

Fruitport Community Schools

# Elementary Student and Parent Handbook



Empowering individuals to positively impact their world.



Dear Parents,

This Student-Parent Handbook is provided to you to help you become familiar with our school procedures and policies.

The teachers have already reviewed and discussed several pertinent areas of the handbook with your student. Please take a few minutes to review the contents of the handbook. A copy is available online for you to reference. Using the handbook may provide answers to questions you have about our school. However, if the answers are not here, please call the school and the staff will get an answer for you as soon as possible.

We like to think that the combined efforts of you, your children, and our staff will make the elementary schools of Fruitport effective, positive and caring environments for your children. When we all pull together positively, good things will happen.

We are looking forward to a great year.

Sincerely,

The Principals of Beach, Edgewood, and Shettler Elementary Schools

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## FREQUENTLY CALLED NUMBERS

### FRUITPORT COMMUNITY SCHOOLS:

	<b><u>PHONE:</u></b>	<b><u>FAX:</u></b>
Administration Building	231-865-3154	231-865-3393
Adult Education	231-865-3144	231-865-4046
Beach Elementary	231-773-8996	231-777-3455
Early Childhood Center	231-865-4102	231-865-4103
Edgewood Elementary	231-865-3171	231-865-4085
Family Resource Center	231-329-7739	231-865-4104
Food Service	231-865-4054	231-865-4086
Fruitport High School	231-865-3101	231-865-6351
Fruitport Middle School	231-865-3128	231-865-4086
Operations and Transportation	231-865-3196	231-865-1340
Shettler Elementary	231-737-7595	231-733-1328
Special Education Programs, Pupil Support Services	231-865-3188	231-865-3393

**Fruitport Community Schools Website: [www.fruitportschools.net](http://www.fruitportschools.net)**

**EQUAL EDUCATION OPPORTUNITY** It is the policy of Fruitport Community Schools to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, height, weight, marital or family status, religion, military status, ancestry, genetic information or any other legally protected category (collectively, "Protected Classes" while at school or a school activity should immediately contact the building principal and/or superintendent's office.

**TROJAN WAY EXPECTATIONS**  
**BE SAFE, KIND, RESPECTFUL, RESPONSIBLE, AND POSITIVE**

**PROCEDURES**

**BEGINNING OF THE DAY**

1. Upon arrival to school, walk to the designated area for your class.
2. Follow line procedures.
3. Keep your hands and feet to yourself.
4. Be prepared to come in promptly when the bell rings.
5. Stay off the parking lot area.
6. Those attending breakfast in the cafeteria should eat all food in the cafeteria; when finished proceed to classroom line outside.

**BIKE AND SCOOTER RIDING PROCEDURES**

1. Wear bike helmet at all times.
2. Lock your bike in the bike rack.
3. Walk your bike or scooter on school sidewalks.
4. Obey bike rules of the road.

**END OF THE DAY**

1. Quietly get belongings that need to be taken home.
2. Keep your hands and feet to yourself.
3. Follow the Trojan Way, as you leave.

**EMERGENCY PROCEDURES**

1. Stop what you are doing.
2. Do not talk.
3. Exit the building in a line with your teacher.
4. Walk to your designated area.
5. Re-enter when instructed by a teacher.
6. Follow the Trojan Way - Safe, Kind, Respectful, Responsible, and Positive.

**GUEST TEACHER (SUBSTITUTES)**

1. Remember and use classroom expectations.

**HALL APPEARANCE**

1. Hang your coat and hat up.
2. Secure your backpack.
3. Place your boots neatly in designated area.
4. Place gloves and hats in locker.
5. If you see anything on the floor, pick it up.
6. Close lockers all the way without items hanging out.

## **HALLWAY PROCEDURES**

1. Walk quietly.
2. Face forward.
3. Keep your hands and feet to yourself.
4. Stay with your class.

## **INSIDE RECESS**

1. Use quiet voices.
2. Walk safely.
3. Follow classroom Trojan Way Expectations.
4. Choose appropriate indoor activity.
5. No internet usage.

## **LIBRARY**

1. Use Trojan Way Expectations- Safe, Kind, Respectful, Responsible, and Positive.
2. Respect books and all other materials.
3. Use a quiet voice.

## **LUNCH ROOM**

1. Walk into the cafeteria quietly.
2. Use Trojan Way Expectations.
3. Treat all adults with respect.
4. Keep hands and feet to yourself.
5. Clean up after yourself.
6. Use restaurant behavior.

