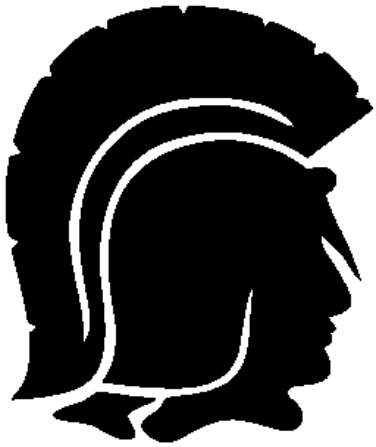
FOWLERVILLE JUNIOR HIGH SCHOOL



2025-2026 STUDENT HANDBOOK

UPDATED FEB. 6TH, 2026

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FOWLERVILLE JUNIOR HIGH SCHOOL STUDENT HANDBOOK

INTRODUCTION

This handbook has been prepared to provide you with information which will help, answer questions about the basic policies in effect during your enrollment as a student at Fowlerville Junior High School. This handbook does not propose to answer all questions or cover all phases of school. It is hoped that the information contained herein will increase your knowledge and understanding of the ideals, traditions, activities, and studies offered by the Board of Education and your school.

BOARD OF EDUCATION

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FOWLERVILLE COMMUNITY SCHOOLS DIRECTORY

Board of Education	223-6001
Technology	223-6021
Maintenance	223-6009
Special Education Coordinator	223-6020
Food and Nutrition	223-6014
Recreation Department	223-6481
Community Ed	223-6483
Transportation	223-6122
Little Glad Center	223-6480
District Liaison Officer	223-6071

BUILDING DIRECTORY

Fowlerville High School (9-12) *Nick Zajas, Principal*	223-6002
Fowlerville High School Athletic Dept *Jeffrey Finney, Athletic Director*	223-6002
Fowlerville Junior High (6,7,8) *Dana Coon, Principal*	223-6003
Kreeger Elementary (3,4,5) *Jason Miller, Principal*	223-6006
Smith Elementary (K-2) *Ross Richards, Principal*	223-6005

FOWLERVILLE JUNIOR HIGH SCHOOL GENERAL INFORMATION

Daily Office Hours:	6:30 a.m. to 3:30 p.m.
Phone Number:	223-6203
Attendance Hotline:	223-6150
Athletic Director:	223-6179
Police Liaison Officer:	223-6071
Local Address:	Fowlerville Junior High School 7677 Sharpe Road Fowlerville, MI 48836

Daily Class Times

Morning Warning Bell: 7:25 a.m.

Students will have 6-minute passing times between classes.

1st Hour	7:30 – 8:27
2nd Hour	8:33 – 9:30
3rd Hour	9:36 – 10:34
4th Hour	10:40 – 12:06
A Lunch	10:34 – 11:04
B Lunch	11:04 – 11:36
C Lunch	11:36 – 12:06
5th Hour	12:12 – 1:09
6th Hour	1:15 – 2:12

½ Day Schedules

(60 Minute Classes)

- 1st Hour 7:30 – 8:30
- 2nd Hour 8:36 – 9:36
- 3rd Hour 9:42 – 10:42

(27 minute classes)

- 1st Hour 7:30 – 7:57
- 2nd Hour 8:03 – 8:30
- 3rd Hour 8:36 – 9:03
- 4th Hour 9:09 – 9:36
- 5th Hour 9:42 – 10:09
- 6th Hour 10:15 – 10:42

ACADEMICS

EXAM ABSENCES/MAKE-UP

Attendance is critical for exams, and any absence will require a parent/guardian to contact a building administrator to allow for alternate arrangements to be made. The time period to make up an exam will be determined by a building administrator and the student. If an exam is not taken, a "zero" will be given as a grade for the final exam.

GRADING & REPORTING POLICY

FJHS Grading Philosophy & Purposes

Primary Purpose

- Communicate learning and achievement status to students, parents, and others.

Secondary Purposes

- Provide information that students can use for self-evaluation and growth
- Encourage student growth and progress in learning
- Identify students for available educational opportunities and programming.
- Evaluate the effectiveness of curricular, instructional, and assessment practices and programs.

FJHS Grading Principles (The Big 5)

In an effort to meet our purposes for grading outlined above, we have identified five key principles to effective grading in our school. These are referred to as "The Big 5" and represent the five key principles for grading at FJHS.

Principle 1 – *Grades will be accurate*
Principle 2 – *Grades will be given consistently among teachers*
Principle 3 – *Grading will support learning by involving students in the process*
Principle 4 – *Grades will relate to clearly defined standards*
Principle 5 – *Grades will be determined by appropriate calculation methods and scales.*

FJHS Specified Grading Policies

The following policies represent the specific details for how grades are calculated and how a variety of topics are handled as a part of this policy. The following reflects the specifics of "The Big 5" above.

1. **Character Grades**
   At FJHS we feel that it is critically important to represent student learning and academic achievement and behavior or character as equally important but separate reporting measures. While students will be given an academic grade, students will also be given Character Grades from each teacher. These grades will be given on a regular basis for the following areas in the MiStar grade book:

   - Teamwork
   - Work Habits
   - Initiative
   - Respect

Students will be given a score in each of these four areas using one of the following indicators:

M = Meets Standard
P = Progressing Towards Standard
N = Not Meeting Standard

2. Zeros and Incomplete Work

The goal of school is to provide a comprehensive education and help students learn successfully. It has been proven many times that completion of assigned work is a critical skill to learn for being successful in school as well as the real world. However, when a student receives a zero for work that was not completed, it adversely affects their academic achievement based on the "behavior" of not completing work. This takes away from one of our fundamental purposes of grading causing our grades to become inaccurate.

For these reasons, students who fail to turn in work that has been assigned will be assigned a zero and/or Missing mark in the gradebook. Students will then be assigned to "Boost Café" at lunchtime or "Boost" during electives/specials times to complete the assignment. Below is the process students could have to follow to ensure work is completed and grades are accurate:

- For practice (formative) work, students who have been given a zero and/or "Missing" will be assigned to the Boost Cafe Room until the work is fully completed.
- For performance (summative) assessments, students who have been given a zero and/or "Missing" will be assigned to the Boost room and will also be pulled from their "elective" or "special" classes until the performance assessment is completed.

**Individual circumstances may exist and decisions will be handled by the FJHS building administration as necessary.*

3. **Late Work**

Timely work completion is a critical component of a student's overall grade and Character Grade, and it is the expectation of all students to complete their work by the due date. Students who fail to meet deadlines will be required to complete their work in the Boost Cafe room and will receive a reduced "Work Habits" score which could lead to a variety of ramifications by having lowered class grade and Character Grades. It is the best practice to learn the effective skills of completing work in a timely manner.

4. Homework

A comprehensive policy for homework can be found in this section of the FJHS Student Handbook. For the purposes of this grading policy a few basic principles are in place.

- Homework given for "new content" or material that has yet to be taught will not be factored into the academic grade. Instead, a separate category for homework will be established in each teacher grade book for this type of homework so that teachers can show parents if a student has completed the work.
- Homework assigned for the completion of an assessment that was started in class that does not cover "new" content could be considered in the "practice" category of a student's grade.
- Performance assessments will not be assigned as homework outside of the teacher's supervision and instruction.

5. **Re-Testing**
Students will be given multiple learning opportunities to show that they have mastered the content for their classes. Students who feel they have not shown their true knowledge on a test or other assessment may request an opportunity to re-do the assessment with their teacher. Each teacher will develop a method and procedure for a student re-taking an assessment. Each procedure will include the following components.

- Students are not automatically given a re-take as there are stipulations and a procedure which must be followed for each teacher.
- Students must "prove" that they deserve a re-take by showing teachers that they will do something different the second time that they take it. This could include a variety of teacher-created forms or test correction sheets that teachers can use as a part of their regular classroom procedures.
- Students must take the assessment on the teacher's time frame. A teacher could decide to have the re-take completed during class, after-school, during lunch, or with the after-school support paraprofessional.

6. **Grading Weights**
Each classroom will have the same grading weights and categories assigned based on consistency for students. Each grade book will have two categories assigned that factor into the academic grade. The two categories are described on the next page:

PERFORMANCE ASSESSMENTS (Summative)	***PRACTICE ASSESSMENTS*** (Formative)
Unit and Course/Grade Level Understanding and <u>Performance</u> *"the bigger stuff"*	**Lesson <u>Practice</u> and Activities** *"the smaller stuff"*
Major Assessments *OF* Learning	**Assessment *FOR* Learning**
85% OF FINAL GRADE	**15% OF FINAL GRADE**
• Unit (chapter) assessments • Unit or major performance tasks – mainly products, performances, and projects (e.g., essays; artwork; visual representations; models; multimedia; oral presentations; lab experiences; live or recorded performances) • District (Course/Grade Level) Assessments	• Independent practice on daily work (daily assignments and classroom work) • Brief progress checks (e.g., small quizzes over one or more lessons; reviews or warm-ups)

7. **Diverse Performance Assessments**
Students will be given multiple ways to show their competence including methods other than paper-pencil tests. Teachers work very hard to give students the opportunity to show their

mastery in a variety of ways including projects, essays, performances, portfolios, laboratory experiments, and a variety of other ways. The assessments that students are given in a class for the "performance assessment" category will represent a variety of different assessments including but not exclusively paper-pencil tests.

8. Grading Scale

A	93 – 100%	D +	68 – 69%
A -	90 – 92%	D	63 -67%
B+	88 – 89%	D -	60 -62%
B	83 – 87%	E	0 – 59%
B -	80 – 82%	N (no attempt)	0%
C+	78 – 79%		
C	73 – 77%		
C -	70 -72%		

In addition to the academic grade that is awarded on assignments and in the class, students will also be given a mark for their progress on mastering each individual standard. When teachers enter marks into the grade book, they will be linking each assessment to a standard or learning target. Students will then receive a mark on these in addition to their academic grade. The performance level indicators used by teachers assessing progress towards mastery on each standard are as follows:

M = Meets Standard
P = Progressing Towards Standard
N = Not Meeting Standard

For the purpose of calculating grade point averages, the following points will be used:

A	= 4.00	C	= 2.00
A-	= 3.67	C-	= 1.67
B+	= 3.33	D+	= 1.33
B	= 3.00	D	= 1.00
B-	= 2.67	D-	= 0.67
C+	= 2.33	E	= 0.00

9. Cheating/Plagiarism

As students progress through junior high school, we will continue to teach them about the importance of academic integrity. However, sometimes students make a poor decision to cheat or plagiarize another person's work. Like most things, it is most effective to prevent this type of behavior by educating students effectively about what plagiarism and cheating are. The staff at FJHS will ensure that students clearly understand what they are, how they are different, and why it is so dangerous. However, if a student chooses this path, teachers at FJHS will process a student discipline referral for students who are cheating or plagiarizing in school. Consequences will be given via the administration, and the student must then redo the assessment/alternate assessment for a grade. Students will also experience a lowered character grade for engaging in this behavior. This will provide a clear behavioral consequence for all students who engage in these dishonest practices yet still maintains a process that is conducive to providing an accurate academic grade for the student.

10. Extra Credit

Extra credit takes away from the core academic concepts that are taught as a part of the regular curriculum. Extra credit is especially harmful when it is awarded for things not tied to the curriculum such as bringing in Kleenex or apples, answering odd trivia questions, or anything not tied to a specific content standard. Extra credit will be used minimally if at all at FJHS, but if a teacher decides to offer extra credit, it will be meaningful and tied directly to a standard or learning goal in their classroom. Also, if a teacher decides to offer extra credit, it will be offered to all students, not just certain individuals.

GUIDANCE SERVICES

A school counselor is available for help with personal problems, scheduling of classes, academic progress help, and much more. For an appointment with the counselor, a sign-up sheet is available at the main office.

HEALTH EDUCATION OPT-OUT PROVISION

Parents have the right to review the materials and curriculum content used in health education classes. Prior notification of HIV/AIDS and human sexuality lessons will be provided by the teaching staff. Parents may excuse their child from participating in that instruction by providing written notice to the principal.

HOMEWORK POLICY

Students should be encouraged to develop good study habits and self-discipline. Homework is a helpful tool for students in some cases; however, excessive homework is discouraged at the 6-8 grade level. When effective teaching occurs in the classroom, goals and objectives are achieved without the use of excessive homework. Homework is given after students have already mastered the material in the classroom. It is given so that students can practice, reinforce, elaborate, prepare, and extend their understanding and never to learn something for the first time. Homework should be a risk-free chance to experiment with new skills. Homework should require students to apply what they have learned so they find out what they really do understand and can return to class and ask questions about what was not understood. Homework assignments are given with a specific purpose and are tied to educational standards and learning goals. Teachers will explain the purpose of the homework assignment and what students are expected to learn.

Parents or guardians can do much to encourage homework success:

- Set a regular study time each day that is not to be interrupted by family plans, extracurricular activities, computer/ipod, or television time.
- Establish a study area, away from household distractions, with good light and space.
- Have the students organize school materials: study notes, assignments, books, backpacks, folders, etc…
- Check student agenda, Google Classrooms, MiStar, and distributed classroom materials to monitor progress.
- Be supportive when students get frustrated without doing the work for them

HOMEBOUND INSTRUCTION

Homebound instruction may be provided for students who are unable to attend school because of injury or illness. This service will be provided when a student has been absent from school for five days (5) and it has been determined by a physician that the absence will continue for at least ten (10)

days. It is the parent's responsibility to request homebound services from the junior high school counselor or principal.

Students receiving homebound instruction will be provided two non-consecutive class periods of instruction per week. The purpose of the homebound instructor is to facilitate the exchange of assignments between the regular schoolteacher and the student. Specific content area questions should be directed to the regular classroom teacher via written questions given to the homebound instructor, e-mail or direct phone call. Any issues that arise concerning receiving work from specific staff should first be directed to the homebound instructor and then the principal.

HONOR ROLL

The Honor Roll for sixth through eighth grade students will consist of those students who have received no grade lower than a B- during the current marking period. For students taking a high school course, their semester grade will be considered for the honor roll (not the grade at the end of quarters 1 and 3). The names of students making the honor roll, and those recognized for other achievements, will be published periodically.

REPORT CARDS

Students receive letter grades of A, B, C, D, and E. Report cards and progress reports will be available to view online via the Parent Connect module. Report cards will be released to view on Parent Connect at the end of the 1st semester, and the end of the 2nd semester. Progress Reports will be released to view at the halfway point of each semester. A printed report card will only be mailed home at the end of the school year. Parents are encouraged to monitor student progress, progress reports, and report cards via the internet through the Parent Connect module. The Parent Connect online grading program is used by all teachers and allows parents to view their student's progress, including grades, attendance and discipline. Please visit fowlervilleschools.org to download an application or contact the office for details.

