

# **Fennville Alternative High School**

## **Student Handbook**

### **2023-2024**



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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 subject.

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, 2022. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2022, 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

## **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 with 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, mail, email, phone, or hand delivery may be used to ensure contact. We believe that open and timely communication between home and school is essential to the success of our students. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students will arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Student Success Coordinator or Principal.

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

### **Note to Parents and Guardians**

We know that being a parent or guardian is not easy. We also know that it is important for all adults to work alongside young people in their development. The following handbook outlines the policies, rights, privileges, and expectations that we have for our young people as we work together on their social, emotional, and academic development during their adolescent years.

Additionally, we want to acknowledge that Guardians are the unsung heroes in families and education across America. Anytime the term "parent" is used in this handbook, please know that it refers to both parents and guardians.

## I. Academics

### 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 coursework and earn at least twenty-two (22) credits beginning in 9<sup>th</sup> grade. Certain graduation requirements may be met through the completion of a program at the Tech Center. For information about the different methods by which credits can be earned, please contact the Fennville Alternative High School office.

Specific course requirements are:

**English** 4 credits

English 9- 1 credit

English 10- 1 credit

English 11- 1 credit

English- 2 additional semester courses

**Math** 4 credits

Algebra 1- 1 credit

Geometry- 1 credit

Algebra 2- 1 credit

Math- 2 additional semester courses, 1 must be taken during senior year

**Science** 3 credits

Biology- 1 credit

Physical Science or Chemistry- 1 credit

Physical Science, Physics, Anatomy, Chemistry, AP Chemistry, Zoology or ACATEC – 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 unique circumstances a student may be allowed to graduate after meeting the guidelines set forth by the Michigan Merit Curriculum, subject to approval by a committee consisting of the Superintendent, Principal, and Director. \*\*

\*\*Senior Foreign Exchange students will be able to walk at graduation but will only receive a certificate, not a diploma.

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 in **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 Student Success Coordinator for more information.

### **Course Offerings**

A list of courses offered is available in the Fennville Alternative High School office.

### **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Any changes in a student's schedule should be handled through the Fennville Alternative High School Office. Any request to make schedule changes after the beginning of the semester will be handled on an individual basis.

### **School Day**

Breakfast is served daily from 7:30-7:50.

**Monday** - 7:50am - 2:25pm

**Tuesday – Thursday** - 7:50am – 2:50pm

<b>Grades</b>
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Fennville Alternative 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, quizzes, homework, and projects. 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 semester. 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 approved by the Student Success Coordinator.

<b>Grade Point Average</b>
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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		

<b>Weighted Grades</b>
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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 Alternative High School will weigh 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 Student Success Coordinator.

### **Grading Policy**

A student's final grade, which will be reported on their transcript.

For each semester, a student must earn one of the following to receive credit for the course:

A cumulative final grade of at least 60%

Or

A minimum score of 77% on the final exam

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.

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.

### **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.

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.

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 Alternative 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 Fennville Alternative High School Office.

<b>Spanish Proficiency Test</b>
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Per MDE, the World Language requirement in the state of Michigan is a “Novice High” level of language proficiency in a language other than English. One option for students who speak a home language other than English is to demonstrate this proficiency through an oral proficiency assessment given by the District. This assessment will align to the Novice High standards as described by the Michigan Merit Curriculum. If a student demonstrates a Novice High level of proficiency, students will receive credit toward World Language requirements that is not to count toward graduation credits. This will allow students options for alternate Spanish course trajectories, electives, or intervention/support courses.

<b>Recognition of Student Achievement</b>
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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 Student Success Coordinator.

**Honor Roll(s)**

In order for a student to be named to the Honor roll they will 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 Student Success Coordinator. Students will be honored with the following criteria:

Cum Laude: 3.25-3.49

Magna Cum Laude: 3.50-3.89

Summa Cum Laude: 3.90-3.99

Scholar Blackhawk: 4.0+

**Graduation Honors**

Seniors who have shown academic excellence throughout their four years of high school will be recognized for their hard work during the Graduation ceremony.

Cum Laude: 3.25-3.49

Magna Cum Laude: 3.50-3.89

Summa Cum Laude: 3.90+

These students will be honored with a cord to be worn during the Graduation ceremony.

