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RULES AND POLICIES PERTAINING TO STUDENTS

• STUDENT CODE OF CONDUCT •

We believe that students who have selected to participate in programs at the Saginaw Career Complex are mature enough to have realized the need for career training and, therefore, will not be a discipline concern.

Students are expected to conduct themselves in a responsible adult manner which allows a teacher's right to teach, other student's right to learn, and any employee's right to carry out his/her responsibilities.

If a student's behavior or conduct becomes such that it cannot be controlled by him/herself or through the combined efforts of the instructor, administrator, home school and/or parent(s), it will become necessary to penalize a student for violations. Therefore, students are urged to study these regulations and discuss them with their parents or guardians.

BUILDING, BAY AREAS, STUDENT COMMONS, AND GROUNDS RULES

Students who violate Building/Grounds Rules can be admonished and violation discussed by any staff member. Students' teacher can be made aware of violations by staff member and gross misbehavior should be referred to an administrator by staff member.

1. Students must refrain from loud noises or boisterous activity in the hallways, student commons area, restrooms and classrooms.
2. Students are not permitted outside of the classroom without a Pass Permit.
3. Smoking is not permitted on campus - violators should be referred to an administrator.
4. Students are not permitted to visit any classroom without permission from an administrator.
5. Students are not permitted to have radios, tape players and/or head sets in the school. If found on campus, these items will be confiscated. Repeat offense will result in further disciplinary action.
6. Students should not litter - please help keep our campus clean.
7. Students are not allowed to engage in physical acts of affection which are inappropriate for school and work. Such acts may be offensive to others as well as improper.

CLASSROOM/PROGRAM RULES

Saginaw Career Complex Students Will:

1. Follow directions given by instructor, or instructor substitute.
2. Be prepared for class with appropriate supplies, dress and safety gear.
3. Be in class on time and leave at designated time.
4. Complete assignments on time.
5. Not consume food and/or beverage in classrooms and/or labs.

If a Student Violates the Classroom/Program Rules the Teacher Will:

1. Meet with student and begin to document student conferences on the student referral form.
2. Refer student to Saginaw Career Complex counselor for counselor intervention.
3. Contact the parent/guardian.
4. Refer student to administrator with referral form and documentation of steps 1-3.

If a Student is Referred to an Administrator, the Administrator Will:

5. Exclude student from the program for the remainder of the session and notify parent or guardian.
6. Parent conference and/or suspension from the Saginaw Career Complex.
7. Parent Conference and five (5) day suspension from the Saginaw Career Complex.
8. Ten (10) day suspension from the Saginaw Career Complex with possible recommendation for Long Term Suspension.

Note:

The Student Code of Conduct is in effect for all Saginaw Career Complex school and work related activities.

BUS SERVICE

A free shuttle bus service between **most** home high schools and the Saginaw Career Complex will be provided. The specific time schedule for this bus service may be obtained from the home school administration. Students are urged to utilize this bus service to help alleviate the crowded parking situation in the Saginaw Career Complex parking lot. For those riding the bus we ask that the following rules be observed.

1. Be on the bus on time. Drivers are instructed to leave promptly in order that riders will not be tardy for classes.
2. Buses from schools within the City of Saginaw will not pick up students or drop them off while enroute between schools. Arrangements of this kind for students in the out-county districts will be at the discretion of the local administrator.
3. Only Saginaw Career Complex students may ride these buses. The driver or paraprofessional may ask students to produce identification to verify that they are students at the Saginaw Career Complex.
4. Smoking will not be permitted on the bus.
5. All rules of conduct while under the jurisdiction of the schools shall apply while students are riding the bus. The driver and/or the paraprofessional on the bus may deny the use of the bus to anyone whose conduct is such that the health and safety of others on the bus are jeopardized, until such time as the disturbing student is reinstated by mutual agreement between the home school principal and the director of the Saginaw Career Complex.
6. **Late Buses** - An announcement by administration will be made to all Saginaw Career Complex classrooms about students who ride school buses and arrive late due to bus problems and these students should not be marked tardy.