SCHEDULE CHANGES

Students may change their schedule for the following reasons within the **first week** of a semester provided the schedule change does not cause a course to exceed acceptable class size limits or cause a large disparity in section size seat loads. Reasons include:

- Needs to be put into a more difficult or easier class as recommended by their teacher.
- Student was scheduled into a class, which he/she has already successfully completed.
- A change in school program, example: programs and/or classes being dropped or added by the administration.
- The student has an incomplete schedule, example: the student has only five classes printed on his/her schedule.
- The student does not have the prerequisites for a course.
- The primary changes in a student schedule should be related to the student's educational plan.
- All requests for schedule changes must be initiated with the counselor.
- Students who stop attending class without an approved schedule change will be considered truant.

- Students taking a yearlong class (band, choir, etc.) are expected to stay for the full year unless they fail the first semester, or it is mutually agreed upon by both the teacher and student that he/she is allowed to drop the class at semester time.
- If a student drops a class after the first three days of a new semester, the student may receive a "Withdraw Failing" for the class he/she dropped.

TESTING OUT

Public Act 335, 1279B of the State School Code, requires the opportunity for any high school student to "test out" of any course. The "test out" option does not include courses that the student is currently attending or those statutorily mandated for all high school students (e.g. Government). In order to test out, a student will need to exhibit a mastery of the subject matter by attaining a grade of not less than a C+ (77%) on a final examination. The student may also be required to demonstrate mastery through authentic assessment devices used in the course that may include a portfolio, performance, paper, project or presentation. Testing out exams and/or other will be used for a semester. Students must test out or pass the first semester of a yearlong course before they are eligible to test out of the second semester. It is important to note that by successfully testing out of a course, a student will miss participation in class discussions and opportunities to develop higher level thinking skills that are nurtured on daily contact with the instructor.

Credit earned is to be based on a "pass/fail" with no grade recorded and will not be included in a computation of grade point average. Credit will be counted towards fulfillment or a requirement within a subject area and will be counted towards fulfillment of a requirement as to course sequence but not count in the 22 credits needed to graduate. For example, testing out a math course will enable a student to take the next course in the math sequence as well as satisfy one of the 3 credits in math required for graduation. Students may not receive credit thereafter in a lower-level course in the same subject area.

If a student has a native language other than English, which is not offered, by the district as a course, the student may test out using the mother tongue to demonstrate proficiency and receive foreign language credit.

It will be necessary for students to submit requests to test out of courses in order to be included in the test out opportunity. A test out registration form must be completed and returned to the student's counselor.

Students can pick up the materials for each test out course after the last day of the current semester. The information will include a course description, a course syllabus, and a description of the test out requirements. Texts, for which a deposit of $50.00 per book is required, may be requested, if available.

Students cannot test out of previously failed classes. Students requesting to test out of a class must complete the requirements during the established time period or they will not qualify for "testing out".

In-coming students who have been home-schooled will be required to demonstrate mastery of subject material in each discipline, either through the testing out option, or by providing documentation of standardized assessment results in order to determine credits earned towards graduation and appropriate placement in the high school sequence of curriculum.

BOOST CAFÉ POLICY

At Fowlerville Junior High School, student learning and academic achievement are two of our main objectives. Therefore, we recognize the importance of completing assignments on time and taking full advantage of each learning opportunity. The Boost Café program will help promote a sense of responsibility, hard work, and ownership of learning for students.

At FJHS we realize the power of a zero when a student fails to turn in an assignment. Receiving a zero for an assignment significantly affects academic achievement due to the critical loss of points and difficulty regaining these points. However, failing to turn in assignment is actually more reflective of a student's behavioral makeup than that student's academic ability. Consequently, our policy is to directly address this behavior by requiring the student to complete the assignment, rather than accepting the failure to turn it in and assigning a zero. We feel that it is a more learning appropriate practice to require students to complete the work rather than promote laziness and quitting by allowing students to not complete assignments. The Boost Café program promotes academic achievement by giving students another chance to complete the work and learn the material. If any student repeatedly continues to have missing assignments and not participate in the Boost Café program, then teachers can assign a zero for that assignment at their discretion.

Main Objectives:

- Improved academic performance by students
- Increased sense of responsibility for academic success
- Development of better study habits and higher quality work

How this will be done:

- Provide another learning opportunity by requiring students to turn in their work
- Providing a supervised Boost Cafe room during student lunches
- Not allowing the students to "do nothing"
- Placing a higher expectation on student success

How the program works:

1. Student fails to turn in an assignment or project on time. **On time means the assignment is fully completed and ready for submission at the beginning of the class period on the day it is due.** The teacher will notify the student that he/she will be scheduled for a Boost Cafe appointment at lunch the following day. The student will be expected to complete the assignment during Boost Café time.
2. Boost Cafe tickets will be delivered to students before lunches. The ticket will include the assignment details, the date it was assigned, and the student's name. Students with Boost Cafe tickets will be required to get their lunch and report to the Boost Cafe room before the attendance bell rings with their materials to complete the assignment(s). The Boost Cafe room will be monitored by an adult staff member.
3. Upon completion by the student, the assignment will be collected by the Boost Cafe monitor and returned to the appropriate teacher.
4. The teacher will review the assignment for completeness and quality of work.

Interventions:

5. The number of Boost Cafe tickets issued to each student will be reset to zero at the end of each quarter of the school year.
6. Parents/guardians of students in **all grades** will be notified by FJHS administration when their child is issued a **6th** Boost Café **ticket** in each **quarter** of the school year.

7. If a student continues to receive Boost Café tickets after the intervention with the para-professional, his/her parent/guardian will be asked to attend a meeting with the student's teachers and FJHS administration to develop a plan for success.

**Teachers reserve the right to assign a student Boost Café room a second time for the same assignment if they feel the student has not completed the work according to expectations. Extenuating circumstances will be considered by building administration.*

BOOST CAFÉ DISCIPLINARY PROGRESSION

Students are required to report to the Boost Cafe room by the beginning of their lunch. Attendance in the Boost Cafe room is **NOT optional** and it is important to ensure proper mechanisms are in place to help with work completion.

Consequences for failing to report to the Boost Cafe room are progressive for each semester (start over at the beginning of the second semester).

1st Occurrence - Warning
2nd Occurrence - 1 hour after school detention
3rd Occurrence - 1 hour after school detention
4th Occurrence – 1 hour after school detention
5th + Occurrence – 1/2-day ISS (Group II Discipline referral for "Insubordination")

Notices for Boost Cafe consequences will be delivered to students in class and parents will be contacted electronically via email or phone calls

ATTENDANCE AND TARDY PROCEDURES

MICHIGAN COMPULSORY EDUCATION LAW

The Michigan law governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child ages 6 to 16 to send the child to school during the entire school year [MCL 380.1561]. In 2010, the law was amended to increase the compulsory school attendance age from 16 to 18 for a child who turned 11 after December 1, 2009, or who entered grade 6 after 2009.

ATTENDANCE POLICY

Research shows that students who have good attendance habits are more likely to achieve better grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. We also believe that good attendance habits contribute to the development of a positive school climate, improved instruction and increased staff and student morale.

The school district is accountable to the State of Michigan for the attendance of all students. Therefore, the school must have a satisfactory explanation from parents and guardians for the absence of a pupil for all or any part of the school day. In some cases, this may include a physician's verification of illness or appointment. The attendance policy is intended to encourage students to develop good attendance habits so that they may take full advantage of the educational opportunities provided by Fowlerville Junior High School.

Note: FJHS students enrolled in advanced classes at FHS are subject to the attendance/loss of credit policy. Please refer to page 20 of the FHS student handbook.

STUDENT/PARENT RESPONSIBILITIES

- Students are expected to arrive on time and attend all assigned classes.
- If students must leave school during the day, the parent/guardian must have contact with the school to grant permission prior to the student leaving. Students leaving campus must **sign-out** in the main office and **sign-in** when they return**. If a student fails to sign-in or out, they will be given a warning the first time and a Group I violation for each time thereafter.**
- If a student arrives late, they must sign-in in the office.
- If a student arrives at school after 7:45 A.M., the student must sign in at the office and the parent must call school to excuse their student otherwise the student will be marked unexcused. The school reserves the right to determine if the reason is excused or unexcused.
- To excuse an absence, parents must call the Attendance Administrative Assistant (223-6203) within a 48-hr period from the day of the absence. (example: absence on Monday, call must come by Wednesday). Parents may also call the Attendance Hotline at **223-6150**. This number may be called 24 hours a day, seven days a week.
- Parents are urged to consider school hours and the school calendar when scheduling appointments and vacations. If a vacation during school is necessary, a signed vacation form must be completed in the main office if the absences are to be excused.
- Students and parents are responsible for keeping track of the number of absences in each class period and seek adjustments through the attendance office if errors are discovered.
- Failure to follow these procedures may result in disciplinary action for the student.

EXCUSED/UNEXCUSED ABSENCES

Excused absences are approved absences reported to the school office. They should be reported before 9:00 a.m. on the day of the absence. Please call the Attendance Hotline at 223-6150 after school hours and provide the following information:

Student's name
Student's grade
Reason for absence
Date(s) student will miss

Excused absences are approved absences reported to the school attendance office. Excused absences may include:

1. Absences for religious observances.
2. Absences for personal or family illness.
3. Absences for personal or family business.
4. Absences for the death of friends or family members.
5. Absences for medical or dental care.
6. Absences for participation in legal or court proceedings.
7. Reportable vehicle accidents.
8. Natural disasters or family emergency.

9. Absences for pre-arranged vacations. A parent may not excuse a student for a skip day.
10. Suspension given by a building administrator

***Excused absences must be reported to the school within a 48-hour period from the date of the absence. Our attendance hotline (517-223-6150) can be reached 24-hours a day, 7 days a week. Our recordings are dated, so please always leave a message.**

Unexcused absences are:

1. Absences that are not approved by the school.
2. Absences resulting from leaving class or school without being granted permission from school authorities.
3. Absences not reported by a parent within **48** hours.
4. Absences resulting from an unexcused tardy of more than 15 minutes 1st hour or 5 minutes 2nd - 6th hours.

Unexcused absences will result in disciplinary action. Unexcused absences of 3 or more hours in a day will result in an after-school detention after 48 hours. Unexcused absences occurring during the school day after the student has arrived at school could be considered truancy. If the student leaves the building without permission during the hour(s) of the unexcused absence the student will receive a Group II violation.

NOTE: THE SCHOOL RESERVES THE RIGHT TO DETERMINE IF AN ABSENCE IS EXCUSED OR UNEXCUSED.

EXTENDED ILLNESSES

When, in a teacher's opinion, illness or other valid reasons have interfered with your ability to meet class deadlines, an incomplete can be given rather than a grade. In such cases the student will have one day for every day he is absent, up to three (3) days, to make up the work missed. Extended absence for excused medical reasons will be dealt with on a case-by-case basis. Failure to comply with this condition may result in a failing grade.

MAKE-UP WORK AND ABSENCES

Students should arrange make-up time with teachers immediately upon return from an absence. This responsibility belongs to the student. Students will not have additional make-up time for assignments and tests that have been scheduled three (3) or more days in advance. Students absent for 1 or 2 days will be expected to hand in all work for credit during class on the second day of return. Coursework will be available in Google Classroom. Students absent for 3 or more days will have coursework available in Google Classroom all work will be expected to be handed in during class on the third day of return. If technology/internet access is an issue at home, parents may request printed copies of coursework.

TRUANCY

Students who intentionally do not attend their regularly scheduled classes are considered truant and subject to disciplinary action under the student code of conduct.

PARENT NOTIFICATION AND TRACKING POLICY

Parents will be notified via the phone master system when their child is absent on a given day. The following notifications will be made to parents as students accumulate multiple absences throughout the year. This is also a requirement for truancy proceedings.

Livingston Educational Service Agency · BAS Brighton Area Schools · HCS · Howell Public Schools · Pinckney Community Schools

Livingston County Chronic Student Absenteeism & Truancy Protocol

Livingston County follows a set attendance protocol to ensure all students are in school regularly. While excused absences are considered, frequent absences, for any reason, can affect your child's learning and will be closely monitored.

National Statistics show that...

- By 6th grade, chronic absenteeism is one of three signs a student may drop out of school.
- Forty-five percent of students who are chronically absent do not finish high school.
- High school graduates make, on average, $1 million dollars more during their lifetime than their peers who do not graduate high school.

The goal of each tier is to identify and address any barriers to attendance, ensuring the student consistently attends school.

Protocol

Tier 1 **School Administration**	**Notice #1**: Parent/guardian will receive a letter and or call home due to 3 or more absences in a quarter of the school year. **Notice #2**: When a student has 8 or more absences, parents/guardians will receive a second letter. **Notice #3**: When a student reaches 12 absences you will have a mandatory meeting with school administration and other school/community resources to create an attendance plan.
Tier 2 **District Administration**	If attendance does not improve, the Parent/guardian will receive another letter with a mandatory meeting scheduled with district administration, the School Resource Officer (SRO), and other key individuals to provide additional support and modify the previous attendance plan.
Tier 3 **Livingston County Truancy Officer**	If attendance still doesn't improve, a referral is sent to the Livingston County Truancy Officer, along with all necessary documentation. The Truancy Officer meets with the family to identify and address any challenges they may be facing. An assessment is completed, and if needed, the case may be referred to the prosecutor's office.
Tier 4 **Prosecutor's Office**	Prosecutor's Office receives case and brings attendance concern to the attention of the Livingston County Courts. Programs such as the Diversion Program or community resource supports may be introduced, along with additional court actions.

** Medical documentation will be taken into consideration if truancy referrals need to be filed.*

PLANNED ABSENCE

If parents wish to have the student miss school for a planned vacation or other reasons such as but not limited to, hunting, job search, or family trips, the student must come to the office for a special form. The form must be signed by the teachers, parents, and administration before becoming valid.

It will include work assigned for missed classes that should be completed at least three days prior to the absence. These days will be considered as part of the student's attendance record and may affect truancy proceedings.

TARDINESS PROCEDURE

Tardiness is defined as "Failure to be in the teacher-assigned location when the tardy bell rings." Students are expected to be in their assigned classes on time. Students reporting to class with an excused pass will not be considered tardy. *CONSEQUENCES FOR TARDIES WILL NOW BE PASSED TO STUDENTS IN CLASSES TO ENSURE LESS DISRUPTION OF LEARNING TIME.

A. Consequences are progressive for every quarter (card marking).

First Tardy	Teacher Warning
Second Tardy	Teacher Warning
Third Tardy	Teacher Assigned Consequence
Fourth Tardy	1 hour after school detention & Parent email notification.
Fifth Tardy	1 hour after school detention & Parent email notification
Sixth Tardy	1 hour after school detention & Parent email notification.
Seventh Tardy (+)	1 day of ISS & Parent email notification.

B. Any student arriving to school after 7:30 A.M. must report to the office to sign in and get a pass before going to class. The student will be recorded as being tardy to 1st hour (a.m. homeroom for 6th grade).

   If the student arrives after 7:45 they will be considered absent for first hour (a.m. homeroom for 6th grade).

C. If a student enters a class more than fifteen (15) minutes late to first period, or more than five (5) minutes late during any other period, it will be considered an unexcused absence.