<b>Early College Allegan County Program (ECAC)</b>
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Grade: 11, 12 & 3 <sup>rd</sup> Year
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Students earn an associate degree in high school in this dual enrollment program at no cost to the student. Students apply for this program in 10<sup>th</sup> grade and participate in dual enrollment held at Tech Center through Lake Michigan College in 11<sup>th</sup> and 12<sup>th</sup> grade and one year following 12<sup>th</sup> grade for a total of 3 years.

<b>Allegan Advantage Program</b>
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Grade: 11 - 12
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This is a dual enrollment program offered at Tech Center through Lake Michigan College. Students travel to the Allegan Tech Center to take their dual enrollment courses. This program is free for students to earn college credit.

<b>Dual Enrollment</b>
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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 Fennville Alternative High School office to obtain the necessary information.

### **I. Behavior Policies**

<b>Code of Conduct</b>
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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
- at student dances and activities and
- 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.

<b>Expected Behaviors</b>
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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, and
- act at all times in a manner that reflects pride in self, family and in the school.

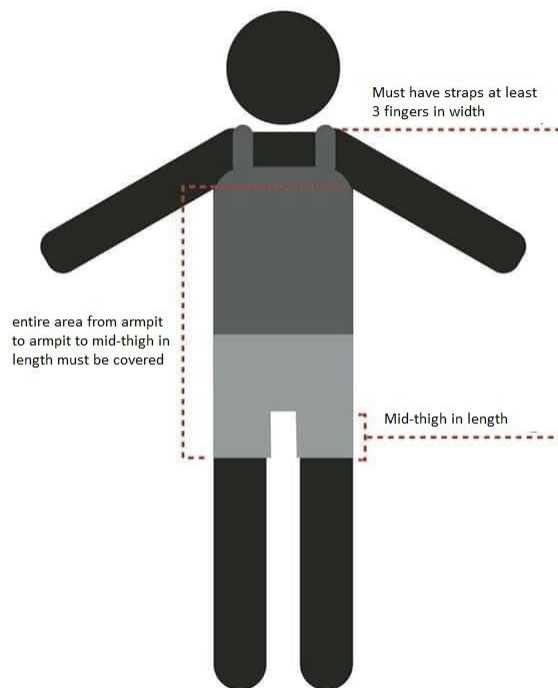
### **Major/Minor Behaviors**

Minor Behaviors: Behaviors that are unacceptable and do not meet expectations but fall short of being classified as a major.

Major Behaviors: Behaviors that are illegal, threaten the safety of others, or violate the student code of conduct. Major behaviors could also be substantial or extended disruptions to the learning environment.

### **Dress Code**

Fennville Public Schools respects students' rights to express themselves in the attire that they choose. All students who attend Fennville Public Schools are expected to respect the school community by dressing appropriately for the educational environment. The following policy is intended to provide guidance for students, parents/guardians, and staff.



**Minimum Requirements:**

Clothing must cover areas from one armpit across to the other armpit, down to mid thighs (see image above). Tops must have shoulder straps at least 3 fingers in width. Rips or tears in clothing must be lower than the mid-thigh.

1. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by school administration).
2. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements (see image above).
3. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.

**Additional Requirements:**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or led conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Clothing and accessories that endanger student or staff safety may not be worn.
6. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal behavior is prohibited.
7. Specialized courses or activities may require specialized requirements to their uniforms.

The administration and school personnel reserve the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will be requested to change, and their parents will be contacted if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

<b>Personal Technology Policy</b>
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It is the mission of Fennville Public Schools to provide academic excellence for a lifetime of success. The usage of personal electronic devices (cell phones, earphones, smart watches etc.) can interfere with learning from taking place in the classroom and limit academic success.

Due to this, the usage of personal technology will **not** be allowed in any classroom. Devices need to be silenced and out of sight. Students may use their school issued Chromebook for any educational purposes during the school day. Use of school devices is a privilege not a right. Students that do not meet the expectations will lose this privilege.

Students may check their phones for messages or listen to music before and after school, during passing time and during lunch.

Students who are observed videotaping a discipline infraction (a fight, illegal activity, etc.) will be subject to discipline as well. The phone will be confiscated, and parent/guardian notified.

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.

Fennville Public Schools will strictly follow this policy. Students observed texting, using social media, or making phone calls during class time are in violation of the personal technology policy. School personnel will follow the guidelines below:

**1<sup>st</sup> Offense** – If a student is found to be in violation of the personal technology policy, they will be asked by school personnel to surrender the device. If they do so, the student will get their device returned at the end of the school day in the main office. Contact will be made with the student’s parent/guardian.

