

Fennville High School 2018-2019

Student/Parent Handbook

Welcome to Fennville High School. We are pleased to have you as a student and will do our best to help you have a successful and rewarding high school experience.

Mrs. Kelly Eckhardt, Principal – 269-561-7241

Mr. Frank Marietta, Assistant Principal/Athletic Director – 269-561-7241

Mrs. Tara Coffindaffer, Counselor – 269-561-7241

Mrs. Jodi Scovill, Student Success Coordinator – 269-561-7241

Mrs. Esmeralda Klosner, Administrative Assistant – 269-561-7241

Mr. Jim Greydanus, Superintendent of Schools – 269-561-7331

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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, 2017. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2017, 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 OF THE SCHOOL

Educational Excellence, Community Atmosphere, Global Perspective

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that she/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:

Mr. Corey Harbaugh
Director of Teaching and Learning
(269) 561-7331
5 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.

SCHOOL DAY

Breakfast is served daily from 7:15-7:40. To keep our building neat and clean, breakfast is to be eaten in the cafeteria.

<u>A Lunch</u>		<u>B Lunch</u>	
7:50-8:45	1 st Hour	7:50-8:45	1 st Hour
8:50-9:15	Summit	8:50-9:15	Summit
9:20-10:15	2 nd Hour	9:20-10:15	2 nd Hour
10:20-11:15	3 rd Hour	10:20-11:15	3 rd Hour
11:15-11:45	A Lunch	11:20-12:15	4 th Hour
11:50-12:45	4 th Hour	12:15-12:45	B Lunch
12:50-1:45	5 th Hour	12:50-1:45	5 th Hour
1:50-2:50	6 th Hour	1:50-2:50	6 th Hour

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 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 must 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 Counselor or Principal.

1. Adult students (age eighteen (18) or older) must follow all school rules.
2. If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must 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 must 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 office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I – GENERAL INFORMATION

ENROLLING IN 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) must 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 office will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the 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 school 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 or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counselor's office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation must be approved by the counselor or High School Principal and shall be finalized by the last day of the previous semester. Any request to make schedule changes after the beginning of the semester will be handled on an individual basis.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or 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

If a student plans to transfer from Fennville High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the necessary paperwork, 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 principal 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 must 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 must 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 must 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) must 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 must 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 must 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.

HEALTH SERVICES

In compliance with law, the Board of Education may require students to submit to periodic health examinations to protect the school community from the spread of communicable disease; determine that each student's participation in health, safety, and physical education courses meets his/her individual needs; and/or determine that the learning potential of each child is not lessened by a remediable, physical disability. The District shall specify the need for services which may include, but not be limited to: student physical examinations; athlete physical examinations; dental examinations; tests for communicable disease; vision screening; audiometric screening; scoliosis test.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

A school has a high concentration of people; therefore 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.

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 must 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.

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 NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of no 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 at 269-561-7241 or the Director of Special Education at 269-561-7331 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 Director of Teaching and Learning at 269-561-7331 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.

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 postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral 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 High 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 must 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 Pupil 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 an un-emancipated 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) Sexual 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
- h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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:

Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose);

and 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. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.GOV; or **PPRA@ED.Gov**.

ARMED FORCES RECRUITING

The School must provide to official armed forces recruiters at least the same access to the high school campus and to student directory information of the high school students as is provided to other entities offering educational or employment opportunities. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

STUDENT FEES, FINES, AND CHARGES

Fennville High School charges specific fees for noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of privileges, including participation in the graduation ceremony.

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 must 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 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.

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 must 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.

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 must 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 high school office.

FIRE, LOCK DOWN, AND TORNADO 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 tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

EMERGENCY CLOSINGS AND DELAYS

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

WOOD TV – Channel 8	WHTC – Radio
WWMT TV – Channel 3	WKZO – Radio
WZZM TV – Channel 13	WCSY – Radio
WKMI/WKFR	WHIT – Radio
WQNF – Radio	WY TZ – Radio
WIRX – Radio	WSJM – Radio
WHIT – Radio	

All attempts will be made to activate the School Messenger Alert system. 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 must 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 or from the library assistant. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the library assistant.

In order to avoid late fees, all materials checked out of the library must be returned to the library within two weeks.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must 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 High 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 High School Office or counselor's 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. Attendance rules apply to all field trips.

GRADES

Fennville High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

The school uses the following grading system:

93 - 100	= A	= Excellent achievement
90 - 92	= A-	
87 - 89	= B+	= Above average
83 - 86	= B	
80 - 82	= B-	
77 - 79	= C+	= Average
73 - 76	= C	
70 - 72	= C-	
67 - 69	= D+	= Below average
63 - 66	= D	
60 - 62	= D-	
59 or less	= F	= Failing
	I	= Incomplete
	NC	= No Credit

An "I" will be assigned if a student has not completed the requirements for the trimester. If an "I" is assigned, the work must be made up within two (2) weeks of the end of the semester. If this work is not made up, an "F" will be assigned. Any exceptions must be cleared with the Principal.

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.

