.

B. Due Process Procedures

1. **Step One.** The building administrator, with the consent of the Superintendent of Schools, or his/her designee, shall make the initial judgment if a student's prior misconduct is of sufficient gravity that the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten disruption to the educational process.
   If the initial judgment is that the student's presence in school represents such a threat, the student shall be temporarily suspended from school and the student and the parent(s) or guardian shall be notified of:
   a. the prior act of misconduct relied upon by the building administrator which forms the basis for his/her decision to deny attendance;
   b. the building administrator's recommendation regarding the suspension or expulsion of the student;
   c. the fact that a hearing will be held with the parent(s) or legal guardian and student before an impartial school employee (i.e., hearing officer);
   d. time, place, location and procedures to be followed at the hearing;
   e. the right to appeal any adverse decision of the hearing officer if a suspension is for more than sixty (60) school days or if the hearing officer recommends expulsion.

   The student and/or his/her parent(s) or guardian may waive their right to a hearing before the hearing officer. In such cases, the principal's recommended disciplinary penalty of suspension or expulsion, as the case may be, shall be imposed.
2. **Step Two.** If the due process hearing is not waived, the hearing officer shall convene a hearing for the purpose of determining if the student's prior act of misconduct is an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the School District of the City of Saginaw. If the prior act would be of sufficient basis, and the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten a disruption to the educational process, then the hearing officer shall decide the appropriate disciplinary penalty.
   The hearing officer may amend the principal's charges upon motion of the building administrator or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that recommended by the building administrator.
   The hearing officer's decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing, if possible, and a written decision shall be mailed not later than four (4) business days after the close of the hearing.
   If the hearing officer's decision imposes a suspension of sixty (60) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer recommends long term suspension or expulsion, the student and/or his/her parent(s) or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to appeal the hearing officer's decision and to answer charges.
3. **Step Three.** If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parent(s) or guardian must file an appeal in writing with the Superintendent of Schools within five (5) calendar days following receipt of the hearing officer's written decision.
   If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.
   Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Superintendent or his/her designee shall notify the student and parent(s) or guardian of a brief description of the student's rights and of the hearing procedure, a list of witnesses who will provide testimony to the Board and a summary of the facts to which witnesses will testify, the time, place, location and procedures to be followed at a Board of Education hearing. At the student's request the hearing may be private, but the Board must act publicly. The Superintendent or his/her designee shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.
   Upon a timely appeal, the Board of Education shall review the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the student, parent(s) or guardian to present oral argument why they disagree with the hearing officer's decision.
   The Board, no later than at its next regular public meeting following the hearing with the student, parent(s) or guardian, shall make a decision and shall, not later than ten (10) business days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

C. Administrative Procedures

The administration shall implement procedures to ensure, to the extent practical, that students, upon enrollment, have not committed an act of gross misdemeanor, or other misconduct, prior to attending the Saginaw School District, which gross misdemeanor or misconduct would represent a threat to the health and safety of students and/or employees or threaten disruption to the educational process.

D. Disclosure Of Information At Time Of Enrollment

At time of enrollment, a student, parent(s) or guardian shall not give false or incomplete information, or fail to disclose information, relative to a student's prior act of gross misdemeanor, or other misconduct. A violation will result in disciplinary proceedings being initiated against the student.

ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES

FORWARD

Athletic competition plays an important role in the education of the young people who attend Saginaw Public Schools. Our students learn valuable lessons through sports, teamwork, goal setting, fair play, respect for others, and sportsmanship.

We can all be proud of our athletic programs. Our players and coaches know what is acceptable behavior on their part. It is important that all parents and fans join with us in stressing good sportsmanship at all levels, from elementary school to high school.

GRADES 7-12 INTERSCHOLASTIC
CODE OF CONDUCT

The interscholastic athletic program of the Saginaw Public Schools is a vital part of the total education program. Research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. The purpose of interscholastic athletics is to make a positive contribution to the development of the participants, spectators, school, and community.

As an integral part of the educational process, the athletic program should always conform and support the objectives and standards of the school. The total educational curriculum must take precedence to the athletic program. Athletes should strive for educational excellence, playing excellence, as well as staying within the boundaries of good sportsmanship. Each high school age child participating in sports is required to have a physical examination and health insurance. For information on obtaining health insurance, please contact the school secretary.

- **To The Parents:**
  It should be remembered that participating in athletics is a privilege, not a right. The major focus is teaching skills, attitudes, knowledge and sportsmanship. The lesson students learn, by being part of a team, teaches them responsibility, cooperation, dedication and determination, which are all valuable lifetime skills.
- **To The Athlete:**
  The privilege you have earned to be a part of an interscholastic athletic team at one of our schools is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experiences as you do from academic endeavors.
- **To the Fans:**
  You are an important part of any athletic event. The schools, coaches and the students who are members of the various athletic teams of the Saginaw Public Schools appreciate the support shown by the fans.

ATHLETIC DEPARTMENT OBJECTIVES

- To provide a positive image during school activities.
- To provide students with opportunities for physical, mental, and emotional development.
- To experience team play along with loyalty, cooperation, and fair play.
- To create a desire to exceed and excel.
- To practice self-discipline and emotional maturity while learning to make decisions under pressure.
- To develop an understanding of the value of extracurricular activities in a balanced educational experience.
- To demonstrate good sportsmanship at all times.
- To develop leadership qualities and skills.

GUIDELINES FOR PARENT PARTICIPATION

1. Assist the school in insuring that your child has a positive sports experience.
2. Have your child at practices and games on time.
3. Practice with your child at home.
4. Come to the games as often as you can.
5. Cheer positively.
6. Compliment your child.
7. Get to know your child's coaches.
8. Remember that this is your child's game.

10 WAYS TO BE A GOOD SPORT

1. Remember that school sports are about young people learning and having fun.
2. Support your team: do not ridicule or intimidate the opposing team.
3. Refrain from using profane or abusive language.
4. Recognize and appreciate outstanding plays by either team.
5. Allow coaches to coach and referees to referee.
6. Be a positive role model for all children, and for other fans.
7. Refrain from using any illegal drugs or alcohol.
8. Don't live your life through the athletic activities of young people.
9. Respect all student athletes as if they were your own children.
10. Remember the game belongs to the student athletes.

MHSAA INFORMATION

The Saginaw Public Schools are a voluntary member of the Michigan High School Athletic Association. The MHSAA rules can be found in the MHSAA Handbook, which can be located in the school administrative office. The MHSAA rules listed below are only a summary of some of the regulations affecting student eligibility. Visit the MHSAA website at **mhsaa.com** for more details.

MHSAA
(MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION)
ELIGIBILITY RULES

Please see the MHSAA Handbook for more details.
https://www.mhsaa.com/sites/default/files/Administrators/eligibility.pdf

ATHLETIC CODE OF CONDUCT

1. The Saginaw Public School athlete must respect the purpose of the school by being a good citizen and a good student.
2. Coaches retain the privilege of insisting on proper grooming and dress of each squad member.
3. Any athlete involved in any activity that would reflect unfavorably on the school shall be subject to disciplinary action. This could mean suspension from athletics.
4. Gambling, profanity, hazing, and obscene language will be unacceptable at all times.
5. Athletes are expected to conduct themselves in an appropriate manner at all school activities.
6. Athletes must adhere to the training rules.

NAME, IMAGE, AND LIKENESS (NIL) / PERSONAL BRANDING ACTIVITY (PBA)

MHSAA Regulation I, Section 11(C) — effective with the 2025–26 school year

MHSAA student-athletes may earn compensation through their own personal brand. The MHSAA calls this Personal Branding Activity (PBA); it is commonly known as Name, Image and Likeness, or NIL. A student-athlete may participate only when all MHSAA rules, SPSD expectations, and disclosure requirements are followed.

Who it applies to. All MHSAA student-athletes at member schools in Michigan, including every SPSD student-athlete.

What it may include. Endorsements, social media promotions, appearances, autograph sessions, merchandise, camps, clinics, private lessons, modeling, commercials, and advertising.

Allowed when all rules are followed

- Independent paid promotions — a local business may pay a flat fee for a student to promote the business on the student's personal account.
- Appearances and autographs — paid appearances, autograph signings, or photo sessions outside the school context.
- Camps, clinics, and lessons — a student may host or instruct youth camps, clinics, or private training not connected to school activities.
- Personal merchandise — a student may sell personally branded merchandise, apparel, or sports cards using the student's own name or image.
- Commercial work — advertising, modeling, or marketing campaigns away from school branding.

Not allowed under MHSAA and SPSD expectations

- Pay-for-performance — no payment tied to statistics, playing time, points, awards, championships, or team outcomes.
- School identifiers — no use of school names, logos, mascots, uniforms, facilities, equipment, or official school social media accounts.
- School time or events — no PBA during school hours, practices, games, meetings, scrimmages, tournaments, or team activities.
- School-connected deals — boosters, coaches, staff, board members, donors, and other school-affiliated individuals may not arrange or facilitate deals.
- Prohibited industries — no alcohol, tobacco, cannabis, gambling, firearms, illegal substances, or sexually explicit content.

Recruiting inducements — no payment to recruit, retain, enroll, or transfer a student-athlete to a particular school.

Required disclosure

All verbal and written PBA/NIL agreements must be submitted at MHSAA.com/NIL within seven (7) business days. The process is: (1) the student and family decide independently, with no school involvement in negotiating or arranging the opportunity; (2) the agreement is submitted to the MHSAA; (3) the MHSAA reviews and notifies the student and school in writing if a conflict is found; (4) if compliant, the student may proceed and eligibility is maintained.

District role

SPSD may educate families, receive disclosures, confirm eligibility after MHSAA review, and enforce local expectations. School-affiliated individuals may not arrange, negotiate, solicit, or facilitate PBA/NIL opportunities. Legal, tax, and college-eligibility questions remain the responsibility of the student and family. A PBA/NIL agreement may also affect NCAA eligibility; students should review NCAA rules at eligibilitycenter.org before signing anything.

Violations may result in the loss of student-athlete eligibility and may jeopardize a school's MHSAA membership.

Questions: MHSAA PBA Office · PBA@mhsaa.com · MHSAA.com/NIL

ACADEMIC REQUIREMENTS FOR PARTICIPATION

Athletic participation is governed by MHSAA rules and by District standards that exceed them. These requirements apply to middle school and high school students who participate in interscholastic athletics. The athletic directors at the District's middle schools and high schools administer the rules.

Eligibility standards

*Previous semester — a student must have passed five (5) of seven (7) classes in the previous semester. A student who did not is ineligible for 60 scheduled school days under MHSAA rules. Credit recovery courses taken in the summer may be used to reach the five-class minimum, provided the courses meet high school transcript requirements.

* Current semester — a student must be passing six (6) of seven (7) classes from the start of the marking period through the most recent eligibility check. A student failing two or more classes is ineligible for a minimum of one full week, Monday through Sunday following the check.

* Eligibility cards — the student is responsible for having an eligibility card completed by each teacher every Thursday and turned in to the athletic office by 1:45 PM Friday. This is the student's responsibility, not the teacher's.

* Probation — a student on probation remains on probation until the next eligibility check. A probationary student who passes all classes at the grade check is removed from probation. Grade checks use the current semester grade and are conducted at each midpoint.

* Special circumstances — a student with reduced, varied, or non-traditional schedules, or with other special circumstances, has eligibility reviewed by a principal, the athletic directors, and a counselor.

