

Welcome to Fennville Middle School!

Principal – Ms. Kimberly Zdybel
Student Success Coordinator – Mr. Troy Dusek
Secretary – Mrs. Deb Morse
Superintendent of Schools – Mr. Jim Greydanus

Office Phone (269) 561-7341
Office Fax (269) 561-2143

STUDENT HANDBOOK, 2017-18

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2017. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2017, the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

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

VISION STATEMENT

Educational Excellence, Community Atmosphere, Global Perspective

School Colors

Black and Orange

School Nickname

Blackhawks

School Song

“Cheer for Fennville”

Cheer for Fennville, Cheer for Fennville
We will win this game.
Fight for glory, fight for honor
We'll uphold our name, F.H.S.
Black and orange, are our colors,
We are proud to claim
Cheer for old Fennville High
We'll win this game.

Che Hee, Che Hah,
Che Hah, Hah, Hah,
Fennville Blackhawks, Rah, Rah, Rah

EQUAL EDUCATION OPPORTUNITY

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

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

Mr. Corey Harbaugh, Director of Teaching and Learning
(269) 561-7331
5 Memorial Drive
Fennville, MI 49408

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

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

PARENT INVOLVEMENT

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

SCHOOL DAY

Fennville Middle School is open between the hours of 7:00 and 3:30 p.m. Classes begin at 7:50 a.m. and are dismissed at 2:50 p.m. Free Breakfast is provided daily.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the principal or at-risk coordinator.

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

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

Homebound Instruction

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

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

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

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

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

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Students 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, Marilyn Hebert.

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, **and F1c** must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the nurse's office.
- D. Medication that is brought to the office will be properly secured.
 - 1. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - 2. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. 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.
- F. 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.
- G. 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 physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and/or school nurse and updated annually.

Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all other conditions described above under Prescribed Medications will also apply to non-prescribed medications.

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

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

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

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Wendy Dubuisson at 561-7331 Extension 1141 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/or 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 Migrant Programs Office at 269-561-7331 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

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

The Board designates as student "directory information":

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

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

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

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

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

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student 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 Pupils Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if any unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

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

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

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

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

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

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

STUDENT VALUABLES

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

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.

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

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

In addition parents will be notified by the School Messenger Alert System. It is the responsibility of the parent to make sure the school has the most current phone number for this alert.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

Visitors, particularly parents, are welcome at the school. 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, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

STUDENT SALES

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

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. **Use of cell phones is prohibited at FMS during the school day from 7:50 – 2:50.**

SECTION II - ACADEMICS

COURSE OFFERINGS

Fennville Middle School students are offered the following academic opportunities:

Mathematics	Social Studies	Language Arts	Art
Reading	Spanish	Physical Education	Vocal Music
Science	Health	Band	Exploratory Courses

FIELD TRIPS

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

School rules apply to all field trips.

GRADES

Fennville Middle School has implemented an A/B/C/D/NC grading procedure. If a student does not attempt an assignment they will receive a NC and be required to complete it in order to earn a grade in the class. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

90% to 100% = A = Excellent achievement

80% to 89% = B = Good achievement

70% to 79% = C = Satisfactory achievement

60% to 69% = D = Minimal achievement

F = No Credit (Work not completed or not completed to "quality" [60% or better])

Students with F will be provided after school opportunities to complete work during each marking period. After the marking period ends the students will not receive credit in a class. The NO CREDIT grade could impact student promotion to the next grade level.

GRADING PERIODS

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

When students are receiving Incompletes, notification will be provided (via Powerschool , notes, and phone calls) to parents so they can talk with the teacher about what actions can be taken to improve academic achievement.

PROMOTION, PLACEMENT, AND RETENTION

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

1. Earning Credit in courses
2. potential for success at the next level
3. emotional, physical, and/ or social maturity

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll(s)

Honor rolls will be published after each marking period.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director.

Special Awards

At the end of each year each academic area has the opportunity to present awards.

COMPUTER TECHNOLOGY AND NETWORKS

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

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

STUDENT ASSESSMENT

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

Unless exempted, each student will be expected to pass the appropriate MEAP Test. They will be given in the fall of designated years along with Grade Level Curriculum Expectation Tests for Math and English/Language Arts at all grade levels.

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

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

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

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

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

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

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

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

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

ATHLETICS

Fennville Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered: 6th grade rocket football; 6th grade cheerleading; 6th grade Saturday basketball; 6th grade wrestling; 6th grade cross country; 7th and 8th boys' and girls' basketball, girls' cheerleading, girls' volleyball, boys' football, girls' and boys' wrestling, girls' and boys' track, girls' and boys' cross-country and girls' and boys' soccer. For further information, contact Travis Spaman, the Athletic Director, at 561-7241 Ext. 2133.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. Fennville Middle School works in conjunction with the Allegan County Attendance Office to encourage good attendance. Students receiving a total of ten or more unexcused absences will be considered truant. At that time, the truancy officer will be contacted to provide assistance to FMS.