## **OUTSIDE RECESS**

1. Dress appropriately for the weather.
2. Keep hands and feet to yourself.
3. No rough play.
4. Line up immediately when bell sounds.
5. Follow the Trojan Way - Safe, Kind, Respectful, Responsible, and Positive.

## **PLAYGROUND SAFETY**

1. Stay on the playground within boundaries.
2. Leave sand, sticks, rocks, snowballs, woodchips, etc. on the ground.
3. No rough play.
4. Use appropriate language.
5. When you need to go into the school building, get permission first.
6. Follow the Trojan Way - Safe, Kind, Respectful, Responsible, and Positive.

## **RESTROOM PROCEDURES**

1. Follow the Trojan Way - Safe, Kind, Respectful, Responsible, and Positive.
2. Always flush.
3. Wash your hands.
4. Take care of business quickly and quietly.
5. Respect the privacy of others.
6. Report any spills, needs, or messes.
7. Promptly return to your classroom.

## **ROOM VISITOR and AUDIENCE PROCEDURE**

1. Enter quietly.
2. Sit on your pockets.
3. Keep your hands and feet to yourself.
4. Listen closely and follow instructions.
5. Wait to be dismissed by your teacher.
6. Follow the Trojan Way - Safe, Kind, Respectful, Responsible, and Positive.

## **STUDY TRIPS**

1. Follow the Trojan Way - Safe, Kind, Respectful, Responsible, and Positive.
2. Stay with your chaperone at all times.
3. Be safe and walk with your group.

## **TORNADO DRILL**

1. Stop what you are doing.
2. Do not talk.
3. Immediately walk to the designated area with your teacher.
4. Quietly sit "Tornado Style" and wait patiently for instructions.

## **WALKING HOME PROCEDURES**

1. Leave building immediately.
2. Walk on sidewalks when available.
3. Avoid walking through the parking lot.
4. Go straight home.



## GENERAL INFORMATION

### Part I

#### **ABSENCES**

If your child will not be in school, we ask that **for your child's safety** you call the school office and leave a message on the voice mail system. You may call anytime, day or night, to report an absence. However, we ask that you please call before **9:00 a.m.** Leave the name of your child and his/her teacher along with specific reason for absence. If you have not contacted the school you will receive an automated call to request verification on why your child is not in school.

#### **Special Note:**

The Muskegon County Health Department is working with our school to make Muskegon County a healthier place to live. To help accomplish this goal, all schools in the county are required by state law (Public Act 386 of 1978) to submit weekly reports to their county health departments, listing student absences due to communicable diseases.

**To help us accurately complete the weekly reports, please let the school staff know the type of illness causing your child's absence.** It is especially important to know if your child has a fever or rash, or has been exposed to an infectious disease such as measles, mumps, hepatitis, scarlet fever, strep throat, scabies, whooping cough, encephalitis, meningitis, chicken pox, or head lice. Please be as specific as possible. Many of these diseases have similar symptoms. This information is very helpful to the Muskegon County Health Department and their goal of preventing the spread of illness in our area. The information provided to the Muskegon County Health Department does not include a child's individual name.

#### **TARDINESS**

Arriving to school on time is most helpful for students and building routines. Lunch count is taken first thing and excessive tardies can impact this procedure. If your child arrives after the tardy bell, they must be signed into the office. Students who arrive one hour after the start of class will be considered absent for the am half day. Students who leave prior to one hour of dismissal will be considered absent for the afternoon half day.

**TRUANCY** Fruitport Community Schools follows the Muskegon County Truancy procedures. For the purpose of truancy please note the following numbers:

5 absences = Parent notification

8 absences = Parent notification and possible meeting

12 absences = Parent notification, Superintendent notification, Prosecuting Attorney notification

All cases of truancy will be examined on a case by case situation.

## **ADMISSION OF NEW STUDENTS**

Children starting kindergarten within Fruitport Community Schools must meet state age requirements for enrollment. A birth certificate, proof of residence, immunization record, and completed enrollment forms must be furnished. The State of Michigan also requires each enrolling student to have a documented vision and hearing test prior to initial entrance to school.

For the protection of all children in our school, immunization must comply with Michigan law. If your child cannot be immunized for any reason such as medical problems or religious beliefs, waiver forms must be completed, signed, and kept on file at the school. The student's Michigan Immunization Sheet must be signed by the family doctor or Health Department and filed with the school office.

In some circumstances, a child may be admitted while undergoing the necessary immunization schedule.