Grade Point Average

A student's grade point average (GPA) is calculated on all subjects. One semester of any class is worth .5 credits; a full year of any class is worth 1.0 credits. To calculate a student's GPA, multiply the credit earned in each course by the points assigned to the letter grade earned in that course. Add all of these values together and divide by the total number of credits earned. The points assigned to each letter grade for the calculation of GPA are:

A	4.000	B+	3.333	C+	2.333	D+	1.333	F	0.000
A-	3.667	B	3.000	C	2.000	D	1.000	NC	0.000
		B-	2.667	C-	1.667	D-	0.667		

Weighted Grades

The staff recognizes that grade computations, when used for such things as high school awards and college entrance, have a direct impact on students. Fennville High School will weight all Advanced Placement (AP) course grades, as well as grades for other comparable advanced courses as determined by the administration, to reflect the increased level of difficulty of these classes. The weighting will be calculated by multiplying the grade point earned in each such course by a factor of 1.25. The weighted grade system of computing GPA will be used to establish class rank, and will be reported on transcripts. Questions about the weighted grade policy and its implementation should be directed to the counselor or a building administrator.

Grading Periods

Students shall receive a progress report at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. Students will receive a report card at the end of each eighteen (18) week period indicating their grades for each course of study for that semester. Grades will be cumulative for the semester.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Exams and Senior Exam Waiver Policy

High school students are required to take a semester exam in each course at the end of each semester, with the exception of those seniors who qualify to have their exams waived in the second semester. Senior students have the opportunity

to waive their second semester final exams provided they meet the academic, attendance, and behavior requirements described below:

Grade Requirement—B (3.0) in the class, all work completed. A senior student must have a B (3.0) average for the semester in a class to be eligible. All course-related work for the semester must have been completed (assignments, homework, tests, quizzes, projects, presentations, etc.).

Attendance Requirement—2 Absences, 2 Tardies. A senior may not miss more than two (2) days in a class during the semester. This includes excused and unexcused absences. School-related activities do not count toward the two-absence requirement. A student may not have acquired more than two (2) tardies in a class during the semester.

Behavior Requirement—No Detentions and No Suspensions. A senior must exhibit exemplary behavior in class and in school in order to be eligible. Exemplary behavior is intended to mean that the senior has not been issued a detention or suspension during the second semester. For purposes of this requirement, detentions are intended to include only those associated with violations of the discipline code (i.e., not the half-hour detentions associated with the first two tardies in a class).

Teacher Option—Teachers have the option of giving their seniors a second semester exam. If a teacher decides to give all seniors a second semester exam, it must be communicated to students with the teacher's course requirements at the beginning of the second semester.

Student Option—Seniors who meet all of the requirements may still choose to take exams in an effort to improve their grade for the semester.

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and completing the SAT/MME tests. A student may graduate when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum (PC). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and a counselor will be pleased to answer any questions.

Students will be promoted to the next grade at the completion of each school year. This promotion, however, does not guarantee that a student is on track to graduate within four years. Graduation is dependent on completion of ALL required coursework and obtaining the minimum number of credits required for a student's graduating class.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the Michigan Merit Curriculum (MMC) requirements for basic course work, and earn at least twenty-two (22) credits beginning in 9th grade. Certain graduation requirements may be met through the completion of a program at the Allegan County Area Technical & Education Center (ACATEC). For information about the different methods by which credits can be earned, please contact the counseling office.

Specific course requirements are:

English	4 credits
English 9- 1 credit	
English 10- 1 credit	
English 11- 1 credit	
English- 2 additional courses	
Math	4 credits
Algebra 1- 1 credit	
Geometry- 1 credit	
Algebra 2- 1 credit	
Math- 2 additional courses, 1 must be taken during senior year	
Science	3 credits
Biology- 1 credit	
Chemistry- 1 credit	
Physics- 1 credit	
Social Studies	3 credits
World History- 1 credit	
U.S. History- 1 credit	
Government- .5 credit	
Economics- .5 credit	
Physical Education	.5 credit
Health	.5 credit
Foreign Language	2 credits
Visual, Performing Arts	1 credit
Electives	2 credits

**Any classes taken in addition to the above count towards the total number of credits needed to graduate. **

In addition to completing the above credit requirements, all students must have taken the SAT/MME state mandated testing in order to qualify for graduation. To complete this requirement a student must have earned reportable scores on

ALL areas of the testing. This test is taken during a student's junior year in high school.

PERSONAL CURRICULUM (PC)

State statute allows personal curriculum modification of the Michigan Merit Curriculum (MMC) in order to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or completing a department-approved formal career and technical education program.
- Modify the Algebra II content.
- Modify, if necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

Purpose of the Personal Curriculum: The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. A parent, legal guardian, emancipated student, or school personnel may request a PC at any time. Contact the Principal or Counselor for more information.

DUAL ENROLLMENT

Any student in 9th - 12th grade may enroll in a postsecondary program providing she/he meets the requirements established by law and by the District. Any interested student should contact the counselor's office to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

Honor Roll(s)

In order for a student to be named to the Honor roll they must earn a minimum of a 3.25 G.P.A. on their report card. Honor roll celebrations will be held at the conclusion of each semester and will be coordinated by the Principal.

Graduation Honors

Seniors who have shown academic excellence throughout their four years of high school will be recognized for their hard work during the Senior Honors Night program and the Graduation ceremony. Those students, who have earned a minimum of a 3.5 grade point average through the first semester of their senior year, will be honored with an achievement plaque at the Senior Honors Night ceremony as well as with a gold cord to be worn during the Graduation ceremony. Additionally, students who have earned a cumulative 3.0 grade point average to a 3.49 grade point average will be honored with a silver cord to be worn during the Graduation ceremony.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with qualified students by the appropriate coach.

