

Fennville Middle School

Student Handbook

2020-2021

Welcome to Fennville Middle School

Principal – Brent Potts
Student Success Coordinator – Mr. Troy Dusek
Secretary – Mrs. Deb Morse
Superintendent of Schools – Mr. Jim Greydanus

Office Phone (269) 722-3550
Office Fax (269) 722- 3551

STUDENT HANDBOOK, 2020-2021

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2020. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2020, the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

It is the mission of Fennville Public Schools to provide academic excellence for a lifetime of success.

VISION STATEMENT

Educational Excellence, Community Atmosphere, Global Perspective

School Colors

Black and Orange

School Nickname

Blackhawks

School Song

“Cheer for Fennville”

Cheer for Fennville, Cheer for Fennville

We will win this game.

Fight for glory, fight for honor

We'll uphold our name, F.H.S.

Black and orange, are our colors,

We are proud to claim

Cheer for old Fennville High

We'll win this game.

Che Hee, Che Hah,

Che Hah, Hah, Hah,

Fennville Blackhawks, Rah, Rah, Rah

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Compliance Officers listed below:

Kelly Eckhardt, High School Principal
(269) 561-7331
5 Memorial Drive
Fennville, MI 49408

Brent Potts, MS Principal
(269) 561 -3555
1 Memorial Drive
Fennville, MI 49408

Mr. Jim Greydanus, Superintendent
(269) 561-7331
5 Memorial Drive
Fennville, MI 49408

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

To read the District Parent Involvement Policy # 2112 please visit the FMS Office.

SCHOOL DAY

Fennville Middle School is open between the hours of 7:00 and 3:30 p.m.
Classes begin at 7:50 a.m. and are dismissed at 2:50 p.m. Free breakfast is provided daily.
Mondays- early release days occur on Mondays. Classes begin at 7:50 and are dismissed at 2:25.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis, and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail, e-mail, phone or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students will arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or student success coordinator (Mr. Dusek).

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he will notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries will be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the nurse. The nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Homebound Instruction

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

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

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school secretary will assist in obtaining the transcript.

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Fennville Middle School office. Students are expected to follow their schedules.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the School office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents will notify the principal about plans to transfer their child to another school. If a student plans to transfer from Fennville Middle School, the parent will notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Fennville Middle School office for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his /her parents.

IMMUNIZATIONS

Students will be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student will have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

MEDICATIONS

The term medication shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

In those circumstances where a student will take prescribed medication during the school day, the following guidelines are to be observed:

- A Medication Administration Form (available in any school office, from the school nurse, or online) will be filed with the respective building principal and/or the school nurse before the student will be allowed to begin taking any medication during school hours.
- The medication will be in the original container appropriately labeled by the pharmacy.
- The administration of medication and/or medically-prescribed treatment to a student during school hours will be permitted at school by authorized and trained school staff when necessary for school attendance.
- Medication that is brought to the office and/or school nurse will be properly secured.
- Medication, and special equipment if needed, may be conveyed to school directly by the parent or transported by transportation personnel (bus driver) at parental request. This should be arranged in advance.
- Medication MAY NOT be sent to school in a student's lunch box, pocket or other means on or about his/her person.
- The parent/guardian will provide the school with a completed medication administration form every year and as changes in medication occur.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the medication administration form.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or epi-pen to alleviate asthmatic symptoms or an allergic reaction.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The school nurse will receive a copy of the written approval from the physician and the parent/guardian.

Head Lice

Fennville Public Schools staff recognize that head lice are a common concern in school communities. Lice are not dangerous and do not transmit disease. The school nurse or trained school staff will notify parents of the student with identified lice or nits and recommend treatment that evening. In most circumstances, the student may remain in school until the end of the school day and may return to school the next day if they have received home treatment. A parent/guardian will accompany the student when returning to school. Periodic checks of the student's hair by designated school personnel will be done over the next few weeks to assure successful treatment.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal 269 722-3555 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building principal at 269 722-3555 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

The Board designates as student “directory information”:

- A. a student’s name;
- B. address;
- C. telephone number

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at the Superintendent’s office.

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

Confidential records include test scores, psychological reports, behavior data, disciplinary records, and communications with family and outside service providers.