Student-athlete academic support

A student-athlete who is failing one or more classes must attend Study Table each day until the student is no longer failing. A student-athlete who does not attend a required Study Table may not participate in practices or contests. Beyond that, every team holds an in-season study hall, designed by the head coach with school administration and the athletic director, meeting at least two days per week for at least 60 minutes. A student-athlete with a cumulative GPA of 3.0 or higher may be released from the in-season study hall at the coach's discretion; that release does not apply to required Study Table for a failing grade.

Tutoring is available after school at both Saginaw United and SASA. Students are encouraged to use it. Contact the coach or a counselor for details.

Game days and early dismissal

On game days and early dismissal days, student-athletes must leave the building if not supervised by a coach. Each school reserves a designated study area, cafeteria, or media center for student-athletes to report to.

ATHLETIC TRAINING RULES

Philosophy: As representatives of the Saginaw Public Schools, athletes are expected to conduct themselves in an exemplary manner at all times. Schools and communities are judged by the actions and behavior of their students, and in particular, their athletes. It is a privilege to compete in athletics, and our athletes must subscribe to certain rules and regulations. These rules and regulations have been instituted for the benefit of the athlete. Athletes are required to follow all MHSAA, Saginaw Valley Conference and Saginaw Public Schools rules and regulations. Not following these rules could result in suspension or dismissal from a team.

We, therefore, insist that you, as an athlete, follow these training rules that have been adopted by the Saginaw Board of Education, which specifically prohibits:

1. Possession or use of intoxicating beverages, and/or being under the influence thereof.
2. The use of tobacco or tobacco products in any form.
3. The use or possession of narcotics and/or drugs unless medically prescribed.
4. Socially unacceptable behavior that detracts from the athletic program and tends to bring discredit upon the team, the school, or the individual. This would include suspension from school, criminal convictions and/or violation of the policies and procedures of the School District of the City of Saginaw.

Penalties for violation of rules 1, 2, 3:

First Violation- The athlete will be suspended from the next interscholastic contest.

Second Violation- The penalty will be double the penalty for the first violation. However, the athlete is subject to a more severe penalty at the discretion of the Coach, Athletic Director or Administration.

Subsequent Violations- Immediate suspension from all athletics. The length of the suspension well be determined by the Administration, Athletic Director, and the Coach or Coaches involved. The penalty will be a more severe penalty than that stated for the previous violation. The athlete will be informed of his/her penalty at a meeting with Administration, the Athletic Director, and Coach involved.

Penalties for violation of rule 4:

The length of suspension and/or any further disciplinary action for violation of rule four will be determined by the Administration, the Athletic Director, and the Coach(s) involved. The minimum penalty shall be identical to the penalty for a violation of rules 1, 2, and 3.

For the first and second violations, the suspended athlete must attend all practices and contests for which he/she is suspended and must be seated on the team bench, but not in uniform. Penalties may carry over into MHSAA tournaments. In the case of not being able to meet the penalty requirement for a violation, the rest of the requirement will be fulfilled in the next sport in which he/she competes. This includes carrying the penalty over to the next school year.

Criminal Acts: Athletes charged with a criminal act that was allegedly committed off school premises will be considered in violation of athletic training rules when the athlete/participant is convicted in a court of law of said crime. This can include misdemeanors and/or felony offenses. Police reports will be reviewed with the police liaison officer in such cases and the school district will impose appropriate penalties.

Attendance: Students are required to be in attendance for the full day of school in order to participate in practices or games. Any exception must have Athletic Director or Administrative approval.

Suspensions: Students who are suspended from school are not allowed to compete in practices or contests until they return to school.

SPSD SPORTS OFFERINGS

Season	Boys	Girls
Fall	Cross Country, Football, Soccer, Tennis	Cross Country, Golf, Volleyball, Swim & Dive
Winter	Basketball, Bowling, Swim & Dive, Wrestling	Basketball, Bowling, Competitive Cheer, Swim & Dive, Wrestling
Spring	Baseball, Golf, Track & Field, Volleyball	Soccer, Softball, Tennis, Track & Field

SPSD MIDDLE SCHOOL SPORTS OFFERINGS

Season	Boys	Girls
Fall	Football,	Basketball, Cheerleading
Winter	Basketball, Wrestling	Volleyball, Cheerleading, Wrestling
Spring	Track & Field	Track & Field

Sports offerings vary by season and by student interest. Contact the high school athletic director for current team information, tryout dates, and physical examination requirements.

SAGINAW VALLEY CONFERENCE

The Saginaw Public Schools is a member of the Saginaw Valley Conference. It is believed that this is the oldest still active conference in Michigan. It is a highly competitive and respected high school conference.

COMMUNITY EDUCATION/ELEMENTARY & MIDDLE SCHOOL YOUTH SPORTS BASIC RULES

The purpose of the elementary and middle school programs is to provide the students who attend Saginaw Public Schools with a healthy outlet for their energy and an opportunity to experience the social interaction and physical and mental challenge of sports competition.

The objectives of the program include helping students:

1. Learn the fundamental rules and regulations of the various sports offered.
2. Learn good sportsmanship.
3. Acquire some of the skills necessary to play.
4. Experience new social contacts and develop new friendships.

YOUTH SPORTS PARENT'S CODE OF CONDUCT

- I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Conduct:
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well being of my child ahead of my personal desire to win.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- I will remember that the game is for children – not adults. I will do my very best to make youth sports fun for my child. I understand that youth sports are designed for the recreational and educational benefits of the players and not for the self-interest of adults.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.
- I realize that any inappropriate conduct may result in being asked to leave the premises.

ATHLETIC TRANSPORTATION

All Student-athletes will be required to utilize school provided transportation to athletic contests upon conclusion of the contest the official parent/guardian can transport the student-athlete home upon verification with the coach.

Section 4: Permission & Consent Forms

PURPOSE: The following pages represent various forms that require student and/or parent signatures. They do not represent all required forms, however, they are representative of the most common forms parents can expect to be asked to sign. All forms are available in the offices of our schools. When students are participating in activities outside the normal instructional environment, permission slips, forms and waivers are used. You should be familiar with these forms and expect to have them brought home for your review and approval. If you have any questions regarding the use of these forms, please call your school principal.

GUIDELINES FOR FIELD TRIPS

DEFINITION
The following guidelines apply to any school sponsored trip away from the school campus (classroom) for the purpose of expanding student learning experiences first hand - either walking or transported. The procedures include field trips taken during or after normal school hours.

REQUEST
Request for permission with the signature of teacher and principal should be submitted to the appropriate division head (i.e., Elementary, Secondary, or Special Education) or his/her designee no later than three weeks prior to the date of the trip. The educational purpose of the field trip must be stated as this will be a key factor in granting approval.

MODE OF TRANSPORTATION

Mode of transportation in order of recommended use.

1. School system buses are to be used whenever possible/feasible. The number of riders is not to exceed the designated capacity of the vehicle for the given age group.
2. Commercial transportation can be used but the number of riders is not to exceed designated capacity.
3. Private buses (i.e., church, police, or other recognized organization) may be used with Transportation Supervisor's approval under the following stipulations.
    a. Must have current certificate of safety from Michigan State Police.
    b. Driver must have appropriate chauffeur's license.
    c. Liability insurance of $500,000 to $1,000,000 and general bus insurance are required.
4. Private vehicles (cars, vans, etc.). It is recommended that private autos be used as a last resort. If they are used, the following stipulations apply:
    a. The individual driving must be a responsible licensed driver who has reached the minimum age of 21 years. Proof of proper license and car registration is required and should be made available to school personnel. A copy of each should be maintained at the school.
    b. The owner of the car has insurance, preferably carrying $300,000 single limit liability coverage. Proof of adequate insurance coverage is required, and a copy maintained at the school.
    c. It should also be understood that there cannot be an agreement to reimburse the individual for expenses as with such an agreement the individual would be considered an agent rendering service of the district instead of a volunteer.
    d. The number of students transported is not to exceed the number of seat belts available. The use of seat belts is State law.

Volunteers, Chaperones & Field Trips

For the safety of all students, **all volunteers and field trip chaperones must complete and pass a criminal history check (ICHAT)** prior to participation. Volunteers agree to supervise students as directed by staff, maintain confidentiality, and immediately report any safety or misconduct concerns—including suspected child abuse or sexual harassment—to the supervising staff member or school administrator. Additional fingerprinting may be required for extended or unsupervised volunteer roles under state law.

Tobacco, Vaping & Cannabis Products Are Prohibited
The possession, use, sale, or distribution of the following is prohibited on all District property, in District vehicles, and at any school sponsored event (on or off campus):

- Tobacco products in any form.
- Electronic nicotine delivery systems (ENDS), e-cigarettes, vapes, vape pens, mods, e-liquids, nicotine pouches, and similar devices or components. Cannabis / THC products, including vape cartridges, edibles, oils, or paraphernalia.

PARENT PERMISSION

All students must have written permission from parent(s) or guardians. The parent permission form is to be kept in the school office and should include date of trip and destination. Permission forms must remain in the school office until the beginning of the following school year.

TEACHER'S RESPONSIBILITIES

A. Before the trip, each teacher must provide to the Principal's Office, the following information:

1. Permission form for each student.
2. A class list with addresses and phone numbers which identifies students going on the trip, students who are absent, and students assigned to other classrooms. The teacher will take a copy with her/him, and provide a copy to the bus driver.
3. List of chaperones, one for every six children on trips out of town; one for every ten on in-town trips is recommended. Chaperones are to supervise groups assigned to them and agree not to bring other children with them. The adult-pupil ratio may vary from trip to trip as affected by:
    a. number of students
    b. age of students (i.e., kdg. vs. 5th graders)
    c. distance to be traveled
    d. length in time (i.e., 1 day vs. 3 days requiring supervision overnight)
    e. mode of transportation
    f. the nature of the final destination (i.e., large zoo vs. small zoo, activities near or involving water vs. trip to local library, number of other people at the same site from other districts across the country.)
4. A copy of rules reviewed with students.
5. Inform school office of bus number before leaving school.
6. All field trips require instructor/supervisor present on bus.

B. Children should carry an identification card or wear a name tag which includes student's name, school, school district and telephone numbers for student's home, school, and emergency contacts.

SCHOOL DISTRICT OF THE CITY OF SAGINAW

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent:

Your son/daughter is eligible to participate in a school sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of teachers, volunteers and interested parents. A brief description of the activity follows:

NAME OF EVENT _____ DESTINATION _____

DESIGNATED SUPERVISOR OF ACTIVITY _____

DEPARTURE DATE ____/____/_____ RETURN DATE ____/____/_____ DEPARTURE TIME _____:_____AM PM RETURN TIME _____:_____AM PM

METHOD OF TRANSPORTATION _____ STUDENT COST _____

STATEMENT OF CONSENT

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from school grounds and that my child will be supervised by a designated person on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

RISKS OF INJURY

I am aware that certain activities can be a dangerous with potential **risk of injury.** These injuries could include the following injuries to my child or others resulting from their participation:

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

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

PAYMENT OF INJURY EXPENSES

I understand that the Saginaw Public Schools does **not** maintain student accident medical insurance for injuries which may be associated with the trip. It is the guardians responsibility to provide medical insurance or other financial means for paying for activity related injuries.

PHYSICAL FITNESS AND MEDICAL AUTHORIZATION

I represent that my child is physically fit and able to participate. I agree to permit school officials to authorize emergency medical treatment on my behalf should I or my designee be unavailable.

SAMPLE

AGREEMENT

1. I willingly agree to accept all responsibilities in case of accident or injury resulting from my child's participation on this trip.
2. I also agree that Saginaw Public Schools and anyone associated with it will not be held responsible for ...

