

This handbook was updated June 9, 2026



WELCOME LETTER FROM THE PRINCIPAL

Dear Harvest Elementary Families:

Welcome to the 2026-2027 school year at Harvest Elementary School! Everyone at Harvest is looking forward to working with you and providing the very best educational opportunities for your child. We have a world-class teaching faculty prepared to meet the needs of every child here at Harvest Elementary School. The foundation of Harvest Elementary is built upon the relationship between school and home. Together, we will provide opportunities for your child that will encourage growth and help your child reach his or her greatest potential. We also hope you will take advantage of the many opportunities to participate in school activities. It is our goal that your child receives the very best educational instruction and find happiness while attending our school. We know it is our job to build a solid foundation for success for all of our students and, together, we can accomplish any goal. We look forward to a rich and rewarding journey together. Want to know a little more about me? Watch this [video](#) where I introduce myself, share a few of my favorite things, and read a story.

Sincerely,



Emily Sickler

Harvest Principal



NOTE ABOUT HANDBOOK:

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with

this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Saline Area Schools’ District Vision

The Saline Area School District achieves world-class status with staff and student performances based on the highest quality educational practices and human ideals.

Saline Area Schools’ Mission Statement

We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff and the Saline Community will share in these responsibilities. Our ultimate goal is to instill in our students a desire for lifelong learning.

Harvest Elementary Mission Statement

The Harvest Elementary School community works to ensure that we are prepared to meet the needs of the students. We collaborate to empower all students to reach their potential in a safe, productive environment that values diversity and encourages respect.

Together we provide a quality education so our students are prepared for their next transition and become responsible contributors in their complex world environment.

Diversity, Equity, and Inclusion

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

Revised: June 2019

By Diversity, we mean embracing, honoring and celebrating the wide array of differences within us including, but not limited to: race, age, sex, body type, gender expression, gender identity, color, socio-economic class, ethnicity, language, culture, sexual orientation, national origin, religion/spirituality, and ability.

By Equity, we mean ensuring all members within the District have an equal opportunity to participate in the educational community. The goal of the Committee is to ensure Each and EVERY member in our educational community will have the opportunity, resources, and support to thrive and grow. We align our policies, practices, and resources to result in more responsive practices to better meet the needs of our community of students, teachers, administrators, and staff, where all can thrive.

By Inclusion, we mean encouraging, promoting and sustaining a true sense of belonging and empowerment for each and every member of our educational community. We nurture an environment in which everyone feels valued and respected.

Harvest School Song:

I am responsible in all I do,
I respect myself and others too.
I stay safe each and every day,
Because that is the Harvest way.

What we say (clap-clap-clap)

What we do (clap-clap-clap)

How we help (clap-clap-clap)

How we listen (clap-clap-clap)

1, 2, 3, 4, HARVEST 4!

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IMPORTANT INFORMATION

DISTRICT CONTACT INFORMATION

[District Website](#)
[Board Policies](#)
[District Directory](#)

Building Information

Emily Sickler, Principal
1155 Campus Parkway
Saline, MI 48176
734-401-4501

sicklere@salineschools.org

Alyssa Dawson
Administrative Assistant
1155 Campus Parkway
Saline, MI 48176
734-401-4502

dawsona@salineschools.org

Cortney Puffer
Administrative Assistant
1155 Campus Parkway
Saline, MI 48176
734-401-4503

pufferc@salineschools.org

2026-2027 DISTRICT CALENDAR

The 2026-2027 District calendar is linked [here](#). Please also refer to the [Washtenaw ISD Common Calendar](#) as a reference for planned dates.

2025-2026 DAILY SCHEDULE

School Hours

School	Time	Half Days
High School	7:50 a.m. – 2:44 p.m.	Dismiss at 11:10 a.m.
Alternative High School	7:45 a.m. – 2:39 p.m.	Dismiss at 11:05 a.m.
Middle School	8:00 a.m. – 2:54 a.m.	Dismiss at 11:20 a.m.
Heritage	8:51 a.m. – 3:44 p.m.	Dismiss at 12:10 p.m.
Harvest	8:51 a.m. – 3:44 p.m.	Dismiss at 12:10 p.m.
Pleasant Ridge	8:51 a.m. – 3:44 p.m.	Dismiss at 12:10 p.m.
Woodland Meadows	8:51 a.m. – 3:44 p.m.	Dismiss at 12:10 p.m.