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

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

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

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

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or

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

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

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

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 202-4605
www.ed.gov/offices/OM/fpc

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Students involved in the fund-raiser will not interfere with students participating in other activities when soliciting funds.
2. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
3. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
4. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as “runs for...”, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
5. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment (cell phone, I-Pods, PSP’s, etc.), and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

MEAL SERVICE

All students, regardless of their economic status, may receive free breakfast at Fennville Public Schools. The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are also available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. In order to keep the building clean, food served for breakfast and lunch will be eaten in the cafeteria. Each student is expected to throw away his/her trash and return trays to the cafeteria window.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that she/he is eligible, please contact the middle school office.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They' also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction will contact the principal prior to coming to the School. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

FIRE, TORNADO, EMERGENCY RESPONSE and LOCKDOWN DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the state. Emergency Response drills will be conducted according to State of Michigan requirements. Two lockdown drills will be conducted annually.

EMERGENCY CLOSINGS AND DELAYS

If the school will be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WMMT-TV CH. 3	WZZM-TV CH. 13	WHTC	WQXC
WOOD-TV CH. 8	WXMI-TV CH. 17	WKZO	WKMI/WKFR

In addition parents will be notified by the School Messenger Alert System. It is the responsibility of the parent to make sure the school has the most current phone number for this alert. Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Parents are welcome to visit the school. Student visitors will not be allowed. In order to properly monitor the safety of students and staff, each visitor will report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of two weeks.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students will receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the Fennville Middle School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

There is a telephone in the office that may be used for personal calls. Students will be allowed to use the office telephone when needed during an appropriate time during the school day if the reason is deemed appropriate by office personnel.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has bulletin boards located in the halls which may be used for posting notices after receiving permission from the principal.

SECTION II - ACADEMICS

COURSE OFFERINGS

A list of courses offered is available in the Middle School Office.

FIELD TRIPS

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

School rules apply to all field trips.

PBIS/S.O.A.R.

To align behavioral expectations and bridge the gap between the elementary, middle, and high school buildings, FMS has adopted the Positive Behavioral Interventions and Systems (P.B.I.S.). PBIS is an evidence based framework for improving and integrating data, systems and practices to improve the overall student behavior.

FMS has adopted the acronym S.O.A.R. (Supportive, Outstanding, Accountable and Respectful). Everyone in the school should aim to exhibit these traits in all areas of the school. When students exhibit a positive desired behavior, staff will reward students with a Hawks SOAR ticket. Tickets should be turned in to the office for monthly popcorn and the chance for a bigger prize. Together as a school community we look forward to continuing to make Fennville Middle School a great place for students to learn and for teachers to teach. Thank you for your continued support and for your help in making FMS SOAR to new heights!

GRADES

Fennville Middle School has implemented a Standards Based Grading (SBG) policy. The purpose of SBG is to focus on capturing the degree a student understands and masters a standard or concept. In general, students are evaluated on a rubric to indicate the level of proficiency. Each child's goal is to be grade level proficient on each essential standard.

The school uses the following rubric for determining understanding:

- 0 – Incomplete: demonstrates no understanding
- 1 – Limited: demonstrates partial understanding
- 1.5 – Student knows some of the easier parts
- 2 – Progressing: demonstrates basic understanding
- 2.5 – Student knows the easy parts and some of the harder parts
- 3 – Proficient: demonstrates grade level understanding
- 3.5 – Student can make connections but still makes some mistakes
- 4 – Exceeds Standard: demonstrates deep understanding

GRADING PERIODS

Students shall receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term.

POWERSCHOOL INTERNET VIEWER

Parents and students will receive a username and password enabling each to login to the PowerSchool Internet Viewer to see the assignments and grades recorded for each class up to that point. PIV can be an excellent tool for monitoring a student's progress in each class. Please contact the appropriate teacher with questions about a grade or progress report.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

1. Proficiency on academic standards
2. Potential for success at the next level
3. Emotional, physical, and/ or social maturity

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents will sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

Copies of the School District's Student Network and Internet Acceptable Use and Safety Policy and the requisite student and parent agreement will be distributed at school during the first week of classes. (*See Student Network and Internet Acceptable Use and Safety Policy*)

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to pass the appropriate MSTEP test. Additionally, 8th graders will participate in the state designated PSAT test.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom assessments will be used to monitor student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved academic standards.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Fennville Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Fennville Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: Art Club, Ski Club, Student Council, Drama Club, Quiz Bowl, Mathlete, and others as determined by staff.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant will verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

ATHLETICS

Fennville Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered: 6th grade rocket football; 6th grade cheerleading; 6th grade Saturday basketball; 6th grade wrestling; 6th grade cross country; 7th and 8th boys' and girls' basketball, girls' cheerleading, girls' volleyball, boys' football, girls' and boys' wrestling, girls' and boys' track, girls' and boys' cross-country and girls' and boys' soccer. For further information, contact the high school Athletic Director, at 269 722-3440.

