

FRUITPORT MIDDLE SCHOOL

STUDENT HANDBOOK

2023-2024

Principal, Monte Kelly
Assistant Principal, Trista Stingle

www.fruitportschools.net



MISSION STATEMENT

The Mission of Fruitport Middle School is to empower students to become responsible, productive, life-long learners in a global society.

We believe in promoting independent thinking, which allows students to become confident problem solvers and self-reliant learners in a safe, positive and healthy environment

WELCOME

The administration and staff of Fruitport Middle School would like to take this opportunity to welcome back our returning 7th and 8th graders. We extend a special welcome to all our new students and all of our 6th graders as you begin your years in middle school. We hope your experience here will be both challenging and rewarding.

The goal of Fruitport Middle School is to educate each student to his/her potential by providing stimulating courses, athletic opportunities, and other extra-curricular experiences. We encourage you to get involved in the numerous positive opportunities that FMS has to offer.

It is equally important that all of us work together to create a positive learning environment this year. We call on each student to exhibit good leadership qualities, conscientious decision-making, and cooperation. The information in this handbook has been prepared to help you succeed at FMS. Please remember that the support staff, teachers, counselors, and administrators are all here to assist you in achieving your potential. Together, let us strive to have a great year!

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your guidance counselor or principal by calling the middle school at 231-865-3128. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. **Policies may be updated to ensure the safe and orderly operation of the school without notice during 2023-2024 school year.**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.fruitportschools.net or at the Board office, located at: 3255 Pontaluna Rd. Fruitport, MI 49415.

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

Dave Hazekamp, President
Kris Cole, Vice-President
Steve Kelly , Secretary
Elroy Buckner, Treasurer
JB Meeuwenberg , Trustee
Susan Franklin, Trustee
Tim Burgess, Trustee

The School Board has hired the following administrative staff to operate the school:

Jason Kennedy , Superintendent
Allison Camp, Curriculum Director
Monte Kelly, Principal
Trista Stingle, Assistant Principal
Julie Kolbe, Counselor
Jeff Schurman, Student Support Specialist
Johnny Morehouse, Athletic Director
Christina Damm, Secretary
Janelle Vervoort, Secretary

The school is located and may be contacted at:

3113 E. Pontaluna Rd.
Fruitport, MI 49415
(231)865-3128 -Phone
(231)865 4086 - Fax

<http://www.fruitportschools.net/schools/fruitport-middle-school/>

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SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they live. Students who are new to Fruitport Middle School are required to enroll with their parents or legal guardian. When enrolling, the parents/guardian will need to bring:

- A birth certificate
- Custody papers from a court (if appropriate)
- Proof of residency
- Proof of immunizations
- Transcript of grades and credits

PROCEDURES AND METHODS FOR IDENTIFICATION AND ASSESSMENT OF LEP STUDENTS

1. All students who are potentially LEP must be systematically identified. This is accomplished at enrollment time throughout the district with the Home Language Survey, completed along with the student registration form. This assures 100% compliance. If the primary language of the student, the student's family or his/her environment is other than English, the student is considered PHLOTE (Primary Home Language Other than English). The child may or may not be eligible for services. However, we must track his/her status for as long as he/she is a Fruitport Community Schools' student.
2. All PHLOTE students must be assessed to determine eligibility for services. The district follows the State of Michigan guidelines for eligibility. The Curriculum Director:
 - a. Meets with the referring school personnel, parents and the student(s) to determine an appropriate plan for the LEP student;
 - b. Consults with Bilingual Program Directors at Muskegon Public Schools and/or Holland Public Schools to contract for any necessary assessments and arrange for interpreters / translators if needed
 - c. Identifies district owned/sponsored teaching/learning tools (computer-based, audio-tape based, internet-based, etc.) or procures same.
3. All eligible students are provided with support services in order to enable them to participate effectively in the district's educational program. Support services vary in methods and models from continuous advocacy, to direct content instruction and one on one tutoring using software programs (e.g., CCC Success Maker, and math, English, science and social studies software).

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counselor. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules and attend all classes everyday. Students who do not maintain regular attendance will be placed on an attendance contract.

ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Allison Camp at (231)865-4100.

Cross Reference:

NEOLA 2225 Students with Limited English Proficiency (LEP)

NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Fruitport Middle School the parent must notify the office. 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. Parents are encouraged to contact the office for specific details.

WITHDRAWAL FROM SCHOOL

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

HOMEBOUND INSTRUCTION PROGRAM

The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must:

A. certify the nature and existence of a medical condition;

- B. state the probable duration of the confinement;
- C. request such instruction;
- D. present evidence of the student's ability to participate in an educational program

Applications must be approved by the Superintendent.

The District shall recommend that the instruction begin within three (3) days from the date of notification for non special-education students. In the case of students under an IEP, the instruction is to begin within fifteen (15) days after notification order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The District reserves the right to withhold homebound instruction when:

- A. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- B. a parent or other adult in authority is not at home or at a designated meeting place with the student during the hours of instruction;
- C. the condition of the student is such as to preclude his/her benefit from such instruction.

GUIDANCE COUNSELING OFFICE

The guidance office is located in the main office. Students are encouraged to contact the counselor if they are having social or academic troubles by filling out the online referral form.

The counselor works with all students, not just those who have personal problems. They assist students in dealing with problems that are a normal part of growing up. They strive to help each person develop to her/his fullest potential.

Counseling is a student/counselor relationship in which a student has the freedom to express her/his ideas and feelings. The student is encouraged to seek information and examine alternate courses before acting. Counseling seeks to help students assume responsibility for making plans and decisions.

Selection of school subjects, career planning, and difficulty with a subject, group counseling, and personal problems are some of the areas with which the counseling staff may be able to help you.

Students must arrange to see the counselor on an appointment basis. Appointments may be made by filling out the online referral form or stopping in the office.

Except for emergencies, the student should report to class and wait for the appointment slip from the counseling office.

MANDATORY REPORTING

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Cross References: NEOLA 8462 <i>Student Abuse and Neglect</i> MCL 722.621 <i>et seq.</i>
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IMMUNIZATIONS

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time shall submit one of the following:

- A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

Cross Reference: MCL 380.1177 NEOLA 5320 <i>Immunization of Students</i>
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STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian

must request that the school dispense the medication to the child by completing a “Student Medical Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. This does not include the emergency administration of an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross-References:
NEOLA 5330 *Use of Medications and Treatments*
NEOLA 5330 *Administration of Medication/Treatments to Students*
NEOLA 5330.01 *Epinephrine Auto-Injectors*
MCL 380.1178
MCL 380.1179
MCL 380.1179a

EMERGENCY MEDICAL AUTHORIZATION

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

Cross-reference: NEOLA 5341 *Emergency Medical Authorization*

COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-references:

NEOLA 8450 *Control of Casual-Contact Communicable Diseases*

NEOLA 8453 *Control of Non Casual-Contact Communicable Diseases*

NEOLA 8453.01 *Control of Blood-Borne Pathogens*

HEAD LICE

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to or from school until it is determined by school officials that he/she is free of head lice.

SPECIAL EDUCATION

Fruitport Middle School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Guidance Office at (231) 865-3006.

EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the

Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Cross References: NEOLA 2261 *Title I Services* NEOLA 2460 *Special Education* NEOLA 2460.02 *Least Restrictive Environment Position Statement* NEOLA 2260 *Nondiscrimination and Access to Equal Educational Opportunity* NEOLA 2260.01 *Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities* Section 504 of the Rehabilitation Act of 1973 (Section 504) Americans with Disabilities Act of 1990 (ADA) Individuals with Disabilities Education Act (IDEA) Family Educational Rights and Privacy Act (FERPA)

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Cross References:
NEOLA 5605 *Suspension/Expulsion of Students with Disabilities*
NEOLA 2260.01 *Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities*
Section 504 of the Rehabilitation Act of 1973 (Section 504)

STUDENT PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

Political affiliations or beliefs of the student or the student's parent/guardian;

Mental or psychological problems of the student or the student's family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of others with whom the students have close family relationships;

Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;

Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or

Income, other than that required by law to determine program eligibility.

- B. *Receive notice and an opportunity to opt a student out of –*

Any other protected information survey, regardless of funding;

Any non emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and

Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- C. *Inspect*, upon request and before administration or use –

Protected information surveys of students;

Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

Instructional material used as part of the educational curriculum

Parents/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, DC 20202-5920

TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

Whether the teacher has met State certification requirements;

Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;

The teacher's college major;

Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and

Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross References: NEOLA 3130 <i>Teacher Placement</i> MCL 380.1249 MCL 380.1249a

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 6-8 will take standardized tests throughout the year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;

- Ensure students are on time and prepared for tests, with appropriate Materials, including a charged Chromebook and headphones.
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Cross References:
 NEOLA 2623 *Student Assessment*

INSTRUCTIONAL MATERIALS

A student’s parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Cross-References:
 NEOLA 2416 *Student Privacy and Parental Access to Information*
 20 USC 1232h
 MCL 380.1137

SEX EDUCATION

A student shall not be enrolled in a class in which the subjects of family plan reproductive health are discussed unless the student's parent/guardian is no advance of the course and the content of the course, is given a prior opport review the materials to be used in the course, and is notified in advance of his/her have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student excused, without penalty or loss of academic credit, from attending a class in w education instruction is provided. “Class” means an instructional period of duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice i pupil is to be excused from a class in which sex education instruction is provic student shall not be enrolled in such a class unless the parent/guardian submits a authorization for that enrollment.

Cross-References: *NEOLA 2414 Reproductive Health and Family Planning*
NEOLA 2414 Reproductive Health and Family Planning
MCL 380.1169, MCL 380.1170, MCL 380.1507, MCL 380.1507a

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another

school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students to drivers education providers, graduation product providers, military recruiters, and others. This information is limited to:

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations, and athletics
Major field of study
Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal .

The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Cross-reference: NEOLA 2416 <i>Student Privacy and Parental Access to Information</i> NEOLA 5780 <i>Student/Parent Rights</i> NEOLA 8330 <i>Student Records</i>
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FEES, CHARGES, AND FINES

The school may establish fees and charges to cover the costs for certain extracurricular and non credit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school library will be subject to appropriate fines. Damage to or failure to return technology devices or Chromebooks may subject the student to additional fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Cross-references:

NEOLA 2520 *Instructional Supplies, Materials and Equipment*

NEOLA 5513 *Care of District Property*

NEOLA 6152 *Student Fees, Fines, and Charges*

Student Fundraising and Student Sales

Fundraising activities by school organizations must be approved in advance by the Principal or Assistant Principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

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

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fundraising activity for a group in which she/he is not a member without the approval of the group's advisor.

Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over- extending himself/herself to the point of potential harm.

Cross-reference:

NEOLA 5830 *Student Fundraising*

STUDENT SALES

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

TREATS AND SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

SCHOOL BREAKFAST/LUNCH PROGRAM

Breakfast is served every school day with a few exceptions. Lunch is served every school day except when there is an early dismissal. A student may bring a sack lunch from home or may purchase a school breakfast/lunch. Lunch sold by the school may be purchased by students and staff members and community residents in accordance with procedures established by the Superintendent. Middle School and High School students have access to Ala Carte items that are only allowed to be purchased if the student's account has a positive balance.

If a student's account does not have the necessary funds for a meal they will not be refused food; in this case the menued meal will be provided and charged to the student's account. No Ala Carte or additional items can be charged to the account. Parents can communicate to the Food Service department that a note be applied to the student's account if they would like other arrangements made. Please contact the Food Service department at foodservice@fruitportschools.net if you have any questions.

The school participates in the National School Lunch Program and makes lunches available to students for a fee.

Free or reduced price meals are available for qualifying students. Applications for the School's Free and Reduced Priced Meal Program are distributed to all students. If a student believes that she/he is eligible, or If you have a change in financial circumstances anytime during the school year, please contact the office and a form will be sent home with your child(ren). Our Title I Financial Aid is based upon the Free and Reduced lunch and milk count, so we need to have every eligible student included in our accounting. We encourage all families to fill out a Free and Reduced Lunch Form. contact the Student Services office or fill out an application online at <https://elink.fruitportschools.net>.

Upon enrollment students are provided a meal account. Emails are automatically sent once the student account is under \$5.00, and a letter will be sent to the address on file periodically throughout the school year. Parents can stop the emails at any time; if desired please email foodservice@fruitportschools.net to request removal.

Money can be deposited to a student's account through a few different options. A check or cash can be sent with the student, or dropped off at the school office to be deposited. Please make checks payable to Fruitport Food Service, and include the student's full name and school in the "notes" line of the check. Another available option is our E-link.

E-link is our online account system that allows parents to view student accounts from any computer. You can sign up for "E-link" by emailing us at: foodservice@fruitportschools.net. Please include your student's name in the requesting email. It is your responsibility to regularly check your child's account balance to ensure that they have money in the account. E-link is located on the Food Service webpage or <https://elink.fruitportschools.net>.

Specific dietary restrictions can be communicated to the school by filling out the "Medical Statement to Request Special Meals and/or Accommodations" form found on the Food Service website.

Cross Reference: NEOLA 8531 <i>Free and Reduced-Price Meals</i>
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FIRE, TORNADO, AND EVACUATION DRILLS

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lockdown drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross References: NEOLA 8420 <i>Emergency Evacuation of Schools</i> MCL 29.19

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 local radio and television stations. Closing information will also be posted on our district webpage and communicated with the autodialer. You may also call the school directly (231) 865-3128 (Item Menu Choice #4). For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

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 material 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.

PESTICIDE APPLICATION NOTICE

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Superintendent's office (231)865-4100.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-References:

NEOLA 8431A Integrated Pest Management
MCL 324.8316

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference:

NEOLA 9150 *School Visitors*

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross-references:

NEOLA 2340a *District Sponsored Field, Co-Curricular or Extracurricular Trip Guidelines*
NEOLA 8600 *Bus Discipline Guidelines for Student Transportation*

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Cross-Reference:

NEOLA 8390 *Animals on District Property*

SCHOOL VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference:

NEOLA 3120.09 *Volunteers*

LOST AND FOUND

The lost and found is located in the cafeteria and office. If you find an item, bring it to the main office. Students who have lost items should check the cafeteria and office and may retrieve their item(s) if they give a proper description. It is best to inquire several times. Items not claimed will be periodically donated to charity.