If state mandated enrollment documentation is not provided to the school, the child may be excluded from attending until appropriate documentation is provided.

## **ANTI-BULLYING POLICY**

It is the policy of Fruitport Community Schools to provide a safe and nurturing educational environment for all of its students. Bullying or other aggressive behavior is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Individuals involved in bullying shall receive discipline that may include suspension and/or expulsion.

The district Anti-Bullying policy (5517.01) is posted on the district website for review by all.

## **ARRIVAL AT SCHOOL**

Please **do not** drop off your children earlier than 10 minutes prior to starting time and pick them up promptly when school dismisses. This is for the safety of your children as there is no supervision on the playground prior to school starting and after the school days ends. Only on days when poor weather exists, will children be permitted to enter the building before school starts.

## **ATTENDANCE**

Good attendance is an important factor in your child's success at school. You are urged to plan family vacations to coincide with school vacations. If it is absolutely necessary for your child to be absent for a period of time, please contact the office in advance. Any essential arrangements can then be made with the classroom teacher. It is imperative that students are present during state testing. Please schedule appointments around this important school requirement.

## **BEHAVIOR**

The behavior of students directly affects their ability to learn the subject matter presented. School supervision is provided by a variety of people, including teachers, bus drivers, noon-hour supervisors, etc. It is expected that students will behave in a respectful manner and will follow the directions of those supervising them throughout the day. Please discuss these expectations with your children. Working together, proper action will be taken to correct the situation.

Classroom discipline will be handled by the classroom teacher. If there are serious or continuing behavior problems, teachers will contact parents and may refer students to the office.

Examples of consequences for inappropriate behavior are: parent contact, loss of recess, detention, parent conference, in-school suspension, out-of-school suspension, loss of study trip privileges, parents accompanying students to school or on study trips. (Please note that discipline procedures are located under "Discipline")

### **BICYCLE RIDING TO SCHOOL**

Students are allowed to ride their bikes to school. All bicycles must be kept in the bike racks during the entire school day--they are not permitted out during the school day. Bikes must be locked during the school day. Fruitport Community Schools is NOT responsible for theft or damage to bikes.

### **BIRTHDAY TREATS AND PARTIES**

If you desire to provide a treat for the class on your child's birthday, please make arrangements with the individual teacher. Due to allergy concerns, certain treats may not be permitted in a specific classroom. **When planning a party outside of school hours, please mail invitations rather than distribute invitations at school, unless all children (or all boys or all girls) in the classroom are invited to avoid disruption to the school day.**

### **CHILD CARE SERVICE**

Fruitport Community Schools offers a Child Care program at various locations. This program operates daily and includes service when the school district has half days of school. You may call the Early Child Care program at 865-4102, for more information.

### **CLASS ASSIGNMENTS**

Each year students are assigned to classes for the following year by the staff. The criteria used are achievement level of the student, the gender, learning style, special needs, and behavior patterns of the student and parent input. The above criteria are used to ensure classroom balance and ensure the academic success of all students. Fruitport Community Schools does not accept parent placement requests.

**CLOTHING/DRESS CODE** Fruitport Elementary Schools do not have a specific dress code. We do, however, believe that students should dress appropriately while attending school for the learning environment. Clothing that may damage furniture or that advertises inappropriate items (tobacco, alcohol, etc.) is not suitable for school. IF clothing is deemed inappropriate a child may be asked to change. During rainy or snowy weather, boots or waterproof footwear are a necessity. This helps to keep the water and mud in the building to a minimum. A pair of shoes should be kept at school to change into after recess. **Boots and outer articles of clothing should be labeled with your child's name.** This will help avoid the problem of lost "look-alike" clothes.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

The newsletter will inform you of coming events, accomplishments of our students, and other school information. Please be sure to read it so you won't miss important dates at school. There are a number of ways to access our school newsletter. It will be posted monthly on the school website and made available in a printed copy. Many teachers send home classroom newsletters with relevant information regarding events and curriculum.

## **COMPUTER/TECHNOLOGY USE**

Fruitport Community Schools is able to provide technology in every classroom. It is the child's responsibility to follow the rules and requirements of the district to use this equipment. Students must have a signed copy of this policy on file in the office before using school computers. Inappropriate use may result in loss of privileges and possible discipline.

## **CONFERENCES**

Parent-Teacher Conferences are held twice a year. Parents will receive their appointment times from the school. If you have concerns at **anytime** please schedule a meeting with your child's teacher by calling the office.