Special Awards

First Freshmen Award:

Certificate and Numerals

All other Freshmen Award:

Certificate and Participation pin

First Junior Varsity Award:

Certificate and Minor Letter

All other Junior Varsity awards:

Certificate and Participation pin

First Varsity Award:

Certificate and Varsity Letter

All other Varsity award:

Certificate and pin

Second Varsity Award (same sport)

Certificate and Pin

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the SAT/MME test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

The purpose of the computer network and Internet access is to assist students in preparing themselves for the future. These are valuable tools, but like most tools there are right and wrong ways to use them. As with other pieces of school equipment, a student must understand what they can and cannot do with that equipment. They must also understand there are consequences for incorrect usage.

The district does not guarantee that the functions of the Network and Internet resources will meet any specific requirements that a user may have. The District cannot guarantee the Network and Internet resources will be error free or uninterrupted nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, or time) sustained or incurred concerning the use, operation, or inability to use the system. Fennville Public Schools makes no warranties of any kind, neither expressed nor implied, for the Network and/or internet access it is providing. The District will not be responsible for any damages users suffer; including, but not limited to, the loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on district servers; nor for the accuracy, nature, or quality of information gathered through district-provided Internet process. The District will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet. Any user releases any and all claims of any nature arising from their ability or inability to use the District Network and/or Internet resources. The District also has the right to monitor and restrict computer use and fileserver space utilization. The District also has the right to remove a user account on the network to prevent further unauthorized activity. The District has all rights to material stored in files. The district will remove any materials that it believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

Students must submit a completed Acceptable Use Policy form to the office at the beginning of the school year before they will be permitted to use any computer in any way. This form should be turned in along with emergency contact information.

Students may be able to connect to the Internet through the Guest Network with personal cell phones and other wireless computing devices. When using this technology at school, students are expected to abide by the requirements of the Acceptable Use Agreement. Smart phone and other wireless technology devices are widely available to students and they must learn to manage this technology appropriately. This includes respecting times when the devices are to be turned off and put away. Students may use these devices before and after school and during the 30-minute lunch period. During all other times these devices are to be put away. Teachers may allow limited use of personal technology devices for specific activities in the classroom when the lesson will be enhanced by their use. At no time may a student use a wireless communication device during class time without specific permission from the teacher.

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 State Standardized Tests. Students will begin taking the SAT/MME tests during the spring of their junior year. Students will be required to complete a retest of the MME only if they receive an invalid score in at least one portion of the MME test. Make-up dates are scheduled, but unnecessary absences should be avoided.

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 tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which she/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

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 High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Fennville High 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 may include, but are not limited to:

- ❖ Drama Club
- ❖ Ski Club
- ❖ National Honor Society
- ❖ National Art Honor Society
- ❖ Student Council
- ❖ Quiz Bowl
- ❖ Model United Nations
- ❖ Art Club
- ❖ FIRST Robotics

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, drama, and the like.

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 applicant must seek permission from the principal to hold meetings on school grounds. The applicant must 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.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

Only district-sponsored organizations may use the name of the school or school mascot.

ATHLETICS

High School Sports Offered:

Baseball (Varsity and JV)
Boys Basketball (Varsity, JV, Freshmen)
Girls Basketball (Varsity, JV, Freshmen)
Sideline Cheer (Varsity)
Cross Country (Girls and Boys)
Football (Varsity, JV)
Golf (Varsity)
Softball (Varsity, JV)
Track (Girls and Boys)
Volleyball (Varsity, JV, Freshmen)
Wrestling (Varsity)
Soccer [Girls and Boys]

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that she/he must maintain a job in addition to going to school, she/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV - STUDENT CONDUCT

ATTENDANCE POLICY GENERAL GUIDELINES

We believe that regular school attendance is an asset to the learning process. The following attendance guidelines and procedures have been established.

Students are required to attend all of their scheduled classes.

Students will be allowed ten (10) absences in each class during a semester, without penalty. Parents will receive automated phone calls each time their child is absent and they can also track their student's attendance through our online Power School program.

Extenuating circumstances of a medical nature (such as a serious or extended illness or injury), upon receipt of documentation from the doctor in charge, will be considered. Medical excuses must be turned in within two (2) days of the date(s) of the absence(s). This documentation must contain the date(s) that the student could not be in school. Details may be obtained from the student's counselor, the Assistant Principal, or Principal.

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.

EXCUSABLE ABSENCES

Absences counted as excused absences, thus not counting negatively against a student's attendance record, include:

1. Suspensions imposed by a school administrator.
2. School-related absences.
3. Absences due to a death in the immediate family. (Proper documentation must be presented to office personnel.)
4. Medical absences or personal illness documented with proper note or parent phone call within two days of the absence.
5. Observance of Religious Holidays
6. Other's as approved by office personnel.

These four types of absences do not count as unexcused absences in determining whether a student will lose credit in a class due to excessive absenteeism. The Principal will determine a student's loss of credit.

Every attempt should be made to schedule medical appointments and personal business outside the school day. If such arrangements are not possible,

students must obtain a slip from the dentist or doctor verifying their appointment in order for the absence to be excused.

Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of the scheduled school program, they need to realize that they are placing the student at an academic disadvantage. These absences are not excused and a prearranged absence form should be filled out in advance. Any time missed due to vacation will be counted as an unexcused absence but will not impact the students grade unless the make-up work is not completed.

Students will not be released from school to take or transport other students to or from school unless parental permission of both students has been received in the high school office.