CHANGE OF ADDRESS

If your address or telephone number has been changed since the time you registered for the Saginaw Career Complex, or if it changes anytime during the year, please notify the office.

DRESS AND GROOMING

In developing habits of dress and grooming that are acceptable to business or industry, it will be necessary that our dress policy reflect that of business and industry.

Students should always be dressed and groomed in an acceptable manner expressing a neat, clean appearance which shows good judgement and taste. Common sense is the student's best guide in dressing appropriately for school.

No Student should bring excessive attention to himself/herself through his/her mode of dress or grooming. Extreme and inappropriate grooming or dress do not contribute to the establishing of a proper educational atmosphere, and may be disruptive to this process.

It shall be the policy of the Saginaw Public Schools that the building principal, advised and supported by the community, shall be the judge in all matters of student grooming and dress. All Building Codes of Dress and

Grooming and decisions of building principals related thereto are subject to review by the Superintendent of Schools and the Board of Education.

It will be the responsibility of each teacher at the Saginaw Career Complex to determine whether certain types of clothing are hazardous to the student in the operation of the machinery in the particular area. The student may, at the direction of the teacher, and in the interest of health and safety, be prohibited from operating any of the equipment in the shops until corrections in clothing or proper safety precautions are met. This could include removal of ties or scarves, the wearing of a job-smock or apron to cover loose fitting clothing, or the addition of safety glasses over ornamental glasses.

Since sunglasses or darkened glasses of all kinds reduce vision, these kinds of glasses may not be worn in any of the shops at the Saginaw Career Complex, and teachers may refuse the use of machinery or equipment until they are removed or replaced with clear lens glasses.

Shorts, tank tops, halter tops, etc., are not appropriate apparel for the Saginaw Career Complex.

ATTENDANCE

Daily attendance and being to work on time are quality characteristics that employers seek in students as candidates for employment. Your Saginaw Career Complex attendance record becomes part of your job placement/student portfolio and will greatly influence your opportunities for job placement and marketable skills certification.

ATTENDANCE POLICY*

Individuals enrolled in Saginaw Career Complex programs will want to establish a good attendance record because attendance affects the quantity and quality of work that can be accomplished in class; and a good attendance record can show an employer that you are dependable and punctual.

The following attendance policy has been approved by the Saginaw Board of Education and will apply to students while they are enrolled in a program at the Saginaw Career Complex.

After six (6) absences from a given program you may be withdrawn from the Saginaw Career Complex. If you are withdrawn, you will not receive credit toward graduation.

After exceeding the six (6) absence limit, a student and/or parent may appeal to the Saginaw Career Complex administrator for the student to remain in the program. If the appeal is denied, you may request a hearing by contacting the Director of Student Services at 759-2296.

The following absences, with documentation will not apply toward the six (6) absence limit per semester:

- Home high school closed
- School related (Principal's request)
- Proficiency Testing
- Athletics

****Medical Careers Students must follow the attendance policy established for the Medical Careers Program.***

The following steps will be taken to implement this policy:

1. Each teacher will explain the policy to students.
2. Each time a student returns to class after being absent, he/she will complete a form stating the reason for the absence. The form will be kept by the teacher (Form F386 rev.).
3. Prearranged absences must be requested five (5) school days prior to the event. These prearranged absences will still be a part of your attendance record. Prearranged absence request forms are available in the Main Office.
4. The following steps will be taken when a student is absent:

1 and 2 Absences Result in:

Conference between student and teacher. Telephone call to parents who have not communicated with the school.

3 and 4 Absences Result in:

Letter from Pupil Personnel Office. Copy to High School Counselor.

5 Absences Result in:

Parent, student, and high school counselor conference/contact.

6 Absences Result in:

Call/letter to parents by Pupil Personnel Administrator.