School staff will supervise students on school grounds 15 minutes before the school day begins and 10 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Emergencies due to weather, power outages, and other unforeseen circumstances may cause the cancellation, delay, or early dismissal of school. The District will send an alert through ParentSquare to notify families via text, phone, and email using the contact information shared during student registration. Additionally, closures will be posted on the District website, social media, and local media outlets.

NOTICE OF NON-DISCRIMINATION

Saline Area Schools is committed to maintaining an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

(Reference [Policy 5517](#))

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX has a broad application to include academics, extracurriculars, education, athletics, and all programs, on school transportation, in school-sponsored programs taking place at another location, etc.

Members of the school district community (students, families, or employees) who believe that a Title IX violation may have occurred, should discuss their concerns with the building principal, Title IX coordinator, and/or file a formal complaint using the resources provided on the [Title IX page](#) of the District website (accessible under Family Resources).

(Reference [Policy 2266](#))

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

(Reference [Policy 5517](#))

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Carol Baaki Diglio
Assistant Superintendent of Human Resources
Anti-Harassment Compliance Officer
7265 N. Ann Arbor St., Saline, MI 48176
734-401-4003
diglioc@salineschools.org

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Carol Baaki Diglio
Assistant Superintendent of Human Resources
District Title IX Coordinator
7265 N. Ann Arbor St., Saline, MI 48176
734-401-4003
diglioc@salineschools.org

Lindsay Guenther
Assistant Principal, Saline Middle School
District Title IX Co-Coordinator
7190 North Maple Road
Saline, MI 48176
734-401-4603
guenthel@salineschools.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Cameron Cochran
Assistant Principal, Heritage School
504 Coordinator
290 Woodland Dr. E., Saline, MI 48176
734-401-4158

cochranc@salineschools.org

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

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion. Reference Board Policies:

(Reference [Policy 5517](#) & [Policy 5611](#)- Due Process Rights)

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

ATTENDANCE

Students are expected to attend school every day school is in session. Students are to arrive before the first bell and stay until the scheduled end of their school day. If a student is unable to attend school, the parent/guardian must report that absence to Please call (734) 401-4500 or email harvestoffice@salineschools.org.

If a student arrives late, the parent/guardian must sign in the student at the attendance kiosk. A student may only leave school early if the student's parent/guardian notifies the office or the student is an emancipated minor or 18 years old.

The first bell, indicating when students can start entering the building, rings at 8:35am and the second bell rings at 8:51am. Students who enter the building following the second bell (8:51am) are considered tardy and will need to be signed in and obtain a tardy slip from the office. Students who arrive 40 minutes following the second bell (8:51am) are considered a half day absence.

Chronic absenteeism will result in communication and offers of support as attendance is crucial for student success.

The Saline Area Schools believes that student attendance is vital to improve academic and social-emotional outcomes for students. We believe that all students contribute to a positive school environment where, together, we all achieve more. Because of this, attendance is integral to the success of the student and we adhere to the following guidelines:

- 5 = L1 letter
- 10 = L2 Letter + Meeting (can be virtual)
- 15 = L3 Letter + ISD Referral
- 20 = L4 Letter + Truancy Referral

Planned Absences & Pick-Up During the School Day

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Remain in their classroom until they are dismissed by the office.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

Parents/guardians are expected to:

- Sign out their student by presenting their photo ID using the kiosk.
- Remain in the vestibule until the student is released.

- Notify the office staff and teacher in advance if someone other than a parent/guardian is picking up the student.

BIRTHDAY CELEBRATIONS

Classroom teachers acknowledge and celebrate student birthdays. Children should not bring in any food treats, party favors, or gifts for their birthday.

Birthday and other invitations should be sent from home unless every student in the class gets an invitation.

BOOKS AND SUPPLIES

Students must take care of books and other supplies provided by the District. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

BULLETIN BOARDS AND SCHOOL ELECTRONIC MEDIA

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Board [Policy 5722](#).

BULLYING

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy can be found in Board Policy [5517.01](#).