SCHOOL-RELATED ABSENCES

School-related absences are defined as field trips, student council meetings, guidance office appointments, class meetings, National Honor Society meetings, religious holidays, college visitations (2 per year beginning in the junior year), athletic events, and other school functions as deemed appropriate by High School Administration. If there is a class or student council meeting, the advisors will have students sign in, and a list will be sent to the High School Office the next day requesting that the absences be excused as school related.

GENERAL ABSENCE PROCEDURES

A parent or legal guardian should call to notify the high school office at 269-561-7241 for students in grade 9 -12 on the day or days an absence occurs. Doctor's notes must be received within two school days of the absence(s) in order for the absence to be excused.

Students should ask their teachers or High School Office personnel about their attendance status if they are concerned. It is the student's responsibility to check their attendance record.

A student -parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.

Absences resulting from long-term illness will be evaluated on an individual basis.

ABSENCES AND MAKE-UP WORK

Students with absences that are not school-related or pre-approved have one day for every day absent in which to turn in the work that was missed.

Work missed for school-related and pre-approved absences will be completed and turned in prior to the absence or immediately upon return to class. It will

be the student's responsibility to seek clarification from each affected teacher before the school-related or pre-approved absence occurs. Students should complete a Pre-Arranged Absence Form, found in the high school office, prior to any planned absence in order to gather work that will be missed and receive all necessary signatures.

TRUANCY

In conjunction with the Juvenile Code of the State of Michigan, a student will be considered truant if he/she willfully and repeatedly absents himself or herself from school, or repeatedly violates rules and regulations of the school or other learning program. Administrative action may be taken as follows:

- Credit may not be recorded for work missed as a result of truancy
- A record of the truancy will be put in the students file
- A parent conference may be held
- A referral may be made to the Allegan County Truancy Diversion program

Disciplining a habitually truant student will follow Fennville High School Board Policy as defined in Policy #5611 and the student code of conduct.

TARDY POLICY

In order for classes to begin on time and benefit from the full period of instruction, all students are expected to be in their classes on time. A tardy is when the student is not present in the room when the bell rings to start class. A student will not be marked tardy if he or she is excused by a staff member. Students will be assigned thirty (30) minutes of lunch detention time for each unexcused tardy. Additional disciplinary action will be taken for students who accumulate six (6) or more unexcused tardies in a marking period.

If a student is less than ten (10) minutes late for class, the teacher will record the student as tardy. If a student is more than ten (10) minutes late for class, the teacher will record the student as absent.

Students who report to school late must report to the office to receive a tardy pass before reporting to class. They are also required to sign in on the sign in sheet at this time.

Students who report late to school and sign in at the main office will still be counted as tardy and will serve lunch detention the following day for their tardiness.

ENCOURAGING ATTENDANCE

Promoting student attendance requires a commitment from the administration, faculty and parents. Therefore a professional staff members responsibility should include:

- Providing a meaningful learning experience every day.
- Speaking frequently of the importance of students being in class, on-time and prepared.
- Keeping accurate attendance records.
- Encouraging daily participation as a part of the learning process.
- Requiring students to make up all quizzes, tests and other pertinent material in a timely manner.

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

Gangs

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

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 offense 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
- Chronic tardiness (six (6) tardies in the same class period in a marking period, each additional tardy beyond six tardies will result in additional sanctions)
- Classroom/hallway disruption or in possession of a disruptive article

- Driving in restricted areas
- Failure to serve assigned detention
- Forgery
- 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 must arrive **on time** for detention and remain for the entire session in order to receive credit.
2. All students must 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 must 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 must 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: Students assigned ISS will be required to report to the ISS room for the duration of their suspension. The ISS supervisor will request class work from the student's teachers. Students must complete school assignments during their period of ISS.

Out-of-School Suspension: Students assigned out-of-school suspension may not attend school or any school-related events during the time of the suspension.

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 must 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 must 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 must conduct the hearing in compliance with 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.

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 must 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 must 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 must 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 must 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.

DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety concern is not allowed.

Students should consider the following questions when dressing for school

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

The following expectations must be met:

1. A student's top must have shoulder straps that are at least three fingers in width.
2. When weather is appropriate for shorts, the length of the shorts must 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 must 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.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, she/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

CELL PHONES AND OTHER TECHNOLOGICAL DEVICES

Cell phones and other technological devices will be allowed at certain times during the day. These times include before school, after school and at lunch. Use of cell phones and other technological devices will not generally be allowed in the classroom. Special circumstances may be approved by the main office.

A student caught using a phone in class without permission will have the phone confiscated. It will be placed in the office safe and the student will be able to retrieve it at the end of the school day. Additional violations will require a parent to retrieve the phone.

The school prohibits the use of any photography or video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may be suspended.

SECTION V - TRANSPORTATION

Self-Transportation to School

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- 1) Students under age eighteen (18) must have written parental permission prior to driving to school.
- 2) Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:
 - a) Driver's license
 - b) Insurance certificate
 - c) Vehicle registration

The student must obtain a permit from the High School Office.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities.

Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the principal.

VIDEO TAPES 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 school administration and may be used as evidence of the misbehavior. Since these tapes are considered part of the student's record, they can only be viewed in accordance with federal law.

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Fennville Public Schools

2018-2019 Athletic Handbook

TO THE PARENT

This material is presented to you because your son or daughter has indicated a desire to participate in inter-scholastic athletics, and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences, which assists students in personal adjustments.