Athletic eligibility is based on middle school citizenship scores. Students are expected to display Respect, Responsibility and Safety throughout the school day. This carries over into sports as the student athlete represents Fennville Schools and should display these traits in competition as well. Questions regarding eligibility should be directed to Mr. Dusek at 269 722-3535

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Much learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Absence Definition:

An absence is when a student is not present in their assigned school location without permission beyond the ten (10) minute tardy limit. An unexcused absence is when no written or verbal excuse has been provided and approved by the office.

Strive for less than five!

Students missing 10% or more of school days due to absences for any reason has shown a decrease in learning and proficiency. We encourage all students to strive to miss less than 5 days of school each year.

Truancy

Unexcused absence from school (truancy) is not acceptable. To be considered truant a child must willfully and repeatedly absents himself or herself from school. Fennville Middle School works in conjunction with the Allegan County Truancy Office to encourage good attendance. Students receiving a total of ten or more unexcused absences will be considered truant. At that time, the truancy officer will be contacted to provide further assistance and may meet with the student.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. illness
2. recovery from accident
3. required court attendance
4. professional appointments
5. death in the immediate family

6. observation or celebration of a bona fide religious holiday and/or
7. such other good cause as may be acceptable to the Superintendent

Students with health conditions that cause repeated absences are to provide the school office with an explanation of the condition from a registered physician.

Parents will provide an explanation for their child's absence by no later than 10 a.m. on the day of the absence or by sending a note the following day. They are to call at 269 722-3550 and explain the reason for the absence. If the absence can be foreseen and the "good cause" is approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 4 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events.

Suspension from School

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office by

2 PM on the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

In accordance with the Allegan County Truancy Program, absence from school due to suspension shall be considered an unexcused absence in the event of a truancy proceeding.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Notification of Absence

If a student is going to be absent, the parents will contact the school (561-7341) by 10 AM, and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is more than ten minutes late will be considered absent from that class. Because tardies are disruptive to the learning environment the "Responsible Thinking Process" policy states the following consequences:

- First Occurrence: Warning
- Second Occurrence: Silent Lunch
- Each subsequent tardy: Silent Lunch

This tardy procedure is per quarter.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents will discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

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

Make-up work due to suspension should be completed by the time the student returns to school.

Students will be given the number of days of excused absence within which to make-up work. If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to make-up the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students will comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

It is the responsibility of Fennville Public Schools to provide a safe and orderly environment for students and staff that is conducive to the learning process. Student behaviors disruptive to the learning environment may require disciplinary action. This discipline policy is intended to deal with those behaviors that cause disruption to the educational process, or which pose a threat to the safety and security of students, staff, parents, school, and property. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

This Discipline Code is applicable as follows:

- During the school day- this includes the bus ride to and from school
- At all school-sponsored activities and trips
- At all athletic contests and practices
- At student dances and activities
- To all district property

Teachers are authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy or the school's code of conduct. The student will not return to class on the day of suspension except by mutual agreement of the teacher and administrator. It should also be noted that some offenses may warrant immediate referral to the Board of Education for expulsion. This handbook does not claim to contain every rule or policy of the school. Rules, policies, procedures, and/or activities are subject to change during this school year, with sufficient notification to students.

Expected Behaviors

Each student shall be expected to:

- Abide by national, state and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the others ability, gender, race, religion, height, weight, disability or ethnic background;
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly and productive;
- Act at all times in a manner that reflects pride in self, family and in the school

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no).
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes).
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to them or others, they may be removed from the educational setting. They will then have two options: change their clothing in question or go home.

The following expectations will be met:

1. A student's top will have shoulder straps that are at least three fingers in width.
2. When weather is appropriate for shorts, the length of the shorts will be past the student's finger tips when his or her arms are extended straight down.
3. Pants may not contain holes in the outer garment that reveal skin or undergarments above fingertip length.
4. Shirts may not reveal any cleavage and pants may not expose any part of a student's bottom.
5. Clothing items may not advertise any alcohol or tobacco products, and they may not contain any profanity or sexually suggestive messages.
6. Hats, bandanas, and head bands will be removed when school begins. They may be worn again after the conclusion of the school day.