   - any loss, injury, or death related to my child's participation on this trip.

   - any loss, injury or death resulting from another participant's action or failure to act or the actions or failure to act of a non participant on this trip.
3. I also know that it is my child's responsibility to know and obey the rules of the ride/activity, the height/weight requirements and the ride/activity's officials instructions to ensure my own safety.
4. My signature at the bottom of this form means that I have read, understand and agree to these terms of my child's participating in the trip.

If you would like your child to participate in this event, please complete, sign, and return this statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal liability which may result from any personal actions taken by the named student.

Parent's Name	Parent's Signature	Date
Address	Parent's Phone Number	Emergency Phone Number

Please return this entire form by:____/____/_____

School District Of The City Of Saginaw
Field Trip and Excursion
Volunteer Driver Information Sheet

DRIVER INFORMATION	
NAME	**DATE OF BIRTH**
ADDRESS	**SOCIAL SECURITY #**
	PHONE #
Driver's License #	**ALTERNATE #**

VEHICLE INFORMATION	
OWNER	**YEAR/MAKE**
ADDRESS	**MODEL**
	LICENSE #
Note: If more than one vehicle is to be used, an information sheet must be provided for each vehicle.	

INSURANCE INFORMATION
(When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.)

CERTIFICATION	
I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, hold a valid Michigan driver's license, and have the required insurance coverage in effect	
Signature	**Date**

SAMPLE

School District of the City of Saginaw

STUDENT APPEARANCE GUIDELINES



1. Upper apparel includes collared shirts with sleeves, crew necks/ v-necks, turtlenecks, mock turtlenecks, blouses, sweaters, vests with collared shirts or turtlenecks underneath, school-team and school-building shirts or sweaters. T-shirts and sweatshirts are permitted, however t-shirts and sweatshirts with words, phrases, symbols, pictures or signs which use indecent, profane, suggestive or inflammatory words shall not be worn.

   Tail of shirts or blouses must be properly tucked into the lower garment, unless shirts are made to be worn on the outside and at or above the hip area.

2. Lower apparel includes dress slacks or shorts (no more than three (3) inches above the knee) in any color, (i.e., Dockers, corduroy and khakis). Jeans worn with a belt, or fitted at waist will be permitted as long as they are not frayed or have holes.

3. Female students may wear slacks, skirts, dresses, skorts and shorts (no more than three (3) inches above the knee).

4. Sweaters or light jackets, may be worn in the classroom as climate conditions dictate.

5. Shoes or boots must be worn. Gym shoes (tennis shoes) are permitted and must be tied.

6. Team jerseys may be worn on school "spirit" days only. "Spirit" days are to be designated at building level.

7. Team jerseys, school specific apparel, including athletic uniform, cheerleading, pompon, band and co-curricular clubs (i.e., YES Club, Robotics, Debate Clubs, etc.) may be worn on event day. Cheerleaders and Pompon must wear pants underneath. Anyone can wear school apparel to support team/club event day.

8. School team jackets are acceptable, to and from school, but not in the classroom.

9. Students are prohibited from wearing hair curlers, hairnets, roller pins, bandanas, sweatbands or other hair grooming aids. Students should maintain a neat appearance.

10. In order to maintain a positive climate, students shall not wear suggestive or revealing attire that would divert attention from the learning process. Sagging or low-rider pants or skirts are not allowed. This applies to tight or baggy, oversized items of clothing as well. Students should always present a decent appearance.

11. Proper grooming prohibits undershirts, pajamas, and other loungewear, worn as outer garments.

12. Common decency requires that shirts and blouses tied at midriff, plunging necklines (front or back), tank tops, tube tops, halter tops, spaghetti straps, strapless or sheer, see through and sleeveless garments, or any items of clothing that reveal bare midriff which does not contribute to a positive learning environment and can be a distractive force shall not be worn.

13. For reasons concerning personal hygiene, grooming, and decency, gym shirts and shorts worn in the physical education program, shall not be worn to other classes.

14. For the safety of the wearer or their fellow students, any jewelry that is overly "flashy" and/or has the potential to be used as a weapon or dangerous instrument shall not be worn by students at school.

15. Any clothing, jewelry, symbols or other objects that may reasonably be perceived by a staff member as evidence of membership in or affiliation with a gang or detracts from a positive school climate shall not be worn.

16. For safety purposes, slippers, house shoes, flip-flops and other footwear judged by the principal as inappropriate shall not be worn.

17. Students shall not wear sunglasses or dark glasses in the school building unless a medical permit is on file in the principal's office.

18. Clothing that has large pockets (i.e., cargo pants, patterned accessories, camouflage-colored), which may conceal weapons or dangerous instruments and/or has the potential to produce aggressive behavior shall not be worn.

19. In order to maintain a positive school climate, students may not wear clothing, jewelry, buttons, patches, belts or accessories with messages and/or symbols that are disrespectful (rude, slur, put down), offensive (unpleasant, crude, provocative, attacking, disgusting, hostile) and/or distracting (attracting attention that interferes with learning and teaching).

20. Headgear of any kind, including hats, caps, sweatbands, scarves, do-rags, stocking caps, bandanas, and baseball caps should be removed upon entering the school building. All headgear should be stored in the students' locker during regular school hours. Students with a medical statement or religious documentation may be exempt.

21. For safety reasons, outer clothing designed for outdoor wear shall not be worn inside the school building or carried to and from classes (i.e. coats, jackets, overcoats, scarves, hats, mittens, gloves, earmuffs).

22. Student ID's must be visible and worn at or above the waist at all times.

Building administrators will have discretionary authority to determine acceptable or non-acceptable attire for medical or other health related reasons.

Advice For Parents: If your child comes to school wearing expensive clothing (i.e., shoes, jerseys, leather jackets, etc.), the school will bear no responsibility for replacement of the lost/stolen item.

Students violating these guidelines shall be subject to disciplinary action according to School District Student Code of Conduct.

Guidelines are based on Board of Education Policy No. 8240 "Student Appearance Policy," which were presented to and received by the Board of Education on November 9, 2005.

Elementary Dress Code

(Per the Student Appearance Guidelines, presented to and received by the Board of Education-November, 2005)
(For non-uniform schools)

In order to maintain a positive learning environment, the Saginaw Public School children in non-uniform buildings will follow the Student Dress Code as outlined below:

Upper Apparel

All upper apparel should be free of words, phrases, symbols, pictures or signs, which use indecent, profane suggestive, or inflammatory words.

ACCEPTABLE	UNACCEPTABLE
• Collared shirts with sleeves • Crew, V-neck, turtlenecks shirts • Blouses • Vests with shirts underneath • School team/building shirts/sweaters/sweatshirts • T-shirts and sweatshirts • Hooded tops only if hoods are off heads within the building	• Shirts and/or blouses ties or at midriff, plunging necklines (front or back), halter tops, tube tops, spaghetti straps, strapless, sheared, or sheer, see through, sleeveless, or show the bare midriff • Large/oversized shirts, jersey, sweatshirts, or could be perceived by a staff member as membership or affiliation in a gang

Lower Apparel

ACCEPTABLE	UNACCEPTABLE
• Dress slacks, shorts/skorts/skirts Ino more than 3 inches above the knee), jeans, corduroy, cargo pants, (free of holds or frays), that are fitted at the waist or worn with a belt • Tights or leggings work with skirts, dresses, or tunic tops	• Sagging pants or skirts lowered at the waist. Ultra low waist pants or skirts. • Pajamas/Loungewear • Skin tight or over sized pants, skirt, or shorts • Tights or leggings worn alone • Green military/hunting, (orange) camouflage clothing • Oversized belt buckles • No words on seat of pants

Footwear

ACCEPTABLE	UNACCEPTABLE
• Dress shoes, gym/tennis shoes, and sandals with backs	• Flip flops, slippers, house shoes, high heels or wedged shoes, shoes with wheels

Miscellaneous Apparel

Headgear	JEWELRY/SUNGLESSES
(Must be removed and not worn at any time in the building)	**(NOTE: Wearing jewelry of any kind is discouraged for safety and security of all.)**
• ALL hats, hoods scarves, headbands, do-rags, stocking caps (these items should be stored in lockers, not desks or classrooms) • Curlers, hairnets, bonnets, roller pins, bandanas, sweatbands, or other grooming aids shall not be worn **Coats/Jackets** • Jackets and coats are to be kept in lockers unless the climate of the classroom dictates the need for a light jacket or sweater (School personnel shall determine such conditions)	• Flashy/large oversized jewelry is not to be worn at any time • Sunglasses are NOT permitted, unless there is a documented medical reason from a doctor • Any jewelry or accessory, with slurs, putdowns, insults, disrespectful symbols or words, that are seen as distracting, attacking, hostile, rude, disgusting, indecent or interferes with the learning environment shall not be permitted

ADVICE FOR PARENTS: Please do not send your children with expensive clothing, jackets, shoes, jewelry, etc. The district will bear no responsibility for replacement of the lost or stolen items.

****NOTE: Building Principals will have discretionary authority to determine acceptable or non-acceptable attire for medical or other health or religious reasons. Students violating these guidelines shall be subject to correction and disciplinary action according to school district appearance guidelines.**

FAMILY ACCESS WEB PAGE:
STUDENT INFORMATION ANY TIME, ANY PLACE

Using the Family Access web page, you will be able to view attendance, schedules, and basic student information. At the middle and high school level, you can view semester grades. To begin using the Family Access web page, visit the District website at **www.spsd.net** and click on the Parent Tab. Then choose the Family Access option.

Here is a sample of the Family Login and Password

Guardian Name	Login Name	Password
Sample, KAREN	SAMPLKAR000	2JSHX2SS
SAMPLE, JOSEPH	SAMPLJOS000	RNPPLOTT

SPECIAL NOTE:
When reviewing your login name, please note, your login name might include spaces.
For example, if your last name contains less than 5 letters, there will be spaces between your last name and the first three letters of your first name, followed by 3 numbers: in the example below, this symbol **^** equals a space.

Guardian Name: Peter Joi
Login Name: JOI^^PET000

Our staff is here to help should you need assistance, for example:
- **Login Assistance:** If you need help logging in, please contact your student's building.
- **Missing Student:** If your student is not listed under your login, please contact your student's building.

TITLE I POLICY
Introduction
The Title I, Part A program is designed to help disadvantaged children meet high academic standards by participating in either a school wide or a targeted assistance program. School-wide programs are implemented in high-poverty schools following a year of planning with external technical assistance and use Title I funds to upgrade the entire educational program of the school. Targeted assistance programs provide supplementary instruction to children who are failing or most at risk of failing to meet the district's core curriculum standards. School-based decision-making, professional development, and parent involvement are important components of each district's Title I, Part A program.

Purpose of Programs
Designated to help disadvantaged children meet high academic standards; to help children who are failing or most at risk of failing to meet the district's core academic curriculum standards. Both school-wide and targeted assistance programs are to provide supplemental instructional services to identified children.

Who is served?
School-wide: After the required one year of planning, the program addresses the needs of all students in the school, but particularly the needs of low achieving children who are most at risk of not meeting state standards.

Targeted Assistance: Only students identified as failing, or most at risk of failing, to meet the State's challenging student performance standards. Students in preschool through second grade are selected solely on the basis of teacher judgment, interviews with parents and developmentally appropriate measures.

WHEN A CONCERN ARISES
Saginaw Public Schools believes that all children can be successful, and in order for this to occur, communication between staff and parents needs to be open and honest. We urge you to feel free to contact your child's teacher when you have a concern. Please refer to the chart for guidance as the sequence of steps to be taken.