Athletic eligibility at Fennville Public Schools begins the first day of summer vacation after a student completes fifth (5th) grade. Athletic eligibility is cumulative throughout the student's career at Fennville Public Schools.

We who are concerned with the educational development of young men and women through athletics feel that a properly controlled well organized sports program meets the student's need for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct can lead to expulsion from the squad. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in athletics for students who will not discipline their minds and bodies for rigorous competition (We are striving for excellence and do not want our athletes to compromise with mediocrity).

When your son/daughter enlisted in one of our sports programs, he/she committed our staff to certain responsibilities and obligations, which are:

1. To provide equipment and facilities.
2. To provide well trained coaches.
3. To provide equalized contests with skilled officials.
4. To provide transportation, adequately supervised.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. May we take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of interscholastic athletics?

PARENT/COACH RELATIONSHIP

Both parenting and coaching, in this day and age, are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to our children. As parents, when your children become involved in the Fennville Athletic program, you have the right to understand what expectations are placed on your child. This begins with clear communications from the coach of your child's program.

COMMUNICATION YOU CAN EXPECT FROM YOUR CHILD'S COACH

1. The philosophy of the coach.
2. Expectations the coach has for your child as well as all members of his/her squad.
3. Location and times of practices and competitions.
4. Team requirements.
5. Training code violations and disciplinary action.
6. Timely notification of injuries sustained by your child.
7. Your role as an athletic parent – i.e. volunteer help, banquet organization, contest help, etc.
8. Philosophy with regards to playing time.

COMMUNICATION COACHES CAN EXPECT FROM PARENTS

Specific concerns should, first and foremost, be expressed directly to the coach.

1. Specific concern in regard to a coaches philosophy and expectations.
2. Notification of any schedule conflicts well in advance.

As your children become involved in the programs at Fennville, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wished. At these times, discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH A COACH

1. The coach's treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult at times, to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for their team and student-athletes. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as the list to follow, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Team strategy
2. Play calling
3. Other student-athletes

There are situations that require a conference between the coach and parent. They are encouraged! It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote resolution of the concern.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH: HERE IS THE PROCEDURE TO FOLLOW

1. Call to set up an appointment
2. Complete and Sign Athletic Concern Form
3. The Fennville Public Schools main number is 269.561.7331.
4. The Athletic Director's office number 269.561.7241.

If a coach cannot be reached, call the athletic director. He will schedule a meeting for you.

PLEASE do not confront a coach before or after a contest or a practice. These are emotional times for both parents and coaches. Confrontations will predictably foster ill will rather than promote resolution through rational discussion.

WHAT IF A PARENT-COACH MEETING DOES NOT PROVIDE SATISFACTORY RESOLUTION

1. Call to set up an appointment with the athletic director.
2. Complete and Sign Athletic Concern Form
3. At this meeting the appropriate next step will be determined.

It is the role of the Department of Athletics to make rules that govern the spirit of competition for the community. These rules need a broad basis of community support, which is achieved through communication with the parent.

TO THE ATHLETE

Being a member of a Fennville athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of Fennville, you have inherited a wonderful tradition, a tradition that you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with the honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and tournament championships. Many individuals have set records and earned All-Conference and All-State recognition.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of our school, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go with them.

RESPONSIBILITIES TO YOURSELF

The most important of these responsibilities is to broaden you and develop strength and character. You owe it to yourself to get the greatest possible good from your high school experiences. Your studies, your participation in other extra-curricular activities as well as athletics, prepare you for life as an adult.

RESPONSIBILITIES TO YOUR SCHOOL

Another responsibility you assume as a squad member is to your school. Fennville cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of our school.

You assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. You are on stage, and the spotlight is on you! The student body, our community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Fennville proud of you and your community proud of your school, by your faithful exemplification of these ideals.

RESPONSIBILITY TO OTHERS

As a squad member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day, and that you have played the game "all-out," you can keep your self-respect and your family can be justly proud of you.

The younger students in Fennville are watching you! They will copy you in many ways. Do not do anything to let them down. Set good examples for them!

ATHLETIC GOALS AND OBJECTIVES

OUR GOAL: The student-athlete shall become a more effective citizen in a democratic society.

OUR SPECIFIC OBJECTIVES – The student-athlete shall learn:

1. **TO WORK WITH OTHERS** – In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
2. **TO BE SUCCESSFUL** – Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
3. **TO DEVELOP GOOD SPORTSMANSHIP** – To accept any defeat like a true sportsman, knowing that we have done our best. We must learn to treat others, as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
4. **TO IMPROVE** – Continual improvement is essential to good citizenship. As an athlete, you must establish a goal, and you must constantly strive to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. **TO ENJOY ATHLETICS** – It is necessary for the athlete to enjoy participation and to acknowledge all of the personal rewards to be derived from athletics and to give sufficiently of themselves in order to preserve and improve the program.
6. **TO DEVELOP DESIRABLE PERSONAL HEALTH HABITS** – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

GOVERNANCES

BOARD OF EDUCATION

The Board of Education, responsible to the people, is the ruling agency for the Fennville Public Schools.

The Board of Education is responsible for the following areas:

- Interpreting the needs of the community.
- Developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of the Fennville School District.
- Approving means by which professional staff may make these policies effective.
- Evaluating the interscholastic athletic program in terms of its value to the community.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION

The Fennville Public Schools are voluntary members of the Michigan High School Athletic Association. As a member school district, the secondary schools of the Fennville Public School District agree to abide by and enforce all rules and regulations promulgated by the Michigan High School Athletic Association.