USE OF PHONES

All cell phones are to be placed in lockers and turned off during the school day. Students may only use cell phones to make/receive calls before and after school. Phones in the Student Services Office are available in the school for students to use. Students who would like to contact parents to receive permission to leave school must do so from Student Services. Violations of phone policy will be handled as follows:

- A. **First Offense** - Staff will ask the student to take their personal phone/electronic device to the office. The student may pick up their personal phone/electronic device at the end of the school day.

B. **Second Offense** – Staff will ask the student to take their personal phone/electronic device to the office. The student will be given a form with research to read and discuss with parent/guardian explaining why policy is in place. The student may pick up their personal phone/electronic device at the end of the school day.

C. **Third Offense** - The staff will ask the student to take their personal phone/electronic device to the office. A parent or guardian must come into the building to retrieve the device.

D. **Beyond Third Offense** - Staff will ask the student to take their personal phone/electronic device to the office. A parent or guardian must come into the building to retrieve the device. The administration may request a meeting with the parent/guardian and/or student to no longer bring the personal phone/electronic device to school.

Guidelines for Student Distribution of Non-School-Sponsored Materials

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. Prior approval of the material is required.
- The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

Students must not distribute material that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
- Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright.
- Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook.
- Is reasonably viewed as promoting illegal drug use

A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference:

NEOLA 5722 Student Publications and Productions

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene
2. Constitutes an unwanted invasion of privacy
3. Violates Federal or State law, including the constitutional rights of third parties.

OR

4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Cross Reference:

NEOLA 5722 Student Publications and Productions

LOCKERS

School owned corridor lockers and P.E. lockers are offered for student use. Each student is responsible for keeping the locker clean (inside and out). **Keep lockers locked at all times, clean and free of food and drink. No other lock may be used. No stickers of any kind. Lockers will be assigned to you.** Backpacks/bags, jackets, and other personal items are to remain in your locker throughout the school day. You may not change lockers unless you have permission from the principal or assistant principal. You may not share lockers with anyone.

Any property discovered in a locker which cannot be traced to the assigned occupant will be confiscated by the main office.

The school administration reserves the right to search and remove overdue books, as well as restricted and illegal items found when there has been reasonable suspicion to believe they were being housed improperly in the locker.

It is wise to avoid leaving money or valuables in your locker. Do not give your locker combination to anyone else. Avoid sharing your locker regardless of the reason. There are enough lockers to go around.

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. If such items are brought to school, they should be stored in the student's locked hallway locker. Students should not bring valuables into the high school locker rooms. The school cannot assure the safety of such articles in the locker rooms.

ASAP/ RASAP

After School Assistance Program (ASAP) - Students can drop in and complete work and receive help from staff. Students need to stay the entire time unless given permission by the Assistant Principal or Principal. Students attending ASAP will not be allowed to stay if there is any disruption to the learning environment. If a student needs to be removed from ASAP they must leave the school building and arrange a ride.

STUDENT INTERNET USE

The Acceptable Users Policy Rules and Procedures Agreement must be on file with the F.C.S. Technology Department.

ACADEMICS, GRADING, AND PROMOTION

GRADES

Fruitport Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in

determining a grade and will 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:

A = 94%-100%	C = 74%-76%
A- = 90%-93%	C- = 70%-73%
B+ = 87%-89%	D+ = 67%-69%
B = 84%-86%	D = 64%-66%
B- = 80%-83%	D- = 60%-63%
C+ = 77%-79%	F = 59% and below

At the conclusion of each marking period/semester, students will be issued a final grade. All grades can be found on the Student/Parent portal and can be printed for record keeping.

PLACEMENT

A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student and parents responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance

NEOLA 5420 *Reporting Student Progress*

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Cross Reference:

NEOLA 2330 *Homework*

HOMEBOUND/HOSPITALIZED SERVICES

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more

than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For information on homebound or hospitalized instructional services, please contact your student's school counselor.

Note: although the State School Aid Act does not define the term "medical condition", Title IX of the 1972 Education Amendments Act requires that term to include pregnancy, childbirth, and recovery.

Cross Reference:
MCL 388.1709
NEOLA 2412 *Homebound Instruction Program*
Michigan Department of Education *Pupil Accounting Manual*

SCHOOL SPONSORED CLUBS AND ACTIVITIES

REGULATIONS GOVERNING SCHOOL ACTIVITIES

- A. The activity must be sponsored by a school organization with the advisor's approval.
- B. A request to sponsor an activity and use of school facilities will be submitted to the Principal ten (10) days prior to the date. (Appropriate request forms can be found in the main office.)
- C. If approved, the date and time of the activity is placed on the school calendar.
- D. Only students who are attending Fruitport Middle School may attend dances unless otherwise approved by the Principal. Guests must complete a request approval form and submit the completed form to the office prior to the dance. Names of guests not enrolled in school must be submitted/approved by the administration.
- E. There will be approved chaperones at all dances in which there is a mixed group, three of whom will be teachers, (they have complete authority) and three parents from the members of the organization.
- I. School regulations regarding student conduct will prevail at all times. Clothing worn will be school appropriate attire.
- J. All decorations must conform to the regulations as established by the State Fire Marshal.
- K. When equipment such as a P.A. System or other equipment is needed,

approval will be obtained from the principal.

- L. Care of money (change from ticket sales) and cleanup shall be the responsibility of the faculty advisor.

EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request when first determining that:

- A. The activity has been initiated by students
- B. Attendance at the meeting is voluntary
- C. No agent or employee of the District will promote, lead, or participate in the meeting
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

Cross-reference:

NEOLA 5730 *Equal Access for Non District-Sponsored Student Clubs and Activities*
MCL 380.1299 20 USC 4701 *et seq.*

ATHLETICS

The Athletic Code applies to all students who want to participate in athletics. **An Athletic Handbook is available for all athletes and on request through the Athletic Director/Secretary.**

Please note that the Drug-Testing of Athletes Guidelines are available in the Athletic Handbook.

Athletics includes competitive sports and cheerleading (sideline and competitive). This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to

their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Fruitport Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact the Athletic Director, at 865-3101.

SPECTATORS

Spectators at athletic events are expected to maintain high standards of sportsmanship at all times. They should appreciate good play on the part of the opponents as well as by our own teams. They should respect the decisions of the officials during the game. Visiting teams are guests while at our school and should be shown every courtesy. Victories are worth nothing unless won with an attitude of good sportsmanship.

WHAT IS EXPECTED IN GENERAL

- Students in attendance at after-school events are expected to have fun by demonstrating positive enthusiasm without causing harm, danger or embarrassment to others or to the school.
- Students are to follow all rules that are in effect during the school day at after-school events.
- Students are to demonstrate respect toward fellow students, opponents, players, coaches and officials.
- Students are to police their own ranks and demand proper behavior from fellow students. One's individual behavior can affect the total group.
- Students are expected to demonstrate respect and pride for the school.