Failure to follow the above guidelines will result in the student being sent to the office and arrangements will be made for the student to change into acceptable clothes.

Rules of Conduct Regarding Gang Behavior

Students, parents and staff value learning and success for all students and it is because of this commitment that students shall not be permitted to engage in behaviors at school, while on school property, or at school-related activities that promote gang or gang like behaviors.

Gang activity is defined as organized individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency and which has an adverse effect on the school and learning environment.

This no tolerance regulation includes behaviors such as:

1. making gestures such as hand signals leading to violent behaviors, i.e., fighting, shouting confrontations, individual or group conflicts ("standoffs") etc.,
2. possession of weapons (as described in State law regarding prohibitions of "weapons" in school).
3. displaying gang symbols on one's body, clothes, possessions, vehicle, locker or other school property.
4. any other activities deemed to be gang related (discretion of administration).

Gang Behavior Disciplinary Procedures

When a student is observed doing gang related behaviors the following will occur:

- 1st Offense: The incident will be discussed with the student. A record will be maintained by administration, and a letter will be sent to the parent(s)/guardian notifying them of the incident. The student will be required to complete a Corrective Behavior form which will include: (a) statement of the behavior, (b) a statement explaining why the behavior was not acceptable and (c) a statement listing alternative behaviors.

2nd Offense: Principal/Student/Parent conference.

3rd Offense: The student will be suspended for a period of five (5) days and normal re-entry procedures will be implemented.

4th Offense: The student will be sent home for a period of ten (10) days and normal re-entry procedures will be implemented.

5th Offense: The student will be sent home for a period of ten (10) days and a Recommendation for expulsion may be made to the Superintendent of Schools.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, cell phones or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement of damage. A If the damage or loss was intentional, the student will also be subject to discipline according to the discipline code.

Discipline Related to Specific Misbehaviors/Infractions

The items listed below are the most common major violations of school discipline. This list is not intended, nor is it possible for any list, to be all inclusive. Additional violations may result in disciplinary action and violations of a more serious nature will result in more severe action. Consequences will be administered as deemed appropriate to the specific offense. Repeated violations will also result in more severe disciplinary actions. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

MAJOR OFFENSES -- CLASS ONE

Class One offenses are considered to be the most serious infractions. These infractions will result in an Out-of-School Suspension for up to ten (10) days and/or a recommendation for expulsion. Disciplinary action regarding Class One offenses includes the notification of law enforcement as required by law and/or as appropriate. Action may also include placement on probation for a minimum of sixty days and loss of the privilege to be involved in or attend extra-curricular activities during the probationary period. **State law requires expulsion for the use or possession of weapons.**

These infractions include, but are not limited to:

- Assault or threats made to students or staff
- Being under the influence of, use, possession, or sale of alcohol, controlled substances, inhalants, substances purported to be illegal drugs or purported to have the effects of illegal drugs, or drug paraphernalia
- Extortion
- Fighting
- Gross disruption
- Harassment (verbal, physical, or sexual)
- Possession, use, or sale of weapons or explosive devices (including firecrackers and smoke bombs)
- Vandalism, defacing, or destruction of school property or of a staff member's personal property, on or off school premises (Disciplinary action taken will also include restitution in the form of reconditioning or replacing as the situation may warrant.)
- Violation of civil or criminal legal codes including rape, sexual misconduct, arson, or abuse of fire alarms and safety equipment
- Violation of the district Technology Code of Ethics

MAJOR OFFENSES -- CLASS TWO

Class Two offenses are serious infractions that will result in a suspension as follows:

- 1st Offense: Up to three (3) days Out-of-School Suspension
- 2nd Offense: Up to five (5) days Out-of-School Suspension
- Additional Offenses: To be treated as Class One offenses

These infractions include, but are not limited to:

- Severe Bullying- Please refer to Board Policy 5517.01 for further information
- Insubordination

- Theft or possession of stolen goods (Disciplinary action taken will also include restitution or replacement as the situation warrants.)
- Unacceptable behavior for a teacher
- Possession or use of tobacco products (including chewing tobacco)
- Possession or use of Electronic Nicotine Delivery Systems (ENDS) such as electronic cigarettes, vaping products such as vaping liquids.
- Violation of closed campus policy

MAJOR OFFENSE -- CLASS THREE

Class Three offenses include disruption to the proper functioning of school activities and will result in sanctions as follows:

1st Offense: Up to two (2) days of In-School Suspension

2nd Offense: Up to three (3) days of In-School Suspension

3rd Offense: Up to three (3) days Out-of-School Suspension

4th Offense: Suspended up to ten (10) days, possible recommendation to the school board for expulsion.

