



**Fruitport High School  
2024-2025 Student Handbook**

Mailing Address:  
357 N. Sixth St.  
Fruitport, MI 49415

Physical Location:  
357 N. Sixth St.  
Fruitport, MI 49415

Office: (231) 865-3101  
Fax: (231) 865-6351

[www.fruitportschools.net](http://www.fruitportschools.net)

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy. 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 on the District’s website or at the Office of the Board of Education located at 3255 Pontaluna Rd. Fruitport, MI 49415.

### **Parent/Guardian and Student Handbook Acknowledgment 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 District rules, policies, and procedures. I understand that the Student/Parent Handbook and Board and District policies may be amended during the year, and that such changes are available on the 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, Board, and District rules, policies, and procedures.

*This acknowledgment form and pledge is acknowledged and electronically signed during the student registration process.*

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Student’s Signature

Date

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Parent’s Signature

Date

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## IMPORTANT INFORMATION

### District Website:

<https://www.fruitportschools.net/>

### School Website:

<https://www.fruitportschools.net/schools/fruitport-high-school/>

### Board Policies:

<https://www.fruitportschools.net/board-of-education/>

### Addresses:

Mailing Address:  
357 N. Sixth St.  
Fruitport, MI 49415

Physical Location:  
357 N. Sixth Ave.  
Fruitport, MI 49415

### Contact Information:

Main Office: (231) 865-3101  
Fax: (231) 865-6351  
Student Services: (231) 865-3101  
Special Education: (231) 865-3188  
Transportation: (231) 865-3196  
Athletics: (231) 865-4035

### Board of Education:

Dave Hazekamp - President • Kris Cole - Vice-President • Susan Franklin - Secretary •  
Elroy Buckner - Treasurer • Tim Burgess - Trustee • Steve Kelly - Trustee • J.B.  
Meeuwenberg - Trustee

### Administration:

Superintendent: Jason J. Kennedy  
Curriculum Director: Allison Camp  
Special Education Director: Greg Bodrie  
High School Principal: Lauren Chesney  
High School Assistant Principal: Rob Rogers  
Guidance Counselor: Jennifer Finnerty  
Guidance Counselor: Marissa Higgs  
School Secretary: Tanya Fehler  
School Secretary: Kari Campbell  
Athletic Director: Jonny Morehouse  
Athletic Secretary: Tricia Winkas  
Transportation Director: Kathy Randall



## 2024 - 2025 SCHOOL CALENDAR

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### **2024**

AUGUST 20: Secondary Open House (MS and HS) 4:30 - 6:00 p.m.  
AUGUST 21: Meet, Greet, Find Your Seat (Elementary) 4:30 - 6:00 p.m.  
AUGUST 26: First Day of School - Half Day Schedule  
AUGUST 27, 28: Full Day Schedule - No Delayed Start on August 28  
AUGUST 29: Half Day Schedule  
AUGUST 30 - SEPTEMBER 2: No School - Labor Day Break  
SEPTEMBER 4, 11, 18, 25: Delayed Start (school starts 1 1/2 hours later)  
OCTOBER 2, 9, 16, 23, 30: Delayed Start (school starts 1 1/2 hours later)  
OCTOBER 7 - 10: Parent Teacher Conferences (4:00 - 7:00 p.m.; Details to follow)  
OCTOBER 11: No School - Staff Professional Development Day  
OCTOBER 14-15: No School - Fall Break  
NOVEMBER 6, 13, 20: Delayed Start (school starts 1 1/2 hours later)  
NOVEMBER 27 - 29: No School - Thanksgiving Break  
DECEMBER 4, 11, 18: Delayed Start (school starts 1 1/2 hours later)  
DECEMBER 23 - JANUARY 3: No School - Winter Holiday Break