WHAT IS SPECIFICALLY EXPECTED

- During the National Anthem, students are to face the flag, not to talk, listen to the public address announcer for instructions to sing or not, and to remain still until the end of the anthem.
- Proper language is to be used. No swearing or language which is offensive to others will be tolerated. High school events are a family activity. Individual and group vulgarity is unacceptable, as is taunting, trash talk and other verbal forms of harassment and booing of players, coaches and officials.
- Obscene gestures are unacceptable.
- Dangerous and boisterous behavior--pushing, shoving or fighting and passing of students, is not acceptable.
- The throwing of objects, even toilet paper, at fellow spectators, band members, cheerleaders, officials, players or onto the playing surface, is unacceptable, and could result in an injury or the team being penalized by the game official.
- Respect is the key to good sportsmanship. Opponents should be respected. They are not enemies, but fellow teenagers who happen to attend other schools.

- Be modest and humble in victory or defeat. It is easy to be a good winner and difficult to show class when you lose.
- Acknowledge good plays by both teams.
- Be concerned with anyone who is injured. Give concerned applause when an injured athlete is aided from the field or court.
- Work together with cheerleaders for positive chants and avoid obscene, degrading or elitist cheers--when you participate in an elitist cheer, you give support to an elitist image.
- At halftime, watch any performance or presentation if possible, acknowledge the hard work, preparation and performance of those involved, and do not in any way, detract from the performance.
- After the game, do not tease or belittle the opponent in any way and be pleasant and gracious to everyone.

WHAT THE SCHOOL WANTS MOST

- Exemplary sportsmanship from players and fans.
- To be proud of its teams and fans at contests.
- A large student turnout at events.

CONSEQUENCES, IN EFFECT FOR ALL GAMES

- **All regular school rules are in effect.**
- Violation of rules may cause: Being evicted from the game/premises; receiving in-school suspension or suspension from school; a required parent conference before re-admittance to regular class; prohibition from attending future events; possible cancellation of all spectators from attending a sport; possible cancellation of sports.

TRANSPORTATION CODE OF CONDUCT

Transportation is a privilege offered to K -12 students of Fruitport Community Schools. Appropriate student behavior is an expectation for riding Fruitport Community Schools' buses. This expectation is enforced to and from school, field trips, sporting events, or any other time students are riding in Fruitport Community Schools' vehicles. These expectations follow and are in accordance with the laws for the State of Michigan and policies set forth by the Fruitport Community Schools Board of Education.

Students will be assigned to one bus in the morning and one bus in the afternoon. Students **MUST** ride the bus they are assigned and **MUST** board and depart from the bus at the assigned bus stop. We are unable to allow students to ride a bus other than their assigned bus. **NO BUS PASSES** will be given to any student without prior authorization from the Transportation Department at 865-3196 option 1.

The school bus and school vehicles are an extension of the District itself. All rules, policies, and procedures that apply in school will also apply on the bus. Students must follow

all school expectations as well as bus expectations. Failure to do so will result in disciplinary action up to and including bus suspension.

It is the responsibility of the parent or legal guardian to see that each student gets safely to, from, and is safe while at the bus stop. Be on time at the designated bus stop 5 to 7 minutes prior to scheduled time. **Drivers will not wait for students who are not at their designated stop on time.**

Alternative transportation needs to be provided for oversized objects, animals or plants that need to be transported to or from school.

BUS CONDUCT

Before and during loading (at the stop and at school) each student shall:

- Be on time at the designated loading zone 5 to 7 minutes prior to scheduled departure time.
- Stay off the road at all times while walking to and from the bus stop and while waiting for the school bus.
- Ride assigned bus only.
- Line up single file at least 10 feet off the roadway.
- Not approach the bus until it's completely stopped and cross in FRONT of the bus upon direction from the driver.
- Go directly to a seat and be seated.
- Be respectful of others and their property.

During the bus ride each student shall:

- Be seated quickly, slide over for others, remain seated and face forward at all times, and keep head, hands, arms, legs and objects to oneself and inside the school vehicle at all times.
- Refrain from using any aerosol spray, cologne, perfume or other items with strong odors while on the bus out of consideration and wellbeing of others.
- Keep the bus clean and safe.
- Not throw anything from the bus.
- Keep all bags, backpacks, band instruments, etc. on student's lap.
- Be respectful of others and their property.
- Not bring food or beverage items on the bus.
- Keep the aisle and exits clear at all times.
- Use appropriate language and topics; No harassing others (physically, verbally or sexually). No spitting, biting, hitting, pulling hair, fighting, or profanity.

Exiting the bus each student shall:

- Exit the bus only at their assigned bus stop.
- Stay seated until the bus comes to a complete stop and the door opens.
- Take only their belongings with them.
- Exit in an orderly manner.
- Remove earbuds and headphones from both ears when exiting & crossing the road.
- Hold the handrail while using the steps.

- Take 10 giant steps away from the front of the bus and cross in FRONT of the bus upon direction from the bus driver.
- Be respectful of others and their property.

A student may be suspended and/or permanently lose riding privileges for engaging in gross disobedience or misconduct including but not limited to the following: Violating any school rule or school district policy, willful injury or threat of injury to a bus driver or to another rider, willful and/or repeated defacement of the bus, repeated use of profanity, or repeated willful disobedience of a directive from a bus driver or other supervisor, or other behavior the building principal deems to threaten the safe operation of the bus and/or its occupants.

CELL PHONES OR OTHER ELECTRONIC DEVICES

- Screens need to be dimmed as the light can interfere with the driver’s ability to see.
- Students must use earbuds or headphones, no speakers allowed.
- Students must be responsible for any electronic device that they bring on the bus. If an electronic device causes ANY driver distraction or disrupts the safe operation of the bus, such device(s) WILL BE confiscated by the bus driver.
- Disrupts or violates the rights of others, including using the device to take photographs or videos.

Video Cameras may be active on the bus to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Cross Reference:
 NEOLA 7440.01 *Video Surveillance and Electronic Monitoring*
 NEOLA 8600 *Bus Discipline Guidelines For Student Transportation*
 NEOLA 8600 *Transportation*

PARKING

VISITOR PARKING

The school has 1 location available for school visitor parking. It is located in front of the building and is clearly marked.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:
 NEOLA 5514 *Use of Motor Vehicles*
 NEOLA 5514.01 *Student Use of Motor Vehicles*
 NEOLA 5771 *Search and Seizure*

STUDENT CONDUCT

STUDENTS' RESPONSIBILITIES AND RIGHTS

The policies, rules and regulations published here are representative of the official position of Fruitport Community Schools and have been approved by the Superintendent and adopted by the Board of Education for the purpose of carrying out the educational process. The policies set forth are guidelines for proper student conduct while the rules and regulations dictate action, which may be taken in specific situations. Each policy, rule and regulation was adopted with a dual purpose of providing each student with a quality education and providing for the orderly operation of the school.