These infractions include, but are not limited to:

- Aiding and abetting a violation of school rules
- Being in an unauthorized or restricted area
- Bullying- Please refer to Board Policy 5517.01 for further information
- Cell Phone Misuse
- Cheating/Plagiarism
- Classroom/hallway disruption or in possession of a disruptive article
- Failure to serve assigned detention
- Forgery
- Gambling
- Improper sign-in or sign-out
- Inappropriate attire
- Inappropriate hallway conduct
- Inappropriate display of affection
- Inappropriate language or gestures
- Leaving class without permission
- Littering
- Loitering
- Parking violations
- Profanity
- Profanity directed at another person
- Refusing to accept discipline
- Skipped detention
- Violation of driving regulations

Reservation of Rights

The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the school which are not specifically stated herein as the need arises. When in the judgment of the administration, the student's behavior reaches such proportion or is of a nature that it tends to influence others adversely and/or interferes with the educational process or infringes on the rights of others, this behavior is grounds for suspension.

Definition and Explanation of Terms

Assault A physical attack on another person.

Bullying Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly.

Closed Campus Policy Because of our commitment to student safety, Fennville High School operates a "closed campus". This means that students are to remain in the school building or in designated outside areas after their arrival on school grounds until the end of the normal school day.

Controlled Substance Alcohol, intoxicants, drugs, look-a-like drugs, nonalcoholic beer, steroids, inhalants, and the distribution/sale or misuse of drugs prescribed by a physician.

Extortion The use of threats in an attempt to take or borrow money from another student.

Fighting A physical altercation between two or more students.

Forgery The fraudulent use of the name of another person, or falsifying times, dates, grades, addresses, signatures, or school data and information.

Gross Disruption The act of deliberate or willful conduct detrimental to the function and normal operation of school activities or programs.

Harassment Harassing behavior is disruptive to the educational process and infringes on the rights of students to a safe and orderly learning environment. Harassing behavior may be racial, cultural, verbal or physical.

Hazing Any act coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional or physical harm.

Inappropriate Attire Student dress or clothing determined to be indecent, disruptive, obscene, or not in accordance with the school dress code.

Inappropriate Display of Affection During the school day, classrooms, hallways, etc., are not considered proper places for expressing affection. Students are asked to avoid embarrassment to themselves and others by avoiding such displays during the school day and at school events. Any physical contact beyond holding hands is unacceptable.

Inappropriate Language or Gestures The use of offensive language or gestures in verbal, written, picture, or caricature form (including student attire).

Insubordination The failure to respond to, or carry out, a reasonable request from a staff member, or the act of verbal or physical opposition to a staff member. This also is intended to include students who are willfully dishonest with a staff member.

Sexual Harassment Sexual harassment includes unwelcome sexual advances, requests for sexual favors, making improper sexual comments, or verbal or physical contact of a sexual nature where:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- c. Such conduct has the express purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Any student who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults or intimidation shall report the incident to the building principal or guidance counselor. Any student who engages in discriminatory and/or sexual insults, intimidation or harassment shall be disciplined and counseled to refrain from such conduct.

Tardy Arriving, less than 10 minutes, late to class without a signed pass from a teacher, office or staff member.

Theft The act of acquiring the property of another by stealing, fraud, coercion, or knowingly possessing stolen goods.

Threat The expression of the intention to hurt another or damage property.

Unauthorized Areas The following areas are off limits to High School students during the school day without staff permission: elementary and middle school hallways and classrooms, outside entrances and exits, and all parking lots and other outdoor areas.

Weapon Firearm, dagger, stiletto, knife (including pocketknives), or any other object used for the purpose of inflicting injury. **State law requires expulsion for the use or possession of weapons.** This includes any knife with a blade of over three inches in length and a pocketknife opened by a mechanical device.

Types of Disciplinary Action:

Lunch Detention: Student may be required to eat lunch in a separate room under supervision. Students may bring books and/or school work to complete during this time. No headphones, cell phones or other electronic devices are allowed during lunch detention. There is to be no socializing during lunch detention.

Detention: Students may be required to serve detention after school for violation of the established rules. Students serving detention will NOT be allowed to ride the after school tutoring bus home. A parent or guardian will be required to pick them up at the high school at 4:00. A missed detention will result in further disciplinary action.