**2<sup>nd</sup> Offense** – If a student is found to be in violation of the personal technology policy for a 2<sup>nd</sup> time, they will be asked by school personnel to surrender the device. If they do so, a parent/guardian will need to pick up the device at the end of the school day in the main office. The student will be assigned a before or after school Accountability Measure.

**3<sup>rd</sup> Offense** – If a student is found to be in violation of the personal technology policy for a 3<sup>rd</sup> time, they will be asked by school personnel to surrender the device. If they do so, a parent/guardian will need to pick up the device at the end of the school day in the main office. 1-Session of after school detention will be assigned by school administration and the student will be placed on a technology plan.

**Any Subsequent Offenses** – Any further infractions will result in OSS starting with the amount to be determined by school administration in accordance with the student code of conduct.

If the student refuses to turn in their cell phone they will be required to report to the office, a parent will be contacted, and the student may receive disciplinary actions in accordance with the student code of conduct.

**PARENTS/GUARDIANS: IF YOU NEED TO CONTACT YOUR CHILD DURING THE SCHOOL DAY, PLEASE CALL THE OFFICE at (269)722-3580**

## Vaping Policy

### Bathroom Privileges

If a student is in the bathroom when the vape sensor is activated, the student's parents will be informed.

If the student continues to be in the bathroom when the vape sensor is activated, the student will lose the privilege to use the group bathrooms and will need to check-in with the office and use a single-stall bathroom. Students who use the group bathroom without the proper privilege will earn a major write-up.

On the first offence, if a student can go two weeks without activating the vape sensor, the privilege of using the group bathroom will be returned to the student.

Each time a student furthermore activates the vape sensor, the amount of days without group bathroom privilege will double (e.g. second offense is one month, third offense is two months).

### Additional Consequences

Possessing a tobacco vape pen is a Class Two Offense. Possessing a marijuana vape pen is a Class One Offense. A vape pen that is not clearly identifiable will be treated as a marijuana vape pen.

	Tobacco	THC*
<b>1<sup>st</sup> Offense</b>	3 Day Out-of-School Suspension	10 Day Out-of-School Suspension and Recommendation for Expulsion
<b>2<sup>nd</sup> Offense</b>	5 Day Out-of-School Suspension	Recommendation for Expulsion or Long-term Expulsion
<b>3<sup>rd</sup> Offense</b>	10 Day Out-of-School Suspension and Recommendation for Expulsion	

\*The Allegan County Sheriff will be contacted any time a student is found with THC. If a student is younger than 18 years old, the Sheriff's Department will be making a home visit to meet with the student's parents.

Completion of a Vape Course can decrease the total number of suspension days for one suspension.

### 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 Offences: Class One

Class One offenses are the most serious infractions. These infractions will result in an Out-of-School Suspension for up to ten (10) days and/or a recommendation for expulsion.

Disciplinary action regarding Class One offenses includes the notification of law enforcement as required by law and/or as appropriate. In addition, certain behaviors could lead to the district conducting a threat assessment to determine risk level before the student is allowed to return to campus. 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 including comments of a violent or threatening nature directed towards individuals or the school community
- Creation of depictions of violence or threats
- 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)
- Gang activities
- 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 (Skipping Off Campus)



### Major Offences: 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/Technology 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 or intervention
- Forgery
- Gambling
- Improper sign-in or sign-out
- Inappropriate attire
- Inappropriate hallway conduct
- Inappropriate display of affection
- Inappropriate language or gestures
- Inappropriate symbols, drawings, and writings
- Leaving class without permission
- Littering
- Loitering
- Parking violations
- Physical Altercation
- Profanity
- Profanity directed at another person
- Refusing to accept discipline
- Skipping (In building)
- 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.

<b>Definition and Explanation of Terms</b>
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**Assault** A physical attack on another person.

**Bullying** Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- e.g., internet, telephone or cell phone, personal digital assistant, or wireless handheld 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 Alternative 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** An act of physical violence 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** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, and any other contact that may be considered sexual in nature. Such behavior may result in disciplinary action.

**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.

**Physical Altercation** – An act of minor physical contact toward another student, not rising to the level of a fight or assault.

**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. Any student who makes discriminatory and/or sexual insults, intimidation or harassment shall be disciplined and counseled to refrain from such conduct.