PHILOSOPHY - RE: STUDENTS' RIGHTS

The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual or by external authority. It includes the entire program of adapting the individual student to life in society and involves two major emphases:

1. To guide the student, enhancing the immediate efforts of teachers and other students in the learning situation and, therefore, does not threaten the classroom and those students who avail themselves of such a learning environment.
2. To assist the student in becoming a responsible, productive and self-disciplined citizen within the school in preparation for assuming adult responsibilities.

The school system has a responsibility to assist students to assume more responsibility for their actions as they mature and gain experience. One purpose of the school is to help students develop self-control and self-discipline.

Since students are basically motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding students and understanding, establishing, and maintaining these acceptable behavioral standards. However, administrators, teachers, and school employees also have rights, privileges, duties and responsibilities. The school is required by law to maintain a suitable environment of learning and has the responsibility of maintaining and facilitating the educational program. To maintain the necessary environment, school administrators have both the inherent and statutory authority to maintain order and discipline in the schools by adopting reasonable rules and establishment, maintenance, management, and carrying on of the public school system. This responsibility necessarily encompasses rules and regulations relative to the conduct of students on school property, at school events, and in other situations where school authorities have general supervisory jurisdiction.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado and lockdown 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 emergency medical information kept up to date 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 submit those needs, in writing and with proper documentation by a physician, to the school office. **All medications, prescribed and non-prescribed, are to be delivered to the school office by a parent and taken only with adult supervision.** The Principal or Assistant Principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

Student identifications will be provided for all students to be used for participation in the food service program, library-media program and to enhance security. **Lost or defaced cards must be replaced by the student at a cost of \$5.00.**

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to handle inquiries regarding the School District's nondiscrimination policies:

Greg Bodrie
Fruitport Community Schools
3255 Pontaluna Rd.
Fruitport, MI 49415
(231)865-4100

The School District's complaint procedure may be obtained from Greg Bodrie.

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Cross-Reference: <i>NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity</i>

ACCOMMODATING PERSONS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference: <i>NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity</i> <i>NEOLA 2260.01 Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities</i>

BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Fruitport Middle School cannot govern bullying related events outside of the school day. If such an event occurs outside the school day, FMS encourages families to let the school know so we can help assist in a resolution, however FMS will not hand out consequences in such events. Fruitport Community School encourages families to contact OK2SAY to anonymously report bullying, self-harm, or harm to others. You can contact OK2SAY via phone 855-565-2729. Via text: OK2SAY. Via email OK2SAY@mi.gov. OK2SAY official contact school officials to help work out problems and situations.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion,

physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Trista Stingle, Middle School Assistant Principal
Monte Kelly, Middle School Principal

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension or expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Cross-References:

MCL 380.1310b

MCL 380.1300a

NEOLA 5517 *Anti-Bullying/Anti-Cyberbullying*

NEOLA 5517.01 *Anti-Harassment*

SEXUAL HARRASMENT

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence of a sexual or sex-based nature, imposed on the basis of sex, that:

Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

Has the purpose or effect of:

Substantially interfering with a student's educational environment

Creating an intimidating, hostile, or offensive educational environment;

Depriving a student of educational aid, benefits, services, or treatment; or

Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

MAKING A COMPLAINT

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Nondiscrimination Coordinator:

Greg Bodrie
3255 Pontaluna Rd.
Fruitport, MI 49415
(231)854-4100
gbodrie@fruitportschools.net

Complaint Managers:

Monte Kelly, FMS Principal
Trista Stingle, FMS Assistant Principal

CARE OF STUDENTS WITH DISABILITIES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

Sign the Diabetes Care Plan.

Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the Building Assistant Principal at (231) 865-4033.

<p>Cross-Reference:</p> <p>NEOLA 2260.01 <i>Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities</i></p> <p>Section 504 of the Rehabilitation Act of 1973 (Section 504)</p> <p>Americans with Disabilities Act of 1990 (ADA)</p> <p>Individuals with Disabilities Education Act (IDEA)</p> <p>Family Educational Rights and Privacy Act (FERPA)</p>
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STUDENTS WITH SEVERE FOOD ALLERGY OR CHRONIC ILLNESS

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (231)865-4024.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized

Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available at the high school office.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

Cross-Reference:
NEOLA 2260.01 *Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities*
Section 504 of the Rehabilitation Act of 1973 (Section 504)

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living, are eligible to attend.

Contact the school office for additional resources and information regarding support that may be available.

Cross-References:
NEOLA 5111.01 Homeless Students
McKinney-Vento Homeless Assistance Act

SUICIDE/DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross-Reference:
NEOLA 5350 *Student Self Harm/Threat Of Suicide*

PARENTAL INVOLVEMENT

The school has annual meetings for all parents/guardians.

At these meetings, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meetings and participate in the discussions that occur. Parents/guardians should use the meetings as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- (d) timely responses to suggestions.
- (e) a school sponsored, Parent Advocate.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Allison Camp at (231)865-4100.

Cross-reference:
NEOLA 2112 Parent Involvement in the School Program
NEOLA 2261.01 Parent Participation in Title I Programs
NEOLA 2261.02 Title I - Parents' Right to Know

CONCUSSIONS AND HEAD INJURIES

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

Cross Reference:
MCL 333.9155
MCL 333.9156
MHSAA Handbook
Michigan Department of Community Health
NEOLA 5340.01 *Concussions and Athletic Activities*

ATTENDANCE

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Fruitport Middle School has an attendance policy to avoid these negative consequences.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (2) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (3) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (4) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (5) The child has graduated from high school or has fulfilled all requirements for high school graduation.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Cross-reference:
 NEOLA 5200 *Attendance*
 NEOLA 5223 *Absences for Religious Instruction*
 NEOLA 5230 *Late Arrival/Early Dismissal*
 MCL 380.1561

ATTENDANCE PHILOSOPHY

Fruitport Community Schools believes that regular school attendance is essential and a major factor in the academic success of each student. Therefore, students enrolled at the middle school are expected and required to attend school every day. The active participation and interaction by students in the classroom is an essential part of the instructional process and may only be experienced through regular school attendance. Through the cooperative efforts of parents and the middle school it is hoped each student will develop and maintain attendance habits and attitudes, which will be essential to his/her present and future success.

Attendance Policy

Fruitport Middle School values and understands the importance of student attendance at school. If a student accumulates 5 unexcused absences, the school will send a communication to the parent/guardian. At 10 unexcused absences, the student will be referred to the schools Tier II intervention team and a second communication will be sent to the parent/guardian. At 15 unexcused absences, the school will send a third communication to the parent/guardian and the administration will meet with the parent/guardian (and the school attendance liaison) to discuss possible support. If attendance concerns persist, the school has the responsibility to refer to the Muskegon County Prosecutor's Office for further assistance.

PROCEDURE FOR REPORTING ABSENCES

Parents/Guardians must call the office (865-3128) on the day of the absence. **However, if this is not possible please know that you may use our voice mail system, 24 hours a day.** If no call is received, a call may be made to the home inquiring as to the absence. In instances where the parent/guardian does not contact the office and where the office is unable to contact the home, the student should present a note on the date of his/her return to school to the office. The note must contain the student's full name, dates of absence, reason for the absence and signature of parent/guardian. **Notification must take place by the end of the school day on the first day the student returns to school from absence.** This is the student's responsibility not the schools.

