



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

Mailing Address:  
3113 E. Pontaluna Rd.  
Fruitport, MI 49415

Physical Location:  
3113 E. Pontaluna Rd.  
Fruitport, MI 49415

Office: (231) 865-3128  
Fax: (231) 865-4086

[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-middle-school/>

### Board Policies:

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

### Addresses:

#### Mailing Address:

3113 E. Pontaluna Rd.  
Fruitport, MI 49415

#### Physical Location:

3113 E. Pontaluna Rd.  
Fruitport, MI 49415

### Contact Information:

Main Office: (231) 865-3128

Fax: (231) 865-4086

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

Middle School Principal: Monte Kelly

Middle School Assistant Principal: Trista Stingle

Guidance Counselor: Julie Kolbe

School Secretary: Christina Damm

School Secretary: Janelle Vervoort

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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## **WELCOME**

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

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

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

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your guidance counselor or principal by calling the middle school at 231-865-3128. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. Policies may be updated to ensure the safe and orderly operation of the school without notice during the 2024-2025 school year.

### **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.

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

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



## Cell Phone Use

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

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

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

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

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

## 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 and will be subject to discipline. Any student consciously involved in any act of cheating or plagiarism on an assignment, exam, test, or quiz will receive a grade of "0" or "F" for that assignment. A second violation in that class during the same semester will result in a grade of "F" on the assignment and a parent meeting with the classroom teacher.

### **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.

### **Communication Between Home and School**

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

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

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

### **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:

- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- 

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.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to

use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment or that school officials can reasonably forecast will create a substantial disruption;

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

### **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**

The school will observe the following protocols regarding head lice.

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

## **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, High School 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. Any student using an athletic locker is encouraged to use a lock to secure personal belongings.

## **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.

### **Release Time for Religious Instruction/Observance**

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

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

### **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.

### **Visitor Parking**

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

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

### **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.

### 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.

### Enrolling in the School

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

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

## GRADES

Fruitport Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

The school uses the following grading system:

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

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

## Grading Procedures

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

## Early Dismissal

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

## Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school- sponsored trip without parental consent. Students who attend a field trip will be verified through their attendance, and this absence will not count toward the nine total absences allowed per semester. The determination of academic and non-academic field trips will be at the discretion of school administration.

## 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.

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

## Make-up Work

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

## Parental Involvement

The school has annual meetings for all parents/guardians.

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

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

The school provides parents/guardians with access to:

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

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

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance,



homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

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

### **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.

### **Scheduling and Assignment**

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

### **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. Kelly, Fruitport Middle School Principal.

### **Student Well-Being**

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

State law requires that all students must have emergency medical information kept up to date and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school

office. **All medications, prescribed and non-prescribed, are to be delivered to the school office by a parent and taken only with adult supervision.** The Principal or Assistant Principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

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

### **Suicide/Depression Awareness and Prevention**

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

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

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

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

#### **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 items.	<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>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>

<p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</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>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<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>
<p><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.</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>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.</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>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.</p>	<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>
<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<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, High School 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.