6+ Absences Result in:

The Pupil Personnel Administrator will drop student from the program and communicate with parents/guardian. A drop letter to parents/guardian and high school counselor will follow.

• ADMINISTRATIVE GUIDELINES AND PROCEDURES •
• REGARDING ATTENDANCE •

Role of the Student

1. Develop and maintain daily attendance habits which include punctuality.
2. In accordance with the policies of the Saginaw Board of Education governing attendance, students should be aware that they are subject to failing or being suspended from school because of excessive absenteeism.
3. Students are expected to be in their classroom ready to start work at designated session starting time.
4. It is the student's responsibility to meet these expectations.

Role of the Parent

1. Call the office when your child is absent. (Adult Education Students attending an Adult Education Program must call the office when absent.)
2. Monitor your student's attendance.
3. Contact student's counselor and/or instructor about your student's attendance.
4. Provide student a time and place to study.

Role of the Teacher

1. The teacher is directly responsible for the accuracy of official records of student attendance, which must meet audit requirements.
2. Attendance is recorded and coded daily as follows:
 - in official record book at beginning of class and after student breaks;
 - in VEDS Progress by the end of the teacher work day.
3. Teachers are responsible for contacting parents, conferences with students, contacting Saginaw Career Complex counselors and maintaining the F386 attendance documentation.

Role of the Saginaw Career Complex Counselor

1. Counselors will monitor the attendance of their students. Student, parent, and/or high school counselor contacts will be made according to Saginaw Career Complex Attendance Policy.
2. Counselors are to continue to monitor the student's attendance and progress record and provide counseling and guidance.
3. Counselors will assist in conferences with instructors and administration and help relay follow up conference information to home school counselors.

4. Counselors will document their services to students on the F386 form and/or other appropriate record keeping materials.

Role of the Assistant Principal for Student Personnel

1. The assistant principal will inform parents of their student's attendance according to attendance policy.
2. Communicate with parents on the 3rd, 4th, and 6th absence (via letter and/or telephone).
3. At six (6) or more absences, the Assistant Principal for Student Personnel will drop student from program and communicate with parent(s)/guardian. A drop letter to parents/guardian and home school counselor will follow.

TARDINESS

Students who arrive at the Saginaw Career Complex late - after the regular starting time - must report to their program instructor directly.

Tardiness is lost instruction time and could result in loss of credit, disciplinary action and/or suspension.

The following steps will be taken when a student is tardy:

1 - 3 Tardies Result in:

- Conference between student and instructor - and teacher begins to document on student referral Form 1102
- Telephone call to parents by instructor
- Loss of instruction time

4 Tardies Result in:

- Instructor referral to Saginaw Career Complex counselor for intervention
- Loss of instruction time

6 and 9 Tardies Result in:

- Student being excluded from the program by administrator which will count as one (1) absence toward the six (6) allowed absences and administrator will contact parents.
- Nine or more tardies will result in student being dismissed from program and/or other disciplinary action.

DRIVING AND PARKING LOT

The student parking lot in the front of the school is provided for students who drive to school. Overflow parking is available in the gravel lot on the South West corner of the school property.

All student vehicles driven on campus must be registered with the main office. Registration cards are available in the main office and must be completed

during the first week of school. Students who park in "**NO PARKING**" areas may lose their driving privileges.

Careless operation of vehicles on Saginaw Career Complex property or failure to follow the "One Way" signs will not be tolerated. Private cars are not to interfere with the progress of school bus traffic.

Limited parking lot supervision is provided. However, all parking areas are used at the vehicle owner's risk.

Students (drivers and passengers) may not occupy automobiles in the school parking areas except to enter or exit the grounds. Therefore, immediately upon arrival, students are to proceed to their program areas. There is to be no loitering in cars or parking lots.

Each student who registers their automobile will be issued a parking permit.

FIRE DRILLS AND ALERT SIGNALS

Fire Drills: One long, continuous blast will be sounded until everyone is out of the building. Students will be told in advance which exit is to be used and how the fire drills will be conducted. The following procedures will be used.