The Issue?	Who Might Help?	How?
Academic/ Discipline	• Teacher • Principal • District Administrator • Board of Education	• Plan a conference • Arrange tutoring • Provide enrichment
Academic/ Social	• Teacher • Social Worker/ Counselor • Principal	• Plan a conference • Observe behaviors • Problem Solve • Provide support groups
Attendance/ Health	• School Secretary	• Provide Information
Special Needs	• Teacher • Special Education Teacher • Psychologist • Principal • Social Worker	• Plan a conference • Offer advocacy • Develop IEP

School District of the City of Saginaw

STUDENT, PARENT, SCHOOL COMPACT
(DRAFT)

School Name_____

This compact was developed to demonstrate our belief that high student performance is a shared responsibility by parents, the entire school staff, and students.

As a PARENT or Guardian, I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Utilize Skyward Parent to access your child's grades, attendance and behavior. Contact their teacher to maintain an open line of communication via email/phone and review resources available.
- Build teacher/parent relationships by communicating directly with the teacher and school if there is a problem.
- Express high expectations for both positive behavior and academic excellence.
- Establish time at home to discuss school, daily experiences and positive interactions that your child has had at school.
- Structure routines for your child that fosters attention to completing homework, maintaining a healthy lifestyle and ATTENDING SCHOOL on a regular basis.
- Read everyday at home with my child(ren).
- Check your child's school work and back pack routinely to establish an expectation for success.

*Parent's Signature*_____ *Date* _____

As a STUDENT, it is important that I work to the best of my ability.

- Students will attend school regularly and on-time
- Students will return any assignments and home activities on-time
- Students will follow rules and expectations
- Students will come to school ready to learn
- Students will ask for help when needed
- Students will set improvement goals for MSTEP, PSAT and SAT
- Students will explore career pathways

*Student's Signature*_____ *Date* _____

As a TEACHER, I will encourage and support each student to learn by:

1. Providing a safe, structured, and orderly learning environment.
2. Recognizing and accommodating different learning styles.
3. Building relationships by providing a nurturing, praising, and encouraging environment for all students.
4. Assigning meaningful homework assignments that support and reinforce classroom instruction.
5. Encouraging participation of parents and their support in helping their child achieve educational goals.
6. Keeping parent (s)/guardian(s) informed of their child's progress on a regular to periodic basis
7. Demonstrating appropriate grooming and dress.

Teacher's Signature _____ *Date* _____

As a PRINCIPAL, I support this School Parent Compact and shall strive to do the following by:

1. Providing an environment allowing for positive communication between the teacher, parent, and student.
2. Providing a quality curriculum and instructional practices that will allow students to become effective learners.
3. Providing opportunities for parents to be involved in the school in their child's education.
4. Build relationships with parents, students, staff and the community through positive interactions and school progress.

WHAT PARENTS CAN DO TO PREPARE FOR PARENT-TEACHER CONFERENCES:

- Make a list of things that will help the teacher understand your child better.
- Make a list of things you want to find out from the teacher.
- Be on time – Follow the schedule.
- Call ahead of time about rescheduling your conference.
- If possible, both parents should attend the conference.
- Ask the teacher how you can help your child at home.
- Remember that you and the teacher have a sincere interest in your child.

HOW CAN I HELP MY CHILD SUCCEED IN SCHOOL?

1. Let your child know that you think school is important.
2. Set a regular bedtime. Age should not be a factor.
3. Provide your child with plenty of time to get ready for school.
4. Provide an alternate plan of transportation for getting your child to school on time, just in case you are unable to get him/her there.
5. Schedule doctor's, dentist's, and other appointments before and after school hours.
6. Plan for scheduled appointments around the school day. If appointments must be during the school day, plan them so that your child does not miss the same class every time.
7. If your child must be out of school for part of the day, allow him/her to miss only that time necessary for the appointment.
8. View tardiness as unacceptable behavior.
9. Refuse to write an excuse for anything other than legitimate absence.
10. Be sure make-up work is completed promptly.
11. Notify the school as soon as possible in cases of prolonged absences due to hospitalizations, etc.
12. Use good judgment. Don't send a sick child to school.
13. Plan family vacations in accordance with the school calendar as much as possible.
14. Talk to your child about responsibility and the need to develop good work habits and positive attitudes.

FAMILY VACATIONS:

Each day is an integral part of a planned instructional program by your child's teacher(s). No amount of make-up work can possibly replace what a child learns by attendance in school and direct teacher instruction. If a family vacation is planned during the school year, the parent/guardian should notify both the teacher and principal no fewer than three days before departure. Children will be responsible for making up assignments upon their return.

PARENT WORKSHOPS:

Parent workshops will be offered on a district, school, and/or classroom level.

APPOINTMENTS/MESSAGES/TELEPHONES

To the best of your ability, we ask that appointments (dentist, doctor, hair, etc.) be scheduled for after school hours. It is the responsibility of the parents to notify students in advance of appointments and other messages before their arrival at school. The school is not equipped to relay messages during the day to students during class time. **School telephones are to be used for school purposes during the school day.**

COMMUNICATING

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT BEHAVIOR

Proper student behavior closely identifies with good citizenship. Schools have long been institutions where good citizenship is expected of each student.

EACH STUDENT HAS THE RESPONSIBILITY TO:

- Respect the teacher and all school employees.
- Respect fellow classmates.
- Respect building guests.
- Respect school property.
- Conduct himself/herself in a manner that promotes a positive educational environment.

EACH STUDENT HAS THE RIGHT TO:

- Be respected by the teacher and all school employees.
- Be respected by fellow classmates.
- Be respected by building guests.
- Access professional staff and facilities, which allow for personal growth through participation.

CURRICULUM DEVELOPMENT

Curriculum is designed for students and therefore, students' opinion can be extremely important and deserves careful analysis.

EACH STUDENT HAS THE RESPONSIBILITY TO:

Comply with all curriculum requirements and seek clarification from informed persons in the school.

EACH STUDENT HAS THE RIGHT TO:

Be consulted in curriculum development to the extent that grade, age, and level of maturity demonstrate an ability to participate in a responsible manner.

ACADEMIC EXPECTATIONS, CONDUCT, AND EVALUATION

A student evaluation should reflect a teacher's best assessment of academic achievement. Students are expected to do their own work. If a student turns in work completed by another person, it will be considered an act of scholastic dishonesty**.**

EACH STUDENT HAS THE RESPONSIBILITY TO:

- Make their best effort to meet classroom expectations.
- Seek clarification if unclear about an assignment or application.
- Maintain a high standard of performance according to their ability.
- Present completed assignments as required by the instructor on the assigned due date.
- Give a reasonable effort. Collaborations among students are encouraged when appropriate; however, copying someone else's work is unacceptable.
- Ask for homework assignments when absent.

EACH STUDENT HAS THE RIGHT TO:

- Receive a written copy of the teacher's grading system, policies, and course requirements.
- An academic grade that reflects achievement.
- Proper notice of due dates for assignments.
- Homework and other classroom assignments appropriate to the course of study.
- Work with others, as well as demonstrate individual abilities.
- Receive homework and other classroom assignments when absent.

STUDENT RECORDS

Student records are any written materials concerning individual students and are kept in any form by the school district. This information is used as a means to develop the best possible educational program for each student. The school is to exercise care to make certain student records are treated confidentially.

PARENTS HAVE THE RESPONSIBILITY TO:

Notify the school district in writing of any person who has authorization to receive disclosure of records.

PARENTS HAVE THE RIGHT TO:

Expect the district to comply with the requirements of the Family Educational Records and Privacy Act (FERPA) and The Education of the Handicapped Act-Part B (EHA-B) in connection with disclosure of records.

FREE SPEECH/EXPRESSION

One of the goals of the Saginaw Public Schools is to prepare students for responsible self-expression as permitted under the First and Fourteenth Amendments to the United States Constitution. Self-expression, however, must not interrupt the orderly educational process of the school or be a violation of the code of conduct.

STUDENTS/PARENTS HAVE THE RESPONSIBILITY TO:

- Request in writing that the student shall be excused from any activity that conflicts with their beliefs.
- Seek the approval of the principal and adhere to the established regulations as to the manner, time, and place of the requested assembly.
- Abstain from acts or words that are threatening or inflammatory to students, staff, and other individuals.

STUDENTS/PARENTS HAVE THE RIGHT TO:

- Be excused from any activity in conflict with their religious beliefs or personal convictions.
- With approval of the principal, assemble peaceably for school related activities.
- An atmosphere free from racial, ethnic, sexual, or religious jokes, slurs, or innuendoes. This also includes demeaning or degrading comments related to religious beliefs or personal convictions.

ATTENDANCE

School administrators have the responsibility under state law to enforce compulsory school attendance.

STUDENTS/PARENTS HAVE THE RESPONSIBILITY TO:

- Attend all classes daily and be punctual.
- Verbally notify the school of an absence on the day of an absence.
- Remain on school premises in accordance with building policy.
- Keep and provide copies of documentation of medical appointments, court summons, funerals, medical emergencies, & other unavoidable absences.

STUDENTS HAVE THE RIGHT TO:

- Receive school policies that define absences & tardiness.
- Appeal a decision concerning an absence.
- Leave school property with a parent/guardian, only after they have received authorized permission. Information card must be verified.
- Make an appointment to review attendance record.

THE REVISED SCHOOL CODE (EXCERPT) — ACT 451 OF 1976, MCL 380.1561

Except as otherwise provided by law, a parent, guardian, or other person having control and charge of a child must send that child to school during the entire school year from the age of 6 to the child's eighteenth birthday. A child's attendance must be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

State law provides limited exceptions, including attendance at a state-approved nonpublic school, home education in an organized program covering the required subject areas, graduation from high school or completion of all graduation requirements, and — for a child who is at least 16 — written notice from a parent or legal guardian withdrawing the child. Families should contact the school office before acting on any exception. A parent, guardian, or other person who fails to comply with the compulsory attendance requirement is guilty of a misdemeanor.

HOMEWORK ASSIGNMENTS

Homework is a beneficial and necessary tool, which aids students in their academic growth. It is used for review and reinforcement of concepts already under study. The frequency of specific assignments depends upon the teacher's judgment of the needs of an individual or group of students. We believe that homework is an integral part of the educational program. It provides communication to the home relative to school. Assignments are designed to provide practice in needed skills, and the role of the parents should be to observe such practice, not be a participant. Parents are not expected to teach their child new skills. Since homework should be an outgrowth of school activity – concepts / skills taught in the classroom – children should meet the following guidelines for completion of tasks:

Kindergarten & Grade 1: 10 minutes per day
Grade 2: 20 minutes per day
Grade 3: 30 minutes per day
Grade 4: 40 minutes per day
Grade 5: 50 minutes per day

The time allotments are established to guide parents' understanding of how successfully a child is learning prescribed skills. If a child is spending an extraordinary amount of time on homework their teacher should be notified. This may signal that additional instructional help is necessary. The above times are provided only as guidelines and may be exceeded on a daily basis when schedule or calendar changes occur.

Homework Assignments During Student Illnesses

Parents are asked to notify the school office before 10:00 AM if homework assignments are requested during student illnesses. This will enable the classroom teacher to gather the materials necessary for the assignments.

Helping with Homework

Saginaw Public schools has a comprehensive literacy approach that is grounded in research and incorporates phonics, word study and spelling, vocabulary, fluency, comprehension and writing. Our comprehensive literacy approach has teachers incorporating best practices for literacy instruction.