D. You could be considered tardy twice during 4th hour split "B" lunch.

E. Students who fail to serve their After School Detention will have their time rescheduled one (1) time to the next scheduled detention date. Subsequent failures (skipped) to serve the detention will be considered a Group II Discipline referral for "Insubordination".

F. Parent phone calls to the office or notes do not excuse tardies!

GENERAL POLICIES AND PROCEDURES

ACTIVITY NIGHTS AND SCHOOL DANCES

Student activity nights and special events are scheduled throughout the year. Different activities may require different student expectations. They will be announced accordingly and generally include the following:

1. Only FJHS students are permitted to attend.
2. No guest passes are allowed.

3. If students misbehave, their parents will be called, and they will be asked to leave.
4. Any student leaving an activity WILL NOT be permitted to return without permission from the building administrator or activity sponsor.
5. Proper school attire (appropriate for the activity) will be required.
6. Students MUST be in attendance ***ALL*** day on the day of the activity in order to attend unless special circumstances exist (doctor's appointment, funeral, family emergency, etc…) and administrative approval is granted.
7. School rules are in effect at all school –sponsored activities. This includes activities at school or off school grounds. Violation of school rules may result in exclusion from future school events.
8. Students must arrange transportation home after the event.
9. Students with outstanding fines as of March 1st may not participate in activity nights or dances until all fines and fees have been paid in full.
10. Students who receive a group II or group III violation during the previous two (2) weeks of a scheduled event may be eligible to participate.

Students suspended from school are not eligible to attend school activities on the day of the suspension. In some cases, students are not allowed to participate in school activities if the suspension has occurred during the week(s) leading up to the event.

BACKPACKS/BAGS

To ensure a safe and organized learning environment for all students, we've established the following policy regarding backpacks and bags. This policy is in place due to the limited space within our classrooms.

- Backpack Storage: Upon arrival at school, students must store their backpacks in their assigned locker. Backpacks are not permitted in classrooms during the school day.
- Bag Policy: Students may carry necessary materials to and from class in a small string bag or purse. (The final determination of what constitutes an acceptable small bag or purse rests with the building administration). Once in the classroom, bags must be hung on the back of the student's chair or stored in a specific location designated by the teacher. Bags should never be left on the floor where they could create a tripping hazard.
- Sports Bags: All sporting equipment bags must be stored in hallway lockers or designated sports lockers during the school day.

BEFORE SCHOOL

Students are allowed in the building before school to avoid inclement weather or chat with friends unless notified otherwise by the building administration or staff. Students should observe all school policies and rules and should remain in the commons area.

BICYCLES

Students are allowed to ride their bicycles to school. Students must park their bikes in the designated areas until school is dismissed and should be locked up in the bicycle rack while at school. Fowlerville Community Schools does not take responsibility for these types of items when they are brought to school.

BUILDING USE

All organizations or individuals wishing to use the school building for an after-school activity must fill out a building request form and submit it to the Principal for approval. (These forms are

available in the office.) Students must be under the supervision of an adult. No students will be allowed to use the building without a responsible adult present.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program. A wide selection of nutritionally analyzed meals are offered at various prices and based on the family's ability to pay. Food and Nutrition Services and your fellow students will appreciate your cooperation and courtesy while in the cafeteria. All students should follow the guidelines listed below:

1. Leave the table and floor in a clean condition and dispose of all litter properly.
2. Return all reusable and borrowed items.
3. Assist with the recycling efforts.
4. Keep all food in the cafeteria. No food may be taken from the cafeteria.
5. Keep glass bottles out of the building. Open pop will be allowed only in the cafeteria.
6. No backpacks, duffel bags, etc. are allowed in the serving or cashier lines.
7. No cutting in lines.
8. Do not eat food in line before paying.
9. Treat all Food and Nutrition staff members with respect.
10. Throwing food in the cafeteria will result in suspension.

Lunchtime Procedures and Expectations:

1. Students are asked to exit the cafeteria when finished or remain seated (Pick Your Seat and Stay in Your Seat!) while chatting with friends. They will not be allowed to move around in the lunchroom as this is a congested area. If weather permits, students may be allowed to go outside if they use courteous and responsible behavior. This will depend upon our ability to supervise.
2. The media center is often open to students during lunch for computer use, reading, study time, and quiet games. Students are to stay out of the classroom hallways during lunch, so classes are not disturbed. They must get permission from an administrator or lunch supervisor to return to their lockers.
3. Students will not have access to their lockers once the lunch bell rings without staff permission
4. Free and reduced lunches are available to students from qualifying families. Application forms are available in the office and will be distributed to students at the beginning of each school year. These forms must be completed and returned to the junior high school office. A free or reduced lunch can only be used by the person to whom it is issued.
5. Parents who wish to eat lunch with their student may do so in the office conference room with prior approval from an administrator.

CLOSED CAMPUS

Fowlerville Junior High School operates under a closed campus policy. Students must stay in the building from the time they arrive until dismissed. Students cannot leave the building unless a parent contacts the attendance office and requests their student be released. Emancipated students must have permission to leave campus from an administrator and must sign out of the building.

DISTRIBUTION/POSTING/SALE OF MATERIALS ON CAMPUS

Any materials (posters, notices, signs, fliers, etc…) to be distributed and/or posted on school property must be cleared through the building principal before distribution or posting can occur. The time and place of the distribution shall be established by the principal. Those doing the

distribution and/or posting are responsible for cleaning up. No materials are to be sold on school grounds without approval and selling is usually limited to school sponsored groups.

DRIVING TO SCHOOL

Fowlerville Junior High School students are not allowed to drive to school or park on campus.

EXTRACURRICULAR ACTIVITIES

Individual codes of conduct are developed by coaches/sponsors of extracurricular activities such as band, cheerleading, athletics, clubs etc. Students participating in activities are subject to these individual codes of conduct in addition to the general student code of conduct.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

FIELD TRIPS

At FJHS students are given the opportunity to participate in educational field trips including out-of-state or overnight trips. Due to the nature of these events, students must have demonstrated good character that meet the expectations and standards we have set for our students in order to participate. Students who have poor attendance, behavior, and/or grades may be excluded from attending the field trip. Specific expectations about discipline related issues, including reasons for students being excluded from the trip, will be given to students at least two months in advance. In these instances, every attempt will be made to refund deposits or pre-paid money but cannot be guaranteed.

FINES

Students with outstanding fines will be ineligible to attend their grade-level field trip and/or the Spring semi-formal dance.

All fines must be paid at the school where they were assessed (i.e. a fine incurred at FJHS must be paid at FJHS main office and cannot be accepted at FHS). FHS students paying a fine at FJHS must do so before or after school.

FIRE DRILLS

Fire drills are held at regular intervals during the school year for the purpose of acquainting the students and faculty with standard procedures in case of emergency. The alarm for fire is a continuous sound of the fire alarm signal. When it sounds, follow these directions:

1. Follow directions to the nearest exit as posted in each room.
2. Leave work materials in the room but take purses or other valuables.
3. Close door and turn off lights after last person is out of room.
4. Walk out of the building quickly, quietly and orderly and remain with class.
5. Go far enough from the building (at least 100 feet) to allow fire trucks and emergency equipment to operate if necessary.

GAMBLING/GAMES OF CHANCE

Gambling and games of chance will not be allowed in school with the exception of activities pre-approved by the administration.

HALL PASSES

Any time a student leaves a classroom he/she must carry a hall pass from a teacher. The student must go directly to his/her destination. Students in the halls at any time without a hall pass will be subject to disciplinary action. Students using passes during class time must leave electronic devices (i.e. cell phones) in the classroom prior to leaving the classroom. Students using cell phones outside of the classroom during class time will be subject to our Personal Electronic Device Policy.

ILLNESS

Students who become ill at school must report directly to the office. If necessary, the office personnel will make arrangements for you to go home. Students who report to the bathroom because of illness and do not go to the office will be considered truant.

IMMUNIZATION GUIDELINES

All students enrolled in the Fowlerville Community Schools must meet any immunization requirements for school registration set forth in the Public Health Code of the State of Michigan.

A student 7-18 years of age who is entering school shall be in compliance with the following immunization requirements:

- Has received 4 doses of any appropriate diphtheria vaccine - 3 doses if first dose was received on or after the 7th birthday, and if a dose was not received within the last 10 years, a booster dose at school entry.
- Has received 4 doses of tetanus vaccine - 3 doses if the first dose received was after the 7th birthday and if a booster was not received within the last 10 years, a booster dose at school entry.
- Two doses of live MMR (mumps, measles, rubella) vaccine received after first birthday, at least one month apart, and with one of two doses at or after 15 months or current laboratory evidence of immunity to mumps, measles and rubella. Three doses of polio vaccine.

Evidence of completion of these immunization requirements must be submitted to school officials prior to attending classes.

The Superintendent or his/her designee will exclude and/or not permit a child to enter school who is out of compliance with the required immunization guidelines.

Immunization Waivers:

Effective January 1, 2015 Public Health Code requires the Health Department to give education about benefits of vaccination and the risk of disease at the time a non-medical waiver is signed. The waiver must be certified by the Livingston County Department of Public Health. This change applies to all new kindergarten students, new students enrolling in the district and **students entering 7th grade.**

Parents/Guardians wishing to obtain a waiver should:

1. Make an appointment with the local health department.
2. During this appointment, a nurse or health educator will provide immunization education and answer any questions that you may have.
3. **Waivers will not be accepted by the school unless they are signed and stamped by a local health department.**
4. In the event of an outbreak of vaccine preventable disease, the parent/guardian may be required by the school district, in consultation with the Livingston County Health Department, to keep (susceptible or wavered) students at home temporarily.
5. Students that have not met immunization requirements may not be allowed to attend school.

Livingston County Department of Public Health
2300 East Grand River Avenue, Suite 102
Howell, Michigan 48843-7578
(517) 546.9850
www.Lchd.org

INTERSCHOLASTIC ATHLETICS

Fowlerville Junior High School offers a well-rounded sports program for the interested male and female student athlete. Every interested student is encouraged to try out for the team of his/her interest. Fowlerville Junior High School is an active member of the Michigan High School Athletic Association and the Middle School Capital Area Athletics Conference (MS-CAAC). In order to participate, the student must have an annual physical (dated after April 15th of each year), parental consent and meet the current athletic code. All student-athletes are to keep themselves physically and mentally prepared. There are training rules inherent to athletics that are to be adhered to while a student actively participates in interscholastic athletics. All participants are encouraged to obtain medical coverage if they are not covered. Medical Insurance Information, athletic rules and complete information are available in the Athletic Office.

ATHLETIC EVENTS

It is the goal of the Fowlerville Community Schools programs to provide a fun, safe, family environment at all our athletic events. We would like your assistance in supervising your children at the varsity football games as well as all athletic events on our campus. Because of the size of the crowds and the nature of the event, we can only provide general supervision of spectators while they are attending the football game.

We are asking parents for assistance in seeing that the following things happen at home football games:

- K-8 students must be in attendance with an adult who will stay for the game and be responsible for the students' behavior.
- Students may not bring balls or other objects to be thrown in the stadium. This is to eliminate the pickup football games that are taking place in the spectator areas where injuries could occur.
- Skateboards, bikes or in-line skates are prohibited.
- Once admitted, there is no re-entry for students after leaving the event.

By implementing these guidelines, we can provide a safer and more enjoyable atmosphere for everyone who attends our football games and other athletic contests.

Please assist the school district by keeping the stadium clean and by exhibiting good sportsmanship at all our athletic contests. We appreciate your help and support with making Fowlerville Athletics successful.

LOST AND FOUND

Lost and found items will be kept in the main office. If you have lost something that you can positively identify as yours, report to the office to see if it has been turned in. All unclaimed or unidentified articles will be disposed of after thirty (30) days.

MANAGEMENT OF STUDENT FUNDS

All financial affairs of a student-sponsored activity are the responsibility of the sponsor and business manager of the organization. No student organization is allowed to hold a checking account in the name of any member or sponsor of its organization. Petty cash funds are not to be held without prior approval and control of the building administration.

MEDIA CENTER

The Media Center is designed to provide the students and faculty of Fowlerville Junior High School with research materials, recreational reading and audio-visual aids. The Media Center will be used as an area for study, not for socializing. Any student misbehavior in the Media Center will result in loss of Media Center privileges.

If a student has materials overdue, Media Center privileges will be suspended until those materials are returned and/or a fine is paid. If the matter is not taken care of promptly, the student may face disciplinary action.

The following include most Media Center regulations:

- All students MUST have a pass or they will not be allowed in the Media Center.
- Only four students are allowed at each table.
- Student passes must be left at the circulation desk upon entering.
- All students, unless otherwise specified on the pass, will be sent back to class five (5) minutes before the hour ends.
- There will be no eating/drinking in the Media Center.
- All materials are due in three (3) weeks, except reference materials, which are on overnight checkout only.
- Failure to return overdue material after notice has been given may result in a suspension from school.
- No playing games, visiting chat rooms, downloading to hard drive on the computers will be allowed at any time. The Technology code of conduct will apply to media center use.
- Computer use is limited to one student per station, only.
- Do not download anything on the hard drive without permission from the media specialist.

- Computer usage will be allowed only when accessed through YOUR own personal network account.

MEDICATION

Although it is more desirable that medication be administered at home, the school district recognizes that some students are only able to attend school on a regular basis because of the effective use of medication in the treatment of chronic disabilities or illness. If prescription medication must be taken at school, the following regulations must be followed:

1. Medication must be brought to school in the original container and labeled as to the name of pupil, name of medication, dosage to be given and times to be given.

2. Written permission to take the medication must be on file at the school signed by the parent or guardian.

Parents of students with diabetes, asthma, or other health conditions that may require emergency treatment, must complete a **School-Based Care Plan.** Copies of the plan are available in the principal's office.

Students may self-administer "over the counter" medications such as aspirin only after written consent by the student's parent(s) and the building principals is approved. Students may also self-administer prescription medications with the consent of a physician, the student's parent(s), and the building principals. Forms for self-administration are available in the Attendance office.

Sharing of non-prescription and/or prescription drugs is a violation of the school policy and will result in a Group III violation. Distribution of prescription medication will result in suspension pending the outcome of a hearing before the Board Disciplinary Committee.

MONEY AND VALUABLES

Students should not bring unnecessary amounts of money or valuables to school. Gym and hall lockers are not safe places to house these items. School insurance only covers those items owned by the school. Students bringing in materials to use in class must have the permission of the instructor. In no case are materials to be left over night or during vacation periods. A form will be available in the office for any student to report an act of vandalism or theft.

PARENT(S)/GUARDIAN(S) INVOLVEMENT POLICY (FCS BOARD POLICY 7175)

The District recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the District to educate all students effectively, the District and parent(s)/guardian(s) must work as partners.

All parent(s)/guardian(s) are encouraged to share the District's commitment to the educational success of their children. To this end, the District shall establish programs and practices that enhance parent(s)/guardian(s) involvement and reflect the specific needs of students and their families.

The District's parent(s)/guardian(s) involvement program will include, to the extent that finances and time allows, the following goals to be implemented by building Principals or their designees:

- Goal I: Communication between home and school will be regular, two-way, and meaningful.
- Goal II: Parent(s)/Guardian(s) skills will be promoted and supported.