1. Each class will leave by their own exit according to the teacher's previous instructions.
2. All students must evacuate the building even though they may know it is a drill and not an actual emergency.
3. The teachers will have their attendance books and will be prepared to account for all students after evacuating the building.
4. Students are to stay together and remain calm at all times while fire drills are being conducted.

The sounding of the fire alarm is the signal for leaving the building. The building must be evacuated without fail when the alarm sounds. If an alarm is sounded when you are not in the classroom, you must use the nearest exit. Teachers will take their groups far enough from all exits and driveways to allow fire fighting equipment and crews easy access to the building. Students and staff will return to the building when the all-clear signal is given. Under no circumstances may you smoke during a fire drill.

Tornado Drills: Instructions to go into tornado drill procedures will be given through the school public address system. The following procedures will be followed:

1. The teacher will escort the class to the designated area where students will remain until the danger passes.
2. Students will be directed to assume a crouched position on the floor,

facing the wall, with hands and arms held over the face and head for added protection.

3. No one will be dismissed from school during a tornado emergency even though the normal school day is over. Staff and students will remain in the protected areas until an "all clear" is given. If a parent appears at the school and insists upon taking a student with them this will be permitted, however, the school will not be held responsible for their safety after they leave the property.
4. The teacher will take attendance after the class has reached its designated safety area.
5. Students are to remain calm and not "chatter" with each other about the dangers of tornados.
6. Any students who are out-of-doors during a tornado warning are to return immediately to their classroom or lab to get emergency drill instructions.

FOOD AND BEVERAGES

There are no lunch services available at the Saginaw Career Complex, therefore, students should eat lunch at their home school either before coming to the Complex or after returning to their home school. If they choose to eat at the Complex, either before or after class or during the twelve minute break, they are welcome to bring a sack lunch.

Food and beverages are available for purchase in the Commons Area. These items should be consumed in the Commons and are not allowed to be taken to the instructional lab or classroom.

We do not supply vending machine change or refunds for money lost in the vending machines.

LEAVING THE BUILDING

If you have a valid reason to leave school prior to your regular dismissal time, request permission from your instructor and then from the main office. You will be granted permission to leave after your appointment has been verified and/or your parent or guardian approve of your early dismissal.

LOCKERS

Lockers have been assigned to you in the area of your program. Do not use any locker except that one which has been assigned. Locks are master-keyed for opening in an emergency. Although your locker is to store personal belongings, it is occasionally necessary to open a locker for a person who is ill or who has left school, or in the event that we suspect the locker contains such items as a

weapon, illegal drugs, or other items that do not belong in the locker. Students who wish to use a school locker will be expected to sign a waiver to this effect.

MONEY COLLECTIONS

Collection of money for any purpose must first be approved by the Director of the Complex. This includes donations for charity, fund raising for student activity groups, the sale of products for the purpose of raising money, or student organizations.

POSTERS AND SIGNS

Permission to post signs and posters must be obtained from the Director's office.

RADIOS, CASSETTE PLAYERS, POCKET PAGERS AND CELLULAR TELEPHONES

All of the above items are not permitted on the Saginaw Career Complex's Campus. If found on campus these items will be confiscated and disciplinary action will be taken.

SAFETY

Students are expected to observe all safety rules and to wear safety equipment where required. This includes safety glasses, hard hats, and protective clothing as required. No bare feet will be allowed! Horseplay is a safety hazard and will not be tolerated. Safety violations will not be tolerated and may result in disciplinary action.

SCHOOL PROPERTY

Equipment and supplies, as well as the Saginaw Career Complex buildings, have been made available for your training from taxes collected from citizens of your community. As a citizen of the community in which you live, you too are a part-owner of this fine facility and its contents. Each must do his or her part to insure this huge investment by careful use of materials and machines so that the opportunity for special training may be available to many students in the years to come.