The following DO NOT count toward unexcused absences:

Field trips, athletic events, court subpoenas (must submit a copy), immediate family funeral, and medical absence. For medical absences, proper documentation must be received by the Student Services Office within 24 hours of the students return to school.

TARDIES

The school day will begin with a five (5) minute warning bell. It is the student's responsibility to secure the proper pass for late admittance to class. Tardies can be excused if a staff member legitimately detains you and a pass is secured in advance of reporting to your next class. **Tardies are defined as entering the classroom after the final bell within 10 minutes of the start of class.** After 10 minutes, the student will be given an unexcused absence. If a student is not in the classroom when the bell rings, they will be marked tardy. After 6 tardies, students will be asked by school administration to make up lost instructional time. Continued tardiness may result in further administrative action.

Cross-reference:

NEOLA 5200 *Attendance*

NEOLA 5223 *Absences for Religious Instruction*

NEOLA 5230 *Late Arrival/Early Dismissal*

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

MCL 380.1561(3)

NEOLA 5223 *Absences for Religious Instruction*

MAKE-UP WORK

If a student is absent, he/she will be permitted to make up any missed work, including homework and tests. If a student misses an assessment, they may need to come in outside of class time to complete the assessment. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Academic and behavioral criteria will be set and communicated for special trips and will not follow the above makeup work criteria.

Cross-reference NEOLA 5200 <i>Attendance</i>

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

In an effort to support our students/families with regards to Truancy, Muskegon County and Fruitport Community Schools are implementing [Operation Graduation](#).

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Cross-references: NEOLA 5200 <i>Attendance</i> MCL 380.1599 MCL 380.1561

INJURY, ILLNESS, EARLY DISMISSAL PROCEDURES

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 must request permission from the teacher to go to the office. 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. **Any deviation from this procedure will be considered an unexcused absence.**

Any student who has personal business that needs to be completed during the school day **must** check out in the office **prior to leaving** school and check back in upon returning, even if they are leaving during lunch. Any deviation from this procedure will be considered an unexcused absence/no check out .

GRADING PROCEDURES

Given that regular school attendance is essential and a major factor in the academic success of each and every student, it should be emphasized that credit in class is earned daily by the student's performance on tests, quizzes, class assignments and not the least of which is class participation. The classroom teacher's grading procedures will determine what constitutes daily class participation. **It is the student's responsibility to know the teacher's classroom procedures on daily class work, homework, make-up assignments and overall grading.** (This information will be provided to each student at the beginning of each semester).

SUSPENSION

Students who are suspended from school will have the opportunity to make up work. See the Make-Up Work section above for more information.

EARLY DISMISSAL

Students, who must leave school during the regular school day, **must** check out in the office before leaving, including when leaving during the lunch period. **A note from a parent/guardian or a phone conversation between parent/guardian and school official/secretary is mandatory before the student leaves the building.** This is the only process, which will excuse the absence.

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 extracurricular program. No student may participate in any school- sponsored trip without parental consent. Students who attend a field trip will be verified through their attendance, and this absence will not count toward the nine total absences allowed per semester. The determination of academic and non-academic field trips will be at the discretion of school administration.

LUNCH/BREAKFAST

Cafeteria Expectations

- Students are not permitted to save seats for other students.
- Students are expected to walk to lunch.
- Students are expected to be orderly and maintain a voice level 0-2.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students are not permitted to throw food, drinks.
- Students are expected to clean up after themselves before leaving the table.
- Students are asked to report spills and broken containers to cafeteria staff immediately.
- Students are not permitted to save places in line, cut in line, or otherwise intimidate their way into line for food service.
- Students are not permitted to leave the cafeteria area until after the appropriate bell rings, or otherwise directed by staff.
- Students are expected to sign out to use the restroom and use a pass.

- Students are expected to follow the instructions of all staff and show proper respect toward all cafeteria personnel.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

COMMUNICATION BETWEEN HOME AND SCHOOL

In order to effectively and accurately keep track of all of our students at Fruitport Middle School, it is vital that communication between school and the student's home remain timely and informative. Parents/Guardians who remember to call the school when their child is home will save time and help make their student's re-admittance to class the next day that much smoother. Becoming familiar with school district policies and procedures by attending parent/guardian meetings and reading the materials sent home would also help promote good communication.

As a student or parent/guardian of a student at Fruitport Middle School, you can also expect the following communication procedures:

1. FMS teachers communicate using phone and email. The Google Classroom platform is used to manage their classes. Class documents and information may be found there.
2. School administration will send weekly announcements electronically with important upcoming dates and a weekly school schedule.

STUDENT CODE OF CONDUCT

To promote consistency and to make known the school's expectation, the following guidelines are given. They are not all inclusive, and will not give a clear cut answer to every question. These guidelines do describe the atmosphere we believe is most conducive to maintaining an optimal environment for "excellence in education".

Respect for people - A primary goal of education is to prepare students for a healthy, functional life in society. This goal can best be accomplished in a teaching learning environment built upon mutual respect. The following guidelines are relevant:

1. All teachers, staff members, and students are to be treated respectfully.
2. Language both in nature and tone must be appropriate for school. Profanity and vulgar slang expressions will not be tolerated.
3. **Displays of affection should be appropriate for a public place.**
4. Upon request from any staff member a student will identify himself/herself.
5. Fighting, roughhousing, harassment, etc. have no place in school.

Respect for Property Destruction or theft of any property will not be tolerated. The following guidelines are relevant:

1. School property such as textbooks, chromebooks, lockers, desks, etc., should be used, not abused. Once such property is assigned for the student's use, it is his/her responsibility to keep it in good repair. Failure to do so will result in appropriate fines for replacement or repair of that particular item.
2. Private property of students must be respected. Those involved in the theft of any item may be referred to the police and will be disciplined at school.
3. Private property of our neighbors should be treated with care. Loitering on or littering of lawns near school or the church is unfair and a negative reflection on all members of the school community.

General Behavior Expectations:

1. There is a good reason to believe that people act according to the way they dress. While fashion changes, the reason for being in school does not. Students are in school to learn. We encourage students to dress in a fashion (dress, accessory, and hairstyle) which reflects a serious approach in school, neat, clean, and modest. Anyone dressed in a way that disturbs the educational process and/or the normal routine operation of the school or in a manner that creates a health or safety hazard will not be admitted to class and will be required to change their attire before being admitted back to class. Students who refuse to change and choose to go home will be given an unexcused absence for those class periods missed.
 2. Any organized disruption of ongoing activities such as "skip days" will be dealt with depending on the seriousness of the disruption. Penalties range from detention to expulsion.
 3. Any student found to be truant from a school assembly will be held accountable.
 4. **Any student consciously involved in any act of cheating or plagiarism on an assignment, exam, test, or quiz will receive a grade of "0" or "F" for that assignment. A second violation in that class will result in a grade of "F" on the assignment and a parent meeting with the classroom teacher.**
- a. Plagiarism includes any one or more of the following:
1. Using specific ideas or concepts without citing the source.
 2. Using the wrong bibliographical information to cite information.
 3. Using more than three words directly from a source and not placing them in quotations and citing the source.
 4. Using words of the original source, but changing the order of the words is still plagiarism even if you cite the source because the information is not in your own words.
 5. Copying and pasting from the internet, google docs, or any other electronic source.
- b. To avoid plagiarism, you must give credit whenever you use:
1. Any other person's idea, opinion or theory.
 2. Any facts, statistics, graphs, drawings – any pieces of information that are not originally your own or common knowledge.
 3. Quotations of another person's actual spoken or written words.