Literacy is the ability to access and share information and ideas through listening, speaking, reading, and writing. Our literacy approach also includes interventions for students who need additional support, assessments that guide instruction and on-going professional development. Our K-5 literacy instruction incorporates oral and visual communication, writing, reading, researching and critical thinking in meaningful ways throughout the school day.

Learning to read is hard work for children. Becoming a reader involves the development of important skills and the good news is that you can help. At home you can help by teaching your child rhymes, short poems, songs, and play simple word games. Ask your child, "How many words can you make up that sound like 'bat'?"

Help your child separate the sounds in words, listen for the beginning and ending sounds, and put separate sounds together. Practice the alphabet and read alphabet books. Use labels on boxes, signs, newspapers, and magazines to point out letter-sound relationships, and listen to your child as he or she practices to read. Be patient, and show your child that you are proud of the hard work.

For older children, have them re-read familiar books and talk with them about the characters, places, and events that took place. For more information, call the main number of your child's school and ask for the building principal.

SPECIAL EDUCATION SERVICES

All special education students have an Individualized Educational Plan (IEP) written for them annually and their classes are provided in the least restrictive environment. Special education students follow the same school rules, regulations, and policies as general education students unless altered by an Individualized Educational Planning Team (IEPT) decision or if the local policy is in conflict with a county, state, or general rule/policy. The Special Education Department provides parents Procedural Safeguards including information such as special education laws, parent's rights, and special education policies.

SAGINAW PUBLIC SCHOOLS/CURRICULUM

The District's Curriculum Program provides a full comprehensive academic program of study for all students in grades K through 12. The curriculum program is aligned with the State of Michigan graduation requirements.

GRADUATION REQUIREMENTS AND CREDIT PROGRESS

Effective beginning with the Class of 2027 — 24 credits required

The Saginaw Board of Education approved updated graduation credit requirements effective beginning with the 2024–25 school year. Beginning with the Class of 2027, every student must earn 24 credits to graduate. District requirements align with and exceed the Michigan Merit Curriculum, which sets a state minimum of 18 credits.

Subject Area	Credits
English Language Arts	4.0
Mathematics	4.0
Science	3.0
Social Studies	3.0
Visual, Performing & Applied Arts	1.0
Physical Education & Health	1.0
Personal Finance	0.5 *
World Language	2.0 **
Online Learning Experience	Incorporated into required credits
Additional Electives	To reach the 24-credit total
TOTAL	**24.0**

Credit Progress by Class — 2026–27

Class	Credits required	Minimum to be on track	Notes
Seniors — Class of 2027	24	18 credits + required courses	Must meet all 24-credit requirements
Juniors — Class of 2028	24	12 credits + required courses	Must remain on pace for 24 credits
Sophomores — Class of 2029	24	6 credits + required courses	Must remain on pace for 24 credits
Freshmen — Class of 2030	24	6 credits by end of 9th grade	Must take 7 credit hours per year

Key policy notes

- All students must be scheduled for seven (7) credit hours per year.
- Students who fall below the minimum credit progress shown above are assigned to required credit recovery (see Required Summer Programs) and may be placed in an alternative program, including the Success Academy, in accordance with Board Policy po5410/po5200.
- Students must take all state and federally required assessments (M-STEP, PSAT, SAT) and are expected to put forth their best effort.
- Students must complete all graduation requirements in order to participate in commencement exercises.

ADVANCED COURSEWORK, DUAL ENROLLMENT, AND WEIGHTED GPA

Effective 2025–26 and thereafter

Saginaw Public Schools encourages every student to take the most rigorous coursework in which the student can be successful. Advanced Placement (AP) and Dual Enrollment courses carry a 1.25 grade-point multiplier so that the additional rigor of those courses is accurately reflected in a student's grade point average.

Letter Grade	Regular Course (1.0 multiplier)	AP / Dual Enrollment (1.25 multiplier)
A	4.0	5.0
A-	3.7	4.625
B+	3.3	4.125
B	3.0	3.75
B-	2.7	3.375
C+	2.3	2.875
C	2.0	2.5
C-	1.7	2.125
D+	1.3	1.625
D	1.0	1.25
D-	0.7	0.875
E / F (Failing)	0.0	0.0

Dual enrollment

Eligible students may enroll in college coursework under Michigan's Postsecondary Enrollment Options Act. Dual Enrollment courses earn both high school credit and transferable college credit at no tuition cost to the family. Students must meet the qualifying assessment score and the application deadline for each term. See a school counselor for eligibility, transportation, and course-selection details.

How GPA is reported

Both a weighted and an unweighted grade point average are maintained for every student. The weighted GPA is used for class rank and graduation honors. Colleges, scholarship programs, and the NCAA may recalculate a student's GPA using their own methods.

Questions about course selection, weighting, or GPA should be directed to the school counselor.

CLASS RANK, VALEDICTORIAN, AND SALUTATORIAN

Class rank

Class rank is calculated using the weighted cumulative grade point average. Preliminary rank is determined at the end of the seventh (7th) semester and is finalized at the end of the eighth (8th) semester for the purpose of graduation honors.

Enrollment requirement for graduation honors

Students must be enrolled at Saginaw United High School or the Saginaw Arts & Sciences Academy for a minimum of two consecutive school years prior to graduation to be eligible for Valedictorian or Salutatorian.

Additional eligibility

- A student must have met all District graduation requirements and be on track to graduate with the student's class.
- The Valedictorian is the eligible student with the highest weighted cumulative grade point average. The Salutatorian is the eligible student with the second-highest weighted cumulative grade point average.
- Transfer grades will be included in the cumulative GPA according to District transcript and grading procedures.
- Final determination will be made after verification of graduation eligibility, transcript accuracy, and completion of all required coursework.

ATTENDANCE, TRUANCY, AND REQUIRED INTERVENTION

Aligned with Board Policy po5200 (Attendance) and the Revised School Code, Act 451 of 1976, MCL 380.1561.

Effective date

The Excessive Absence Academic Policy, the make-up session requirements, and the attendance steps described in this section were adopted by the Board of Education as an addendum to the SPSD Attendance Handbook and took effect on August 25, 2025, with the start of the 2025–26 school year. They have governed District attendance since that date and continue without change in 2026–27. This is the first edition of the Student & Parent Handbook to print them.

Philosophy

Regular, on-time attendance is essential for student achievement, classroom engagement, and long-term success. The attendance policy of the School District of the City of Saginaw is designed to promote dependability and promptness. Each student and family should accept responsibility for observing the attendance rules and procedures.

Reporting an absence

Parents or guardians should call the school office between 7:30 AM and 9:00 AM to report an absence. Absences must be reported within 24 hours to be verified as excused. In case of an extended illness, parents may specify a longer period. An unplanned early release requires a parent or guardian to come to the office before the release takes place.

Definitions

- Absence — failure to be present for all or part of a scheduled school day. An absence of less than 20 minutes is recorded as a tardy.
- Tardy — arrival after the start of school or class by less than 20 minutes.
- Excused absence — an absence reported and, where required, documented for a reasonable excuse listed below.
- Unexcused absence — an absence for which no valid reason was reported, or for which documentation was not provided when required.
- Truancy — any absence for which there is not a justifiable and appropriate reason.

Reasonable excuses (Board Policy po5200)

Illness or recovery from an accident; required court attendance; professional appointments; death in the immediate family; observation or celebration of a bona fide religious holiday; other good cause as approved by the Superintendent or designee.

The following do not count toward the thresholds below: documented hospitalization or homebound placement; religious holidays; approved school-sponsored activities; mandated court appearances.

Minimum attendance for credit

Secondary students must be in attendance at least 90% of the time in each class in order to earn academic credit each semester. Elementary students must be in attendance 90% of the scheduled clock hours each semester.

Excessive absence — academic consequence

Level	Threshold	Consequence unless make-up sessions are completed
Secondary (6–12)	15 or more unexcused absences in a semester -long course	Reduction of grade or course failure (denial of credit)
Secondary (6–12)	30 or more unexcused absences in a full-year course	Reduction of grade or course failure (denial of credit)
Elementary (PreK–5)	30 or more unexcused absences in the school year	Mandatory summer school, pending ARC review and administrative approval

Consistent with po5200, a failing grade is not assigned solely because of attendance. However, a grade may be reduced or credit denied when a student does not make appropriate use of the make-up sessions the District provides.

Appropriate make-up sessions
Make-up sessions are school-scheduled, documented instructional recovery time tied directly to the content missed. They are not independent homework. A make-up session must be (1) directly related to the missed instructional content; (2) scheduled by the school within 10 school days of the absence, unless otherwise approved for extraordinary circumstances; (3) fully attended and actively participated in, with all assigned tasks completed; and (4) documented in the school's attendance and intervention tracking system.

Examples: Saturday school sessions with teacher-led academic recovery; after-school tutoring tied to missed lessons; District-approved online learning modules with monitoring; extended-day sessions for lab work, projects, or targeted instruction; short-term academic boot camps or credit recovery programs.

Even when make-up sessions are completed, a student's grade may still be reduced, or summer school required, to reflect lost instructional time and participation opportunities, at the discretion of the teacher and principal and in accordance with po5200.

Extraordinary circumstances
A student may be exempted from grade reduction, course failure, or retention only when documentation shows a chronic or long-term medical condition verified by a licensed health provider; a significant mental health or trauma-related concern; or another serious hardship such as housing instability or a court-ordered absence. Documentation is submitted to the building administrator or the Attendance Review Committee. Students with physical or mental impairments who may exceed excused absence limits will be referred for evaluation under IDEA or Section 504.

Tardy policy
Students arriving late must sign in at the office. Following three (3) tardies, a notification is sent to the parent or guardian. Following five (5) tardies, a mandatory parent conference with the principal is scheduled. If tardiness continues, the District Truancy Officer becomes involved.

Tiered truancy response — unexcused absences

Attendance Policy — Steps
Any absence generates an automatic phone notification to the parent or guardian on the day of the absence. The steps below are driven by unexcused absences. Each step is cumulative within the school year, and the school moves to the next step only after completing the one before it.

Enrollment may be dropped after ten (10) consecutive days of absence with no excuse.

Attendance Review Committee (ARC)

The ARC is a school-based team that includes a school administrator, the student's teacher(s), a school counselor, and other relevant staff.

The ARC reviews attendance records, verifies documentation, and recommends supports, interventions, or exceptions. The committee reviews each student's attendance record after 5 absences or 7 tardies in a semester, and again after each 2 additional absences or tardies. The ARC's role is to ensure fairness while upholding District attendance standards.

Step	Trigger	School action	Team lead
STEP I	2 unexcused absences	Classroom teacher contacts the parent or guardian by call, email, or text to review the concern.	Classroom teacher
STEP II	3 unexcused absences	Attendance Improvement Paraprofessional (AIP) reviews the record; parent or guardian is notified; early supports are put in place. A physician's letter may be requested for absences reported as illness.	AIP
STEP III	5 unexcused absences or 7 tardies	District Truancy Letter #1 is mailed or emailed. Parent Conference #1 is held and a School Attendance Agreement is created. The Attendance Review Committee opens a case.	Building administrator, with AIP and District Truancy Officer
STEP IV	7 to 9 unexcused absences	District Truancy Letter #2 is sent, with a copy to the Saginaw ISD Truancy Officer. Parent Conference #2 is held and includes the Family & Community Engagement Specialist. Supports are intensified and community referrals may be made.	District Truancy Officer
STEP V	10 or more unexcused absences	A certified legal notice is sent and the case is prepared for a truancy petition or court referral. Home visits continue. Possible legal sanctions include delayed sentence, probation, or fines.	District and Saginaw ISD Truancy Officers, with the court

Appeals

Parents or guardians may request a formal ARC review within 5 school days of notification of grade reduction, course failure, or retention. An appeal must include a written explanation of the circumstances and supporting documentation. The ARC issues a written decision within 10 school days.