**Skipping** – Student is not in their designated area during the school day

- a. **Off Campus** – Students are required to be in their designated area during the school day. Leaving the school building and/or school grounds without permission is considered skipping and a student will be marked unexcused, and the code of conduct policy will be followed.
- b. **In Building** - Students are required to be at their designated area during the school day. Leaving the designated area without permission is consider skipping and a student will be marked unexcused for the hour and code of conduct policy will be followed.

**Tardy** Arriving 10 minutes after school has started and 10 minutes after lunch has ended.

**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.

<b>Bullying and Other Aggressive Behavior Toward Students</b>
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(From Board Policy 5517.01)
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It is the policy of the District to provide a safe and nurturing educational environment for all 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 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. This may include actions that are done online or via social media.

### **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. The student may also report concerns to a teacher or Student Success Coordinator 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 [2266](#).

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 handheld 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.

### **Restorative Practices**

When a relationship or community is harmed, we need to acknowledge the acts so we can work together to heal individuals and the community.

All the following tools exist to help restore relationships within our school community:

A **Restorative Circle** is a community process for supporting those in conflict. It brings together the parties in conflict to solve problems through communication and action.

A **Restorative Conference** is a structured meeting between the offender and the person that was harmed in which they deal with the consequences of the wrongdoing and decide how best to repair the harm.

**Harm Reparation** is when a student completes a task or assignment to make up for a previous offence.

**Restitution** is an action that permits the student to help to restore or improve the school environment either by directly addressing the problems caused by the student's behavior (e.g., in cases of vandalism students can work to repair things they damaged), or by having the student improve the school environment more broadly (e.g., picking up trash, washing lockers).

**Mini-courses or Skill Modules:** Short courses or self-study modules can be assigned as a restorative consequence. These courses would be on topics related to the student's inappropriate behavior and would be designed to teach the student to have increased awareness or knowledge about the topic, thus facilitating behavior change.

**Parent involvement and Supervision:** Along with the school and student, parents/guardians will develop ways that they can provide closer supervision or be more involved in their student's development. Together the adults and student will work towards better communication and more frequent contact between teachers and parents, as well as coordinated behavior-change approaches.

**Student Conference:** A meeting where the student, teacher, Advisor, or administrator develop behavior and academic goals with plans, action items, and communication methods. A **Parent Conference** is when the parent or guardian attends.

**Problem-solving/contracting:** Negotiation and problem-solving approaches can be used to assist students in identifying alternative behavior choices. The student will develop a contract that reminds

him or her to engage in a problem-solving process that includes positive reinforcement for success and consequences for continuing problem behaviors.

### **Types of Disciplinary Action**

#### **In-School Suspension (ISS)**

1. The student reports to the ISS room for the day of their assigned ISS.
2. Should school be cancelled on the day of assigned ISS, the student will serve it the following scheduled school day.
3. The student will follow the expectations of the ISS room.
4. After school, the student will leave campus as they are not allowed to participate in any extracurricular activity.

#### **Out-of-School Suspension (OSS)**

1. The student should stay home on the day of their assigned OSS, and they are not allowed on campus.
2. Should school be cancelled on the day of assigned OSS, the student will serve the OSS on the following scheduled school day.
3. The student shall not be on the Fennville campus, and they are not allowed to participate in any extracurricular activity.

### **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 such as band and robotics 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).

### **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.).

### **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 decide whether 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. A 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:
  1. to counsel;
  2. to a translator;
  3. to appear in his/her own behalf and for parents or guardians to appear;
  4. to produce witnesses and present evidence on his/her behalf.

The Superintendent shall decide within two (2) days of the hearing.

The parents may appeal the expulsion to the Board, in writing, within ten (10) days of 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 Alternative 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.

<b>Criminal Acts</b>
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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.

<b>Safety Concerns</b>
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Students will walk or use their approved alternative method of mobility in school hallways or district pedestrian traffic areas. Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in these 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.

<b>Memorandum to Parents Regarding School Board Policy on Drug-Free Schools</b>
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In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled

substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

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

#### **Search and Seizure**

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

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. During 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.

#### **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.

### III. Whole Child Policy

#### 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 school all day.

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 will contain the date(s) that the student could not be in school. Details may be obtained from the student's Student Success Coordinator 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.

#### **Encouraging Attendance**

Promoting student attendance requires a commitment from the administration, faculty, and parents. Therefore, a professional staff member's 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.

#### **Strive for less than five!**

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

#### **General Absence Procedures**

A parent or legal guardian should call to notify the Fennville Alternative High School office at 269-722-3580 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) for the absence to be excused.

Students should ask their teachers or Fennville Alternative 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.