- Goal III: Parent(s)/Guardian(s) will play an integral role in assisting student learning.
- Goal IV: Parent(s)/Guardian(s) will be welcome in the school, and their support and assistance will be sought.
- Goal V: Parent(s)/Guardian(s) will be full partners in the decisions that affect children and families.
- Goal VI: Community resources will be used to strengthen schools, families, and student learning.

Title I Education Program Parent(s)/Guardian(s) Involvement

Parent(s)/Guardian(s) of students in the Title I Program will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program.

Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program when applicable.

PESTICIDE APPLICATION

As a part of the Fowlerville Community School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such emergency application. If you need prior notification, please complete The Prior Notification Request form found in the back of the handbook.

POLICE LIASON OFFICER or School Resource Officer (SRO)

The Village of Fowlerville in cooperation with the Fowlerville Community Schools has placed a specially trained police officer in the Fowlerville Community School District. The police liaison officer strives to improve police relations with students, thus giving them a better understanding of the law and its enforcement. The police liaison officer is available to students, parents, and staff for advice and information.

REQUESTING SCHOOL WORK

When it appears that a student will be absent for more than three days, parents may call the office and ask for assignments. Please plan to give the office at least one day's notice.

SCHOOL BUSES

All students who ride buses to school must adhere to the rules and regulations stated in the District Transportation Policy. Violations of rules will result in action from a warning to elimination from the bus. Students who misbehave on buses will also be subject to disciplinary action as specified in the student code of conduct. See the transportation policy located in the back of this handbook for further information.

SCHOOL CLOSING/DELAY

In the event of bad weather or other conditions that make it necessary to close school on a scheduled day, or if it is necessary to delay the start of school, the administration will notify WHMI radio, WILX (TV 10) and WLNS (TV 6). You can listen to WHMI radio (1350 AM and 93.5 FM)

or TV channels 6 and 10 for current information. If you have local cable television, WILX is channel 12 and WLNS is channel 13.

If it is necessary to have a **SCHOOL DELAY** (fog, ice, snow, etc.), school will start **TWO CLOCK HOURS LATE** at 9:24 A.M.

SEARCH AND SEIZURE

A student's person and/or personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. A student's failure to permit searches and seizures will be considered grounds for disciplinary action.

Students should be aware that periodic, unannounced searches of school facilities would be made by a Police Canine Unit. All areas of the building will be searched as well as school parking facilities. These searches will be under the direct supervision of a building administrator.

SECTION 504 POLICY STATEMENT

Identification, Evaluation and Education of a Student with a Disability Within the Meaning of Section 504 of the Rehabilitation Act of 1973.

It is the policy of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

It is also the policy of the Board of Education that no otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the school district. Due to process rights of a student with a disability and his/her parents/guardian under Section 504 will be enforced.

Under this policy, a student with a disability is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) has a record of such an impairment, or is regarded as having such an impairment (34 C.F.R. Section 104.3 (l) and (k)). Students may have a disability under Section 504 and this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).
Contact the Administrative Office at 4861 N. Fowlerville Road, Fowlerville, Michigan 48836, (517)223-6001 for the coordinator of Section 504 Activities.

SHARED STUDENTS BETWEEN JUNIOR HIGH AND HIGH SCHOOL

Students that attend class in a different building, such as a high school class offered in the junior high school, are permitted in the assigned building only during the time of the assigned class. If the class is scheduled for first hour, the visiting student should not enter that building before 7:25 a.m. Students are expected to leave the Junior High through Door 1 immediately after being released from their previous class period traveling the sidewalk around the bus parking lot and entering the High School through Door 31. Students "cutting" through the bus parking lot will be considered in an "unauthorized area" and subject to a disciplinary referral for "unauthorized area".

STUDENT COUNCIL

The Fowlerville Junior High School student council is a leadership organization that exists to serve students and promote the school. The council also serves as a vehicle for solving student problems, addressing student grievances, making suggestions to the faculty and administration, and providing a vehicle for communication between students and adults.

Membership in the Student Council may be by election or voluntary participation, as determined by the staff sponsors. All students are invited to participate and encouraged to bring school related issues and ideas to the attention of a class representative. Students have the opportunity to offer their services as committee members to plan social events, school projects, and other related activities.

The Student Council has teacher sponsors responsible for guiding student decision-making and overseeing the financial responsibilities. However, students will carry the workload in planning and implementing activities and projects.

STUDENT DIRECTORY INFORMATION

Throughout the school year the district may release certain directory information regarding any K-12 student. This information includes name, address, phone number, pictures, videos, gender, grade level, birth date and place, parents' names and addresses, academic awards, degrees and honors, information about school sponsored activities and athletics, height and weight for athletic team members, major fields of study, and the period of attendance in school. However, this directory information **will not** knowingly be released when it is requested for the purpose of surveys, marketing, or solicitation; unless the District determines that the use is consistent with the educational mission of the District and is beneficial to the affected students. As required by law, this notice is published annually during the last week of July in the local newspaper. Any parent, guardian, or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal prior to September 1st each year. No directory information will be released within this time period, unless the parents, guardians, or eligible students are specifically informed otherwise.

If a parent decides to exclude their student's name from directory information, the student's information will not appear in honor rolls, athletic programs, or other general school information. Two federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone numbers – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. These laws apply to students in grades 7-12. Any parent, guardian, or eligible student may prohibit the release of this information to the military by delivering a written objection to the building principal within 30 days of the date of this notice. Under this option, directory information will still be made available to other sources under the terms and conditions explained in the previous paragraphs.

The district has protected student's privacy to the best of their ability. If you have any questions, please contact the Assistant Superintendent at (517) 223-6027 or the Superintendent at (517) 223-6015.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF
PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) requires Fowlerville Community Schools to notify parents of certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education-
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or parents; or
    8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (See Note below.)
- Inspect, upon request and before administration or use-
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional materials used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Note: No specific surveys or activities regulated under PPRA are scheduled at this time. However, occasionally the District may release directory information for the purpose of surveys, marketing, or solicitation, if the District determines that the use is consistent with the educational mission of the District and beneficial to the affected students. Under these circumstances, the release of directory information will take place without prior notification.
Any parent, guardian, or eligible student may prohibit the release of directory information by following the procedures outlined in the Directory Information Notice found in the student handbooks.
Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

STUDENT LOCKERS

Each student will be assigned a locker and combination before school begins each fall. Once a locker has been assigned, no student will be allowed to change lockers without written permission from the administration. No charge for the use of the locker is made except when lockers are damaged. Students are responsible for the inside of their lockers. Any kind of damage or writing on the inside of a student's locker will be subject to a fine at the end of the year. Students may not have displayed in or on their lockers slogans or symbols making reference to or promoting illegal substances (including alcohol and tobacco), and must not display words, pictures, or symbols that are derogatory, racist, obscene, or vulgar.

Although school authorities will respect the rights of the student in his/her locker or property, it should be made clear to all that lockers are the property of the school; assigned to students for the purpose of storing supplies, clothes and other items necessary for the student's education and physical well-being. Students should not expect privacy regarding items placed in lockers because lockers are subject to search by school officials at any time. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

TELEPHONE

The office phones are not to be used for personal calls. They are for school-related business and emergencies only.

TEXTBOOKS

Textbooks are provided free of charge for all students requiring textbooks in their classes. All textbooks remain the property of Fowlerville Community Schools. Each student is responsible for the care and return of all textbooks in a reasonable condition. If a student loses a textbook or damages one beyond use, a replacement will be made. All books will be checked in at the conclusion of the course for which they are issued. Students are responsible for reporting to their teacher the condition of their books upon issue. Fines will be assessed for damages to the student by the teacher.

TORNADOS

In the event of an actual tornado in the school area, students will be taken to a designated safety area in the building by their respective teachers. Notification and direction of an actual tornado will be given over the public address system. Safety drills will be conducted twice each year to help staff and students understand the safety procedures to ensure student and staff safety during such a weather event.

VENDING MACHINES

Vending machines are provided for student use and enjoyment after school and during special events. Funds from these machines are used for student activities. Please use the machines in an appropriate manner. Problems related to the vending machines should be reported to the office.

VISITOR AND STUDENT PICK-UP AND DROP OFF

The parking area and drive behind the school is for staff parking. Students may be dropped off before school in the circle drive. All student pick-ups should occur in the circle drive during the school day. Pick up after school can be in the circle drive or south lot. Students may enter the

building before school through doors 1 (buses only), door 11 in Circle Drive, and door 14 of south parking lot. All visitors are asked to park in the Circle Drive and enter through door 11.

VIDEO SURVEILANCE
The school campus is under recorded video surveillance 24 hours a day.

VIDEO SURVEILANCE – ACCESS TO VIDEO BY PARENTS/GUARDIANS
Security cameras are used to monitor and improve student safety. Surveillance video images are frequently used as evidence by school officials when disciplinary action is required because of violations of the Student Code of Conduct or Law. When video images are used in this manner, they are considered student records and are subject to the Family Educational Rights and Privacy Act (FERPA).

Parents have a right to inspect and review video images that are being utilized as evidence for disciplinary action for incidents involving their child/children. This only applies to the parents of those students who are directly involved in the incident. Video images will only be released to comply with a judicial order or lawfully issued subpoena, or under other applicable provisions contained in (FERPA). Parents who would like to view video images that are being utilized as evidence for incidents involving their child/children should contact the building principal. In general, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA does allow schools to disclose student records, without consent, to some parties under specific conditions. (See the section on the Family Educational Rights and Privacy Act located in this handbook.)

Video images used for disciplinary action resulting in suspensions of more than five (5) days or expulsion, will be maintained by the District for a period of not less than one (1) year following the incident in question. Any and all video images of criminal activity that the District is aware of will be maintained for not less than one (1) year following the incident in question. Video images will be deleted from computer storages devices after a period of one year.

Note: This policy is subject to change. The U.S. Department of Education Family Policy Compliance Office is presently working on an official guidance document pertaining to this topic.

WITHDRAWAL FROM SCHOOL
Before a student withdraws from school, he/she must return all books and materials. We ask that the parent/guardian contact us prior to dropping or withdrawing from school so that we can make the necessary changes. Students must pick up a drop form in the office so that individual teachers can check in materials and assign a grade.

WORK PERMITS
Work permits will be issued by the office secretaries provided the student presents the following credentials:

1. Proof of age.
2. Social Security Number.

3. Verification of employment (occupational approval number from prospective employer).
4. Permits may be revoked by the school if a student's attendance or academic achievement is affected adversely.

Positive Behavior Interventions and Supports

Tier 1 Behavior Guidelines

Fowlerville Jr. High School has implemented School-wide Positive Behavior Interventions and Supports (SWPBIS) as a preventative, proactive approach to supporting student behavior. The six big ideas listed below are the foundation of SWPBIS in all school settings, including the classroom environment.

1. **Identify and define behavior expectations**
2. **Teach behavior expectations**
3. **Monitor expected behavior**
4. **Acknowledge and encourage behavior expectations**
5. **Establish a continuum of responses to behaviors that includes teaching/re-teaching**
6. **Use data for decision-making**

Fowlerville District Wide Expectations

- **Respect**
- **Responsible**
- **Safe**

The Fowlerville Jr. High School Expectations are found on the next page and will be posted in multiple locations within the building.

Fowlerville Junior High School's Behavior Matrix

Fowlerville Community Schools

	Outside	Restroom	Hallway/ Commons	Auditorium	Cafeteria	Office	Media Center	Bus	Extracurricular Activities	Locker Rooms
Respectful	• Follow directions • Follow the rules of the game • Use appropriate voice and language	• Give others their privacy • Keep area free of writing and other damage • Use appropriate voice and language	• Be aware of others' personal space • Use technology appropriately • Use appropriate voice and language	• Follow directions • Use technology appropriately • Use appropriate voice and language	• Follow directions • Be considerate • Use appropriate manners • Use appropriate voice and language	• Communicate your needs politely • Wait patiently • Use appropriate voice and language	• Follow directions • Use technology appropriately • Use appropriate voice and language	• Be aware of others' personal space and belongings • Be kind and helpful • Follow the bus driver's directions • Clean up after yourself and respect the bus	• Follow directions • Maintain personal space • Use appropriate voice and language • Treat guests appropriately • Show concern for others	• Give others their privacy • Only take items that belong to you • Use appropriate voice and language • Carry sportsmanship into the locker rooms after the game
	Outside	**Restroom**	**Hallway/ Commons**	**Auditorium**	**Cafeteria**	**Office**	**Media Center**	**Bus**	**Extracurricular Activities**	**Locker Rooms**
Responsible	• Take care of outside equipment • Report concerns to staff	• Use facility appropriately • Go directly to and from the destination • Clean up after yourself • Report concerns to staff	• Do the right thing even when no one is looking • Walk • Report concerns to staff	• Stay in the designated area • Food and beverage free zone • Clean up after yourself • Report concerns to staff	• Stay seated • Only take what you pay for • Clean up after yourself • Report concerns to staff	• Be honest • Go directly to and from the destination • Clean up after yourself	• Return books when due • Take care of all library materials • Food & beverage free zone	• Sit appropriately and safely in assigned seats • Be on time to the bus stop, lined up and ready to board the bus • Be silent at railroad tracks • Use a quiet voice, appropriate language, and avoid distracting sounds	• Stay in designated area • Take care of property and equipment • Report concerns to staff • Be aware of the rules of the specific event • Clean up after yourself	• Use facility appropriately • Get in and out quickly • Lock up personal belongings • Clean up after yourself • Report concerns to staff
	Outside	**Restroom**	**Hallway/ Commons**	**Auditorium**	**Cafeteria**	**Office**	**Media Center**	**Bus**	**Extracurricular Activities**	**Locker Rooms**
Safe	• Keep hands, feet, and objects to yourself • Stay in the designated area	• Keep hands, feet, and objects to yourself • One person per stall • Technology free zone	• Keep hands, feet, and objects to yourself • Keep walkways clear	• Keep hands, feet, and objects to yourself • Sit appropriately/stay seated • Walk in the aisleways	• Keep hands, feet, and objects to yourself • Maintain your personal space	• Keep walkways and doorways clear	• Keep hands, feet, and objects to yourself • Sit appropriately • Walk	• Sit appropriately and safely in assigned seats • Stay seated until the bus comes to a complete stop • Wait for the driver to signal before crossing the road • Keep hands, feet, and objects to yourself at the bus stop or on the bus	• Follow scheduled times of event • Follow directions and procedures • Remain in designated areas • Report problems to staff	• Keep hands, feet, & objects to yourself • Equipment stays in the gymnasium unless other instructions are given. • Technology free zone

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

AFTER-SCHOOL DETENTION POLICY/PROCEDURES

Students may be assigned after-school detentions for violations of the student handbook. The after-school detentions will be scheduled from 2:18 p.m. – 3:10 p.m., and students may be assigned all or a portion of the detention time. Students are expected to work on assignments or read while serving the detention. Students arriving to after-school detention later than 2:18 p.m. will be asked to leave and may be suspended for failure to serve the detention. Students failing to serve detentions will be considered insubordinate and could be assigned a day or days of out-of-school suspension based on the progressive discipline policy and will count as absences toward the attendance policy. Transportation will be the responsibility of the student/parent. If a parent chooses to appeal an after-school detention to the building principal, board policy is that the decision of the building principal shall be final.