## **DIRECTORY INFORMATION**

Directory information includes, but is not limited to; name, address, telephone number, date and place of birth, height, weight, attendance records, and photographs. Directory information may be shared by school personnel unless written notice from parents/guardians is provided to the student's school office. See board policy 8330 for additional information and clarification regarding student records and directory information.

## **DISCIPLINE**

We believe that all students should respect other students, adults, and property. Further, we believe that safety, respect, and learning go hand-in-hand. Rules protect the rights of everyone and allow each of us to feel safe and secure.

The students within Fruitport Community Schools are taught Trojan Way Student Expectations, which are to **be kind, safe, respectful, responsible and demonstrate a positive attitude**. The staff works with students to find alternatives to unacceptable behaviors. Students not following the rules will be penalized as outlined in school and district policies and procedures.

**Corporal punishment by any staff member is not allowed. By law the caregiver is required to report evidence or knowledge of suspected child abuse or child neglect to the proper authorities.**

## **DISCIPLINE PROCEDURES**

It is important to remember that the school rules apply to students going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board, but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or school employee, or the property of such an official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

It is not possible to list every behavior that occurs and needs addressing; therefore the following “guidelines” will be followed when addressing discipline. Response to misbehavior will fall into one of two categories based upon FCS Board of Education Policy and Michigan School Code:

#### Informal Discipline:

Informal discipline is a response to student behavior wherein the consequence takes place in the School. The responses are progressive, when deemed appropriate, and include:

- A. A faculty/student conference to address the behavior
- B. An administration/student conference to address the behavior
- C. Parent contact by phone, e-mail or meeting, to solicit a partnership in addressing the behavior
- D. Change of seating or location during the school day
- E. Prior to school, lunch-time, recess or after school detention
- F. In-school suspension (alternative location for learning)

#### Detentions:

A student may be detained after school, or asked to come to school early by a faculty member, after giving the student and his or her parent/guardian a one day’s notice. The student and parent/guardian are responsible for transportation.

#### In-School Discipline:

Following due process procedures, and a parent/guardian face-to-face or phone meeting, a student may receive a consequence of an “in-school suspension”. A one day’s notice to the family will take place. The student will be exempt from all classroom activities during the given discipline. The student will be responsible for completing class work as explained by School administration.

#### Formal Discipline:

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) days, suspension for up to ten (10) school days, expulsion for up to eighty (80) days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student’s attitude and behavior that contributed to the incident that gave rise to the student’s expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of expulsion may not be appealed. Suspension, expulsion, and permanent expulsion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students, being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given opportunity to respond (due process)

Students involved in co-curricular and extra-curricular activities may lose their eligibility for violation to School rules.

If a student commits a crime while under the School's jurisdiction, he/she may be subject to school disciplinary action as well as action through local law enforcement.

#### Due Process:

"Due Process" procedures are an attempt to guarantee basic fairness. Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

#### Suspension from School:

When a student is being considered for suspension, the administrator in charge will set up a meeting to notify the student of the basis for the proposed suspension. At this meeting, the student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal (or designee) will determine whether or not to suspend the student. If the decision is made to suspend the student, he/she and his/her parent/guardian will be given notification of the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) days after the receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

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

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student and his/her representative requests otherwise. A verbatim transcript will be made and the witness sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

#### Emergency Removal:

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

#### Expulsion from School:

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent, or the Superintendent's designee, to challenge the reasons for the expulsion and/or explain the student's action. The notification will include the time and place to appear.

Students being considered for expulsion may be removed immediately. A hearing will be scheduled following school board policy. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/ or by a person of his/her choice at the hearing.

In accordance with Board Policy, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with notice of the imposed expulsion promptly. The notice will include the reasons for the expulsion, the rights of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be

held in executive session. Within ten (10) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion.

#### Discipline of Students with Disabilities:

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/ or Section 504 of the Rehabilitation Act of 1973. Any questions regarding rights under IDEIA or ADA, please call the District representative at (231) 865-3188.

#### Search and Seizure:

Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever there is reasonable suspicion that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers and desks are the property of the District and students have no reasonable expectation of privacy in their content. School authorities may conduct random searches of the lockers and their contents at any time, without announcement. Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District 12 does use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

#### **WEAPON FREE SCHOOL POLICY**

Michigan Weapon Free School Zone Act, MCL 380.1311 and the Federal Gun Free School Zone Act.