### **2025**

JANUARY 6: School Resumes  
JANUARY 8, 15, 22, 29: Delayed Start (school starts 1 1/2 hours later)  
JANUARY 16, 17: Half Day Schedule - Records Days: End of First Semester  
JANUARY 20: No School or Professional Development - Dr. Martin Luther King Jr. Day  
FEBRUARY 5, 12, 26: Delayed Start (school starts 1 1/2 hours later)  
FEBRUARY 17: No School - Staff Professional Development Day  
FEBRUARY 18-21: No School - Mid-winter Break  
MARCH 5, 12, 19, 26: Delayed Start (school starts 1 1/2 hours later)  
MARCH 10 - 13: Parent Teacher Conferences (4:00 - 7:00 p.m.; Details to follow)  
MARCH 14: No School - Staff Professional Development Day  
APRIL 3: No School - Staff Professional Development Day  
APRIL 4 - APRIL 11: No School - Spring Break  
APRIL 2, 9: No Delayed Start  
APRIL 16, 23, 30: Delayed Start (school starts 1 1/2 hours later)  
MAY 7, 14, 21, 28: Delayed Start (school starts 1 1/2 hours later)  
MAY 26: No School - Memorial Day Holiday  
JUNE 4: Delayed Start (school starts 1 1/2 hours later)  
JUNE 11: No Delayed Start  
JUNE 9, 10, 11: Half Day Schedule  
JUNE 11: Last Day of School - Half Day Schedule

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## 2024-2025 DAILY SCHEDULE

Unless students are participating in a school activity, school staff will not provide supervision before or after these times.



## EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

1. The Superintendent or designee will send out an automatic phone call and email to staff and families who have their phone numbers and emails listed in the District's student information system using the District's emergency communication system.
2. School closure information will be posted on the District's social media Facebook page and each of the following television station's closure and delays webpage: WOOD-TV 8, WZZM-13, WWMT-3, WXMI-17.

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Greg Bodrie, Director of Special Education  
3255 E. Pontaluna Rd. Fruitport, MI 49415  
Phone: (231) 865-3188  
Email: [gbodrie@fruitportschools.net](mailto:gbodrie@fruitportschools.net)

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Rob Rogers, Assistant Principal  
357 N. Sixth Ave. Fruitport, MI 49415  
Phone: (231) 865-3101  
Email: [rogers@fruitportschools.net](mailto:rogers@fruitportschools.net)

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Greg Bodrie, Director of Special Education  
3255 E. Pontaluna Rd. Fruitport, MI 49415  
Phone: (231) 865-3188  
Email: [gbodrie@fruitportschools.net](mailto:gbodrie@fruitportschools.net)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

## SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

### Attendance

Board of Education policy 5301 governs the attendance procedures of the School. Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the attendance office.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- severe weather;
- medical appointments for the student with note from medical provider;
- death or serious illness of the student's immediate family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters. Court documentation is required for absence to be excused;
- observance of religious holidays of the student's own faith;
- college planning visits;
- personal or family vacations;
- the student's physical illness or injury (a physician's verification is required after FOUR consecutive days of absence for illness);
  1. Illness that constitute an excused absence is described as, but not limited to:
    - i. A fever of 100.1 or higher within 24 hours without the use of fever-reducing medication
    - ii. Vomiting within 24 hours
    - iii. Diarrhea within 24 hours
    - iv. Other contagious illnesses including Strep Throat, Pink Eye, head lice, etc.
    - v. Other symptoms are considered on an individual basis.
  2. Mental health excused absences require a medical professional's verification.
  3. Absences where no reason is given, or reason is not specific, may be listed as unexcused.
  4. If there is no parent phone call or note within 48 hrs of the absence, the absence will be coded as unexcused and may not be changed.
  5. Excused absence illnesses and symptoms are reported weekly to county, state and federal agencies for tracking purposes. Any report of a student illness requires details about symptoms for accurate documentation. (See

## Excessive Absenteeism and Truancy

The district will develop a process for addressing Fruitport Community Schools student absenteeism and will reference the county-wide truancy protocol as developed by the county prosecutor and the MAISD. The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook, published grading procedures or MAISD's truancy's protocols.