CAFETERIA/FOOD DELIVERIES

Students who do not bring a packed lunch to school have the option to buy a variety of lunches made available daily by the district. A number of *a la carte* items, milk, juices, snack products are also available daily. Students are encouraged to eat a nutritious lunch. A student may bring a thermos containing soup or beverage. Eating in the cafeteria is a privilege and students are expected to use the same care and good conduct that they use at home. If you have after school activities, you are to leave the food and drinks in your locker until after school. **Food / drink deliveries are prohibited during school hours.**

The following rules are to be strictly adhered to in the cafeteria during the lunch period:

It is the students' responsibility to clean up their own area after eating

Eating shall be confined to the tables placed in the cafeteria

No misuse of food and beverages. Please refer to the disciplinary policy for details on throwing food or any objects in the cafeteria

Normal table manners are expected

Food from other concessions/establishments may not be delivered on the premises

The proper disposal of waste products is expected

Glass beverage containers are not permitted

Food and drink items purchased from the cafeteria are not to leave the cafeteria. You will be asked by lunchroom personnel to throw away any food or drinks that are attempted to be taken out of the cafeteria that are not in a lunchbox-style container.

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

CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

CHILDREN'S PROTECTIVE SERVICES INVESTIGATIONS

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Reference [Policy 5540](#)

CLASSROOM BEHAVIOR

Teachers may establish classroom conduct rules that students must follow.

CLOSED CAMPUS

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

COMMUNICABLE DISEASES

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

- [Communicable Disease Fact Sheets](#)
- [Managing Communicable Diseases in Schools](#)

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

COMMUNICATIONS

The District, building principals, and classroom teachers use ParentSquare for updates and communication with families. Parents/guardians can adjust their notification settings to determine whether they receive email, text, or app notifications, and whether they receive notifications instantly or as a compiled daily digest. Urgent messages and alerts (including school closings or building problems) will be sent to all platforms, overriding notification preferences. Parents/guardians can activate their account and adjust their notification preferences by visiting [ParentSquare](#) on the web, or downloading the ParentSquare [application](#) to their mobile device (iOS/Android). Families can find more information on the [district website](#), or contact:

Jackelyn Martin
Executive Director of Communications and Community Relations
Saline Area Schools
7265 N. Ann Arbor St., Saline, MI 48176
martinj1@salineschools.org
734-401-4007

DAMAGE TO SCHOOL PROPERTY

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

DIGITAL DEVICE GUIDELINES

[Saline Area Schools Student Digital Device Guidelines](#)

DRESS CODE

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately may be asked to change. If necessary, a small supply of clean used clothing is available in the office. Please wash and return any borrowed clothing as soon as possible to the school office. Parents/guardians may be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Students MUST wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes

EMERGENCY CONTACT INFORMATION

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

FIELD TRIPS

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip. A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

FIRST AID, ILLNESS, OR INJURY AT SCHOOL

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law, which may include activation of the local EMS system in emergency situations.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

FOOD SERVICES

[Saline Area Schools Food Services](#) staff prepares nutritious affordable breakfast and lunch daily. The focus in the school lunch program is on providing tasty, well-balanced meals, while reducing fat, sugar and sodium. [School Lunch Menus](#) are posted weekly.

Children in households receiving government benefits (Food Assistance Program, Family Independence Program, or Food Distribution Program on Indian Reservations), experiencing homelessness, or fall within the limits of Federal Income Eligibility Guidelines may qualify for free or reduced meals. Applications for free and reduced lunches may be submitted at any time a family has a change in income that would qualify the family for free or reduced lunches. Apply Online through the [Meal Magic Portal](#) and click “Apply for Benefits.” Additional information and frequently asked questions are available on the [Food Services website](#). Students who were receiving free or reduced priced lunches the previous year are continued on the program for two weeks after the start of school to allow time for new applications to be reviewed and processed. **All participants must apply each year for the free and reduced lunch program.**

Each student has their own lunch account with an identifying barcode. This method provides improved accountability for state and federal reporting, as well as convenience for parents making payments. Families can learn more about paying for lunches and check account balances at the [Meal Magic Portal](#).

Food Services staff are able to make reasonable meal modifications for children whose physical or mental impairment restricts their diet. The child’s doctor must complete the [Medical Statement for Meal Modifications in School Nutrition Programs](#) document.