The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of 23 threats to physical well being and safety by individuals possessing weapons and/or dangerous weapons. If a child possesses a weapon in a weapon free school zone, the child will be expelled from attending school unless the child established in a clear and convincing manner at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The pupil did not knowingly possess the weapon.
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or

4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.



A child who was in grade 5 or below when expelled may petition for reinstatement to school at any time after the expiration of 60 school days subsequent to the date of expulsion. For students in grade 5 and below who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the Superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendations, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than 90 days.

Due to the seriousness of these statutes, we encourage all parents to discourage their child from bringing "toy" weapons to school, jackknives and/or other look-alike dangerous objects.

### **DRUG ABUSE**

All Fruitport Elementary Schools are designated as "Drug Free School Zones." Drugs and drug abuse are not tolerated. Drug abuse is defined as: the sale, use, or possession of alcoholic beverages, controlled substances, or use of look-alike substances.

Elementary students (grades K-5) using, in the possession of, or selling drugs, alcohol, cigarettes, or look-alikes, will be dealt with by the principal on an individual basis. Please note that there is no smoking on school property at any time.

### **ELECTRONIC DEVICES/TECHNOLOGY**

Cell phones and/or other electronic devices are not permitted within the classroom, unless instructed by the teacher. Each classroom and the office have phones and thus there is no reason a child would need to have a cell phone. Video recording and photography by students is not permitted at school or on FCS buses. Any violation of the above mentioned, may result in confiscation of the electronic device and possible discipline. At such time of confiscation any recordings and/or photographs may be deleted.

### **ACADEMIC DISHONESTY/PLAGIARISM**

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

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.

### **FOOD SERVICE**

Breakfast and lunch is served daily in the cafeteria. Both may be purchased by depositing money into your child's debit card account by sending an envelope that is clearly labeled with your child's name and purpose on it.. Directions for reviewing and electronically depositing to this account can be found online or at your child's school. You will be notified if the lunch account balance is negative. To access your child(ren)'s account online, call 865-4054 and you will be provided with log in information.

If you feel you qualify for these programs, please complete and return the application for Free and Reduced lunches available in the office. If you have a change in financial circumstances anytime during the school year, please contact the office and we will send a form home with your child(ren). Our Title 1 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.

### **HARASSMENT**

Harassment of students and/or staff is prohibited, and will not be tolerated. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. It is the policy of Fruitport to provide a safe educational environment for all. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, counselor, principal, or other adult employee. Please see the district website to review policy 3362 regarding harassment.

### **HEALTH SERVICE**

We do not have school nurses in our buildings. If you have need for a nurse's services, please contact the Muskegon County Health Department at 724-6311 or your personal physician.

### **HOMEWORK**

Homework is any activity where learning is extended after school. It gives students practice in persevering and achieve content mastery. Homework supports and extends the learning that takes place in the classroom. Although we recognize that the primary responsibility of homework is the student's, maximum success will be attained with the support and encouragement of parents and teachers.

### **ILLNESS/COMMUNICABLE DISEASES**

Parents will be contacted if and when a child becomes ill at school. You will be asked to pick up your child. Students will never be sent home without making an effort to notify a parent. When parents cannot be reached, the emergency contact information provided by parents on the "Emergency Card" will be utilized. If your child becomes infected with a contagious disease, you are requested to call and notify the school. Fruitport Elementary buildings practice a flu and fever free for 24 hour policy. Please keep your child home if they have experienced these symptoms within the last 24 hours.

Students are not allowed to remain inside for recesses unless the school has a doctor's note on file.

### **KEEPING CHILDREN AFTER SCHOOL**

If, for any reason, a child is to be kept after school, parents will be informed. Students are not permitted to use the phone to make after-school plans. These must be made in advance.

Fruitport Community Schools runs a Latchkey program at some elementary buildings. Students may be left as early as 6:30 AM and stay as late as 6:00 PM. If you have questions or wish to enroll your child in this program, you may get a brochure in the office or by contacting the Early Childhood Center.

### **LOCKERS**

School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. No stickers are to be placed anywhere on, or in, a locker.

### **LOST AND FOUND**

A Lost and Found area is located in each elementary building. Please **write your child's name in the clothing** and help your child to remember to claim their items as soon as you discover they are missing. Unclaimed items are donated to charity several times each school year. 14

### **MEDICATION**

Medications dispensed at school must be kept in the office. **No child is allowed to have medication in his/her possession.** This includes the child's coat, lunchbox, locker, backpack, etc. No child is allowed to possess non-prescription drugs at school. A parent must complete a permission form in order for us to administer any medication in their absence. All medication must have exactly the same directions on the medication bottle as is printed on the medication card on file in the office. If the child's doctor changes the medication, please be prompt about updating the office instructions. When medication is administered in the office, the information will be noted in the Medication Log and will be kept on file permanently. If your child has a condition requiring medication to be closer to them than the office, please call the school and a plan will be set up.