AUTHORITY

Students are reminded that in addition to teachers and administrator, any adult is to be obeyed and treated with respect. This includes aides, bus drivers, cooks, custodians, lunchroom supervisors, secretaries, sponsors, and visitors. It is also expected that the adults will treat students in a similar manner.

BULLYING - POLICY

Bullying is a form of harassment. For the purpose of this policy, "bullying" is defined as:

(b) "Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.

(ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

(iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

(c) "Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

(i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.

(ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

(iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

(d) "Restorative practices" means that term as defined in section 1310c.

(e) "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

Students who engage in any act of bullying while in school, at any school function, in connection to or with any district sponsored activity or event, or while en-route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention.

Fowlerville Junior High School Staff encourages students to report all bullying. Bullying can be reported by students to any staff member or students, staff and parents can report anonymously. All reported incidents of bullying will be investigated by School administration. Investigations can lead to:

1) Written warnings to one or both parties and parents notified.
2) Detentions or In School Suspensions and parents notified.
3) Immediate suspension from school and/or expulsion

This policy shall be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state and federal law.
Approved:
LEGAL REF.: "Policies on Bullying," Michigan State Board of Education, 7-19-01; Tinker v Des Moines Independent School District, 393 US 503(1969). See also: Saxe v State College Area School District, 240 F3d 200(CA 3, 2001).

BULLYING – THE BULLYING TRIANGLE
We believe that bullying can be minimized if the entire staff works together towards the common goal of making FJHS a safe place where harassment and bullying are not tolerated.

FJHS will always be a place where students should feel able to inform adults in the building if they see bullying behavior or if they are victims themselves. Bullying often involves several types of people who can work to change the situation.
The Bullying Triangle (people involved in bullying):

1. Bullies
2. Victims
3. Bystanders

There are more people involved in a bullying event than just the bully and the victim. Often times, the most neglected group in a bullying situation are the bystanders who witness or are around when bullying occurs to a student. It is critical that students and staff members work together to stop bullying behavior and this is most effectively accomplished by the bystanders.

FJHS will continue training staff and students on how to be effective bystanders and stopping the bullying behaviors. In addition, surveys will be given to all students in the beginning of the year to increase our tracking of bullying awareness. FJHS administration will use this data to inform decisions about how to continue the prevention of bullying and harassment behavior.

If a student knows of a situation where a student is being bullied, they should respond in one of the following ways:

1. **Have a conversation with the bully to let them know that they are wrong.**
2. **Aide the victim by providing them with positive peer support**
3. **Inform an adult staff member as soon as you become aware of the situation.**

CODE OF CONDUCT

The Board of Education of the Fowlerville Community Schools believe that discipline in the school setting provides each student with the best possible atmosphere for learning. Each student and his family should understand that any teacher or school official not only has the right, but the duty to insist on good behavior in all areas and functions for the school. Students have the right to a free education, but they also have the responsibility to comply with the school's rules and regulations.

Students have the right of respect from all school staff and other students; but they also have the responsibility to respect all school staff and other students. Students have the right to get help from the teachers and other school staff, but they also have the responsibility to ask for such help in a reasonable manner.

All students should be treated fairly, considerately, and consistently. Disciplinary action should fit the violation and should occur as soon as practicable after the incident. Each student's behavior is looked upon as a unique outgrowth of his/her maturity level and environment. It should be noted that the discipline procedure is cumulative for each student.

It is not our intent to list the countless number of procedures and problems that confront us daily with disciplinary measures. We believe that every student's problem must be handled on an individual basis. The ultimate goals of any disciplinary policy should be to encourage personal responsibility for actions and the development of internal constraints. As a staff we will work together to encourage positive behavior and create a positive school-wide system of support for students to make good choices both academically and socially.
Responsibilities are the foundation upon which individual rights are based. Students must be aware of and respect safety, property, feelings and individual rights of others. A list of all the various responsibilities would be endless. However, within the school settings, there are basic responsibilities of such importance that they must be listed. Each student has the following responsibilities:

A. Respect the human dignity and worth of every other individual.
B. Be informed of, and adhere to, reasonable rules and regulations established by Boards of Education and implemented by school administrators and teachers for the welfare and safety of students.
C. Study and maintain the best possible level of academic achievement.
D. Be punctual and present in the regular school program to the best of one's ability.
E. Refrain from libel, slanderous remarks and obscenity in both verbal and written expression. Observe fair rules in conversation and responsible journalism.
F. Dress and appear in a manner which meets reasonable standards of health, cleanliness and safety.
G. Exercise the utmost care while using school facilities, thus preserving school property and promoting a healthy school environment.

H. Conduct oneself in an appropriate manner while in attendance at school or school related functions held on or off school grounds.
I. Become actively involved in your education, understanding of people and preparation for adult life.
J. Refrain from bringing onto school grounds anything that may endanger the general welfare and safety of others, or that may be disruptive to the school environment. These include but are not limited to: knives, matches, lighters, fireworks, glass bottles, squirt guns, water bottles, laser pointers, electronic games, skateboards, etc. Such articles will be confiscated and may not be returned.

School regulations apply whenever and wherever the school has responsibility for students, including time spent traveling to and from school and at extracurricular activities, at home or away.

The following code of conduct will be used to maintain consistent discipline; but everyone would understand that individual circumstances would be important in determining the action taken.

Building administrators may choose to apply disciplinary measures other than those specifically listed when it is deemed appropriate. Examples of these include, but are not limited to, diversion programs, work details, counseling programs, and evaluation and treatment programs.

DISPLAYS OF AFFECTION

Couples should use discretion and common sense while in school or on the school grounds. Excessive physical affection is not appropriate and will be treated as a Group I offense.

DRESS CODE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. If a student has selected a manner of appearance, which in the judgement of a building administrator, is reasonably considered disruptive to the educational program or presents risk to themselves or others, they may be removed from the educational setting.
Guidelines for appropriate dress include, but are not limited to the following:

- Clothing must cover areas traditionally considered private, including the buttocks, breasts, and genitals
- Undergarments should not be visible
- Backless, strapless, sheer, open-sided, or halter-top garments are not allowed.
- Articles worn by students must be free of slogans or symbols making reference to or promoting illegal substances, alcohol and tobacco, gangs, sexual themes and must not display words, pictures, or symbols that are derogatory, racist, violent (including images of weapons), vulgar or suggestive.
- Garments or accessories that could be dangerous or cause injury or damage to people or property are not allowed.
- Blankets or flags worn as garments, pajamas, costumes, and costume accessories are not allowed.
- Appropriate footwear should be worn at all times. (i.e. no slippers)

Students violating the dress code will be asked to dress in the correct way immediately. If necessary, parents will be called to bring proper clothing so that the student may resume his or her regular schedule. Any hour missed will count as an absence toward the attendance policy. Students

who cannot make alternate arrangements for their clothing will have their parents called and will be asked to leave school if the student cannot successfully meet the dress code. Dress code violations will be treated as follows:

1st Offense – Student asked to change clothing
2nd + Offenses – Student asked to change clothing + Group I violation

*The Fowlerville Junior High School dress code applies to all school sponsored events and activities.

DUE PROCESS PROCEDURAL RULES AND REGULATIONS

The constitutional rights of individuals assure the protection of the due process of law; therefore, this system of constitutional and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. An effort shall be made by administration and faculty members to resolve problems through effective utilization of school district resources in cooperation with the students and his parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he or his parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his parent or guardian to contest the facts that may lead to disciplinary action or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his parent or guardian alleges prejudice or unfairness.
4. Regarding the appeal of after school detentions, board policy is that the decision of the building principal shall be final.

PERSONAL COMMUNICATION DEVICES

"Personal communication device" refers to student owned electronic devices.
Examples include: computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones), smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.) smartwatches, smart glasses, wireless AirPods/earbuds/headphones, wearable technology, and/or other web-enabled devices of any type.

Purpose

The purpose of this policy is to intentionally create device-free time during the school day so students can fully engage in learning, build healthy peer relationships, and strengthen attention and well-being. Research consistently shows that reducing constant phone access during instructional time improves focus, social connection, and academic engagement. The use of locking pouches allows students to keep possession of their devices while removing the distraction, creating a consistent, predictable learning environment for everyone.

Daily Process

Per Board Policy 5136, student use of personal communication devices (PCDs) is prohibited on school grounds during school hours. This refers to the instructional day and school hours are defined as the time first period begins to the time last period ends.
Each student will be assigned a locking device pouch. While the pouch remains school property, students are responsible for bringing it to school daily and keeping it in working condition. PCDs must be secured in the pouch upon arrival and remain there until dismissal.
Upon arrival to their first hour classroom, students will:

- Turn their phones off, or switch them to silent (no vibration) or airplane mode.
- Place their phone inside their locking pouch and lock it.
- Keep the pouched phone with them throughout the school day.

Other types of PCDs must be turned off, silent, or in airplane mode and can also be placed in the pouch. Devices that do not fit in the pouch must be secured in the student's locker or backpack.

At dismissal, students will unlock their pouch, retrieve their PCD, and should re-close the pouch to protect the locking mechanism from damage. Pouches must be brought to and from school each day.

Violations of PCD Expectations

PCD out of storage: Students found in possession of, or using, PCDs not in designated storage between the start and end of the instructional day are subject to the following consequences:

1st Offense: Failure to Follow School Procedures (Group I Offense)

- Confiscation of PCD and parent/guardian contact. Parent/Guardian, or adult designated by parent/guardian on the emergency card, can pick up the device from the office at the end of the school day.
- Follows Group I penalty progression (minimum of 1 hour detention).

2nd Offense: Insubordination (Group II Offense)

- Confiscation of device and parent/guardian contact. Parent/Guardian, or adult designated by parent/guardian, can pick up the device from the office at the end of the school day.
- Follows HS or JHS Group II penalty progressions.

3rd+ Offense: Insubordination (Group II Offense)

- Confiscation of device and parent/guardian contact. Parent/Guardian, or adult designated by parent/guardian, can pick up device from the office at the end of the school day.
- Follows HS or JHS Group II penalty progressions.
- Offenses beyond the third will continue to follow progressive penalties outlined under Group II. Repeated violations may result in increased administrative oversight, including requiring the device to be turned in to the office during the school day for a designated period of time.

Similar Violations of PCD Policy: The above process will be followed for any other violation of the policy that is not outlined specifically below. These violations include any attempts to avoid following the procedures or rules related to this policy. Examples include leaving the pouch unlocked so the phone is accessible or putting a "dummy" phone in the pouch while keeping another device out of storage.

Damage to Locking Pouch: If a student has damaged their pouch, administration will collect the device and pouch and contact home.

Instances of intentional damage are treated as a group III violation of the student code of conduct (malicious mischief/vandalism), which result in suspension (see Group III Violation Progressive Penalties).

Accidental damage or excessive wear and tear is not considered a code of conduct violation. In either of these cases, though, the student is responsible for the cost of the replacement of the pouch (approximately $30).

If the administration inspects a damaged pouch and determines that it has worn out over multiple years of use, it may be replaced at no cost to the student if the wear and tear is not excessive.

Use of Unauthorized Magnet: Only Yondr-issued magnets may be used to unlock pouches. Unauthorized magnets will be confiscated and can be picked up by a parent or guardian. Unauthorized magnets may damage PCDs in pouches or the pouches themselves. Use of an unauthorized magnet will be considered a group II violation (school misconduct) subject to the consequences outlined in the handbook section on Group II Progressive Penalties.

Lost Pouch: If a student has lost their pouch, a new one will be issued and the replacement cost will be charged to the student.

Forgotten Pouch: If a student forgets their pouch, they will turn their PCD into the office to be held until dismissal. The PCD will be returned to the student at the end of the day. If a student consistently forgets their pouch, an administrator will call home to develop a plan with parents/guardians.

PCDs on Campus (see board policy 5136)

Students may use PCDs while traveling to and from school on a school bus or other district-provided vehicle, as well as during school-sponsored activities on such transportation, at the discretion of the bus driver, classroom teacher, sponsor, advisor, or coach.

Students may use PCDs during after-school activities or school-related functions, provided they do not create a distraction, disruption, or otherwise interfere with the educational environment. Use of a PCD during after-school activities or school-related functions is a privilege that may be revoked if a student fails to comply with this policy or abuses the privilege.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted on school grounds or at school-related functions. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

The use of cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. (See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior). In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement.

School officials will not search or otherwise tamper with PCDs in district custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure.
If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.
Students are personally and solely responsible for the care and security of their PCDs. The district assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

CHROMEBOOK CHECK OUT POLICY

Students are expected to bring their Chromebooks to school charged and in operable condition every day. Students may check out a loaner Chromebook from the media center but are subject to the following consequences for excessive checkouts.

Third Check Out	**Warning, Parent emailed**
Fourth Check Out	**1 hour after school detention, Parent meeting to develop plan to avoid future issues**
Fifth Check Out	**1 hour after school detention**
Sixth Check Out	**1 hour after school detention**
Seventh Check Out	**1 hour after school detention**
Eighth Check Out (+)	**1 Full day of LSC**

DISCIPLINE DEFINITIONS:
Administrative Intervention: Disciplinary action which does not result in suspension and which includes, but is not limited to, restorative practices. Examples of administrative intervention include warnings, reprimands, enlisting parent support, restitution, detention, or revocation of privileges. Students may miss some smaller portion of their regular class in order to meet with or receive administrative intervention, without it becoming a suspension.
Detention: A less severe form of discipline compared to suspension. Detention is a form of in-school restriction where a student is required to remain at school for a designated period outside of normal class time as a consequence for misbehavior. Detentions can occur before or after school, or during lunch. In some situations, students may serve Saturday detention.
Suspension: Exclusion of a student from school for fewer than 60 school days. In-school suspensions (ISS) remove students from some or all classes during which the student reports to an alternate location in the building. Out-of-school suspensions (OSS) remove students from the building and all school events or property for their duration. Only the superintendent or Board of Education can assign long term suspension, those over 10 consecutive days.
Expulsion: Exclusion of the student from the school district for 60 school days or up to permanent exclusion.
Rebuttable Presumption: Consistent with Michigan law, Fowlerville Community Schools adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., 60 or more school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;

- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all long-term suspensions and expulsions, the School District administrator implementing the discipline will consider and document consideration of the seven factors listed above

Restorative Practices: Consistent with Michigan law and in every case, Fowlerville Community Schools will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are approaches that prioritize repairing the harm caused to affected parties and the school community by student misconduct or other concerning behavior.