<b>Excusable Absences</b>
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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. Others as approved by office personnel.

These six types of absences do not count as unexcused absences in determining whether a student will lose credit in a class due to excessive absenteeism.

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

<b>School-Related Absences</b>
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School-related absences are defined as field trips, religious holidays, college visitations (2 per year beginning in the junior year), and other school functions as deemed appropriate by Fennville Alternative High School Administration

<b>Absences and Make-up Work</b>
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Students with absences that are not school-related or pre-approved should be working on their Apex courses while they are gone from school.

<b>Truancy</b>
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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 student's file
- A parent conference may be held
- The Allegan County Truancy Officer may meet with the student
- A referral may be made to the Allegan County Truancy Diversion program

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

#### **Early Dismissal from School**

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.

#### **PowerSchool Internet Viewer (PIV)**

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 Fennville Alternative High School Office with questions about a grade or progress report.

#### **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 the 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 parents will have access to the survey/evaluation within a reasonable period of time after the request is received by the building Principal.

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://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](mailto:FERPA@ED.GOV): or [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

#### **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 will first contact the Fennville Alternative High School Office to discuss any legal requirements and obtain any needed documents.

#### **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. 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, or
  - 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. 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. Materials may not be displayed or distributed during class periods, or during passing times between classes.

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.

#### **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.

#### **Individuals with Disabilities**

The Americans 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 building Principal to inquire about evaluation procedures and programs offered by the District.

#### **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 will notify any staff person immediately.

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

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

#### **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.

### **Injury and Illness**

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

A student who becomes ill during the school day should request permission to go to the 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.

### **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, athletics 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.

### **Medication**

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 labelled 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 a 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 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.

### **Unauthorized distribution of medication**

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.

<b>Health Services</b>
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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.

<b>Transportation</b>
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### **Self-Transportation to School**

Parking on school property is a privilege which can be revoked at any time. Students who are provided with 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 Fennville Alternative 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.

**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.

**IV. Whole School Policies**

**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, sex, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Compliance Officers listed below:

Mrs. Jessie Gierucki  
Curriculum Director  
(269) 722-3350  
4 Memorial Drive  
Fennville, MI 49408

Mr. Brent Potts  
Middle School Principal  
(269) 722-3550  
5 Memorial Drive  
Fennville, MI 49408

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260 and 2266. 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.

**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.

### **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 parents.

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 or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the discipline code.

### **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 will understand what they can and cannot do with that equipment. They will 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 damage 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 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 from 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 will 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 contract 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 will abide by the requirements of the Acceptable Use Agreement. Smart phones 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 is enhanced by their use. At no time may a student use a wireless communication device during class time without specific permission from the teacher.

**Use of School Equipment and Facilities**

Students will receive permission from 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.

**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.

**Lost and Found**

The lost and found area is in the Fennville Alternative 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.

**Fire, Tornado, Emergency Response, and Lockdown Drills**

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

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

**Emergency Closings and Delays**

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

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

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

**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.

**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.

### **Field Trips**

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent.

School rules apply to all field trips.

### **Meal Service**

The school participates in the National School Lunch Program. All students at Fennville Public Schools qualify for free breakfast and lunch for the 2022-2023 school year. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave the school premises during the lunch period without specific written permission granted by the Principal.

Family surveys will be sent to all families to collect information about eligibility as a district. If you have questions please contact the Director of Food Service, at (269) 722-3363.

### **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.

### **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 Non-Casual Contact Communicable Diseases**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the students and staff. 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.

Non-casual 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.

#### **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.

#### **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) will be enrolled by their parents 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 will 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.

#### **Transfer Within District**

If a student plans to transfer from Fennville High School to Fennville Alternative Ed, the following procedure must be followed: Request is made by either student, parents, or building team. A meeting is held between student, family and building team. Paperwork is filled out and transfer is made.

If a student plans to transfer from Fennville Alternative Ed to Fennville High School, the following procedure must be followed. A request is made by either the student, a parent, or building team. A meeting is held between the student, family and building team. The request must be made within the first two (2) weeks of the semester. The student must meet the following criteria:

- a. Missing fewer than 10% of school days
- b. Student is on track for completing online coursework
- c. Limited behavior referrals

If the student meets the criteria and, in the meeting, it is determined that it is best for the student, paperwork is filled out and transfer is made.

#### **Transfer Out of the District**

If a student plans to transfer from Fennville Alternative High School, the parent will notify the Student Success Coordinator. 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.