No one is authorized to remove school owned material or equipment from the center's property and we would ask that you not ask to borrow such items. Further, we ask that each student share the responsibility in keeping the building and grounds free of vandalism and free of litter.

TELEPHONE FACILITIES

A pay telephone is available for your use. Limit the time of your calls so that the telephone will be available to all students. Only incoming telephone

calls of an emergency nature will be relayed to students during class time. The office telephones are to be used only by the Complex staff for business purposes.

VISITORS

All visitors to the Complex must register in the main office before entering any of the program areas. Visitors from area schools are allowed only if the visitor's counselor has made prior arrangements. Because of equipment and necessary safety precautions, students will not be allowed to bring friends to spend a class session with them.

SCHOOL CLOSING

In case of inclement weather or other reason that school would be closed, an announcement will be given on TV and radio. When the announcement states that "**SAGINAW PUBLIC SCHOOLS - CLOSED**" the Saginaw Career Complex is closed.

STUDENT ACHIEVEMENT

GRADES AND STUDENT ACHIEVEMENT RECORDS

The standard letter grades will be issued three times each semester. The final grade for the semester will be based upon the average of the grades for the three marking periods as well as the grade earned on the final examination. The averaging of grades will be based upon the 4.0 grading system.

While the A, B, C, D, E system is used at the Saginaw Career Complex, a grade of D is considered unsatisfactory and will place the student in a probationary position and a conference with the instructor is recommended. An E grade for any semester indicates failure and it is likely that the student will be transferred out of the program.

Excessive absenteeism, constant tardiness, and limited participation all tend to lessen a student's achievement and may result in failure.

Each student will also have a Student Achievement Record on file. This record details the accomplishment of the vocational skills that a student has mastered and will also contain student attendance information. The Student Achievement Record is a valuable tool for students to use to communicate their vocational competence to a prospective employer.

CERTIFICATE OF COMPLETION

Certificates stating your vocational technical area of specialization will be issued to students at the end of the training program if the following criteria is met:

- A student who has maintained a "B" average or higher in their Saginaw Career Complex program
and/or
- can demonstrate essential competencies to instructor standards when he/she exits the program.

MARKETABLE SKILLS CERTIFICATE

The marketable skills certification process provides students with the opportunity to demonstrate, document, and defend their achievement of employer validated standards and competencies. Achievement of the marketable skills certification should improve the likelihood of success in future employment and/or a continuing education program.

A student demonstrates marketable skills when he/she meets the following criteria:

- Demonstrate SCANS competencies (teamwork, apply technology, apply mathematics, and communicate effectively); at the level appropriate for entry employment in their occupational field;
- Demonstrate essential competencies to industry standards or maintain a "B" or above grade point average;
- Follow the Complex Code of Cooperation as evidenced by the fact that the student received no suspensions during a school year and received "3's" or better in their citizenship records;
- Maintains a 95% attendance record in the program;
- Demonstrates safe work habits; and
- Graduates from high school.

TRANSCRIPTS

Transcripts of your credits earned at the Saginaw Career Complex are sent to your home high school at the end of each semester and are entered on your permanent record there. Transcripts of your high school credits for employers or for college entrance purposes will be issued by your home high school.

STUDENT SERVICES

The Student Services Staff at the Saginaw Career Complex is available to talk with you whenever the need arises. The item of discussion may be educational, vocational, or personal in nature. An open-door policy is always maintained. Please feel free to contact one of our counselors to set up an appointment should the need arise. The Student Services Staff keeps in close contact with the counselors from the home high schools.

If you are having a problem that is standing in the way of success in a program, please feel free to contact a member of the Student Services Staff.

Students having problems in their program area, may receive special help from members of the Student Services Staff. If you are having trouble with reading or math, simply inform your instructor and he/she will see that you receive additional assistance. Language support services are also available.

Student Services is an extension of the program you are now in. It is not a separate service.

• **JOB MARKET CONNECTION** •

The Job Market Connection is Saginaw's one-stop service center for youth. It links students and employers in new ways, by bringing together all the right technology, resources, and people in one place - accessible to students, parents, educators, employers, and the community.