GROUP VIOLATIONS

Student discipline is grouped into categories based on the severity of the infraction. The progressive nature of discipline means that the first time you do something; your consequence is not as great as each time thereafter. A real-world example of this is if you were to get a speeding ticket for 5 mph over the speed limit, you would be required to pay some fines and fees and your insurance may go up. However, if you were to get a 5 mph over speeding ticket for the fifth time, you would probably lose your license and have heavy penalties to pay. School discipline is progressive in nature and the consequence for breaking a rule increases with the frequency that it is done. Administration will continue to comply with relevant State law as it relates to student discipline.

<u>Group I Violations</u>

Include, but are not limited to:

a. **Inappropriate/Vulgar Language**
b. **cheating/plagiarism on**
c. **Loitering in the restroom or in an unauthorized place**
d. **Excessive physical affection**
e. **Minor class misconduct or not following classroom rules.**
f. **Failure to comply or follow directions**
g. **Failure to follow school procedures**
h. **Failure to sign-in or sign-out of the attendance office**
i. **Dress code violation (second and subsequent)**
j. **Truancy/Skipping Class - within the building**
k. **Minor school misconduct/disruptive conduct**

Group I Violation Progressive Penalties:

1st Offense: 1-2 after-school detentions
2nd Offense: 2-3 after-school detentions and/or half-day of ISS
3rd Offense: 2-3 after-school detentions and/or half-day of ISS
4th Offense: 1-2 days suspension ISS/OSS
5th Offense: 2-4 days suspension ISS/OSS
6th Offense: 3-7 days suspension ISS/OSS

7th Offense: 4-9 days suspension ISS/OSS with possible Board of Education Hearing.
8th Offense: 10-day suspension ISS/OSS with hearing before Board of Education.

NOTE: The seriousness of the Group I violation shall determine the extent of punishment beyond the minimum detention or suspension.

Groups I and II Violations Positive Behavior Incentive

FJHS Administration understands the importance of positive behavior and seeks to reward students who have received school discipline and have corrected their behavior appropriately. At the principal's discretion, a student who has engaged in a Group I violation who then does not engage in any further violations for three consecutive calendar months will be treated as a first-time offender if they were to violate the code again.

Group II Violations

a. Major Profanity or Obscenity
   Profanity and obscenity refer to the use of language, gestures, images or other material that is vulgar, offensive, explicit, or disrespectful. Examples include swear words, displaying sexually explicit images, making lewd gestures, etc.
b. Lying to Staff Member
   Intentionally attempting to deceive a staff member. Examples include, refusing to identify yourself, giving a false name, giving knowingly false answers to reasonable questions from a staff member.)
c. Plagiarism/Cheating
   Plagiarism is taking the ideas or writings of others (including artificial intelligence programs) and presenting them as if they were your own. Submitting any work that is not created entirely by the student is considered plagiarism. Cheating includes student use of unauthorized materials to complete assignments or assessments, including answer keys, etc.
d. Insubordination
   Insubordination is the failure or refusal to comply with the reasonable directions of school personnel. This includes willful refusal to follow classroom or school rules, failure to identify oneself, and failure to serve assigned disciplinary consequences such as detention.
e. Disrespect to Others
   Disrespect is any verbal, nonverbal, or physical behavior that undermines the authority, dignity, or rights of others, including students, staff, and guests.
f. Pushing/Shoving/Unwanted Contact
   Engaging in physical contact or other aggressive actions meant to intimidate, provoke, or bother another person, even if no injury occurs.
g. Leaving Building/Class Without Permission
   Students must stay in their scheduled area of the building from the time they arrive until dismissed by staff. All students must have parent permission before leaving the building.
h. Forgery
   Forgery is the act of falsely making, altering, or using a document, signature, or official item with the intent to deceive or mislead. This includes, but is not limited to, signing another person's name (such as a parent or

teacher) without permission, altering grades or school records, and submitting a falsified note or document (e.g., excuse note, permission slip, hall pass).

i. Intimidation
Using threats, gestures, or actions—verbal, physical, or written—to frighten, pressure, or harass another person, causing them to feel unsafe or uncomfortable.

j. Sexual Harassment
No student or staff member shall be subjected to any form of sexual harassment or intimidation. Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. Sexual harassment may include repeated remarks with sexual or demeaning implications, un-welcomed touching, sexual jokes, posters of a sexual nature, etc. For a more complete description of Sexual Harassment, see the Student Code of Conduct section in this handbook.

k. Unauthorized Place
Students are expected to remain in approved, supervised areas of the school building and grounds at all times. Restrooms should be considered approved areas when used appropriately, including limiting stalls to one person at a time.

l. Bullying
No student shall be subjected to bullying/harassment of any kind. For a more complete description of Bullying, see the Student Code of Conduct section in this handbook.

m. School Misconduct
School misconduct is defined here as any conduct that disrupts the learning environment or the operation of the school that is not otherwise outlined in the code of conduct.

n. Use of Electronic Devices for Audio/Video Recording
Students will not use electronic devices/cameras for taking pictures/video/recording audio on school grounds, including classrooms, hallways, cafeteria and gym, without prior staff approval.

o. Transmission or unauthorized posting of information
Use of an electronic device to post any material/video/audio online or the transmission of said material using any web-based application, social media application, email, texting function etc. is strictly prohibited without prior staff approval.

p. Minor Theft
Minor theft is the taking or knowing possession of another person's property without permission, when the item has low monetary value and does not cause significant harm or disruption

GROUP II VIOLATION PROGRESSIVE PENALTIES:

1st Offense: 2-4 after-school detentions and/or half day L.S.C.
2nd Offense: 1-3 days L.S.C./O.S.S.
3rd Offense: 2-5 days L.S.C./O.S.S.
4th Offense: 4-8 days O.S.S.
5th Offense: 10-day suspension with possible hearing before Board of Education.
6th Offense: 10-day suspension with hearing before Board of Education.

**Note: The seriousness of the Group II violations shall determine the extent of punishment beyond the minimum suspension. Restorative practices may be used in lieu of or in addition to suggested progressive penalties.*

GROUP II VIOLATIONS POSITIVE BEHAVIOR INCENTIVE

FJHS Administration understands the importance of positive behavior and seeks to reward students who have received school discipline and have corrected their behavior appropriately. Any student who has received a Group II violation(s) will earn back one of their progressive discipline offenses for every three consecutive calendar months without another Group II violation.

GROUP III VIOLATIONS

A. ARSON
The willful and malicious burning of, or attempt to burn, any building structure, or property of the Fowlerville School District or any other property on school grounds. A student guilty of arson may be subject to Section 1311 consequences in the Revised School Code Act 451 of 1976.

B. EXPLOSIVES
Possession or use of explosives on school property or at school related events. Explosives are not limited to but may include recreational fireworks.

C. ASSAULT/BATTERY
Physical assault is defined as intentionally causing or attempting to cause physical harm to another person through force or violence.
STUDENT ON STUDENT
The state school code section 1310, revised in 2000 states that students who commit a physical assault at school against another pupil and the physical assault is reported to the building principal, then the school board or designee of the school board as described in section 1311 (1) on behalf of the school board shall suspend or expel the pupil from the school district for up to 180 days.

**At school being defined as in a classroom, elsewhere on the school premises, on the school bus or other school related vehicles, or at a school-sponsored activity or event whether or not it is held on school premises.*

STUDENT ON STAFF (PHYSICAL)
The state school code section 1311a, revised in 1999, states that any student who commits a physical assault on or against an employee, volunteer, or contractor of the school, shall suspend or expel by the school board or designee for a period of time as determined of the discretion of the school board or designee. This also includes threats of destruction to school property.

D. FIGHTING
Fighting on school grounds is strictly prohibited. Fighting is defined as two or more students attempting to cause physical harm to each other. Students will be considered in a fight if they make any attempt to cause harm or instigate/provoke a physical altercation on school grounds. Students who are in a fight will be suspended a minimum of 3 days. Furthermore, students involved in a fight on school grounds may also be subject to charges being filed for disorderly conduct.

E. MAJOR THEFT
Major theft involves the taking, knowing possession, or attempted theft of property that has substantial monetary value, is electronic or school-issued, or results in significant disruption or harm to others.

F. EXTORTION, BLACKMAIL OR COERCION
Obtaining money or property by violence or threat or forcing someone to do something against his/her will by force or threat.

G. MALICIOUS MISCHIEF/VANDALISM

*The act of willful destruction of property belonging to the school or others is strictly prohibited. The cost of replacement or repair for property damage will be the responsibility of the student and/or parent*s.

H. INTIMIDATION OF SCHOOL AUTHORITIES

Interference with any school staff by use of intimidation is strictly prohibited. This includes but is not limited to threatening and/or profane and/or obscene language/actions directed towards staff.

I. WEAPONS

Any student who knowingly possesses uses or threatens to use any weapon or instrument capable of inflicting injury will result in immediate suspension/expulsion. Students are prohibited from bringing to school any item that could be used to injure another individual. This includes but is not limited to firearms, knives, cutting devices of any kind, pepper spray, chains, pellet guns, spiked jewelry, clubs, any device/item that could be deemed a weapon, etc.

Students bringing the following items to school will be expelled for a minimum of 180 days: firearms, knives with blades over 3 inches in length, pocketknives opened by a mechanical device, brass knuckles, explosive devices, etc. A student could be expelled permanently for possession of a weapon and subject to Section 1311 consequences in the Revised School Code Act 451 of 1976.

J. FAILURE TO DISCLOSE PERTINENT INFORMATION RELATED TO SCHOOL SAFETY

Students having knowledge of any weapons, drugs, or alcohol on school property must notify school officials. Failure to do so will result in a Group III violation.

K. RAPE/CRIMINAL SEXUAL CONDUCT

Criminal sexual conduct is defined under The Michigan Penal Code 750.520. A person guilty of criminal sexual conduct may be subject to criminal charges as well as Section 1311 consequences in the Revised School Code Act 451 of 1976.

L. ENGAGING IN SEXUAL OR LEWD BEHAVIOR OR ANY INDECENT EXPOSURE

Sexual or lewd behavior includes, but is not limited to, sexual advances, comments, gestures, or actions that are sexual in nature and that create an intimidating, hostile, or offensive environment. Examples of sexual lewd behavior include unwanted touching, sexual gestures, sexual comments, and sexual jokes.

M. THREATENING REMARKS/VERBAL ASSAULT

A "verbal assault" against another student, school employee, or volunteer such as threatening remarks involving the use of a weapon or explosive and/or threats to cause bodily harm to another person is considered a Group III violation.

N. SMOKING, USE OR POSSESSION OF TOBACCO OR RELATED INCIDENTS

Board Policy and State Law prohibits the use, possession or distribution of tobacco products on school grounds. Students caught with tobacco products will be subject to a ten-day suspension for the first offense and may also have a minimum $50.00 fine imposed by the State of Michigan, as this is a criminal misdemeanor. Any tobacco products on school grounds will be confiscated. Students who are with other student(s) who are using tobacco could be subject to the same penalties.

O. USE OR POSSESSION OF ELECTRONIC/VAPOR CIGARETTES OR RELATED PRODUCTS/PARAPHERNALIA

Board Policy prohibits the use, possession, or distribution of all vaping related products on school grounds. Students caught with electronic/vapor cigarettes and/or related products/paraphernalia will be subject to a ten-day suspension for the first offense. Any vaping related products/paraphernalia on school grounds will be confiscated and not returned. Students who are with other student(s) who are using vaping related products/paraphernalia could be subject to the same penalties.

P. ALCOHOL AND DRUGS

A student shall not knowingly possess, use, transmit, sell or be under the influence of any illegal drug or alcoholic beverage of any kind. This includes look-a-like drugs, prescription drugs, substances represented as drugs or alcohol.

a. *On school grounds before, during or after school.*
b. *Off school grounds at school activity, function or event.*
c. *On school buses or rented carriers.*

**EXCEPTION - A student who is taking prescription medicine under a doctor's direction. The student and/or parent must inform the office when he/she is under doctor's care or taking prescription medicine by completing the appropriate paperwork in the main office.*

Students who are under the influence of alcohol or drugs, have alcohol on the breath, or who are in possession of a mood-modifier, look-a-like drugs and/or drug related paraphernalia will be immediately removed from school until a parent conference. At the conclusion of this conference, a course of action will be determined depending upon the attitude of the student and parent(s) and the seriousness of the offense. The district's procedures are aimed at making our school a drug-free area and assisting students with drug abuse and dependency problems.

Action may include, but is not limited to:

a. *Recommendation for outside assistance.*
b. *Participation in an INSIGHT class.*
c. *Suspension from school for up to ten days and/or a Board of Education hearing.*
d. *Referral to juvenile or criminal court.*
e. *Expulsion from school or any combination of the above.*

Q. A STUDENT SELLING, DELIVERING, OR DISPENSING DRUGS

A student selling, delivering, or dispensing illegal and/or unauthorized prescription medication, mood altering or look-a-like chemicals (alcohol or drugs) will be suspended pending a hearing before the Board of Education.

R. SERIOUS SCHOOL MISCONDUCT

Serious school misconduct may be defined as any serious/severe conduct that is not in the best interest of the students or property of the school and/or violates state or local ordinances.

S. ELECTRONIC DEVICE-MAJOR MISCONDUCT

The use of electronic devices/cameras for taking pictures/video in any private location such as locker rooms, bathrooms or transmission of pictures/videos of a sexual or violent nature, or the arranging, distribution, sale of drugs or alcohol.

T. PERSISTENT DISOBEDIENCE

Multiple violations of the Student Handbook that have resulted in 2 or more days of out of school suspension being assigned.

U. DISCRIMINATION

No student or staff member shall be subjected to discrimination of any kind. Discrimination including gender/ethnic/sexual orientation/ disability/height/weight will result in an automatic out of school suspension.

GROUP III VIOLATION PROGRESSIVE PENALTIES (NOT ALCOHOL/DRUGS):

Violations of this nature are extremely serious violations of the Code of Conduct and could carry with them a 10-day suspension and/or a recommendation of expulsion. *Restorative practices will be used in addition to suggested progressive penalties.* This is in addition to possible police action. The violations listed above will result in the following minimum suspension.

1st Offense: Suspension for up to 10 days and/or a Board of Education Hearing.

2nd Offense: Suspension pending a hearing before the Board of Education.

GROUP III VIOLATION PROGRESSIVE ALCOHOL/DRUG PROGRESSIVE PENALTIES:

Group III Violations involving student use, possession or being under the influence of a controlled substance including alcohol, drugs, unauthorized prescription medication, mood-altering or look a like chemicals will result in the following.

First Offense:

1. 10-day suspension and/or hearing before the Board of Education.
2. The student and his/her parents may have the option of reducing the ten (10) day suspension to a minimum of six days suspension provided that the student and his/her parents agree that:
    a. The student will be diagnosed by a certified substance abuse counselor approved by the school.
    b. The student and his/her parents shall follow the treatment program prescribed by said counselor.
    c. The parent shall provide proof of 1 and 2.
    d. Student and parent sign a NO USE CONTRACT.
    e. If any of the above are not followed - the student will face a 10 day suspension.

Second Offense:

A second violation of the student code of conduct for the possession, use or being under the influence of a controlled substance, within a 24 month time period of the first violation, will result in an automatic hearing before the Board of Education.