Excused Absences

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

1. illness
2. recovery from accident
3. required court attendance
4. professional appointments
5. death in the immediate family
6. observation or celebration of a bona fide religious holiday and/or
7. such other good cause as may be acceptable to the Superintendent

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

Parents must provide an explanation for their child's absence by no later than 10 a.m. on the day of the absence or by sending a note the following day. They are to call at 561-7341 and explain the reason for the absence. If the absence can be foreseen and the "good cause" is approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

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

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

Suspension from School

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office by 2 PM on the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

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

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

Unexcused Absences

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

Notification of Absence

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

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

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

Tardiness

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

- First Occurrence: Warning
- Second Occurrence: Silent Lunch, A visit to the Responsible Thinking Center and the development of a plan to outline how the student can avoid further tardies. A phone call home will also be made.
- Third Occurrence: A visit to RTC, 1 hour detention, phone call home
- Fourth Occurrence: A visit to RTC, phone call home , One day in school suspension

This tardy procedure is per quarter.

Vacations During the School Year

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

Make-up of Tests and Other School Work

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

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

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

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

A major component of the educational program at the Fennville Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

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

Students should consider the following questions when dressing for school:

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

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

The following styles or manners of dress are prohibited:

- A. Students are prohibited from wearing distracting clothing which is disruptive to the educational setting; examples of such clothing include, but are not limited to:
 1. Upper garments, which are low cut, expose the stomach or back, are loose fitting around the arm. Tank tops and spaghetti straps are prohibited. Upper garments should have a solid material from neck to shoulder.
 2. A bottom garment must be worn at the waist and must cover at least to mid-thigh for girls.
 3. A bottom garment must be worn at the waist for boys – with a belt – no sagging.
 4. Spandex tops, bottoms, or outfits, as well as swim trunks, boxer shorts, and pajama bottoms are prohibited.
- B. For safety reasons, students are required to wear shoes or soled footwear.
- C. Clothing, patches, or buttons displaying profane, vulgar, alcohol, tobacco, or obscene suggestions are prohibited.
- D. Coats and backpacks/bags shall be stored in student's locker immediately upon arrival to school. Coats are not to be worn again until the student is preparing to go outside. (Exceptions may be made for verified religious or health reasons).
- E. Hats and bandannas are prohibited in the school building. Hoodies may be worn if hoods remain down. (Exceptions may be made for verified religious or health reasons).

Students who are representing Fennville Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Rules of Conduct Regarding Gang Behavior

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

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

This no tolerance regulation includes behaviors such as:

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

Gang Behavior Disciplinary Procedures

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

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

2nd Offense: Principal/Student/Parent conference.

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

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

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

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry 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 Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staffs responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. 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.

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to the teacher or the principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

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.

Hazing - any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff member is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Bullying

"**Bullying**", which shall include cyberbullying, means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- A. teasing
- B. social exclusion
- C. threat
- D. intimidation
- E. stalking
- F. physical violence
- G. theft
- H. sexual, religious, or racial harassment
- I. public or private humiliation

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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notification

Notice of this policy will be annually, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible: informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- change of seating or location;
- lunch-time detention;
- after-school detention;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

Formal Discipline

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

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

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

DUE PROCESS RIGHTS

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

Short-Term Suspension from School

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

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

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

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

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

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

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

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

Long-term suspension or expulsion from school

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

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

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

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

The Fennville Middle 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 can not be appealed. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

Discipline of Students with Disabilities

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

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 a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

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

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

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

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

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, s/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. Any 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 s/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.

CODE OF CONDUCT

PHILOSOPHY OF DISCIPLINE

The Fennville Middle School believes that every student should have an equal opportunity to gain an education which is beneficial to the student and society, and that an atmosphere conducive to instruction must exist if learning is to occur. The parent-teacher team must work cooperatively and use all possible means to direct students toward acquiring behavior and attitudes compatible with community norms. It is important that the child is taught such behavior at home. The school must have the cooperation of the parents and students if an atmosphere is to be created within the school setting which permits education to take place. Therefore, guidelines and rules have been established which are fair and reasonable. Those who violate the rules and guidelines, thus compromising the educational atmosphere, must be disciplined and even separated from members, if need be, to preserve the very basic purpose of attending school – EDUCATION.

It is the hope of the Board of Education that disciplinary measures taken by school officials will prove beneficial to the particular student and/or to the student body.

When a student has involved himself/herself in such misbehavior and has not responded to basic methods of school discipline, he/she will be returned to the parent or guardian who has the primary responsibility for his/her behavior. The primary reason here, is to develop a working relationship between the parent and the student, since the parent, after being made fully aware of the situation, will exercise his/her parental responsibility before readmission.

Students are expected to be in the classroom prepared to learn. Students who disrupt classroom routine or who distract teachers and students may be removed from the classroom. Because of the nature of certain classrooms, teachers may establish specific regulations to apply to individual situations. However, Fennville Middle School is a “**Responsible Thinking Process**” school. In an effort to develop responsible students with positive problem solving skills, the Fennville Middle School staff has adopted this philosophy which states:

“The teacher has the right to teach and the student the right to learn in a safe environment.”