Job Placement

- Check out job postings and pick up applications
- Get job search assistance
- Sign up for job placement/referral
- Check out work-based learning opportunities:
 - ④ Job shadowing
 - ④ Career internships (E/E)
 - ④ Cooperative education (Co-op)
 - ④ Registered apprenticeships
 - ④ Community service learning
- Get work permits

Employment Skills

- Prepare/update resumes
- Update portfolios
- Practice interviewing
- Learn work readiness skills
- Train in safety/health

Career Counseling

- Talk with professional counselors
- Research colleges
- Apply for scholarships/grants
- Learn about your personal/career interests
- Join a career Explorer Post
- Access career-related resources/articles
- Find out about hot careers
- Talk to Delta College and other representatives

GENERAL INFORMATION

NON-DISCRIMINATORY POLICY

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of handicap, 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 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, 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:

Mrs. Marilyn K. Norwood
Executive Director of Personnel and Special Education
Saginaw Board of Education
550 Millard Street
Saginaw, Michigan 48607-1193
(989) 759-2225

Inquiries regarding compliance with Title IX of the Education Amendments of 1972, 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:

Dr. Thomas N. Barris
Assistant Superintendent of Personnel and Labor Relations
Saginaw Board of Education
550 Millard Street
Saginaw, Michigan 48607-1193
(989) 759-2238

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

The Saginaw Career Complex agrees that it will comply with federal laws prohibiting discrimination, and with all requirements imposed by, or pursuant to, regulations of the United States Department of Education. Therefore, the Saginaw Career Complex will not discriminate against applicants or employees on the basis of race, religion, color, sex, age, height, weight, national origin, marital status, handicap condition or disability.

Grievance Procedure for Students Complaints Under Provisions of Federal Civil Rights Legislation

If any student and/or parent/guardian believes that the Saginaw Career Complex, or any part of the school organization, has inadequately applied the principles and/or regulations contained in Federal Civil Rights Legislation, he/she may bring forward a complaint, which shall be referred to as a grievance. The steps of the grievance procedure are as follows:

Step I - The student, and/or parent/guardian shall first discuss the matter with the Instructor and Principal with the objective of resolving the matter informally. The Instructor or Principal shall provide an answer to the student and/or parent/guardian within ten (10) school days.

Step II - If the matter is not resolved informally, a written statement of the grievance, signed by the student and/or parent/guardian, shall be submitted to the Principal within five (5) school days of receipt of and answer to the informal complaint. The Principal shall further investigate the matter of grievance and reply, in writing, to the student and/or parent/guardian within ten (10) school days. Contact:

Ms. Julie A. Walker, Principal
Saginaw Career Complex
2102 Weiss Street
Saginaw, Michigan 48602
(989) 797-4836

Step III - If the student and/or parent/guardian wishes to appeal the decision of the Principal, he/she may submit a signed statement of appeal to the Superintendent, or his designee shall schedule a hearing within fifteen (15) school days after receipt of the written appeal. The Superintendent shall issue a written decision within ten (10) school days after the hearing. A copy shall be given to the student and/or parent/guardian and the Principal. Appeal grievance to:

Dr. Thomas N. Barris
Assistant Superintendent of Personnel and Labor Relations
Saginaw Board of Education
550 Millard Street
Saginaw, Michigan 48607-1193
(989) 759-2238

HARASSMENT

Conduct constituting harassment may take different forms, including but not limited to the following: sexual harassment - verbal, nonverbal, physical contact, gender, ethnic, religious, disability, height, weight, harassment - verbal, nonverbal, physical.

What to do if you are harassed - Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Saginaw Career Complex should take promptly the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the Complex other than the student's Principal, the affected student should, as soon as possible after the incident, contact Julie Walker, Principal.
- B. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact George Adams, Assistant Principal or Mercedes Perez, Assistant Principal.



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