Questions and comments about the lunch program may be directed to:

Larry D’Andrea
Director of Food Service
Saline Area Schools
1300 Campus Pkwy., Saline, MI 48176
734-401-4350
dandreal@salineschools.org

HEAD LICE

When a student is found to have head lice at school, the parent/guardian will be notified. The student may return to school after treatment at home or from a provider. Upon return, school personnel will re-check the hair to ensure no live lice are present. The district nurse may provide resources and education regarding the treatment of head lice.

HOMELESS CHILDREN AND YOUTH

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should submit a [form online](#) or contact the District's homeless liaison:

Alli Littlejohn
Human Resources Coordinator
Saline Area Schools
7265 N. Ann Arbor St., Saline, MI 48176
734-401-4014
littleja@salineschools.org

For detailed information about Homeless Children and Youth, For detailed information about Homeless Children and Youth, see [Policy 5111.01](#)]

IMMUNIZATIONS

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency (and the student is not yet due for the next dose) or documentation of an applicable approved exemption.

The student's parent/guardian must provide the certificate or documentation at the time of registration, or no later than the first day of school. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5320 addressing immunizations and state law.

LAW ENFORCEMENT INTERVIEWS

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5540 addressing law enforcement interviews. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment. Reference [Policy 5540](#).

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. For more information, please refer to the [Saline English Learner Website](#).

LOCKER USE

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules. Students should inform the office immediately if the lock or locker is malfunctioning.

- Students **MUST** keep the combination private
- Students **MUST** keep the locker clean, closed, and locked
- Students **MAY NOT** share lockers with other students
- Students **MAY NOT** store opened food or beverages in their locker
- Students **MAY NOT** use tape, glue, or other items on the exterior of the locker
- Students **MAY** decorate the inside of the locker by using magnetic items

Reference [Policy 5771](#).

LOST AND FOUND

All lost and found items are to be taken to the designated area outside the Harvest front office. Students may claim lost articles there. "Lost and Found" notifications will be sent via The Harvest Happenings. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester. Saline Community Education (at Liberty School) and the Transportation Department (at the Operations Center) both operate lost and found receptacles for items not easily associated with a particular building.

MEDIA CENTER

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Students are responsible for damaged or lost books and will be required to replace the damaged materials. If a damaged/lost item is not replaced, the family will be responsible for the replacement.

MEDICATION

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

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

For additional information and requirements, reference [Policy 5530](#).

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine delivery systems with written approval from the student's healthcare provider and consistent with board policy. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Reference [Policy 5530.01](#).

PARTIES

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events are not be distributed in the classroom.

PROTECTION OF PUPIL RIGHTS

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The Protection of Pupil Rights Amendment (PPRA) requires Saline Area Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

- Political affiliations or beliefs of the student or student's parents;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Please refer to [SAS Procedures for Opting Out of Instructional Materials](#). Reference [Policy 2523](#).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes, and certain physical exams and screenings. Saline Area Schools will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

RECESS GUIDELINES

It is important that students go outside for recess. Fresh air and an opportunity for exercise and unstructured play complement curriculum and daily activities. Be sure that your child is dressed appropriately for the weather conditions. When the weather is extremely cold, we refer to current temperature and wind chill factor. Students will go outside for recess if the wind chill factor or temperature is 10 degrees F or above.

RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

SEARCH AND SEIZURE

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent (See [Locker Use](#) section).

School officials may use canines, metal detectors, wands, or other tools to conduct searches. A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

STANDARD RESPONSE PROTOCOLS

Saline Area Schools utilizes five [Standard Response Protocols](#) in order to provide a standard vocabulary for students, parents/guardians, community members, and first responders. This provides continuity of expectations and actions throughout the course of a students' educational career. ([Parent Handout also available in other languages](#)). Students are trained in the response protocols in conjunction with building safety drills.

STUDENT EDUCATION RECORDS

The District may collect, retain, use, and disclose student education records consistent with state and federal law. Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records. Reference Policy [Policy 8330](#).

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy [Policy 8330](#).

Directory Information

School officials may disclose directory information without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information. Please refer to the [FERPA letter](#) for more information ([Spanish version](#) also available).