The types of behavior discussed in this section shall be grounds for discipline as defined. These categories are general in nature and are not deemed to be inclusive.

BEHAVIORAL VIOLATIONS

It is not possible, nor is it intended, to identify all infractions that may occur. The following is a list of certain violations and disciplinary results. The Principal has the authority in his/her discretion to identify other acts which constitute infractions under this policy and to establish appropriate discipline. Class I infractions are the most serious and subsequently offer the most severe consequences.

CLASS IV BEHAVIORS

- Profanity
- Violation of cafeteria rules
- Improper display of affection between students. Fennville Middle School has a “no touch” policy
- Lying
- Throwing dangerous objects (including snowballs)
- Violation of electronic communication device policy (ECD/pager/phone, etc.)
- Possession or use of potentially dangerous objects (objects include, but are not limited to, squirt guns, bean shooters, glass containers, lighters, wallet chains, laser pointers, rubber bands, etc.)
- Threatening Behavior – behavior which intimidates or interferes with other students up to and including threats of violence or physical harm is prohibited.
- Aiding and abetting a violation of school rules
- Being out of an assigned area

Disciplinary Guidelines

Confiscation/parent notification/restitution when applicable and up to:

1. Two detentions
2. One day suspension
3. Three day suspension
4. Five day suspension

CLASS III BEHAVIORS

- Disrespect – Speaking to an adult member of the school community in a discourteous, insulting, or profane manner will not be tolerated.
- Insubordination – Willful failure to respond to or carry out a reasonable request by a staff member or other person in authority, including cooks, custodians, or any other school personnel shall be considered an act of insubordination.
- Cheating-forgery of passes and excuses, false I.D.’s, lying, plagiarism are all forms of cheating.
- Harassment – (physical, verbal, or sexual)

- Fighting – The intentional or deliberate act of pushing, shoving, hitting, or striking another student on school property, or while going to or from school, including any activity under school sponsorship, will not be tolerated. This standard will be applied to participants regardless of who started the fight.
- Indecency/Obscenity – Offensive acts which include act of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff; also vulgar acts in verbal or written form, pictures, gestures, caricatures, or suggestive/inappropriate clothing during any school activity shall be deemed inappropriate.
- Burglary/Theft and/or Unauthorized Possession of Property Belonging to Others – Stealing of school property or personal effects of others, or stealing from an individual by force or threat of force is prohibited.
- Accessory to a crime
- Tobacco Policy Violation – Please see Student Handbook

- Extortion/Coercion/Blackmail – Obtaining money, property, or service by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
- Profanity directed at a staff member – Offensive and/or profane language directed at or about a staff member. This can be in verbal or written form.
- Fireworks – The act of possessing, using, or transferring items such as firecrackers, smoke bombs, stink bombs, caustic or noxious substances, etc., are prohibited.
- Vandalism – Willful destruction of school property such as lockers, desks, books, etc., are prohibited.
- Forgery/False Representation – The act of fraudulently, verbally or in writing, the name of another person, or falsifying times, dates, grades, addresses, or data such as excuses, detentions, and/or teacher’s forms which request parent signature shall constitute forgery or false representation.
- Physical Assault – a willful physical attack on another person is prohibited. *A violation of this will constitute punishment of the second step of the disciplinary guidelines.

Disciplinary Guidelines

Confiscation/parent notification/restitution/police notification when applicable.

1. Student may be sent home the day of the offense and up to three day suspension.
2. Student may be sent home the day of the offense and up to five day suspension.
3. Student may be sent home the day of the offense, ten day suspension, and recommendation for expulsion to the Board of Education.

CLASS II BEHAVIORS

- Violation of alcohol/drug policy
- Indecent exposure
- Possession and/or use of any weapon not covered by state law (see Student Handbook)
- Inappropriate sexual contact

Disciplinary guidelines

1. Student may be sent home the day of the offense and up to a ten day suspension
2. Recommendation for expulsion to the Board of Education

CLASS I BEHAVIORS

- Bomb threats/False Fire Alarms or 911 calls – causing, by an act or in written form, a false fire alarm, bomb threat, or 911 calls is prohibited.
- Striking or Threatening School Personnel – intimidating school personnel or interfering with administrators by force, violence, or threat of violence is prohibited.
- Possession of Dangerous Weapon (see Student Handbook)
- Arson

Disciplinary guidelines

1. Immediate suspension from school with recommendation for expulsion and police notification where applicable.

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.

BUS TRANSPORTATION TO SCHOOL

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

BUS CONDUCT

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

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

Students must comply with the following basic safety rules:

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

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

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

During the trip, each student shall:

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

Leaving the bus, each student shall:

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

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

VIDEOTAPES ON SCHOOL BUSES

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

PENALTIES FOR INFRACTIONS

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