1. Students will arrive **on time** for detention and remain for the entire session in order to receive credit.
2. All students will have **school** work to do while in After School detention. No comic books, magazines, games, radios or other nonacademic materials will be permitted. If work is not brought, the student will not be admitted.
3. All students will be assigned a seat by the supervisor. Students will remain in their seats at all times unless the supervisor determines otherwise.
4. There is to be **no** talking at any time. If students have a question, they will raise their hand to be recognized.
5. All other school rules will be enforced. Violations of After School detention rules will result in further disciplinary action.
6. Failure to appear or complete an assigned detention will result in additional consequences.

In-School Suspension: ISS

1. Student reports to the ISS room for the day of their assigned ISS.
2. Should school be cancelled on the day of assigned ISS, the student will serve it the following scheduled school day.
3. The student will follow the expectations of the ISS room.
4. After school, the student will leave campus as they are not allowed to participate in any extracurricular activity.
5. The student may not participate in any athletic practice or game/contest. The student may not travel with the team to any away contest.

Out-of-School Suspension: OSS

1. Student should stay home on the day of their assigned OSS and they are not allowed on campus.
2. Should school be cancelled on the day of assigned OSS, the student will serve the OSS on the following scheduled school day.
3. The student shall not be on the Fennville campus and they not allowed to participate in any extracurricular activity.
4. The student may not participate in any athletic practice or game/contest. The student may not travel with the team to any away contest.

Formal Discipline

Formal discipline removes the student from the school setting. It includes emergency removal for up to seventy-two (72) hours, in-school suspension, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that will be followed.

Short-Term Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Principal. The request for an appeal will be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The principal will reach a decision within two (2) school days after the receipt of the written request. The principal's review may include a meeting with the parents if, in the principal's opinion, this is appropriate.

The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the principal's decision. The Superintendent will review the circumstances and render a decision in writing within two (2) school days after receipt of the written appeal.

The Superintendent's decision shall be considered final. Parent may appeal to the Board only in cases of alleged violation of due process by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the Superintendent's decision, and shall include a statement of the alleged violation of due process. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

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

Long-term suspension or expulsion from school

If, in the principal's opinion or as required by statute, an alleged infraction warrants a long-term suspension (more than ten (10) days) or expulsion, the principal shall make a recommendation to the Superintendent. Upon receipt of the recommendation, the Superintendent will schedule a hearing with the student's parents. Prior to the hearing, the parents will receive a formal letter of notification which will contain:

- the rule(s) alleged to have been violated;
- the charges against the student;
- the approximate date of the violation;
- the time and place of the hearing with the Superintendent;
- a statement of the student's and parents' prehearing rights:
 - a. to review written statements about the alleged misconduct,
 - b. to review the student's records, and
 - c. to request a delay in the hearing of up to ten (10) school days;
- the length of the recommended suspension or expulsion;
- a statement of the student's hearing rights:
 - a. to counsel;
 - b. to a translator;
 - c. to appear in his/her own behalf and for parents or guardians to appear;
 - d. to produce witnesses and present evidence on his/her behalf.

The Superintendent shall make a decision within two (2) days of the hearing.

The parents may appeal the expulsion to the Board, in writing, within ten (10) days after receipt of the notice. The parents shall state in the appeal the reasons they think the Superintendent's decision is not justified and provide any extenuating circumstances they wish the Board to consider. The Board will conduct a hearing within thirty (30) days after it receives the appeal. The Board of Education will conduct the hearing in compliance with the Open Meetings Act. Under the Open Meetings Act, the hearing will be public unless the parents request that the meeting be conducted in a closed session.

Fennville High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

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.

Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action. Students are not permitted to have their backpacks in the classroom. There is limited classroom space and backpacks have potential to block walkways and be safety concerns within the classroom. Each student is assigned their own locker upon enrollment at Fennville High School and will remain in that same locker for their entire high school career.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (From Board Policy 5517.01)

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation will be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student will provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes will be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed if it:

- 1) Is obscene to minors, libelous, indecent or vulgar,
- 2) Advertises any product or service not permitted to minors by law,
- 3) Intends to be insulting or harassing.
- 4) Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- 5) Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

BUS TRANSPORTATION TO SCHOOL

Students may only ride assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The transportation schedule and routes are available by contacting the Director of Transportation at 561-8131.

BUS CONDUCT

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

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

Students will comply with the following basic safety rules:

Previous to loading (on the road and at school), each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

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

During the trip, each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus, each student shall:

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

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

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.