Address Confidentiality Program

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

TECHNOLOGY

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Parents/Guardians are required to acknowledge receipt of the Saline Area Schools [Acceptable Use Policy](#) before students may use or access District technology resources. This policy is shared upon student registration annually. Students who violate the District's Acceptable Use Policy may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

THREAT ASSESSMENT AND RESPONSE

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk. The District's Threat Assessment and Response is found in [Policy 8400](#).

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the [OK2SAY](#) program.

TRANSPORTATION SERVICES

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the Transportation Department working in conjunction with the building principal. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and Board Policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend. Transportation is to/from home registered address only- riding home with friends or to family member or daycare requests will not be permitted.

VIDEO SURVEILLANCE AND PHOTOGRAPHS

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy. The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Reference [Policy 7440.01](#).

WITHDRAWAL FROM SCHOOL

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

Section II: Academics

GRADES

Report cards will be issued at least once each trimester.

HOMEWORK

Classroom teachers may assign homework. Parents/guardians who have questions about homework or concerns about class work should contact their student's teacher.

PLACEMENT

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

STUDENTS WITH DISABILITIES

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

Julie Voelker
Executive Director of Special Education
7265 N. Ann Arbor St.
Saline, MI 48176
734-401-4006

[Julie Voelker](#)

Cameron Cochran
Heritage Assistant Principal/District 504 Coordinator
290 Woodland Dr. E., Saline, MI 48176
734-401-4158

[Cameron Cochran](#)

SUMMER PROGRAMMING

Summer programming opportunities can be viewed on the [Saline Community Education website](#).

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

The District offers student clubs, activities, and athletics listed on the [Extracurricular page](#).

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes and club members are also subject to the [Extracurricular Handbook](#) and any applicable team/club rules.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

Information about student-initiated non-curricular clubs can be found on the [Clubs and Activities webpage](#). New club proposals are accepted via website between August 15 - September 30.

Transportation To/From Extracurricular Activities

When the school provides transportation (bus, van, etc.), all students must travel to and return from the destination together nonstop. When there are extenuating circumstances, parents seeking an exception to the above rule should put a request in writing in advance (preferably 24 hours) to the head coach/advisor. When school transportation is not available, it is the responsibility of the parent/guardian to get their student to an off-campus facility. Section IV:

Section IV: Discipline and Code of Conduct

DISCIPLINE GENERALLY

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

FORMS OF SCHOOL DISCIPLINE & APPLICABLE DUE PROCESS

Detention

The building administrators may require students to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the

appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board

Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Reference [Policy 5610](#) and [Policy 5611](#).

STUDENT CODE OF CONDUCT

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Except as permitted by law, and only after considering the recommendations of the District's Title IX Coordinator, the District will not expel a student or suspend a student for more than 10 days for an action the student took immediately preceding, immediately following, or that could reasonably be tied to an incident in which the student is sexually assaulted or an incident in which the student reports being sexually assaulted, an incident where another person witnesses and reports the student's sexual assault, or an incident for which school officials receive credible information that the student was sexually assaulted.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

The following chart provides District-wide approaches to prohibited student conduct and potential consequences.

Prohibited Conduct	Potential Consequence(s)
Academic Integrity:	First offense- The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s). A note is entered into PowerSchool indicating the 1st Violation. Second offense- The student receives a zero for the assignment. Teacher meets with the student and calls the student's guardian(s). A restorative conference occurs between the student, teacher,