## Chronic Absenteeism process

- Each building team will create and maintain a robust and healthy culture to empower student/family engagement and overall success.
  - District and building policy will guide communication and parent education about what counts towards excused absences, chronic absenteeism, and truancy.
- Monthly, beginning in October each year, informational letters will be sent to parents of students with greater than 10% absences for the year.
  - This letter will be positive and focus on building supportive relationships with parents and students to combat their chronic absenteeism.
- At FIVE unexcused days a parent letter will be sent.
  - The five-day letter will emphasize the importance of school engagement and set a positive, supportive tone.
  - Parents will be encouraged to contact Student Support or Building Principals for support options available.
- At TEN unexcused days a second parent letter will be sent.
  - The ten-day letter will detail further corrective action options.
  - A parent meeting with school staff or truancy liaison may be required and a corrective action plan may be created.
  - An attendance contract may be completed by parents, students and school staff.
- At FIFTEEN unexcused days a final letter will be sent.
  - The fifteen-day letter will notify parents the Muskegon County Truancy Liaison may be notified by official referral.
  - Family meeting with school staff and/or County Truancy Liaison is required.

- Consequences of absences can include legal charges for Truancy and/or Incurability by Muskegon or Ottawa County Prosecutor.

### **Policy Regarding More than Ten (10) Consecutive Days of Unexcused Absences**

Fruitport Community Schools (FCS) is committed to maintaining and building positive relationships with all families and community members. The district is also obligated to meet increased accountability expectations from the state in regards to student attendance records. As with all accountability matters, we see our parents as partners in supporting student learning. The district believes that accountability expectations are not obstacles when it comes to helping all students learn and reach their individual potential.

With this in mind, FCS enacts the following policy: Any K-12 student who is absent for more than ten (10) consecutive unexcused days may be immediately unenrolled, exited, and removed from the District's classroom rosters and attendance system, on the 11th day. FCS enacts this policy to ensure that our attendance system continues to align with state mandated pupil accounting practices which includes providing evidence of accurate, daily attendance.

More than ten (10) consecutive days of unexcused absences includes, but is not limited to truancy, vacation time and unreported, extended illness. If your child experiences an extended illness, please communicate with your child's/student's building principal so that the principal can communicate with you about appropriate next steps. The principal may also be able to provide you with help and support. The district is also legally required to take special and extraordinary steps when tracking extended medical illness. If you are planning to take your student out of FCS schools for any reason, please know that your student may be unenrolled from the district after ten (10) days pass. Then, if the student has not returned on the eleventh day, he or she may be unenrolled. This may include filing a truancy referral with the Muskegon County prosecutor.

Extended absences hinder a student's potential to be the best he or she can be. FCS aims to help all students grow and achieve each year. The district understands that some extended absences may be unavoidable, but communication is the key to being able to navigate those uncertain times in a way that is productive and beneficial for everyone. Students who are unenrolled, or exited, as a result of this policy and would like to re-enroll, should come to the Superintendent's Office for information on how to register again.

(Portions of this policy were adapted from Novi Community Schools and used with permission)

Definitions:

**Chronically absent** means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.) Note: All absences for the school year should be counted, even if they have carried over from a different school.

**Truant** means a student who has ten (10) or more unexcused absences per school year. A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has two (2) days for each day of absence to complete missed assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

### **Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

### **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

### **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

### **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

### **Cafeteria Rules**

Students are **NOT** allowed to leave the building during lunch and must remain in the lunch area unless specifically given permission from administration. If a parent chooses to take his or her student out of school during lunch, he or she must come in to Student Services and sign out the student **BEFORE** the lunch period begins. Students caught leaving or reentering the building during lunch may be assigned a consequence ranging from detention to suspension. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a designated area. Students shall remain in the cafeteria area until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location.

### **Cell Phone Use**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.



Students are allowed to use cell phones, earbuds/headphones and other electronic devices before school, during lunches, and after school. Students are not allowed to wear earbuds/headphones during passing time and may only be used during instructional time with teacher permission.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test without the expressed permission of the teacher or instructor.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion. 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 grade. A second violation in that class during the same semester will result in a grade of "F" for that semester.

### **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary

to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.]

### **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

## **Dress Code**

Tops must have straps or sleeves. Shorts may not expose the buttocks.