### **MONEY**

If you give your child money for milk, lunch, or other reasons, please put it in a sealed and labeled envelope. Checks are preferred as opposed to cash for tracking purposes. Write on the envelope your child's **first and last** name and the purpose for which the money was sent to school. Checks should be written to; FCS

### **NON-CUSTODIAL PARENTS / SHARED CUSTODY**

Upon request, the school will provide copies of report cards, newsletters, etc. to the noncustodial parent. **If there are custody disputes, we must have legal documentation on file to assist.**

### **OUTSIDE AGENCIES**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. Teachers, counselors, and administrators are "mandated reporters". It is the legal responsibility of a mandated reporter to "report", not investigate allegations of abuse and/or neglect. While the School believes these agencies should conduct

their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

The agency investigating will communicate with the building administrator the protocol to follow, based upon the nature of the investigation or interview including the student. Whenever possible, the building administrator will contact a parent/guardian as soon as possible as notification of the events regarding the situation. (For clarification see board policy 5540 – interrogation of students)

### **PET POLICY**

In the interest of safety, Fruitport Elementary Schools have a no pet policy. No pets or animals will be allowed in the school building at any time, *without prior administrative approval*. This includes, but is not limited to, dogs, cats, turtles, snakes, birds, hamsters, etc.

### **PICTURES**

All children have their pictures taken each fall for student ID cards which are used to purchase lunches and must remain at the school. If you do not want your child's pictures published in local media or on the website, it is your responsibility to inform the main office and classroom teacher in writing.

### **REPORT CARDS**

Reporting periods are determined each year. You can expect a minimum of two report cards annually. Student grades and progress can be accessed online at any time or by contacting your child's teacher. If you have any grading concerns, please schedule a conference with your classroom teacher, by contacting the office.

### **RESTRICTED ACTIVITY**

If your child requires restricted activity due to illness or injury, a doctor's excuse must be sent or faxed.

### **RETENTION**

Retention of a student, at any grade, is not an easy decision. Before a student is retained in a grade the teacher, parent, and administration will meet to discuss all options.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **SCHOOL CLOSINGS**

In the event that school is canceled or delayed because of inclement weather, or other conditions, radio and television stations will broadcast the pertinent information. This information will be broadcast before 6:30 a.m. except in unusual circumstances. All elementary building phone systems will have updated information as it becomes available. You can also expect a call from our District Notification System of a cancellation or delay.

In the event that school is canceled during the course of the regular day and children are dismissed early, an auto dialer call will be sent out.

In the event of an emergency evacuation of the building, all students will be directed to an offsite location. You will be called with information on where, when, and how to pick up your child.

In the event of a Tornado Watch, school will stay in session. Should a Tornado Warning be issued, students will proceed to designated safe areas within the school building.

### **SOCIAL MEDIA**

Social media such as Snapchat, Facebook, YouTube, etc. is not recommended for use by children under the age of 13. The school will not deal with conflict from these sites unless it impacts the learning environment.

### **STUDENTS RIGHTS TO EXPRESS SELF**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately.

A. Material cannot be displayed if it:

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

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display. Students may not apply stickers to school property, including desks and lockers.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronics, and the like, are tempting targets for theft and extortion. The school shall not be responsible for their safekeeping and shall not be liable for loss or damage to personal valuables. Students are not allowed to trade and/or sell items at school.

### **TRANSPORTATION**

Transportation is a privilege offered to students of Fruitport Community Schools. Appropriate student behavior is an expectation for riding Fruitport busses. This expectation is enforced during; to and from school transportation, field trips, sporting events, or any other time students are riding in Fruitport vehicles.

Violation of these expectations may result in a short and/or long term suspension. When a student is being considered for suspension of bus riding/transportation privileges, the transportation director or driver will notify the legal guardian. All buses are equipped with cameras, which are reviewed in disciplinary cases. The video is not shared with guardians to protect the privacy rights of other students on the bus. If there are any questions regarding transportation, please contact the supervisor at 865-3196, ext 1417.