4. A paraphrase or summary of another person's spoken or written words.

SCHOOL DRESS CODE/STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Winter coats, long or heavy coats, flags/capes, and sunglasses may not be worn in the building during the school day and must be kept in a student's locker.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing that is poorly fitting, showing skin and/or undergarments may not be worn at school. Shirts that expose the midriff, tube tops, and spaghetti straps are not permissible.
6. The length of shorts or skirts must be appropriate for the school environment. Shorts and skirts must be at least thumb-tip length when hands and arms are placed naturally at the student's side. If shorts or skirts are too short the student will be required to change clothing.
7. Low riding pants are unacceptable.
8. Appropriate footwear must be worn at all times.
9. No clothing that is sexually provocative or gang related.
10. Hats, hoods and other headwear must be removed from the start of the school day until the end of the school day. Students violating this rule will have their hats confiscated.
11. Headwear associated with religious/cultural belief may be permitted per building administrator approval.
12. If there is any doubt about dress and appearance, the building principal will make the final decision.
13. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
14. No face paint or writing on faces, arms, etc. without the permission of administration.

Cross Reference: NEOLA 5511 <i>Dress and Grooming</i>
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Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Use of Tobacco - **Fruitport Community Schools maintain a smoke free/tobacco free/nicotine free environment at all times.**

Smoking, including e-cigarettes/"mods" and other tobacco uses such as the use of chewing tobacco, are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco including e-cigarettes during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. Possession of chewing tobacco or cigarettes including e-cigarettes may result in suspension depending upon the circumstances involved. At the very least, any chewing tobacco or cigarettes including e-cigarettes **will be confiscated and parents contacted.**

Students caught smoking including e-cigarettes/"mods" or using tobacco products on the school premises, at school related activities, within 1000 feet of the property boundaries of the school, or on buses or bus stops will be disciplined up to including suspension. When possible other alternatives will be utilized.

The use of tobacco products by individuals under the age of 18 is illegal. Students caught using or possessing tobacco may be referred to the Fruitport Police Department.

3. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
4. Using, possessing, distributing, purchasing, or selling: any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a

student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or implied represented to be an illegal drug or controlled substance.

5. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
6. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Any student who violates the rules listed above are subject to discipline up to and including expulsion. The following shall serve as guidelines when determining student discipline for the above mentioned rule violations.

Case I - Where school officials have proof that a student has unlawfully distributed or sold any drug, marijuana or other controlled substance, regardless of quantity or has distributed any alcoholic beverage, the Administration will recommend expulsion of the student.

Case II - Where school officials have found a student in possession of any drug, marijuana or other controlled substance or alcohol beverage in a quantity suggesting more than personal use, the Administration will recommend expulsion of the student.

Case III - Where a student is in plain possession of any drug or marijuana, seeds, scraps, paraphernalia, pill, capsule, or other controlled substance or alcoholic beverages, where quantity suggests personal use, the Administration will suspend for a period of up to ten (10) days and place a student on probation. A second offense anytime during their middle/high school career will result in a recommendation to the Board of Education for expulsion.

Case IV - Where school officials have reasonable cause to believe that a student has used a controlled substance, narcotic, marijuana or alcohol, 1) The Administration will inform the parents. 2) The Administration will suspend for a period of up to ten (10) days and place a student on probation. A second offense will result in a recommendation to the Board for expulsion.

Use of Breath-Test Instruments - The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The use of breath-test instruments may also be used randomly during the school day or at any other school sponsored event.

7. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a "look alike" weapon.

8. **Fighting** - Students will not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, administrator or other appropriate adult. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official.

When it is possible to make a distinction between the fighters as to who may be more responsible for the fight, the penalty may be adjusted accordingly. When such a distinction does not exist, both fighters will be disciplined. In addition, anyone found guilty of inciting a fight or interfering with the orderly procedures of the school will face discipline. It must also be noted that students who observe a fight are to notify an adult immediately. Those who choose to actively watch or encourage students to fight will be held responsible and disciplined accordingly.

9. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the school administration grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

10. **Possession of cell phones, electronic equipment, and nuisance items**
– Students are allowed to use cell phones and other electronic devices before school and after school. **Students may use cell phones and/or electronic devices in the classroom provided they follow the guidelines displayed in the classroom.** Students are not allowed to bring radios, "boom boxes", CD players, portable TV's, or any similar items. All items are subject to confiscation.

Violations will be handled as follows:

- A. **First Offense** - Staff will ask the student to take their personal phone/electronic device to the office. The student may pick up their personal phone/electronic device at the end of the school day.

B. Second Offense - Staff will ask the student to take their personal phone/electronic device to the office. The student will be given a form with research to read and discuss with parent/guardian explaining why policy is in place. The student may pick up their personal phone/electronic device at the end of the school day.

C.Third Offense - Staff will ask the student to take their personal phone/electronic device to the office. A parent or guardian must come into the building to retrieve the device.

D. Beyond Third Offense - Staff will ask the student to take their personal phone/electronic device to the office. A parent or guardian must come into the building to retrieve the device. The administration may request a meeting with the parent/guardian and/or student to no longer bring their personal phone/electronic device to school.

11. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
12. Disobeying rules of student conduct or directives from staff members or school officials.
13. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
14. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. The use of racial slurs or racial intimidation will not be tolerated.
15. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
16. Engaging in teen dating violence.
17. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
18. Entering school property or a school facility without proper authorization.
19. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the

presence of a bomb or explosive device on school grounds, school bus or at any school activity.

20. Being absent without a recognized excuse.
21. Wearing a winter jacket/flag/cape throughout the school day.
22. Carrying a backpack/bag throughout the school day.
23. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
24. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
25. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
26. Making an explicit online threat against a school employee, a student, or any school-related personnel if the online application through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
27. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

WHEN AND WHERE CONDUCT RULES APPLY

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - (a) be a threat or an attempted intimidation of a staff member; or
 - (b) endanger the health or safety of students, staff, or school property.

Cross Reference:

NEOLA 5136 *Cell Phones and Electronic Communications Devices*

NEOLA 5530 *Drug Prevention*

NEOLA 5530.02 *Chemical Dependency*

MCL 380.1303

MCL 380.1311

MCL 380.1313

MCL 380.131

STUDENT DISCIPLINE

The Board of Education is continually concerned about the safety and welfare of District students and staff, and therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment. School rules apply going to and from school, at school, during lunch, on school property, at school sponsored events and on school transportation.

DISCIPLINARY MEASURES

The following list of disciplinary measures is a range of options that will not always be applicable in every case.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Delayed Start study, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

In compliance with State and Federal law, the School Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such a term does not include an antique firearm.