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

## **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Parking stickers are required for all vehicles. Students desiring to do so should apply in student services, purchase a sticker, and display it properly. The price of stickers is \$20.00 per year. An additional \$10.00 fee may be charged to replace a lost permit. The permit is good for the duration of the student's registered high school year. If a student's permit is suspended, no fee will be refunded.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges

## **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

## **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non curricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

## **Food Services**

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. 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](mailto: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 the following link: <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](mailto: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](mailto: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.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **Head Lice**

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parents and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

### **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Rob Rogers, Assistant Principal  
357 N. Sixth Ave. Fruitport, MI 49415  
Phone: (231) 865-3101  
Email: [rrogers@fruitportschools.net](mailto:rrogers@fruitportschools.net)

For detailed information about Homeless Children and Youth, see Policy 5307.

### **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy

5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

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.

### **Lost and Found**

All lost and found items are to be taken to Student Services. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Library / Media Center**

Students must check out materials from the media specialist or staff member designated on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

### **Medication**

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

### **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

### **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is available on the District's website.

### **Public Display of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.



## **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

## **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

## **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

## **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

## **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

### **Directory Information**

The District designates the following information as directory information. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

### **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use

Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

## **Transportation Services**

### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the rules established by the Transportation Department and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

## **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy. The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations. Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

## **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least one (1) week before the withdrawal. No student under the age of 18 will be allowed to withdraw/stop attending school without the written consent of his/her parents. Students who are 18 and exceed the attendance policy may be dropped. Any student who is absent ten (10) consecutive days may be dropped for the balance of the semester.

## SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

### Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

### Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. A student must successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:

- (a) At least *4 credits in English language arts* that are aligned with state subject area content expectations;
- (b) At least *3 credits in science* that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics;
- (c) At least *4 credits in mathematics* that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy;
  - (i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded;
  - (ii) A student also may partially or fully fulfill the algebra II requirement by completing an approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy;
  - (iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment;
- (d) At least *3 credits in social science* that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course;
- (e) At least *1 credit in subject matter that includes both health and physical education* aligned with state guidelines. Students may substitute a 1/2 credit of

district-approved participation in either extracurricular athletics or other extracurricular physical activities;

(f) At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines;

(g) At least 2 credits in a language other than English, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.

3. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain parts of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

(a) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.

(b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

(c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

(d) The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.

(e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

(f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.

(g) The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment. The algebra II credit

requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:

- (i) Has successfully completed the same content as 1 semester of algebra II.
  - (ii) Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.
  - (iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11th grade assessment.
  - (iv) Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.
- (h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
- (i) The student has successfully completed 2 credits of the social science credits, including the civics course.
  - (ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

### **Dropping or Adding a Class**

Courses may be dropped or added **only** to correct deficiencies, to correct obvious errors in placement or to assure sufficient credits for graduation. Sign up to see your counselor to discuss changes, and your counselor will send for you. You may not wait in the counseling office area unless you have a pass.

## **Dual Enrollment**

The schools will ensure through the counselors that each student in grade 8 or higher is provided with specific information about college level equivalent courses available. Any student in 11th or 12th grade may enroll in a post-secondary program providing she/he meets the requirements established by Public Act 159, 160, and 161 and by the District. Tuition and fees for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act. Any interested student should contact his or her guidance counselor to obtain the necessary information. High school credit will be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution.

## **Grades**

Report cards will be issued at least once each semester. Grades are calculated using the following grading scale:

## **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

## **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact your students' school counselor. For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

## **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

## **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Mr. Rogers, Fruitport High School Assistant Principal.

## **Testing Out**

Any high school student who wishes to receive credit in a course which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement but not used to determine the student's GPA. The student may not receive credit for a course in the same area but lower in the course sequence. Application for this is required by May 1<sup>st</sup> in the guidance office. High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.

a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.

b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.

c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.

2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.

a. The course teacher, department chairperson and/or building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.



b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.

3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.

4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.

5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.

6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.

7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

The Superintendent shall grant a high school student credit in any foreign language not offered by the District providing s/he meets the competency criteria established.

### **Work Permits**

Information about work permits is available at the high school main office.