The fourteen elected and four appointed members of the Representative Council, the governing board of the Michigan High School Athletic Association, represents all segments of the state's secondary schools.

The primary role of the MHSAA is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The Council solicits input and is responsive to requests for the modification from member schools, appointed committees, and coaches associations.

The Representative Council of the MHSAA attempts to enforce such rules that assure the greatest good for the greatest number and to ensure the competition is conducted in an appropriate manner.

NATIONAL FEDERATION OF STATE HIGH SCHOOLS

The National Federation consists of the fifty individual state high school athletic and/or activities associations. The purposes of the Federation are to serve, protect and enhance the interstate activity interests of the high schools belonging to state associations; to assist in those activities of the state associations which can best be operated in a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations and to coordinate the work to minimize duplication.

The National Federation is both a service and regulatory agency. The growth and influence of state associations and the National Federation ensures some degree of teamwork on the part of more than 18,000 schools and enables them to formulate policies for the improvement of school athletics.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION RULES

To be eligible for interscholastic athletics – A Senior High School student must:

ENROLLMENT: Have been enrolled in a high school by Monday of the fourth week of the present semester.

AGE: Be under 19 years of age at the time of the contest UNLESS the 19th birthday occurs after September 1 of a current school year, in which case the student is eligible for the balance of that school year in all sports.

SEASONS OF COMPETITION: Have not more than 4 first and 4 second semester seasons of competition in a sport in a four year high school.

SEMESTERS OF ENROLLMENT: Not have been enrolled for more than eight semesters in grades nine through twelve inclusive. Semesters seven and eight must be consecutive. Three weeks enrollment or participation in one or more athletic contest constitutes a semester of enrollment.

TRANSFER: Generally, have had an accompanying change of residence by the athlete's parent, guardian, or other persons with whom the athlete has been living during the period of his or her last high school enrollment, into the district or service area of the school, to be eligible during the first semester in attendance. A student may not compete for two different schools in an MHSAA meet or tournament in the same sport even though a legal transfer has been completed.

SCHOOL OF CHOICE TRANSFER: All school of choice transfers are subject to the MHSAA transfer regulations.

AWARDS: Must not have accepted any award or merchandise exceeding \$25.00 in value for athletic performance.

AMATEUR PRACTICES: Not have accepted money, merchandise, memberships, privileges, services, or other valuable consideration for participation in any form of athletics.

LIMITED TEAM MEMBERSHIP: Not have participated in any outside competition in a sport during the season after the athlete has represented his or her school in that sport except individual participation in a maximum of two individual sports, meets or contests; nor have participated in so called all-star, charity, or exhibition football, basketball, or ice hockey game during the school year.

(SEE MHSAA HANDBOOK FOR COMPLETE REGULATIONS)

ACADEMIC REQUIREMENTS

Fennville follows the guidelines established by the Fennville Board of Education and the M.H.S.A.A. To be eligible for interscholastic athletic competition, each student-athlete must:

1. **Previous Semester Record:** In order to maintain academic eligibility for the current semester, the student must have failed no more than two (2) classes during their last semester of enrollment. Students who have failed more than two (2) classes during their last semester of enrollment may not be made eligible for 60 school days or until the credit is recovered and that student passes a current eligibility check.
2. **Current Semester Record:** The school grading program will be used to check eligibility every week starting the third week of the current semester and three weeks from the start of an athletic season. Eligibility is cumulative from the first day of each semester to the last day of each semester. In order to maintain academic eligibility, students must be passing five out of six classes. Student-athletes who fail two (2) or more classes will be declared ineligible for a minimum of one (1) week (Monday through Sunday). Academic eligibility checks will be run on a weekly basis in season and any student deemed in ineligible will remain ineligible for a minimum of one week and/or they have passed a subsequent eligibility check. Any athlete may be assigned study time by his/her coach as needed for 30 minutes a day. Athletes will be permitted to practice during the period of scholastic ineligibility but not dress in the school uniform of their respective activity. Grades will be pulled on Fridays and distributed to in-season coaches.

YEAR ROUND TRAINING RULES AND REGULATIONS

Medical research clearly substantiates the fact that use of tobacco, alcohol, and any type of mood modifying substances or supplements produces harmful effects on the human organism.

You cannot compromise athletics with substance abuse. The student who wishes to experiment with such abuses should remove himself from the team before he jeopardizes team morale, team reputation, and team success.

The community of Fennville is concerned with the health habits of our student-athletes and is convinced that athletics and the use of these substances are not compatible. It is also a fact that when students have a strong interest to participate in athletics, their desire to use these substances is greatly reduced.

Students have to decide if they want to be athletes. If you do wish to be an athlete, you have to pay the price in order to be a competitor. A big part of this

price is following a simple set of training rules, which the department of athletics believes to be fair.

USE OF TOBACCO – Research emphasizes that the use of tobacco is physically harmful. This includes smokeless tobacco. The community follows the progress of young athletes, and any deviation from accepted training rules marks one as unwilling to pay the price. THIS RULE MEANS NO USE OF TOBACCO ALL YEAR, IN AND OUT OF SEASON. (Michigan compiled law 722.640)

ALCOHOLIC BEVERAGES – There is no way to justify athletes using alcoholic beverages, even though social pressure may be hard to resist. AGAIN THIS MEANS NO DRINKING ALL YEAR, NOT JUST DURING YOUR SEASON. (Michigan compiled law 436.33B)

DRUGS – Simply stated, drug abuse is the consumption or possession of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is a social problem.