REQUIRED SUMMER PROGRAMS

Summer Bridge · Middle School Summer Enrichment · High School Credit Recovery

Summer programming in Saginaw Public Schools is not optional for students who are identified for it. Identified students are automatically enrolled, and families receive direct written notification from their current school with the dates, times, location, and site supervisor. All required programs are provided at no cost.

A student who does not attend required summer programming enters the following school year under all of the following conditions:

1. A reentry meeting with administration, required before Day 1.
2. Full-year strict academic and behavioral probation.
3. A mandatory attendance and behavior contract — 90% attendance required, no exceptions.
4. Placement in a mandatory intervention course, replacing a preferred elective.
5. The student must pass every class and maintain good academic standing all year.
6. Required regular meetings with a counselor, social worker, or administrator.
7. The student must join and actively participate in at least one club, sport, or organization.
8. The parent or guardian must meet with the District Family & Community Engagement Specialist.

Mandatory Compliance Reviews conducted every 9 weeks.

October 2, 2026 · December 4, 2026 · February 19, 2027 · April 30, 2027

A student must meet all requirements at each checkpoint to remain enrolled in the student's home school. Failure to comply with these conditions results in removal from traditional school and placement at the Success Academy.

Mandatory High School Credit Recovery

If your child does not attend mandatory High School Credit Recovery, that student:

- may be placed in an alternative school or program offering additional academic support and interventions, including the Success Academy, in accordance with Board Policy po5410;
- may lose athletic and extracurricular eligibility under MHSAA rules

ATTENDANCE RESPONSIBILITIES

Pupils Are Expected To:

1. Accept responsibility for being present and on time to all classes.
2. Inform each teacher before necessary absences when possible.
3. Get make-up work from teacher, complete it, and submit it in a timely manner.

Parents/Guardians Are Expected To:

1. Encourage daily and punctual attendance.
2. Exercise good judgment regarding the justifiability and appropriateness of all absences.
3. Limit school absenteeism for other than health reasons to an absolute minimum.
4. Notify the school when student must be absent and support the reason with official documentation if requested.
5. Confer with the school in cases of attendance issues.
6. Monitor student's make-up work for timely completion.

Teachers Are Expected To:

1. Record and monitor accurate day-to-day attendance records for each student as per School District of the City of Saginaw policy, collective bargaining agreement, or building rules.
2. Provide make-up work to students in a timely manner, as required by School District of the City of Saginaw policy, collective bargaining agreement, or building rules.
3. Communicate with parents/guardians regarding pupil absences and the importance of regular attendance and punctuality.

Administrators Are Expected To:

1. Maintain an accurate, up-to-date record of each student's class-to-class and day-to-day attendance.
2. Consult with pupils/parents of pupils who have attendance problems.
3. Notify parents of pupil's absences and tardies, in all cases in which parent/guardian had not notified the school of the absences and tardies.
4. Provide parents with requested information about attendance.
5. Work cooperatively with pupils and teachers to correct poor attendance patterns.
6. Refer truancy problems to the proper authorities following established protocol.

DISTRICT PROCEDURES

Closed Campus

The Saginaw Public Schools operates under a CLOSED CAMPUS policy. After arriving at school, students may not leave the school campus, other than for an approved educational activity (for example: field trips, attendance at the Saginaw Career Complex, attendance at the Saginaw Arts and Sciences Academy, athletic contests, etc.).

If a student becomes ill during the school day, there must be a parent/ legal guardian contact and the parent/legal guardian, or parent-authorized adult, must sign out the student in the office before leaving. Students will not be excused to leave school for personal business, personal errands, or to go to lunch. Violations of this policy will result in disciplinary action.

Field Trips/Special Activities

Students are representatives of the school on trips and they will be expected to behave in a manner that reflects positively on the Saginaw Public Schools. Parents will be notified of upcoming field trips in writing. School trips and special activities are considered a privilege and, therefore, involve eligibility. The following list includes examples of types of infractions that are grounds for trip/activity denial:

- Students who have had teacher, lunch, or after school detentions.
- Students who have had out-of-school suspensions.
- Students who have been disruptive or disrespectful.
- Students who have had problems on the bus.
- Students who have a record for any inappropriate behavior.
- A staff committee will review all students before the trip/activity to determine eligibility.
- In the case of an educational field trip, a parent must accompany the child if a disciplinary infraction occurred prior to the field trip.

Volunteers, Chaperones & Field Trips

For the safety of all students, **all volunteers and field trip chaperones must complete and pass a criminal history check (ICHAT)** prior to participation. Volunteers agree to supervise students as directed by staff, maintain confidentiality, and immediately report any safety or misconduct concerns—including suspected child abuse or sexual harassment—to the supervising staff member or school administrator. Additional fingerprinting may be required for extended or unsupervised volunteer roles under state law.

Tobacco, Vaping & Cannabis Products Are Prohibited

The possession, use, sale, or distribution of the following is prohibited on all District property, in District vehicles, and at any school sponsored event (on or off campus):

- Tobacco products in any form.
- Electronic nicotine delivery systems (ENDS), e-cigarettes, vapes, vape pens, mods, e-liquids, nicotine pouches, and similar devices or components.

Cannabis / THC products, including vape cartridges, edibles, oils, or paraphernalia.

Safety Drills

Michigan's Fire Prevention Code, MCL 29.19, requires every school operating any of grades K through 12 to conduct, each school year, a minimum of five (5) fire drills, two (2) tornado safety drills, and three (3) lockdown drills.

- Fire drills — at least three by December 1, with the remaining two spaced through the rest of the year.
- Tornado drills — at least one conducted during March.
- Lockdown drills — at least one conducted by December 1 and at least one after January 1.

At least one of these drills is conducted during a lunch or recess period, or at another time when a significant number of students are gathered but not in a classroom. Drills are not conducted during a state-mandated assessment. Each school documents completed drills on its website within 30 days and keeps that record posted for at least three years.

Fire Drills

Students will be notified which exit is to be used and how the fire drills will be conducted. The students will be given special instruction concerning the procedure. The following procedures will be used:

1. Each class will leave by its own exit according to the teacher's instruction.
2. All students must evacuate in single file from the building even if the event is a practice drill and not a real emergency.
3. Teachers will have their attendance books and will account for all students after evacuation.
4. Students are to stay together in a calm and quiet manner during the emergency procedure.

Tornado Drills

Students will be notified of emergency procedures for tornado drills from their teacher. A series of bells ringing over the public address system will inform of a tornado drill. The following procedure will be used:

1. The teacher will escort the class to their designated area.
2. Students will be directed to assume a crouched position on the floor with heads tucked close to their body while hands and fingers are intertwined over their necks.
3. No one will be dismissed during this emergency, even if the normal school day is over, until an "all-clear" signal is given.
4. Students are to remain calm and quiet during the drill.

Emergency Operations Plans and Emergency Device Protocol

Complies with MCL 380.1308b, as amended by 2026 PA 1.

Every school building in the District has an Emergency Operations Plan (EOP), adopted by the Board of Education at a public meeting and developed with input from the public. Each plan is reviewed at least every two years together with at least one law enforcement agency that has jurisdiction over the District, and the review includes a vulnerability assessment. By law, the plans themselves are confidential and are not subject to release under the Freedom of Information Act.

Each plan addresses school violence and threats of violence, bomb threats, fire, weather emergencies, intruders, parent and student reunification, threats to school-sponsored activities, mental health and safety training for teachers, building security, an active violence protocol, continuity of operations, and a vulnerability assessment.

As required by MCL 380.1308b(3)(n), each plan also includes a protocol for when and how students may use wireless communications devices during an emergency. Students do not need their devices on them in order to be safe.

- During an emergency — Devices remain in secure storage and are not retrieved unless a staff member, administrator, or first responder directs it.
- Permitted use — A student may use a device only when directed by staff or responders, or to report an immediate threat to life when no adult is available.
- Limits — Device use may not interfere with school emergency protocols or the actions of first responders, and may not endanger students or staff.
- Family contact and reunification — Handled through official District channels, not through student phones. Families should monitor District communications and follow the directions of school and public-safety officials rather than coming to the building.
- Returning devices — Devices are returned after the all-clear, once return no longer affects building operations.

OK2SAY — Confidential Student Safety Tip Line

Michigan's Student Safety Act, 2013 PA 183, MCL 752.911 et seq.

OK2SAY allows students, parents, and anyone else to confidentially report threats to student safety — planned school attacks, threats against a person, bullying, self-harm or suicide, drugs, weapons, sexual misconduct, and other concerns. Trained technicians at the Michigan State Police Office of School Safety receive each tip and forward it to school officials, community mental health services, or law enforcement. Tips are confidential. By law, OK2SAY technicians may not release the identity of the person who submitted a tip, absent that person's permission, a parent's permission if the person is under 18, or a court order.

Available 24 hours a day, 7 days a week

Call: 8-555-OK2SAY (855-565-2729)
Text: 652729 (OK2SAY)
Email: OK2SAY@mi.gov
Web: www.michigan.gov/ok2say
Mobile app: OK2SAY, available for iPhone and Android

If this is an emergency, dial 911.

Bathroom Policy

Guidelines for Elementary Students

1. On a daily basis, classroom teachers will follow a staggered schedule, as deemed necessary, in order to allow students to use the student bathrooms. A staggered schedule will alleviate congestion in the hallways and bathrooms while classroom groups of students wait to use the bathroom.
2. An adult will supervise students using the bathrooms during a class bathroom break. Supervision of students during bathroom breaks entails monitoring to ensure that students spend only a reasonable amount of time in the bathroom.

Lockdown Drills

Students are notified of lockdown procedures by their teacher. A lockdown drill restricts occupants to the interior of the building and secures the building. During a lockdown or lockdown drill:

- Students follow staff direction immediately and remain quiet.
- Doors are locked and secured; students move away from doors and windows as directed.
- Wireless communications devices remain in secure storage and are not retrieved unless a staff member, administrator, or first responder directs it.
- No one is dismissed until an all-clear signal is given, even if the normal school day has ended.

3. In the event of an emergency, or if a student has a medical condition that requires frequent use of the bathroom, the office will be notified (preferably by telephone). To the extent possible, a staff member will then be sent by the office to accompany the student to the bathroom and remain outside the bathroom when the student uses the bathroom.
4. During the assigned classroom bathroom breaks, staff members of the same gender, to the extent possible, should go into the student's bathroom while students are using it and make sure that all of the students have returned to their classroom.

Bathroom Policy

Guidelines for Middle School & High School Students

1. Teachers will continue reminding students that bathrooms should be used before school, after lunch, in between classes or after school and not during instructional time. Exceptions to this procedure will apply only to students who have documented medical conditions that require bathroom use. During class time, other student emergency use of the bathroom will be allowed under special and unusual circumstances only.
2. The classroom teacher may give permission for students to use the bathroom ONLY during specified times within each class period and not during the time frame of "10/10" or "20/20" rule (students cannot leave the classroom 10 or 20 minutes after class has started or the same amount before class ends).
3. When permission to use the bathroom has been given, students must have a Hall Pass or a Student Planner Pass in their possession.
4. Campus Support Staff and Campus Security staff will routinely supervise bathrooms to ensure that all students return to their respective classrooms.