### **Section III: Student Clubs, Activities, and Athletics**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2024-2025 school year, the District offers the following student clubs, activities, and athletics: Upstagers, Drama, Spanish Club, Science Olympiad, Student Government, Robotics, National Honors Society, Ski Club, Imagery, Game Club, BPA, DECA.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students

who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

### **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

### **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **Detention**

Teachers and administrators may require students to come before school, stay in the office during lunch, or after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of an after school detention so that parents may make transportation arrangements for the student the following day.

#### **Saturday School**

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

## **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

### **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Note: The following sections comply with all relevant laws and rules and reflect the most common practices to address student discipline.

### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
<b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> </ul>

items.	<ul style="list-style-type: none"> <li>● Police Referral</li> </ul>
<b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion up to 180 school days</li> <li>● Police Referral</li> </ul>
<b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Credit Loss or Grade Reduction</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>

<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>



## APPENDIX A: TITLE IX SEXUAL HARASSMENT

### Notice of Nondiscrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

#### Designated Title IX Coordinator

Greg Bodrie, Director of Special Education  
3255 E. Pontaluna Rd. Fruitport, MI 49415  
Phone: (231) 865-3188  
Email: [gbodrie@fruitportschools.net](mailto:gbodrie@fruitportschools.net)

#### Designated Section 504 Coordinator

Rob Rogers, Assistant Principal  
357 N. 6<sup>th</sup> Street Fruitport, MI 49415  
Phone: (231) 865-3101  
Email: [rrogers@fruitportschools.net](mailto:rrogers@fruitportschools.net)

#### Designated Civil Rights Coordinator/Employment Compliance Officer

Jason Kennedy, Superintendent  
3255 E. Pontaluna Rd. Fruitport, MI 49415  
Phone: (231) 865-3154  
Email: [jkennedy@fruitportschools.net](mailto:jkennedy@fruitportschools.net)

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at the District's Central Office, which is located at 3255 E. Pontaluna Rd. Fruitport, MI 49415, or on the District's website at: [www.fruitportschools.net](http://www.fruitportschools.net).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

## APPENDIX B: ANTI-BULLYING

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

### A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

### B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below. A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official. To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited. Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation. A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

#### H. Definitions

1. "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 it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:

- a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. “Telecommunications service provider” means any of the following:
- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

## APPENDIX C: DIRECTORY INFORMATION AND OPT OUT FORM

### Series 5000: Students, Curriculum, and Academic Matters

#### 5300 Student Enrollment, Attendance, and Records

##### 5309-F-2 Directory Information and Opt-Out

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Fruitport Community Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 30th.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

The District designates the following information as directory information. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The following is defined as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

**Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.**

**5309-F-2 Directory Information and Opt-Out**

Fruitport Community Schools *may not* disclose my student's directory information for the following purposes:

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- For School or District auto-dialer system to communicate School or District information.
- To news media outside the School or District.
- To the School PTO or District Parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or Parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

**Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

\_\_\_\_\_  
Parent/Eligible Student Signature

\_\_\_\_\_  
Date

## **APPENDIX D: ATHLETIC CODE OF CONDUCT**

Participation in Fruitport Community Schools (the “District”) athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms. All athletic rules, regulations, and the full code of conduct are outlined in the Athletic Handbook for Parents and Students.

Athletic Director: Jonny Morehouse, CAA

### **Communication Protocol**

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes’ sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach’s discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director’s discretion.

### **Concussion Protocol**

The District will comply with the concussion protocol in Policy 5712.

### **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.

6. Maintain academic eligibility as required by the Michigan High School Athletic Association and Fruitport Community Schools.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.



## APPENDIX E: ADDITIONAL HIGH SCHOOL EXPECTATIONS

### Cell Phone/Earbud Policy

**Possession/use of cell phones and earbuds** - Students are allowed to use cell phones, earbuds/headphones and other electronic devices before school, during lunches, and after school. Students are not allowed to wear earbuds/headphones during passing time and they may only be used during instructional time with teacher permission.