SUPPLEMENTS – promoting, supplying and or using dietary supplements which carry claims of enhanced athletic performance is prohibited. Specifically, the use of androgenic anabolic steroids (adrostenedione), creatine and any other compound labeled as performance enhancing drugs will not be condoned or permitted. THE RULE AGAINST SUBSTANCE ABUSE IS IN EFFECT ALL YEAR.

PENALTIES

Athletes who violate the above training rules will be subject to the following progressive discipline:

1. The **FIRST** time any student athlete is known **by a preponderance of evidence** by a staff person or law enforcement agent to be in possession of or using tobacco, alcoholic beverages, or illegal drugs, the student shall be immediately suspended for 40% of the number of scheduled contests for that sport.

A. This may be reduced to 30% if the student self-reports the incident or completes the approved counseling assessment or reduced to 20% if the student athlete does both. Self-reporting and approved counseling must be to the satisfaction of the Athletic Director and Principal. All cost of counseling shall be the responsibility of the parents.

B. Self-reporting shall be by the athlete him/herself or together with his/her parent or legal guardian, to the Athletic Director or Principal within 48 hours of the violation. Any intervening independent report, charge or notification to the Athletic Director or Principal will cause the disclosure to be deemed not self-

reported, and the athlete in such instance shall not be afforded the benefits of the suspension reduction.

2. If a SECOND offense occurs in the athlete's high school career that student will be suspended for 50% of the number of scheduled contests in which they are competing and complete all counseling requirements in order to regain athletic eligibility.

3. Any portion of a suspension at either the first or second offense that is not completely served will be carried forward into the students next sport season. The remaining percentage of the suspension will be recalculated on a percentage of the number of scheduled contests for the new season.

4. If a THIRD offense occurs during the athlete's high school career, he or she will be suspended from high school sports participation for an indefinite period, not less than one calendar year from the date of the occurrence. Upon completion of one year of the suspension period the student athlete may appeal to the Athletic Violation Review Committee for reinstatement of sport participation privileges. This reinstatement will be based on a review of the student's performance under the Fennville High School athletic policy during the suspension period.

5. The determination of violations under this section may be established by personal knowledge of a staff person, law enforcement agent or student athlete self-reporting to the Athletic Violation Review Committee. All offenses shall be based on **a preponderance of evidence**.

BEHAVIOR UNBECOMING A FENNVILLE ATHLETE

Unbecoming behavior shall include but not be limited to poor citizenship, game misconduct, absences from practice, abuses of school equipment and property, etc.

Improper conduct will not be tolerated and will result in appropriate discipline by the coach and /or Athletic Director.

Examples of serious violations shall include, but not limited to:

1. Involvement with the law
2. Violation of school rules and regulations
3. Foul or abusive language
4. Fighting

A firm and consistent policy must include consequences in order that expectations are taken seriously. It is our intent to preserve and enforce rules that reasonably pertain to the health and safety of all involved. As a minimum standard, students will be dealt with in the manner outlined below:

First offense – suspension from 20% of scheduled contests

Second offense – suspension from 50% of scheduled contests

Third offense – suspension from competition for one calendar year

SCHOOL SUSPENSIONS

Athletes who are suspended from school, either In School or Out of School Suspension, may not participate in, or attend any athletic practice or event during the duration of the suspension.

ATHLETIC SUSPENSIONS

Athletes on suspension from a team are expected to attend practices and contests; however, they are not to appear in uniform for any scheduled contest.

EXCEPTIONS: In the consideration of time, the athletic director, in consultation with the building principal, may take appropriate action to discipline an athlete for an indefinite period, where the health of other students or coaches is in question; or where the integrity of Fennville Public Schools is at stake.

APPEALS PROCESS

If an athlete, parent, or legal guardian disagrees with disciplinary action or feels that their due process rights have been violated, the Appeals Process is as follows:

1. Contact the Athletic Director within two (2) days from notification of the violation.
2. If you do not agree with the decision of the Athletic Director, you may appeal to the Principal within two (2) school days from the Athletic Director's decision. The appeal must be written, contain the basis of the appeal and have the support of the custodial parent or guardian through his/her signature.
3. If you do not agree with the decision of the Principal, you may appeal to the Superintendent of Schools or his/her designee within two (2) school days of the Principal's decision. The appeal must be written, contain the basis of the appeal and have support of the custodial parent or guardian through his/her signature.
4. During the appeal process, all game suspensions will be in effect.

BASIC ATHLETIC DEPARTMENT POLICIES

1. **Joining a Team:** Student athletes may not join a sport after that team has competed in its first official contest. Official contests are considered scrimmages or games. Exceptions to this rule are transfer students or injured/ill students who must give notice within the first 2 weeks of the season of intent to join after recovery. Fall sports athletes have until the Friday of the first week of school to join a team.

2. **Quitting a Team:** It is the responsibility of the student-athlete to complete an athletic season in its entirety. Completing an athletic season consists of finishing the season as a member of the team or personally notifying the coaching staff and their teammates that they will no longer be participating in that sport. Failure to complete the season or notify the coaching staff that they will not be continuing the sport will result in a one-quarter suspension from the next sport in which the athlete chooses to participate.
 - a. An athlete dropping a current sport may not participate in the next seasons sport until the current sport's season concludes. Participation includes practice sessions, team/coach meetings, clinics, and any other activity associated as part of that sport.