Hall Passes

Any student who needs to be in the hall during classroom instructional time will be required to carry a hall pass from their teacher. Students will be referred to the school office if unable to present a hall pass upon request from any staff member.

Health and Medical

An information card must be completed and filed in the school office. This will inform the school of who to contact in case of an emergency. Please be certain to note existing medical conditions such as asthma, allergies, food allergies, etc.

Parents/guardians should be aware of their children's state of health and should have them attend school only if they are well. If a child becomes ill during the school day and cannot participate in classroom activities, parents/guardians will be notified. Proper arrangements will be made at the time for dismissal of the student. All contagious diseases must be reported to the office.

A completed medication form shall be filed by the parent/guardian before the school will administer medication. This form is available in the office and medication will require a physician signature. All medication will be stored and administered in the school office.

School Assemblies

Assemblies will be held periodically to give opportunity for students to hear cultural groups, present programs, hear outstanding speakers, and receive instructions on matters of common interest to the entire school body. Religious subjects are not considered appropriate. Assemblies are considered part of the school day, therefore, rules of common courtesy will be adhered to at all times.

"With few exceptions, elementary school programs should be about 30 minutes in length, Middle school programs no more than 40-45 minutes long, high school programs no more than 50-60 minutes."

School Accidents

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

Student Information/Change of Address

If a student's last name, street address, or telephone number changes at any time during the school year, the main office should be notified immediately. This is very important in keeping records up to date in order for the school to contact a parent or guardian in the case of any emergency.

Textbooks

Students will be held responsible for marks in their textbooks as well as the condition of the textbook. The following policy will be enforced:

1. Textbook conditions will be recorded along with the book number at the time the book is issued. If there is any writing in ink in a text, this will be recorded so that the student is not charged unfairly at the end of the year.
2. The book must have the number in the front of the book and be unaltered when it is returned. If the number is gone, the student will be required to replace the book.
3. Students will be charged for any ink or pencil marks, torn pages, removed pages, or binding. The student is responsible for covering damage, up to and including the replacement cost of the book.

Visitors

ALL VISITORS MUST REPORT AND SIGN IN TO THE **SCHOOL OFFICE**. THEY WILL BE ISSUED A VISITOR'S PASS AFTER SIGNING IN.

GENERAL PROCEDURES

Animals/Pets

Animals may be brought to school with permission of the building principal following the School District of the City of Saginaw's guidelines for animals in the classroom.

Bicycles

Students who ride their bikes to school do so at their own risk. They are expected to comply with safety and traffic rules and procedures. By law, they are required to have a bicycle license. Helmets are recommended. The school is not responsible for lost or stolen bikes. Bike racks are provided. It is recommended that all bicycles have locks. Bicycles may not be ridden on school property or played with during school hours.

BUS TRANSPORTATION/ STUDENT DROP-OFF & PICK-UP

School Bus Rules

Riding a school bus is a privilege. It is expected that students will behave themselves while on the bus. A detailed explanation of behaviors that will result in disciplinary action are listed in this handbook. Violation of any of these rules as specified in the District's handbook may result in discipline that can include "loss of bus privileges, suspension from the bus and/or school, and in severe cases, expulsion."

It is the parent's/guardian's responsibility to ensure their children arrive safely at the bus stop fully clothed, toileted, and ready at the bus stop in the morning (5) minutes prior to the anticipated arrival and pick-up by the bus. It is also the parent's/guardian's responsibility to meet the bus when the children are delivered home. Parent's/guardian's are encouraged to be at the bus stop five (5) minutes prior to the anticipated arrival and drop-off by the bus.

If a parent/guardian/authorized adult is not present, children under grade 3 will not be left at the bus stop. The bus driver will leave a yellow tag on the door of the house informing the parent that an attempt was made to deliver their child and requesting they call the bus garage. The bus driver will complete the route and return to the house to attempt to drop off the child. If there is no adult available at this time, the driver will call the dispatcher for an emergency address. The driver will attempt to drop off the child at the emergency address. If this is not successful, the child is taken to the bus garage. The parent/guardian/authorized adult has until 6:00 PM to come to get the child. The bus will not take them home after the child has been taken to the bus garage. If the child is still waiting at the bus garage at 6:00 PM, the police are called. The police will then handle contacting parents and/or necessary agencies such as social services, if deemed appropriate.

Drop-Off

For safety reasons, students should not be dropped off any more than 20 minutes before authorized starting time.

Dismissal Procedures

At dismissal, parents will be asked to wait in a designated area. Parents are requested to remain in the designated area for safety purposes and continuity of instruction. Parents should not arrive more than ten minutes before the end of the day.

Student Clubs/After School Activities

All students at the Saginaw Public Schools are encouraged to take advantage of the many extracurricular activities available. Various clubs, intramural and community education sports, and tutoring will be offered throughout the year.

Lost & Found

Articles found at school are to be turned into the office. It will be the student's responsibility to check the office for missing items. Items left in the "Lost and Found" area at the end of each semester will donated to charity. The school encourages labels on all personal items for easy identification.

Fundraisers

The principal must approve all fundraisers according to board policy. If a fund raising project is to sponsor a specific purchase, activity or trip, the purchase or trip must be approved prior to initiation of the fund raising

effort. This shall apply to school related groups as well as to school organizations. Only school-sponsored groups may sell or solicit in a school building and then only with the school housing the group, during non-instructional time. Written parental/guardian consent must be signed and returned to the school before elementary students can sell door-to-door.

Community and school support fund-raising organizations that are primarily adult, such as booster clubs, PTA's, etc. may contribute to the enrichment of school programs through the contribution of funds and/or items considered to be non-necessities, as long as those contributions have been determined to be consistent with the educational and co-curricular/extra-curricular programs of the District, and approved by the Superintendent through the appropriate building or program administrator. All fund-raising projects carried on by these groups shall require approval by the Superintendent.

Lockers & Desks

Lockers will normally be issued to students for the duration of the school year. Students are responsible for the care and condition of their lockers. Student lockers are school property and remain at all times under the control of the school district.

Problems with lockers should be taken to the principal. Change of lockers will be approved only for good and sufficient reason. Request for a change must be made to the principal.

Locker, Desk, & Storage Area Searches

A locker, desk, or other storage area provided by the District for student use as well as the contents, may be searched by building administrators or District security personnel, when there is reasonable suspicion for a search. If a student interferes with a search, he/she may be disciplined or expelled.

Personal Property

Lockers are assigned to students for storing coats, backpacks, and other personal items. Common sense care is necessary to prevent loss of personal items as well as instructional supplies on loan from the school district. The following suggestions may help reduce yearly losses:

1. Refrain from bringing large amounts of cash to school.
2. Always keep your locker closed/locked.
3. Report persons observed taking something not belonging to them.
4. Gym clothing and shoes, coats, hats, boots, backpacks, etc. should be clearly identified with the owner's name.
5. Special care should be exercised to avoid loss of purses, wallets, and jewelry. Do not leave items such as these lying around.

Homework

Saginaw Public Schools believes that all learning cannot always be done within the limited amount of time allotted for classroom instruction; therefore, work outside the classroom may be necessary. The amount, length, and type of homework may vary according to grade level, and individual needs. Homework is beneficial because it:

1. Helps students learn better, faster, and promotes the reinforcement and practice of skills.
2. Helps families become involved in education.
3. Communicates the high expectations that schools hold for their students.
4. Helps students develop self-discipline and organizational skills.
5. Helps students prepare future learning by developing background knowledge and improved skills.

Playground Behavior & Guidelines

A 15-20 minute recess is provided. This may be outdoors depending on the weather conditions. Students will stay indoors when temperatures are below 10 degrees. If you wish for your child to remain indoors, you must provide a physician note to the school office. Students are expected to:

- Wear shoes or boots on the playground.
- Listen and respect playground teachers and lunch staff promptly and politely.
- Line up in the appropriate place when teachers and lunch staff give the signal.

Students are expected to play in an appropriate way with respect and without harm to each other:

- Fighting or engaging in rough play (such as tackling, tripping, kicking, pushing, shoving, or wrestling) is not appropriate behavior.
- Throwing dangerous items (snowballs, rocks, stones, or sticks) will not be tolerated.
- Inappropriate language, teasing, and name-calling will result in a consequence.
- Golf balls, skateboards, roller blades, roller skates, baseballs, and bats should not be brought to school.
- Bringing electronic games and headsets to school is prohibited unless prior arrangements have been made with the teacher. The school will not be responsible for loss or theft of these items.
- Balls are not to be taken outdoors before school begins in the morning nor are they to be thrown or bounced in the hall or classroom. Equipment will be used safely.
- Use good sportsmanship.
- Stay in designated area of playground.
- Shoes and boots should be cleaned of excess mud and snow before entering the building.

Lunchroom/Cafeteria

Saginaw Public Schools participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Program (CEP) for School Year **2026-2027**. This program allows students to have a full breakfast and lunch meal at no cost to parents. Students who chose not to take all components of the meal must pay for individual items. Please check with your school for updated pricing. Students have 15 –20 minutes to eat their lunch.

Specific behaviors are expected during the lunchtime. They are:

1. Follow directions of lunch staff and all staff.
2. Wait patiently in line while being served. When entering and exiting the cafeteria walk in an orderly way.
3. Keep food, arms, hands, feet and objects to self.
4. Use positive verbal and non verbal language.
5. Remain seated at your table.
6. Use good table manners.
7. Talk in a quiet tone of voice.
8. Clean up your area, leaving the table neat for the next person.
9. Make lunch time a pleasant experience for all.

Parent/Teacher Conferences

Parent/Teacher conferences are formally held twice each year. Parents/ Guardians are required to attend to discuss goals and the current progress of their child. Parents and/or teachers may initiate a conference at any other time during the year.

School Closings, Delays & Emergencies

Parents may choose to keep their children home on days when they feel weather conditions are unsafe yet schools are open. On those days, they are asked to call the school and report their children absent.

When weather or other emergencies require a change to the school schedule, the District will notify families through multiple channels:

- Automated phone call, email, and text alert (contact information must be current in the student information system).
- District website home page banner.
- District mobile app push notification.
- Official District social media accounts.
- Local TV and radio stations.

Standardized Emergency Response Terms (State Aligned)

To reduce confusion, the District uses the following standardized emergency actions, consistent with Michigan school safety guidance:

- **Secure:** Threat outside the building—bring everyone in; secure perimeter; business as usual inside.
- **Lockdown:** Threat inside or very near the building—lock doors; lights out; out of sight; remain silent.
- **Evacuate:** Move students/staff to a designated safe location.
- **Shelter:** Severe weather or environmental hazard—move to protective locations; follow staff directions.
- **Hold:** Clear hallways; remain in current location until released.
- Parents will be notified as soon as safely possible. Please do not rush to school during a lockdown; follow District communications.

School Hours

Teachers will be available to meet with parents after school or during the prep period with an appointment. Please refer to your school's office for specific start and end times for school. Students are expected to leave the school building as soon as possible, unless engaged in an after school teacher/school sponsored activity.

Extended Day Program

Before and After the Bell Programs are offered in some of the elementary schools. Ten students are required in order to offer this service. Before the Bell will open as early as 6:45 AM until school begins. After the Bell begins at school dismissal until 6:30 PM. Applications for the extended day program will be available in the school office. For more information regarding Before and After the Bell, please call 399-6500.