**Violations of this rule will result in disciplinary action.**

**Violations will be handled as follows:**

- a. **First Offense** – Students will report directly to the office to turn in their electronic device. The device will be returned at the end of the day by Mr. Rogers. Students will be assigned detention. Any student who refuses to turn over their phone will be considered insubordinate and be subject to additional discipline.
- b. **Second Offense**- Students will report directly to the office to turn in their electronic device. Any student who refuses to turn over their device will be considered insubordinate and will be subject to additional discipline. The Administration will hold the device until the end of the day. Parents will be contacted and students will be assigned to detention. A parent will be required to come in and pick up the device at the end of the day. If a parent/guardian is not able to pick up the device, it will be securely stored in the office until the next school day.
- c. **Repeated Offenses**- Students will report directly to the office to turn in their device. The Administration will hold a parent/student meeting to work to resolve the issue. At a minimum the device will be turned into the office requiring parent pickup and students will be assigned detention.

### Hall Passes

Students are required to use “Smart Pass” if they need to leave the classroom for any reason. Students should also have a hall pass on a lanyard when they leave the room. The number of student passes per day/week/year may be limited. A meeting will be scheduled with students who do not adhere to this policy and disciplinary consequences may result.

### Food Deliveries

Food and other items may not be delivered other than by a student's parent/guardian during the school day. Delivery may only be made to the main office. The purpose of this policy is to maintain a safe, orderly, and distraction-free educational environment. This policy aims to ensure the safety and well-being of students and staff, promote

healthy eating habits, and reduce disruptions during the school day. This policy applies to all students and external delivery services. It covers the entire school premises, including classrooms, hallways, common areas, and outdoor spaces during school hours.

### **Early Dismissals**

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.**

### **Additional Guidance on Drug/Alcohol Consequences**

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 ten (10) days and place a student on probation. A second offense anytime during their 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 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.

### **Requests from Military or Institutions of Higher Learning**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

### **Student Fundraising and Student Sales**

Fundraising activities by school organizations must be approved in advance by the building administrator(s). 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 fund-raisers:

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 fund-raising 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.

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.

### **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.

### **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.

### **LMC Borrowing Privileges**

F.H.S. School issued student IDs are required to check out all LMC materials. Books are checked out for two weeks and may be renewed. Reference materials, magazines, and newspapers circulate for two days. Calculators may be checked out overnight. Fines are charged for overdue, damaged and lost materials. Fines must be paid before a student is allowed to check out additional materials. Current replacement costs will be charged for lost or damaged materials.

### **Early Graduation**

Please inquire in the guidance office by May 1st of your Junior year. The student and parent will schedule a conference with the principal and their counselor before May 1st. of the student's Junior year and at that conference the student should be prepared to justify his/her request to graduate early.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown, graduation practices, school fines).

### **Homebound/Hospitalized Instructional 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 students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

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

## **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.**

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 High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of interscholastic sports currently being offered. For further information, contact the Athletic Director, at 865-3101.

## **College Visitations**

Students will be permitted **2 college visits per year** during their junior and senior years. Proper documentation from the college must be submitted to the Student Services Office within 24 hours of the student's return to school in order to be deemed as school related.

## **Backpacks**

Backpacks, bags and purses must be stored in the students locker during the school day. Students may carry their chromebook bag and a small pencil pouch if needed.

## **Grades/Grading Procedure**

Fruitport High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will 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 = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = .67
C+ = 2.33	F = 0

Advanced placement courses are given the following additional weight: .5

In the event that a student is absent from class without excuse, other grade penalties will be in effect. A student who is unexcused will receive a grade of zero for that class period. This includes any assignments due during this class period.

School report cards are issued to students on a semester basis. For questions regarding grades, please contact the classroom teacher.

### **Attendance Policy**

Fruitport High School students will be allowed to accumulate **no more than nine (9) absences per class, per semester**. These absences will be a combination of excused and unexcused absences and tardies. Absences will be excused if the parent/guardian calls the school on the day of an illness or on the day the student returns to school, or if a note, signed by parent/guardian, is brought into the student services office, by the student, on the day s/he returns indicating the reason for the absence. **Students who exceed the attendance policy must pass the class (with a 60% or better) and score a 60% or better on the exam to earn credit.** Students who are 18 and do not regularly attend/participate in all of their classes will be placed on an attendance contract and may be dropped as a student if they violate that contract.