GROUP III VIOLATION PROGRESSIVE VAPING PROGRESSIVE PENALTIES:

Group III Violations involving student use, possession or being under the influence of a vaping device, e-cigarette, or any other paraphernalia of this kind will result in the following.

First Offense:

Option 1: 10-day suspension and/or hearing before the Board of Education.

Option 2: The student and his/her parents may have the option of reducing the ten (10) day suspension to a minimum of five days suspension provided that the student and his/her parents agree that:

1. Mandatory completion of school-provided Intervention/prevention course, completed virtually. The course MUST be completed before the student is allowed to return to school.
2. Student and parent sign a NO USE CONTRACT.
3. If any of the above are not followed - the student will face a 10 day suspension.

Second Offense:

A second violation of the student code of conduct for the possession, use or being under the influence of a controlled substance, within the same school year of the first violation, will result in an automatic hearing before the Board of Education.

SELF-REFERRAL: In order to help students who feel they have a substance use or abuse problem and seek support and assistance their self-referral for support services will not jeopardize participation in any co-curricular activity such as jazz band, National Honor Society or any other group or organization by such self-referral.

RESTORATIVE PRACTICES

At Fowlerville Junior High School we incorporate restorative practices to complement traditional disciplinary measures, focusing on repairing harm, restoring relationships, and building a positive building community. Restorative practices include Restorative Chats, which are informal conversations to address minor issues; Restorative Conferences, which are structured meetings involving affected parties to discuss significant conflicts and create a plan to make amends; and Impromptu Circles, which are gatherings to address minor conflicts through open communication and collective problem solving. These practices promote respect, responsibility, and a safe environment, enhancing communication, reducing repeated incidents, and fostering a stronger school community. Fowlerville Junior High does not hold restorative meetings with parents present or between different sets of parents.

HAZING POLICY

Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the district, whether on or off school property, is strictly prohibited.

"Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the district, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days

- Long term suspension for the remainder of the school term
- Long term suspension for the remainder of the school year i.e.: Longer than one term or semester, but less than a full school year
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the school district

This policy shall be included in all student handbooks of the district and shall be disseminated to the public in a manner to be determined by the Superintendent.

LEARNING SUPPORT CENTER (L.S.C.)

The purpose of the Learning Resource Center is to improve undesirable behavior. It also serves to separate students that have acted inappropriately from the general school population while keeping them is the school setting. Students that choose not to attend an L.S.C. or do not follow L.S.C. regulations will receive an out-of-school suspension by choice. Out of school suspensions by choice count against the student's number of absences as per the Fowlerville Junior High School Attendance Policy. Failure to follow L.S.C. guidelines may result in loss of this option in the future.

It is the students' responsibility to report to L.S.C. when assigned, they will not be reminded. Failure to report on the assigned day may result in additional penalties. Students that have any type of absence during their assigned L.S.C. day will automatically be re-scheduled.

L.S.C. Guidelines:
- You must attend L.S.C. on the day you are assigned.
- Arriving later than 15 minutes to first hour or 5 minutes to 4th hour of your scheduled L.S.C. will require a re-schedule of a full day of L.S.C.
- No sleeping
- Eyes open, head off desk
- No disruptive conduct
- No electronic devices (i.e. cell phones stored with room supervisor)
- Normal school dress code applies
- Bathroom breaks are scheduled by the L.S.C. supervisor
- All books and materials should be brought with the student to L.S.C.
- The L.S.C. supervisor will log all work. Completed assignments turned into the L.S.C. supervisor will be returned to the general teacher.
- Lunch will be scheduled by the L.S.C. supervisor and will be eaten together in the L.S.C.

AFTER-SCHOOL DETENTION POLICY/PROCEDURES

Students may be assigned after-school detentions for violations of the student handbook. The after-school detentions will be scheduled from 2:18 p.m. – 3:10 p.m., and students may be assigned all or a portion of the detention time. Students arriving to after-school detention after 2:23 p.m. will be asked to leave and it will count as failure to serve the detention. Students failing to serve detentions will be reassigned 1 time then if they fail to serve a 2nd time then students will be assigned a 1/2 day in the Learning Support Center. Students who routinely miss assigned after school detentions or who refuse to serve will be considered insubordinate and receive consequences based on the progressive discipline policy as a group II violation. Transportation will be the responsibility of the student/parent.

OUT-OF-SCHOOL SUSPENSION

All suspensions will have parent contact by phone or letter. Students given out of school suspension for 1 or 2 days will be expected to hand in all work for credit during class on the second day of return. Classwork will be available in Google Classroom. Students given out of school suspension for 3 or more days will have homework available for them in Google and all work will be expected to be handed in during class on the third day of return. If technology/internet access is an issue at home, parents may request printed copies of coursework.

Students suspended out of school will not be allowed on school property during their suspension without prior approval from an administrator. Students seen on school property will be subject to further disciplinary action.

Students who are in school or out-of-school suspended **may not** attend or participate in any school related activities that day such as dances, athletic practices or contests, drama, extra-curricular activities, being a spectator at home or away athletic events, or club meetings.

SEXUAL HARASSMENT POLICY/GREIVANCE PROCEDURE

Sexual harassment of students and staff by School District elected officials, employees, vendors, contractors or others doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made either an explicit or implicit term or condition of a person's employment or advancement or of a student's participation in school programs or activities,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the individual in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the individual's performance, or creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the individual's educational or work opportunities.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.; and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Any Board member, employee, or student in the District who believes that he/she has been subjected to discriminatory and/or sexual harassment shall report the incident(s), in the case of an employee, to the District Compliance Officers (Tim Dowker and/or Lauri Coe), the Superintendent,

immediate supervisor, Title IX coordinator, or grievance officer; in the case of a student, to the building Principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a Board member, to the Superintendent, Title IX coordinator, or grievance officer; in the case of the Superintendent, to the Vice-President of the Board. The Title IX coordinator for the District is:

The Assistant Superintendent of Schools
Fowlerville Community Schools
P.O. Box 769
7677 Sharpe Rd, Suite A
Fowlerville, Michigan 48836
517-223-6027

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation.

- If the investigation shows that the complaint is without merit, the grievance officer's findings and reasons for them will be discussed with the complainant.
- If the investigation shows that the complaint has merit, the grievance officer will confer with the Board and Superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.

Sanctions/Disciplinary Action

- A substantiated charge against a staff member in the District shall subject that staff member to disciplinary action, up to and including discharge.
- A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the Code of Student Conduct.
- A substantiated charge against a Board member in the District shall subject that Board member to any legal and disciplinary action allowed under current law.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

SUSPENSION PROCEDURES

1. The student shall be informed of the specific charges forming the basis for the disciplinary recommendation and shall be given a brief explanation of the evidence against him and/or her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will:
    a. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return to school.

b. When necessary an administrator will meet with parents or and the student to plan the satisfactory return of the student to the school setting.

4. If the parents are dissatisfied with this action, they may appeal to the superintendent or his designee to review the decision. In the case of suspensions of 10 days or less, the decision of the superintendent/assistant superintendent is final.
5. In the case of suspensions of more than 10 days only, parents that are dissatisfied with the action/decision of the Superintendent or his/her designee may appeal to the Board of Education Discipline Committee. Parents must request this hearing in writing to the Superintendent within three school days of the initial suspension. If dissatisfied with the decision of the Discipline Committee, they may appeal to the Board of Education. The student will remain suspended during all phases of the appeal process or until the suspension has been fulfilled.

SUSPENSION OF MORE THAN TEN DAYS/EXPULSION

A student recommended for a long-term suspension or expulsion is entitled to a formal hearing. Procedural guidelines have been developed to facilitate the hearing/appeal process. The following procedure guidelines will be in effect during the school year.

1. Written notice of charges against a student shall be supplied to the student and his parent or guardian. Included within this notice shall be a statement of the time and place for the hearing.
2. The hearing shall be held no later than 10 school days after the date of the notice.
3. The hearing shall be conducted by a Board appointed Discipline Committee that shall make its determination solely upon the evidence presented at the hearing. The committee will consist of three board members. The superintendent or his designee shall serve as a non-voting ex officio member.
4. Parent or guardian is entitled to be present at the hearing.
5. The student, parent or guardian may be represented by legal counsel.
6. The student shall be given an opportunity to give his version of the facts and to present witnesses and other evidence on his behalf.
7. The student shall be allowed to observe all evidence offered against him. In addition, he shall be allowed to question all non-student witnesses.
8. The decision of the Discipline Committee shall be reduced to writing and sent to the student and his parent or guardian. The Board of Education will also be made aware of the decision.
9. Any student who has been recommended for long-term suspension or expulsion may appeal the Discipline Committee's decision to the Board of Education by filing a written notice of appeal with the Board Secretary. The written notice must be filed no later than ten days after the student has been informed of the Discipline Committee's recommendation.
10. The student and his/her parent or guardian will be notified in writing of the time and place of the Board meeting at which the appeal will be heard.
11. The Board of Education will make its determination as to whether the student is guilty of the conduct charged, and its decision as to suspension/expulsion, based on the Discipline Committee's Report and any additional testimony presented at the Board meeting.
12. The Board's decision will be made no later than the next Board meeting. The decision shall be reduced to writing and sent to the student and his parent or guardian.

TECHNOLOGY CODE OF CONDUCT

The Fowlerville Community Schools Technology Department has adopted the Acceptable Use Policy (AUP) for the 2009-2010 school year. Students need to read the AUP and return the form in order to use the school's technology. Violations of this policy will result in removal from computing systems or networks and discipline action.

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

Any infraction involving the use of technology systems will be subject to a progressive discipline policy, which may include removal from computing systems or networks, detentions, suspensions of various duration, and/or recommendation to the Board for expulsion. **Loss of Internet or Network privileges may have a serious impact on a student's grade and participation in technology related courses. Students may be required to use technologies off-campus to complete assignments outside of class. Students who lose network and/or Internet privileges due to a violation of the Acceptable Use Policy may be removed from a computer based class or have his/her schedule changed (resulting in loss of credit for the class) if loss of computer privileges will not allow for completion of class assignments, projects, and tests.** The progressive discipline policy is as follows:

Use of large downloads, unauthorized streaming, playing unauthorized internet games or executable files in home directory.

Consequences: -1st violation – 30 days off Internet + Group I violation
- 2nd violation – 60 days off Internet + Group II violation

Unauthorized Internet Use – Visiting Non-academic sites (chat rooms, instant messengers, using proxy bypass sites, or visiting social networking sites –i.e. MySpace)

Consequences: - 1st violation – 60 days off Internet + Group II violation
- 2nd violation – Rest of year off Internet + Group II violation

Access Violation – Using someone else's user ID where both parties are aware

Consequences: - 1st violation – 30 days off Network + Group II violation
- 2nd violation – Rest of year off Network + Group II violation

Illegal Internet/Network Use – visiting Pornographic sites, hacking, or introducing harmful programs onto district technology.

Consequences: - 1st violation – 60 days off Network + Group III violation
- 2nd violation – Rest of year off Network + Group III violation

Physical tampering or destruction of technology will result in consequences based on the vandalism policy found in the student handbook. These consequences may include loss of technology access, which could result in loss of academic credit.

In addition, students/parent/guardian may be required to make full financial restitution to cover the loss of staff time and/or loss of equipment and/or any legal expense that may have been incurred during investigations of student misuse.

Please direct any questions you have about this document to our technology department at 223-6236.

ATHLETIC HANDBOOK

I. INTRODUCTION

The Fowlerville Community Schools Athletic Department is the educational department of the school system whose purpose is to provide and promote interscholastic athletics for the young men and women of our school district. The Athletic Department is responsible to the Fowlerville Board of Education and the Michigan High School Athletic Association.

The Athletic Department strives to provide interscholastic athletic competition as a valuable part of the student's total education. Athletics is a tool used to help our students grow and mature socially as well as physically. Every student is offered the opportunity to participate and mature through the athletic programs.

Participation on any athletic team is a privilege and not a right. Very serious misconduct or a training rule infraction which involves federal, state, or local ordinance, or any other act which brings disgrace or undue notoriety to the Fowlerville Community Schools the community or individual will result in an investigation by the Coach, Athletic Director and school administrators. This includes hosting a party or attending a party where illegal substances are being used.

Certain policies and procedures are established as standards of a well-disciplined interscholastic athletic program. Student-athletes are required to exhibit good sportsmanship and proper conduct in school, in the community, and during competition. Proper conduct includes abstaining from the use of drugs, alcohol and tobacco as well as staying away from other people who may be using substances.

Coaches may have individual team rules that differ from the minimal standards. These rules may be more demanding, but never less demanding than the minimal standards. Each coach will distribute in writing his or her team rules, approved by the Athletic Director, at the beginning of the season.

II. Registration

1. The Junior High School (6th - 8th grade) student athlete will no longer be required to pay to participate in a JHS sponsored sport. Please encourage your student to participate in as many sports as possible.

III. ELIGIBILITY

Every student is eligible to compete in interscholastic athletics, provided the following requirements are fulfilled:

A. Student-athletes must follow the rules and regulations of Fowlerville High School and the Michigan High School Athletic Association.
B. Previous Semester Record – No student-athlete shall compete in any athletic contest during any semester who does not have to his or her credit on the books of the school represented, at least twenty (20) credit hours of work for the last semester during which he or she shall have enrolled in grades nine to twelve, inclusive.
C. Current Marking Period Record – Weekly academic checks are required, the teacher will report cumulative 9 week grade. If a student-athlete is not passing at least 5 out of 6 credit hours when; the 9 week, weekly cumulative grade is checked, that student-athlete is ineligible for competition until the next check but not less than for the next Monday through Sunday.
D. The student-athlete must have a parental signature of approval on a physical card.
E. The student-athlete must pass and have on file in the athletic office a physical examination on a yellow card. Physicals performed after April-15, are good the following athletic year. April-15 to April-15 MHSAA Rule.
F. Student-athletes must be in classroom attendance the entire day in order to participate in an athletic contest or practice, unless excused by the High School Administration.
G. On the dates the Student-athlete has been scheduled to serve in-school suspension, out of school suspension or chooses out of school suspension the Student-athlete is

ineligible to participate and/or attend athletic contest or practices. An athlete who is suspended in season will begin that suspension the day following the completion of the investigation.

H. Based on the seriousness of the infraction the Athletic Director in consultation with the Principal and coach may suspend a student-athlete from participating in practice or contests beginning immediately upon conclusion of the investigation.

I. Athletes who come in late following a contest day will not be allowed to practice or participate in a contest at the next scheduled time unless excused, by the High School Administration

J. Student-athletes who have not returned or paid for a previous season's uniform will not be allowed to participate in any other sport.

IV. VIOLATION OF STUDENT ATHLETE CODE OF CONDUCT

When a student voluntarily participates in a sport, he/she agrees to abide by the following training rules and regulations while in season. A season will be defined as the first mandatory day of practice until the final game.

A. Alcohol and Drugs – Student-athletes shall not knowingly possess, use, distribute, buy, sell, or be under the influence of any drug or alcoholic beverage. This definition also includes all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used in any way other than for medical purposes, in accordance with the directions for use provided in the prescription or by the manufacturer. This definition also includes any type of performance enhancing drugs.