***For more information regarding bus passenger safety, frequently asked questions, and/or transportation guidelines, please visit the district website transportation department at: <http://fruitportschools.net/departments/Transportation/>***

### **VISITORS**

School is a time of learning for all students. Disruption to normal procedure and routine impacts the learning environment. When possible please schedule your visit with your child's teacher and/or the office. All visitors must sign in at the office prior to going to the room. Student visitors are discouraged due to the disruption it causes.

## **FEDERAL AND STATE ACCOUNTABILITY**

### **Part II**

Our district receives federal funds under Title I of No Child Left Behind, NCLB, known as “Improving the Academic Achievement of the Disadvantaged.” More information about Title I is included in this handbook. Although progress toward Adequate Yearly Progress, AYP, is reported for all schools, there are consequences for schools and school districts that receive Title I funds, and who do not achieve AYP. Depending upon the number of consecutive years AYP is not achieved a district, or school, that receives Title I funds will be identified for needing improvement, corrective action, or restructuring. District and school staff, with the involvement of parents, must develop plans to improve student learning so that AYP is achieved by all students and by each group of students. Representatives from the Michigan Department of Education conduct on-site visits to ensure compliance to the laws are met. Parents, faculty and administration are part of the compliance visit. Questions regarding Title I may be directed to the building principal. Information on AYP is available through the FCS website.

#### **School Choice and Supplemental Educational Services:**

Any child attending a Title I school that has not made Adequate Yearly Progress (AYP) for two or more consecutive years must be offered the option of transferring to a public school or public charter school, if available, in the district. The district will notify parents if their child is eligible for school choice no later than the first day of the school year following the year for which their school has been identified for improvement. The No Child Left Behind Act (NCLB) requires that priority for public school choice be given to the lowest achieving children from low-income families. If no opportunity for transfer to another school exists, the district will notify parents of alternatives and options.

Students from low-income families who attend the Title I schools that do not make AYP for at least three years are eligible to receive additional academic help called “supplemental educational services.” These services include tutoring and after-school services from agencies and organizations that have been approved by the state. The district will provide annual notice to parents regarding the availability of supplemental services for eligible students and information on state approved providers.

#### **Teacher Qualifications**

No Child Left Behind (NCLB) requires that all faculty hired to teach core academic subjects in a Title I school or program must meet requirements set forth by the state. Core subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. In general, teachers must have full certification, a bachelor’s degree, and demonstrated competence in subject knowledge and teaching. Parents of students in Title I schools are guaranteed annual notification of their “right to know” about teacher qualifications by the school district. This means parents may request and receive from the school district information regarding the professional qualifications of their child’s classroom teacher(s). This information is available from Fruitport Community Schools Superintendent’s Office.

### **What schools receive funds from NCLB?**

Each year, the district determines which schools are eligible to receive Title I *No Child Left Behind* (NCLB) funds. Priority is given to schools with enrollment of 35% or more students from low-income families. Schools with enrollment of 40% or more students are eligible to operate a school-wide Title I program. Schools that have school-wide Title I programs must involve parents in developing plans designed to raise the achievement of low-achieving students by improving instruction throughout the entire school, benefiting all students.

### **Parent Involvement**

Research overwhelmingly demonstrates the positive effect that parent involvement has on children's academic achievement. In the event a Title I school is identified as needing improvement, corrective action or restructuring, the district will notify parents and explain to them how they can become involved in school improvement efforts.

In addition, *No Child Left Behind* (NCLB) has other specific requirements for parent involvement that include:

- Planning at the district and school levels
- Writing policies/plans on parent involvement at the district and school levels
- Planning and holding annual meetings with parents
- Training
- Coordinating parent involvement strategies among various federal education programs.

#### **1. Chaperoning:**

All chaperones must complete a district provided background check prior to the trip. Background checks turned in on day of trip may not be completed and may result in denial of opportunity for trip. The chaperone is responsible for the children they are assigned. Siblings and other children are not allowed to attend trips. Study trips are an extension of the school and therefore laws and procedures are in effect. These include; no smoking, drinking, inappropriate language, and dress.

#### **2. Expressing Concern:**

When a parent has a concern they are asked to speak first with the teacher. If concern continues, please speak with the building administrator.

#### **3. Classroom Volunteers:**

Regular volunteers must complete a district approved background check prior to their volunteer opportunity. All volunteers must sign in and out at the office. The function of a volunteer is to assist with learning. Privacy is a legal right for all children and staff. Volunteers must NOT discuss individual students or situations that occur within the school during their visit. Breaching this confidentiality may forfeit your opportunity to continue volunteering. Confidentiality is important to Fruitport Community Schools. If volunteers are concerned about an incident they should speak with the classroom teacher and/or building administrator.