	<p>guardian(s), and administration. A note is entered into PowerSchool indicating the 2nd violation. The student must review the Academic Integrity Video and pass with quiz.</p> <p>Third offense- The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s). A restorative conference occurs between the student, teacher, parent, and administration. The student receives an "E" for the course but will be readmitted to the class with the ability to earn course credit. Must complete a school-monitored, one-hour remediation lesson on academic integrity.</p>
Aiding or abetting violation of school rules:	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Bullying, Hazing, and Other Aggressive Behaviors: Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another’s participation in or enjoyment at school or school-related activities, such as bullying, cyberbullying, or hazing. The Board of Education has adopted a policy on bullying as part of Policy 5517.01. “Hazing,” for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity as by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Cafeteria Misconduct Students are responsible for the cleanliness of their eating area. All trash is to be disposed of properly and trays returned to the proper place. Under no circumstances will throwing of food or other items be tolerated.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Coercion, Extortion, and Blackmail A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Criminal Acts Students shall not commit or participate in any conduct or act defined as crime by federal or state law or local ordinance. It is not considered double jeopardy for a student to receive a school consequence</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>and to also be tried for the crime in a court of law. Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.</p>	
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral
<p>Damage of Property: 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.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Restitution ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>Dangerous Materials: A student shall not manufacture, sell, handle, possess, use, deliver, or transmit any chemicals, substances, or materials that could cause harm to individuals or facilities including but not limited to bleach, lye, acid, ammonia, etc.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Disrespect A student shall not demonstrate low regard for others that fails to uphold the unique dignity of each person; verbal, nonverbal, written, and oral communication and gestures of disrespectful behavior will not be tolerated.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Disruptive Conduct A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student 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 exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to cause disruption, or interferes with the educational process, is forbidden.</p> <ul style="list-style-type: none"> ● Conduct which materially and substantially interferes with the educational process. ● Horseplay: the act of bodily contact, such as pushing, pulling, tripping, etc. (short of injury and without intent to harm). ● Malicious mischief including pranks - this could include disruption of performances and ceremonies with 	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion

<p>catcalls, paraphernalia, and any actions used to distract and demean a student, employee, event, or activity.</p> <ul style="list-style-type: none"> ● 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, the entrances or exits of any school building or corridor or room, without the permission of the building principal; ● Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly; the general health, safety, and welfare of others on school property or at a school sponsored activity. 	
<p>Distribution of Unauthorized Materials Students shall not distribute or sell any materials on school property without the approval of administration.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Dress A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission. <i>Dressing to attract attention which then removes the focus from instruction is, by definition, disruptive to the educational process.</i></p>	<ul style="list-style-type: none"> ● Restorative Practices ● Requirement to change clothing ● Parent Notification ● Suspension or Expulsion
<p>Electronic Communication Devices / Electronics Students are prohibited from using personal communication devices, including but not limited to those with a camera, in any school situation where a reasonable expectation of privacy exists such as in locker rooms, restrooms, offices, and other locations. Students are</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Confiscation of device ● Suspension

<p>not permitted to use electronic communication devices (phones, tablets, etc.) during the school day. Devices are to be out of sight at all times unless given specific permission by a staff member. SAS Digital Device Guidance</p>	
<p>Failure to Comply with Directions of School Personnel / Insubordination A student shall not be insubordinate or fail to comply with instructions and directions of school employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory role.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Failure to Cooperate A student shall not refuse to cooperate with school administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to school administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with school personnel in any disciplinary proceeding.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Failure to Report The Board believes that students, staff members, and visitors are entitled to function in a safe school environment; therefore, students must report knowledge of dangerous weapons, threats, or violence. Failure to do so may result in discipline.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>False Alarms / False Reporting A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report. A student shall not libel or slander, or make false allegations against another student, district employee (including substitute and</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

student teachers), Board of Education members, or volunteers.	
<p>Falsification of Records A student shall not forge hall or bus passes, make or use false I.D.s, or submit plagiarized schoolwork.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Loss of Credit ● Suspension or Expulsion
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Fireworks, Explosives, and Chemical Substances 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.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Food in Undesignated Areas Students must have the express permission of staff to eat food in areas outside of the cafeteria.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Gambling Students are prohibited from gambling including casual betting, betting pools, organized sports betting, and any other form of wagering. Students betting on an activity may also be banned from that activity.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Gang Insignia / Activity A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, 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 activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of Milan Area School 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 purpose or activities include the commission of illegal acts or violations of this Code of Conduct, Saline Area Schools’ rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.</p>	
<p>Gross Misbehavior / Persistence Disobedience Students should not engage in willful or deliberate conduct detrimental to the normal functioning of the school, its programming, or school related activities, which may include but is not limited to, prohibited conduct as outlined within the Student Handbook, computer/internet misuse, gambling, open defiance, persistent disobedience, and acts of poor judgment which either interrupt normal school routine or threaten the health, safety, and welfare of others (MCL 380.1311(1)).</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Improper Communications and Confrontations A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to school employees (including substitutes and</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.</p>	
<p>Indecency A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Hate Speech / Acts* A student shall not engage in conduct or communication which demeans, vilifies, humiliates, or incites hatred against an individual or group on the basis of race, ethnicity, gender, gender identity, sexual orientation, religion, age, ability / disability, nation or origin or any other similar ground. More information can be viewed here.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Leaving Campus without Permission A student shall not leave school grounds, at any point after arrival, without authorization.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Loitering Students shall not loiter. Due to the probable use of tobacco or other drugs, two or more students in the same stall in a lavatory will result in suspension in accordance with the District Student Assistance Policy.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Microaggression A student shall not engage in microaggressions. This includes daily verbal, behavioral, or environmental slights, whether intentional or unintentional, that communicate hostile, derogatory, or negative attitudes toward stigmatized or culturally marginalized groups.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Misconduct Prior to Enrollment An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of enrollment; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in Saline Area Schools.</p>	<ul style="list-style-type: none"> ● Action is dependent upon the previous district’s/school’s disciplinary consequences as contrasted to Saline’s policies.