The School Board need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the School Board that:

The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
the weapon was not knowingly possessed; the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

PHYSICAL OR VERBAL ASSAULT

The School Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The School Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The School Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the School Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

"At school" means 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.

FACTORS TO BE CONSIDERED BEFORE SUSPENDING/EXPELLING A STUDENT

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (*Superintendent*) shall consider the following factors:

- the student's age
- the student's disciplinary history
- whether the student has a disability
- the seriousness of the violation or behavior
- whether the violation or behavior committed by the student threatened the safety of any student or staff member
- whether restorative practices will be used to address the violation or behavior
- whether a lesser intervention would properly address the violation or behavior

The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (*Superintendent*) will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

RESTORATIVE PRACTICES

The District will attempt to use Restorative Practices as an alternative to suspension or expulsion of a student. Restorative practices emphasize repairing the harm to the victim and school community caused by a student's misconduct.

- are initiated by the victim;
- are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as the student apologizing; participation in community service, restoration of emotional or material losses, counseling; paying restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

ALTERNATIVE SERVICES

An expelled or suspended student may be enrolled in other alternative school programs upon the Superintendent's recommendation and Board approval. Students who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to these students.

SUSPENSIONS/EXPULSIONS - REQUIRED BY STATUTE

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a *firearm or dangerous weapon* in a weapon-free school zone together with the name of the school, the number of students expelled, and the types of firearm or weapons that were brought into the weapon-free school zone.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- The Superintendent shall, within ten (10) school days after receiving the request, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board.

The recommendation may be for unconditional reinstatement, conditional reinstatement, or non reinstatement, based on the committee's consideration of:

- the extent to which reinstatement would create a risk of harm to students or school personnel;
- the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
- the age and maturity of the student;
- the student's school record before the expulsion incident;
- the student's attitude concerning the expulsion incident;
- the student's behavior since the expulsion and the prospects for remediation;
- if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - participate in an anger management program or other counseling activities;
 - cooperate in processing and discussing periodic progress reviews;
 - meet other conditions deemed appropriate by the committee;
 - accept the consequences for not fulfilling the agreed upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, follow the same procedure it has established in paragraph above for the reinstatement of a District student or rely upon the recommendation of the Superintendent.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with:

- the procedures set forth above.

OR

- the standards and the procedures it determines to be appropriate under the circumstances.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement only under the provisions stipulated above.

Cross Reference:

NEOLA 5600 *Student Discipline, Conduct and Suspension or Expulsion*

NEOLA 5610.10 *Emergency Removal, Suspension, and Expulsion of Nondisabled Students*

MCL 380.1301

MCL 380.1309

MCL 380.1310

MCL 380.1310d

MCL 380.1311

MCL 380.1311a

MCL 380.1312

MCL 380.1313

20 U.S.C. 3351

State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012

HAZING

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Cross-reference:

NEOLA 5517.01 *Anti-Harassment*

MCL 750.411t

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

SCHOOL PROPERTY/EQUIPMENT/PERSONAL EFFECTS LEFT BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, Chromebooks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials or other agencies including Interquest to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENT PROPERTY

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross-references: NEOLA 5771 <i>Search and Seizure</i> MCL 380.1306 MCL 380.1313

VIDEO/AUDIO MONITORING SYSTEM

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-Reference:
NEOLA 7440.01 *Video Surveillance And Electronic Monitoring*

STUDENT ASSESSMENT

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

Students are required to take the iReady and M-Step Tests. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent and 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.

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

COMPUTER/CHROMEBOOK USAGE

The Fruitport Community School District believes that computer technology can positively affect the work and educational experiences for students and staff of the district. It is, therefore, a goal of the school district to make technology available for all to use as they need.

In order to fulfill this commitment, it is essential to the district that the computer hardware, software, data and networks be maintained in a secure environment and be used in a responsible manner.

TECHNOLOGY ACCEPTABLE USE POLICY

Fruitport Community Schools Acceptable Use Policy and User Agreement for FCS Technology Resources Student Form The purpose of this policy is to define acceptable use of Fruitport Community Schools (FCS) Technology Resources by FCS students. Students are encouraged to use Fruitport Community School's Technology Resources and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these

guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the network and/or the Internet at school, students must sign the Acceptable Use Policy and User Agreement for FCS Technology Resources. Parent permission is required for minors. In exchange for the use of FCS's Technology Resources, either at school or away from school, the user understands and agrees to the following:

1. Students are responsible for their behavior and communication while using FCS Technology Resources.
2. FCS Technology Resources include, but are not limited to: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) tablets, (5) iPads, (6) servers, (7) storage devices, (8) peripherals, (9) software, (10) messaging or communication systems, (11) digital video camcorders, (12) mp3 players, and (13) digital book readers.
3. Students may only access the network or Internet by using their assigned network account. Use of another person's account or password is prohibited. Students may not allow other users to use their passwords.
4. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users or misrepresent other users on the network.
5. Students may not use technologies, websites and/or software to bypass district filters and/or content blocking software.
6. Students shall respect the integrity of computer systems and not introduce programs that harass other users or infiltrate other computer systems and/or damage another computer, system or operating system.
7. Transmission of any material in violation of any State or Federal law or regulation or Board policy is prohibited.
8. Students shall not engage in advertising products or services.
9. Students under the age of 13 may not create online accounts due to Children's Online Privacy Protection Act (COPPA) restrictions.
10. Students will not use FCS Technology Resources to engage in cyberbullying; nor access, process, distribute, display or print child pornography and other materials that are obscene or actionable, prejudicial, inappropriate and/or harmful to minors. Offensive messages, pictures, videos or other inappropriate files are also prohibited.
11. Plagiarizing is prohibited. All communications and information accessible via the network and/or Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information and attributions of authorship must be respected and cited properly. Student Acceptable Use Policy and User Agreement – Revised 5/21/12
12. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - A. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the district's computers or network. Do not use obscene, profane, vulgar, sexually explicit, defamatory or abusive language in your messages.
 - B. Never reveal names, addresses, phone numbers or passwords of yourself or other students, family members, teachers, administrators or other staff members while communicating online.
 - C. Do not transmit pictures and/or other information that could be used to establish your identity or the identity of others without prior approval of a teacher.
 - D. Never agree to get together with someone you "Meet" online without prior parent approval.
13. Malicious use of FCS Technology Resources to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software, hardware, and/or infrastructure components of a computer or computing system is prohibited. Students may not use FCS Technology Resources in such a way that would disrupt use by others. Files dangerous to the integrity of FCS Technology Resources (e.g., viruses, malware) are prohibited.
14. Only software, with prior approval of the Director of Technology, may be downloaded and installed. If a

student installs/transfers a file or software program that infects the network and causes damage, the student will be liable for any and all repair costs to make the FCS Technology Resources once again fully operational. 15. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with these guidelines, the Board or its designee reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using FCS Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. 16. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. 17. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Acceptable Use Policy and User Agreement for FCS Technology Resources." 18.

Proprietary rights in the design of web sites hosted on the District's servers remains at all times with the Board. H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 19

Parent/Guardian and Student Handbook Acknowledgment and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date