**Parent Notification**

Throughout the school year there will be many notifications and invitations regarding opportunities for involvement in planning, decision making, student progress and student achievement.

If at any time you have questions regarding these notices or information, please contact your child's principal for clarification or assistance. *Your active participation in your child's education and school is important and encouraged.*

**INFORMATION ABOUT TITLE I  
AND  
NO CHILD LEFT BEHIND ACT OF 2001  
Part III**

For your convenience, we have provided you with the language directly from the *No Child Left Behind Act of 2001*. All three FCS elementary buildings qualify for Title I funding.

"The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievements standards and state academic assessments. This purpose can be accomplished by:

1. Ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging state academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement.
2. Meeting the educational needs of low-achieving children in our nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance
3. Closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and non-minority students, and between disadvantaged children and their more advantaged peers.
4. Holding schools, local educational agencies, and states accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive high quality education
5. Distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest
6. Improving and strengthening accountability, teaching, and learning by using state assessment systems designed to ensure that students are meeting challenging state academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged
7. Providing greater decision making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance
8. Providing children in enriched and accelerated educational program, including the use of school-wide programs or additional services that increase the amount and quality of instructional time
9. Prompting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content
10. Significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development

11. Coordinating services under all parts of this title with each other, with other educational services, and to the extent feasible with other agencies providing services to youth, children, and families and
12. Affording parents substantial and meaningful opportunities to participate in the education of their children.

#### **SECTION 504**

Fruitport Community Schools employees know that children vary greatly in their ability to learn. FCS is dedicated to helping students identify and obtain the appropriate accommodations to help them succeed at school. Section 504 of the Rehabilitation Act prohibits discrimination on the basis of a “handicapped person” (any person who has a physical or mental impairment which substantially limits one or more major life activities). If a student qualifies as a “handicapped person”, under Section 504, preschools, school districts, colleges and universities must provide reasonable accommodations in order for the student to benefit equally from their education.

When a student is referred for an evaluation because of a suspected handicap, or when a student has been determined to need special instruction or related services, the parent or guardian of that student has certain rights. The purpose of these rights is to help the parent/guardian be sure the student has been correctly identified as handicapped, and the instruction and services are appropriate to meet the student’s educational needs.

If you require any further information regarding the identification, implementation of services, or grievance procedures in regards to Section 504, please contact the FCS Section 504 Compliance Officer at (231) 865-3188.

#### **NOTIFICATION OF MEDICAID SCHOOL BASED HEALTH BILLINGS**

Dear Parents:

In 1993, the Michigan Medical Services Administration (MSA), the Michigan Department of Social Services (now Department of Human Services), and the Michigan Department of Education entered into an agreement which allows Intermediate School Districts to be reimbursed for specific medical services provided to special education students who are Medicaid eligible. Examples of reimbursable medical services include, but are not limited to:

- Special Education Assessments (IEP/MET)
- Speech, occupational or physical therapy
- Developmental testing
- Psychological counseling and social work services
- Nursing
- Vision Services
- Orientation and mobility services

Commonly referred to as School Based Services (SBS), the program was instituted by all 12 public school districts in Muskegon County under the auspices of the Muskegon Area Intermediate School District. (MAISD). The MAISD acts as the enrolled Medicaid provider but the reimbursements are distributed to Mona Shores Public Schools, which provided the service.

This letter is notification to parents that school districts may bill Medicaid for services provided to special education students who are Medicaid eligible.

The SBHS *will not change or diminish your Medicaid benefits and there will be no cost directly to parents/guardians*. These school-based billings to Medicaid may be listed on your Medicaid statement as “miscellaneous”. If you have any questions, please contact me at 865-3188, extension 1412.

Sincerely,

Director of Student Services and Special Education of the Eastern Service Unit.

ADMINISTRATION AND/OR SCHOOL BOARD RESERVES THE RIGHT TO MODIFY THE INFORMATION AND/OR PROCEDURES AND POLICIES LISTED WITHIN THIS HANDBOOK AS NEEDED OR SEEN FIT.

For Information regarding ANY Fruitport Community Schools Bylaws and Policies as approved by the Board of Education, visit the Board of Education Link at:

<http://fruitportschools.net/about/board/>