<p>Personal Protection Devices A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Physical Aggression A student shall not engage in behavior that causes or threatens to cause physical harm towards others. This includes hitting, kicking, biting, using items as weapons, and breaking toys or other possessions. This is often a precursor to fighting.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Public Display of Affection Students shall not engage in any act of intimacy that is in view of others, including hugging, kissing, holding hands, etc.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension
<p>Obscenity / Profanity A student should not communicate with inappropriate language or imagery including lewd, disgusting, or filthy words or pictures, cursing, swearing, or using vulgar language which is socially offensive.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion
<p>Recording A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school-related events, unless the student is given express consent by that person.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>Skipping If a student is absent from a class, classes or assignment for 15 minutes or more without permission, the student is considered skipping.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension
<p>Suspended Student on School Property or Attending School Activities A student, while suspended, shall not enter onto district property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend, any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Third in a Fight A student shall not join a fight that has already begun between other students.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

DRIVING AND PARKING PERSONAL VEHICLES

Please take great care when parking in the parking lot. To ensure safety in school parking lots, drivers should stay alert, slow down, obey all traffic laws and signals, and be mindful of pedestrians, especially children. Avoid distractions like cell phones. Please be patient and considerate of other drivers and pedestrians.

Morning Drop-Off

- **Please pull all the way forward to the car before you.** All vehicles should pull up as far as possible and allow their child to exit.
 - The drop-off zone is around the entire circle. Your child should exit the vehicle the first time the car stops in the zone. (Even if that means they will walk a few extra steps to the door).
- **Do not park anywhere in the drop-off loop or anywhere in the drive leading into the loop.** If you need to enter the building, please park in the lot adjacent to the drop-off loop and come into the building.
- The morning drop-off is a seven-second drop-off. **Do not wait to watch your child enter the building.** Do not exit your vehicle in the drop-off loop.
- Traffic will begin to back up into the parking areas. As always, you may choose to park in either lot and walk your child to the front door.
- Children **MUST** exit the car on the passenger side of the car while in the drop-off loop. If your child needs to exit the car on the driver's side, please park your car in a designated parking place, allow your children to exit the vehicle and walk him/her to the sidewalk. Children may then proceed to the entrance on their own.

Afternoon Pick-Up

- **Please pull all the way forward to the car before you.** All vehicles should pull up as far as possible
- **Do not leave your car unattended** at anytime in the pick-up loop or the drive into and out of the school!
- Students may not walk into the pick-up loop to enter a vehicle. They may only enter the vehicle at the curb and enter on the passenger side of the car.
- When parking in either parking lot please walk to the sidewalk and meet your child there. Students may not walk into a parking lot unattended at anytime!

- Children are not allowed to walk to your vehicle in the parking lot; you must meet them at the sidewalk and walk your child to the car. Parents are often in too great a hurry and accidents do happen.
- The pick-up loop is a single loop, DO NOT wait two abreast and have your child walk between cars to your car on the inside lane. This lane at the end of the day is only for cars moving out of the pick-up line to exit the parking lot.
- The parking lot on the west end of the building, off of Suncrest Drive is one way only. You must make the right into the parking lot and drive around to enter the parking lot, please do not drive straight through into the lot. There is a sign clearly identifying ONE WAY.
- For the safety of students and pets, please keep pets in the designated areas.