 - b. From the beginning of a sport season, an athlete has until the first official contest in which to drop one sport in order to join another (i.e., basketball to wrestling). This switch must also have a written recommendation of the coaches involved. The recommendation should concur that the switch is made in the best interest of the athlete. The Athletic Director will make the final determination regarding the transfer.

3. Athletes may participate in two (2) concurrent sports provided that the parents and the coaches of both sports have granted permission. All coaches involved will mutually develop guidelines and policies.

4. A twelfth grade student, or any individual currently enrolled in their seventh or eighth semester in high school, shall be limited to participating at the varsity level only.

5. In order to be allowed to participate in any practice or athletic contest, the athlete must be in school attendance all day on the day of the practice or athletic contest. Exceptions may be granted by the Athletic Director or Principal for absences that are pre-arranged through the main office (i.e., doctor's appointment, death in the family, etc.), student activity related, or for other extenuating circumstances.

6. A current physical examination must be on file in the athletic office before an athlete may begin practice. The Athletic Department offers physicals each spring for a small fee. If athletes choose not to take advantage of the physical program, they will be responsible for their own physical examination. A current exam is one taken after April 15.

7. Athletes will be responsible to return or pay for all school equipment issued to them. Debts must be cleared before going out for another sport. These debts also include lost textbooks or any other lost school equipment.
8. In-season athletes who wish to participate in additional school-related activities during a sport season (i.e. open gym, running club, etc.) must receive permission from their current coach to participate.
9. Vacations by athletic team members during a sport season are discouraged. Parents/athletes wishing to do so may wish to reassess their commitment to being an athlete. In the event that an absence due to a vacation will force the athlete to miss dates of competition, the athlete must:
 - a. Be accompanied by his/her parents or legal guardians while on vacation.
 - b. Contact the head coach at least two weeks prior to the vacation.
 - c. Be willing to assume the consequences related to their playing status as a result of the time missed.
10. If a student-athlete chooses to participate on a team after the MHSAA official start date. The student-athlete must sit out the equivalent number of practices and or competition dates that he/she has missed before becoming eligible to participate.
11. If a student athlete transfers to Fennville Public Schools, the previous school districts athletic handbook policies will apply for any violations.

EARLY DISMISSAL FROM CLASS

When the situation dictates that athletes are dismissed from school to travel to competition it is the responsibility of the athlete to procure all homework assignments prior to their absence. All work will be made up according to the Student Handbook.

TRANSPORTATION

Student-athletes are expected to ride to and from athletic events on school transportation. These trips are important in that the athletes are afforded the opportunities to celebrate a big victory or experience a heartbreaking loss as a team. These experiences are invaluable in "team building."

Should a situation arise which necessitates the student riding back with his/her parents, a written note must be presented to the coach and the student-athlete must be signed out by his/her parent. Under no circumstances are students to ride back with other students! Any violation will result in a one game suspension.

PRACTICE ATTENDANCE

If in school, the student athlete is expected to attend practice unless he/she has **personally** notified the coach ahead of time. In case of emergency, the student-athlete may notify the Athletic Director or the Principal's office. Any student-athlete who does not attend regularly scheduled practice without personal communication with the coach; athletic director or assistant principal will be subject to the following discipline:

First offense – player, parent coach conference

Second offense – one game suspension

Third offense – dismissal from the squad

INJURIES

All injuries, which occur while participating in athletics, must be reported to the coach. If the injury requires first aid, or medical attention by a physician, it will be necessary to have an injury report completed. Once a physician treats athletes, the athlete must obtain a doctor's release to return to practice.

INSURANCE

Fennville Public Schools does not carry secondary coverage on student-athletes. It is the responsibility of the parent/guardian to have sufficient coverage.

CONFLICTS IN EXTRACURRICULAR ACTIVITIES

A student who attempts to participate in too many extra-curricular activities will, undoubtedly, be put in a position of conflicting obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities, and to this end, will attempt to schedule events in manner to minimize conflicts.

If a student-athlete is involved in two school activities, the individual may choose either activity without being penalized by the sponsor, teacher or coach. However, it is expected that a performance or contest will take precedence over practices.

Extracurricular - activities that take place outside of the classroom, including athletic, social, and cultural activities that are sponsored by the school.

AWARDS

First Freshmen Award	Certificate and Numerals
All other freshmen awards	Certificate
First Junior Varsity Award	Minor Letter
All other junior varsity awards	Certificate
First Varsity Award	Certificate and Varsity Letter
First varsity award for other sports	Certificate and Pin
Second Varsity Award (same sport)	Certificate and Pin
Third Varsity Award (same sport)	Certificate and Pin
Fourth Varsity Award (same sport)	Certificate and Pin

ADDITIONAL RULES AND REGULATIONS

Each coach has the authority and responsibility, with the approval of the Athletic Director, to establish his/her own rules and regulations as they pertain to his/her sport. No team rule however, may have as a penalty, one that will be in greater degree than what is allowed in these rules and regulations. All team rules must be in writing and clearly communicated to each team member and his/her parent(s) at the beginning of the season. Coaches have the right to dismiss participants for conduct considered detrimental to the team. To assure that such decisions by individual coaches are reasonably just and fair, any decision can be appealed.