Title I Letter to Parents

Dear Parent/Guardian of a K-12 Student,

Your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you **upon request and in a timely manner** of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject area in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The Baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- Parents are welcome to participate and volunteer in school activities.

If you wish to request any of the above information, please do so in writing by contacting

Saginaw Public Schools, Office of Human Resources, 550 Millard Street, Saginaw, Michigan 48607.

You may also request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Student Test of Educational Progress (M-STEP) to determine levels of achievement. Please contact your building principal if you wish to request this information.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

Sincerely,

The School District of the City of Saginaw

Title I Letter to Parents

El estimado padre/el guarda de un estudiante K-12,

Su niño atiende actualmente a una escuela que reciba fondos del título I, pieza programa de A. Titule I, pieza A es un programa suplemental federal diseñado para ayudar a niños a alcanzar altos estándares académicos. En recibir fondos de este programa el distrito tiene una exigencia para informale, como padres de ninos que atienden auna escuela del titulo I, de la informacion disponsible a usted en cuanto a las calificaciones profesionals del profesor(es) de la sala de su nino. La informacion le sera proporcionada sobre la peticion y en una manera oportuna de lo siguiente:

- Si el profesor de su niño haya encontrado calificaciónes de Michigan y los criterios que licenciativos para los niveles y el tema del grado en los cuales el profesor proporciona la instrucción.
- Si el profesor de su niño da clases bajo la ensenanza emergencia o el otro estado provisional con los cuales se ha renunciado la calificación de Michigan o los criterios que licenciaban.
- El comandante de Licenciatura del profesor de su niño y cualquier otro certificación del gradado o grado sostenido por el profesor, y el campo de la disciplina de la certificación de grado.
- Si a su niño le proporcionan servicios los paraprofessionals y, si es así sus calificaciones.
- Los padres son beinvenidos participar y ofrecerse voluntariamente en actividades de la escuela.

Si usted desea solicitar cualquiera de la susodicha información, por favor aga tan por escrito por ponerse en contacto con las escuelas públicas de Saginaw, oficina de recursos humanos, calle de 550 Millard, Saginaw, Michigan 48607.

Usted puede también solicitar la información adicional sobre el nivel del logro de su niño en cada uno de los gravámenes de Michigan. Michigan utiliza el programa educativo del gravamen de Michigan (M-STEP) para determinar niveles del logro. Por favor pongase en contacto con su principal si usted desea solicitar esta información.

Usted también recibirá el aviso oportuno si su niño es, para cualquier razón, asignado, o ha sido enseñado durante cuatro o más semanas consecutivos, por un profesor que no es muy calificado. Definirían a un profesor muy cualificado como un profesor que resuelve la calificación y los criterios que licencian de Michigan para el nivel o el tema del grado en los cuales el profesor está proporcionando la instrucción.

Sinceramente,

El Distrito Escolar de la Ciudad de Saginaw

ABUSE

CAN *Child Abuse & Neglect* Council 752-7226
Catholic Family Services.....753-8446
Child & Family Service.....790-7500
Friend of the Court.....790-5300
Saginaw Co. Dept. of Human Services
Child Protective Services.....758-1791
Emergency Number.....754-4011
Sexual Assault Program.....790-9118
Underground Railroad 755-0411
United for Kids 759-KIDS

ADOPTION

Adoption Support Service 781-2089
Catholic Family Services.....753-8446
Child & Family Service.....790-7500
Saginaw Co. Human Services

AIDS

Hearth Home 753-9011
Saginaw Co. Public Health Dept.
HIV/AIDS Testing.....758-3885
STD Clinic 758-3880

BASIC & EMERGENCY NEEDS

American Red Cross 754-8181
Baby Pantry.....249-8696
City Rescue Mission 755-3787
Easter Seal Society 797-0880
Gleaning for Jesus 754-6706
Good Neighbors Mission.....753-7694
Good Neighbors Mission Presbyterian...791-4062
Goodwill Second Hand Store 799-4144
Old Town Christian Outreach.....249-8696
Salvation Army.....793-8371
St. Vincent de Paul 793-9585

BIRTH CONTROL/PREGNANCY TESTING AND COUNSELING

Abortion Alternative Pregnancy Aid 754-0091
Pregnancy Counseling Center 752-7664
Saginaw Co. Dept. of Public Health
Family Planning/Birth Control
Information.....758-3870
Maternal & Infant Care 758-3807
Total Life Center.....790-1500

CHILD CARE

Saginaw Valley Regional 4C.....497-0680
Child Care Referral Services
Child Day Care Licensing 758-1880

CHILDREN WITH EXCEPTIONAL NEEDS

American Cancer Society 895-1730
The Arc.....752-6176
Cystic Fibrosis Foundation 790-2233
Easter Seal Society 797-0880
Early On *(Saginaw Valley Regional 4C)* ..497-0680
March of Dimes.....791-3622
MS Society 781-2056
Parent Resource Center 399-6900
Project FIND 399-6902
Sag. Co. Community Mental Health
Authority Services: Persons with
Developmental Disabilities 797-3400
Saginaw Co. Dept. Public Health
Children's Special Health Care 758-3845
Saginaw Co. ISD
Millet Learning Center 777-2520
St. Mary's Guardian Angel Care 753-0824
Special Needs Vision Clinic.....777-1040
STARS Lift Transportation 753-9527
Voice for the Hearing Impaired.....497-7111

CRIMINAL JUSTICE & LEGAL SERVICES

Legal Services of Eastern MI 755-4465
Mid-MI Dispute Resolution Center 797-4188

COMMUNITY ACTION GROUPS/CIVIL RIGHTS

Center for Civil Justice 755-3120
Michigan Dept. of Civil Rights 758-1686
Neighborhood Renewal Services 753-4900
Sag. Co. Community Action Comm. 753-7741

COUNSELING SERVICES

Child & Family Services 790-7500
Sag. Co. Mental Health Authority 797-3400
Persons w/Develop. Disabilities 754-2288
Children and Family Services.....797-3412
Crisis Services 792-9732
Westlund Child Guidance Clinic.....793-4790

EDUCATION/EARLY CHILDHOOD

Birth to Five *(Saginaw City Residents)* ...399-6850
Birth to Five *(Non-Residents)*.....758-2500
Saginaw Co. CAC Head Start 752-2193
Birth-5 (Parenting Teens).....792-6789

EMPLOYMENT TRAINING

Assessment, Placement, Training 399-6920
ETC *Education Training Connection* 753-2376
Michigan Works.....249-5232
SVRC *Saginaw Valley Rehabilitation Center* ...752-6176
Tri-City SER 497-2060

FAMILIES

Big Brother/Big Sister 755-6558
Catholic Family Svc: Parent Skills.....753-8446
Child and Family Services.....790-7500
First Ward Community Center.....753-0411
Greenpath Debt Solutions 793-5623
Innerlink.....753-3431
MSU Extension.....758-2500
New Alternatives Youth Svc Ctr. 752-4751
Parent Resource Center.....399-6900
Saginaw Psychological Services 799-2100
Prevention and Youth Services 755-0937
Teen Parent Services 792-6789
Youth Protective Services 752-5175
SPSD Family/Communities.....399-4425

FOOD

East Side Soup Kitchen.....755-3663
Expanded Food & Nutrition Ed. 758-2500
First Ward Community Center.....753-0411
Good Neighbors Mission 753-7694
Neighborhood House.....752-5805
Refuge Ministries Center 753-2320
Saginaw Co. Human Services 758-1500
Sag. Co. Dept. of Public Health WIC.....758-3733
Salvation Army.....793-8371
St. Paul's Feeding Program 755-3449

HEALTH CARE SERVICES

Children's Special Health Care 758-3845
Covenant Healthcare 583-0000
Early On *(Saginaw Valley Regional 4C)* ..497-0680
Janes Street Com.
Acad. Health Care Clinic.....755-0316
MI CHILD (Health Insurance)
Saginaw Co. Dept. Public Health
Healthy Start 758-3851
Maternal & Infant Care.....758-3807
St. Mary's Hospital.....776-8000

RECREATIONAL & EDUCATION PROGRAMS

Boy Scouts 695-5593
Castle Museum of Saginaw 752-2861
Children's Zoo..... 771-4966
4-H..... 799-2233
Girl Scouts of Mitten Bay..... 799-9565
Hartley Outdoor Nature Center 865-6295
Public Libraries of Saginaw
Butman-Fish 799-9160
Claytor 753-5591
Hoyt..... 755-0904
Wickes 752-3821
Zauel..... 799-2771
READ Association..... 752-8402
Saginaw Art Museum 754-2491
Saginaw Co. Parks Division 790-5280
Y-City Recreational Division..... 755-5160
YMCA..... 753-7721

SUBSTANCE ABUSE

Alateen/Al-Anon Family Groups/AA..... 776-1241
Bay Area Substance Abuse 758-3781
City Rescue Mission..... 755-3787
Dot Caring Centers 790-3366
Insight Recovery, Inc. 792-0150
Intervention & Rehab 791-4199
Kairos Health Care
Bridgeport 777-4357
Saginaw 792-4357/799-8604/792-8000
Odyssey House 754-8598
Prevention & Youth Services 792-0150
Safe Haven Community Services 921-7233

SUPPORT GROUPS

Bereaved Parents 695-9287
Kinship Care Support..... 797-6880
Never Say Never *(Downs Syndrome)*..... 799-8654
Saginaw Commission for the Blind..... 758-1765
Tri City Association for the Deaf..... 753-7111

TRANSPORTATION

STARS 753-9500
Saginaw Public Schools..... 399-6800

HOT LINE NUMBERS

Association for Children's
Mental Health 1-800-782-0863
Asthma & Allergy Foundation 1-800-444-0333
Autism Society of Michigan.....1-800-223-6722
Cancer Information Service.....1-800-422-6237
Cerebral Palsy Association.....1-800-828-2714
Children's Leukemia Foundation .1-800-825-2536
Children's Special Health Care
Services 1-800-359-3722
Cystic Fibrosis Foundation.....1-800-968-7169
Hemophilia Foundation.....1-800-482-3041
Kidney Foundation 1-800-377-6226
Lead Hotline 1-800-MI-TOXIC
National Center for Missing
and Exploited Children 1-800-843-5678
Parent Helpline.....1-800-942-HELP
Step-Family Assoc. of America 1-800-735-0329

INFORMATION AND REFERRAL

Early On *(Saginaw Valley Regional 4C)*.. 497-0680
Public Libraries of Saginaw..... 755-0904
United Way of Saginaw County..... 755-0505
www.saginawcommunityconnection.org

SAGINAW PUBLIC SCHOOLS

Early Child Center (PreK)

Henry Doerr Early Childhood Center 399-4450

Elementary Schools (PreK-5)

Arthur Eddy Academy.....399-4300
Herig Elementary School 399-4350
Kempton Elementary School 399-4600
Loomis MST Academy 399-4750
Merrill Park Elementary School 399-4800
Chester Miller Elementary School 399-4850
Jessie Rouse Elementary School 399-5000
Stone Elementary School.....399-5100
Zilwaukee School 399-5200

Middle Schools(6th - 8th)

Saginaw Middle School.....399-6000
Thompson Middle 399-5600

High School (9th - 12th)

Saginaw United High School 399-6300

Gifted & Talented Schools

Handley Elementary School (PreK-5) 399-4250
Saginaw Arts & Sciences Academy (6-12).....399-5500

Career & Technical School

Saginaw Career Complex (11-12).....399-6150

Alternative School

Success Academy.....399-4400

550 Millard Street • Saginaw, Michigan 48607

Phone (989) 399-6500 Website: www.spsd.net