Students may not host a 'party' where the student-athlete has knowledge of alcohol being used by minors or drugs or any controlled substance being used. Any violation involving student-athlete use, possession, or being under the influence of a controlled substance including alcohol, drugs, unauthorized mood-altering drugs, or "look alike chemicals" will result in the following:

First Offense

Option 1: Suspension for one-half (1/2) of the season. (Half of the season scheduled events)

Option 2: The student-athlete and his/her parent(s) may have the option of by-passing the half-season suspension for 20% of the season suspension provided that they student-athlete and his/her parent(s) agree that:

1. A certified substance-abuse counselor approved by the school will evaluate the student-athlete.
2. The student-athlete and his/her parent(s) shall follow the treatment program prescribed by said counselor.
3. The parent shall provide proof of number one and two (above).
4. The student-athlete will attend a substance abuse class approved by the high school administration.
5. The student-athlete and parent(s) sign a "no-use" contract.
6. If any of the above steps are not followed, option number one will be enforced.

Second Offense

A second violation of the student athletic code of conduct for the possession, use, or being under the influence of a controlled substance will result in a suspension for the remainder of the current school year.

Self-Referral

Student-athletes who feel that they have a substance use or abuse problem and seek support and assistance on their own will not jeopardize their participation in any athletic activity. The self-referral policy will only apply to student-athletes who admit to a problem before a violation is determined by the school authorities.

B. Tobacco/Chew – A student-athlete shall not knowingly possess, use, transmit, or sell tobacco of any kind.
Any violation involving student-athlete use or possession of tobacco shall result in the following:

First Offense

Option 1: Suspension for one-half (1/2) the season. (Half of season scheduled events)

Option 2: The student-athlete and his/her parent(s) may have the option of bypassing the half-season suspension for 20% of the season suspension provided that the student-athlete and his/her parent(s) agrees that:

1. The student-athlete and his/her parent(s) shall follow a program recommended by the Athletic Director and High School Administration.
2. The parent shall provide proof of number one.
3. The student-athlete and parent(s) sign a "no-use" of tobacco contract.
4. If any of the above steps are not followed; option number one will be enforced.

Second Offense

A second violation of the student athletic code of conduct for the possession or use of any kind of tobacco will result in suspension for the remainder of the current school year.

C. Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the district, whether on or off school property, is strictly prohibited.

"Hazing" means any intentional knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the district, will be subject to one or more of the following disciplinary actions:

- Removal from participation in extra-curricular activities
- Conference with parent(s)/guardian(s)
- Suspension for up to 10 days
- Long-term suspension for the remainder of the school term
- Long-term suspension for the remainder of the school year (i.e., longer than one term or semester, but less than a full school year).
- Referral to an appropriate law enforcement agency
- Permanent expulsion from the school district

D. Misconduct

Very serious misconduct or a training rule infraction which involves federal, state, or local ordinance, or any other act which brings disgrace or undue notoriety to the Fowlerville Community Schools, the community, or individual, will result in an investigation by the Coach, Athletic Director and school administrators. This includes attending a party where the student athlete has knowledge of underage drinking or illegal drug use.

The discipline penalty shall be determined by the Coach, Athletic Director, and Principal, and may range from a one-contest suspension up to termination from all athletic participation.

This policy shall be included in all student handbooks of the district and shall be disseminated to the public in a manner to be determined by the Superintendent.

V. DISCIPLINARY PROCESS

A notice of the violation of the athletic training code will be presented in writing to the student and his/her parent(s). This notice will state the violation and the penalties if any.

A student-athlete will be given an opportunity for **an appeal with the building Principal** if his/her parent(s) indicate the desire for one. A hearing shall be held to allow the student-athlete and his/her parent(s) to contest the facts, which may have led to the disciplinary action, or to contest the appropriateness of the sanction imposed. The student shall remain suspended during all phases of the appeal process.

Terms of Suspension

A. The student-athlete must continue to meet all academic and interscholastic regulations.
B. The student-athlete will continue to practice, travel with the team, sit on the bench (but not suit up for contest), and assist the team and coach. This requirement may be waived if deemed in the best interest of the student-athlete or the team.
C. If a suspension occurs late in the season and the number of the contests remaining in the season is less than the number of contests required by the suspension, the suspension will extend into the next competitive season. The student will remain a member in good standing for the remainder of that season.

VI. REINSTATEMENT

Student-athletes are automatically reinstated after meeting all terms of suspension.

VII. MEDICAL TREATMENT & TRAINING ROOM

A. Student-athletes are required to report all injuries to their coach.
B. If a student-athlete is referred to a physician, a written medical progress report must be given to the coach before any further participation is to take place.
C. The student-athlete is to inform the coach if he/she is taking any type of prescribed medicine or any other medical problems, such as diabetes, epilepsy, etc.
D. The student-athlete must be under a coach's direction or supervision when using the training room/weight room facility.
E. FJHS complies with the sports concussion law which went into effect on June 30, 2013. Please visit michigan.gov/sports concussion for more information.

VIII. EQUIPMENT

A. Student-athletes are financially responsible for all equipment and uniforms issued to them. All equipment must be turned in at the conclusion of the season or when the student-athlete leaves the team, whichever comes first.
B. Each participant is required to check his/her equipment daily and report the need for any repairs to the coach.
C. All equipment must be kept clean. Practice gear should be washed at least once a week. Protective pads should also be kept clean.
D. Student-athletes who have not returned or paid for a previous season's uniform will not be allowed to participate in any other sport, nor participate in commencement.

IX. PARTICIPATION

A. Student-athletes are limited to participation in a single sport activity per season. Students may participate in two sports during a season only when the following criteria are met:

    1. Approval of Athletic Director, both coaches involved and parents of the athlete must be given.
    2. Student-athlete must be in good academic standing and continue to be during the course of sport duality.
    3. Student-athlete must choose a primary sport that he/she will attend when there is a conflict between the two. Again, both coaches must agree to the choice.

B. A student-athlete who quits one sport (in good standing) may join another team during the same athletic season if prior to the first athletic contest. Both coaches must recommend the change to the Athletic Director. The Athletic Director will rule either favorably or unfavorably on the transfer. A key factor in the decision is if the change would be to the benefit of both the team and the student-athlete.

X. TRAVEL AND TRANSPORTATION

A. Good conduct is expected at all times while on trips.
B. All rules and regulations pertaining to Fowlerville bus travel are to be strictly adhered to on athletic trips.

C. Appropriate dress is a must on all trips. (Coaches will determine the appropriate dress needed for their respective teams.)
D. All athletic trips are to be made in school busses and/or vehicles as arranged by the athletic director.
E. Under special circumstances, parents may pick up their son/daughter at the site of an athletic contest for the purpose of taking them home or to another destination provided (1) arrangements have been made with the coach and the Athletic Department, in advance, and (2) the parent(s) identifies himself/herself in person to the coach to take custody of the student for this purpose after the contest. Students will never be released for this purpose to anyone except their parent(s) or legal guardian. Such arrangements will be granted only in unusual or emergency situations. Students are expected to travel with the team unless this criteria is met.

XI. VACATION POLICY

Vacations during an athlete's season are discouraged. A vacation is defined as planned time away from a team's practice/game schedule. If a vacation is unavoidable: 1. Two weeks prior to the vacation student athlete will contact the head coach. 2. The student must be willing to assume any possible consequences related to his/her playing time.

XII. CONFLICTS IN SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES

A. Individuals, who attempt to participate in numerous extracurricular activities, may be in a position to have a conflict of obligations. Student athletes are responsible for looking ahead at practice and game schedules to locate possible conflicts.

B. When conflicts do arise, the coach and sponsor of the activity will get together and try to work out a solution. If a conflict cannot be resolved, the principal will make the decision.

XIII. CONFLICTS IN NON-SCHOOL SPONSORED ACTIVITIES

Student athletes participating in non-school-sponsored activities (employment, sports, and clubs) along with school sports are expected to treat the school sport as the primary priority. In the event that conflicts arise, the student-athlete and parents must be willing to assume any possible consequences related to his/her playing time.

XIV. RISK OF PARTICIPATION

All athletes and parents must realize the risk of serious injury, which may be the result of athletic participation. Fowlerville Community Schools will use the following safeguards to make every effort to eliminate injury:

A. Coaches will instruct all athletes about the possible dangers of participation in a particular sport.

B. FJHS complies with the sports concussion law which went into effect on June 30, 2013. Please visit michigan.gov/sports concussion for more information.

XV. INSURANCE

Fowlerville Community Schools does not carry hospitalization and medical insurance on student-athletes. All injuries and transportation expenses incurred by the student-athlete are the primary responsibility of the parent or guardian.

XVI. DETENTIONS

Detentions must be served before attending practice or participating in a contest unless excused by the principal.

BUS TRANSPORTATION

INTRODUCTION

The purpose of this handbook is to provide students and parents/guardians with general information about the Fowlerville Community Schools pupil transportation system. Public Act 187 of the Michigan Motor Vehicle Code outlines the pupil transportation laws that all school districts must follow. A copy of Public Act 187 is available for review during regular office hours in the Transportation Department. Selected Fowlerville Schools transportation policies, regulations, and safety rules are included in this handbook.

Fowlerville Community Schools operates a fleet of 32 school buses. We travel over 385,000 miles a year and transport approximately 2,000 students on a daily basis. We also provide transportation services for approximately 400 field trips and athletic events each year.

Fowlerville Community Schools is proud of its fleet of buses. We employ two full time licensed technicians who provide preventative maintenance and general repairs. The Michigan State Police inspect the fleet on an annual basis. For many years we have received outstanding inspection results helping to assure your student's safety.

At Fowlerville Community Schools, we strive for excellence in transportation services to you, our customers.

Transportation of regular education students to and from school is not required by law. Please take time to read the following pages and review them with your children in order to protect your transportation privileges.

It is the mutual responsibility of the parent/guardian and school district personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly pupil transportation.

School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE** to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow all rules and regulations.

BUS ROUTES AND BUS STOPS

Safety is the most important factor in transporting Fowlerville students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and bus routes are established on the basis of safety, efficiency, the age of the students, and in accordance with State laws and recommendations and School Board policy. Buses must be visible for 400 feet in both directions at stops, and stops shall be at least 200 feet apart.

2. Bus stops will be placed at locations consistent with State laws and Board policy.

3. If a bus travels a section of road for one particular bus stop, a parent/guardian shall call the Transportation Dept. on days transportation is not needed at that stop. If we do not receive a call for three (3) consecutive days, the bus will not stop again until the parent/guardian calls to resume transportation at that stop.

Please note: Due to circumstances that may or may not be under the control of the school district:

- The district reserves the right to change stops and routes when necessary.
- Walking distances and bus routes may be adjusted if necessary because of unsafe or impassable roads.

TRANSPORTATION ELIGIBILITY REQUIREMENTS

WALK AND RIDE POLICY

Students who live 1 l/2 miles or greater from the school that they attend shall be eligible to be transported to school.

Under normal conditions, elementary students shall be expected to walk up to one half mile and secondary students up to one mile to a bus stop.

SPECIAL HEALTH ISSUES

Parents/guardians of students with unique health issues that could become safety issues on the bus are encouraged to share that information with the bus driver by calling the Transportation Dept. This information will assist us in taking appropriate care of students riding our buses.

Out of consideration for those passengers and employees with medical conditions, passengers should refrain from using any aerosol spray, cologne, perfume, or other items with strong odors while on the bus. Please be aware of, and respect, other people's medical issues and needs.

TRANSPORTATION POLICY

Scheduling: Each student entitled to transportation will be assigned a specific bus route and bus stop for the school year. Students will not be permitted to use any other route or stop without permission from the Transportation Supervisor or designee or, in emergency cases, from the building Principal.

Schedule changes: If it is necessary to change a student's assigned bus schedule, a Request for Busing Change Form must be completed by the parent or guardian and received by the Transportation Supervisor or designee no later than one week prior to the requested date of the change. These forms are available at each school office or at the bus garage. Within 3 days of receiving the change request form, the Transportation Supervisor or designee will approve or deny each request.

Emergencies: In emergency situations, written requests may be waived. Emergency requests must be made to the student's Principal who will coordinate necessary actions with the Transportation Dept.

The request for a busing change must meet all of the following criteria:

1. A student's scheduled stop will be his/her home address, or in some cases, the stop nearest his/her home address. One alternate stop in addition to the student's scheduled stop is permitted if necessary.
2. A maximum of 3 requests for changes in bus scheduling will be approved during the school year.
3. The alternate address must be within the Fowlerville School District transportation area.
4. The requested change must not result in the overcrowding of any bus, alteration of regular bus routes, stops or schedules; or in any other way interfere with the regular operation of the transportation system.

5. Requests will not be approved for the purpose of entertainment, simple convenience, or transportation to a job. Requests will not be approved for 7th-12th grade for babysitting or daycare purposes.

Junior High, and High School students may not board the bus at an elementary school without a signed authorization from the Principal. Permission will only be granted for students who stay after at the teacher's request for academic assistance or approved activities. Secondary students who do not behave properly when riding an elementary bus will be issued a ticket and one warning. The second time they do not behave, the privilege of riding the elementary bus will be revoked for the remainder of the school year. Students who stay after school for disciplinary reasons must provide their own transportation.

PARENT/GUARDIAN RESPONSIBILITIES

1. Become familiar with district policies, regulations, and principals of school bus safety.

2. Support safe riding practices and reasonable discipline practices.

3. Model, teach and hold their children accountable for appropriate behavior.

4. Make certain that their students arrive at the bus stop on time and be responsible for their student's behavior until the bus arrives. Parents/Guardians are responsible for their students going to, from, and at the bus stop.

5. Refrain from entering the bus. Parents/Guardians are not allowed to board the bus at any time. In addition, drivers are instructed that they are not to have conversations with parents/guardians while at bus stops. If you have a transportation or student concern, please contact the Transportation Department to arrange a phone conversation and/or meeting with the bus driver or transportation director.

6. Provide alternative transportation for their students if inappropriate items or animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.

7. Work with school personnel to reinforce appropriate bus rider behavior.

8. A parent/guardian or other designated responsible person must be present at the bus stop for all kindergarten students. If not, students will be returned to the Little Glads Center. The parent will be called and will be responsible for picking up the student and paying any childcare fees.

9. Have a family plan if the student arrives home early or if parents/guardians are not present at the time of arrival.

10. Drive students to school if they miss the bus at their designated stop. It is extremely dangerous to follow the bus and/or have your student approach the bus from an unexpected location.

11. Parents/Guardians are not allowed to board the bus at any given time. In addition, drivers are instructed that they refrain from conversations with parents/guardians while at the bus stop. If you have a Transportation concern, please contact the Transportation Department to arrange a phone conversation and/or meeting with the bus driver or transportation director.

12. Parents/guardians who meet students at the stop should set the example and follow the same safety rules as the students.

13. Always keep your emergency contact numbers at the school current. If there is an emergency on the bus, it is imperative that we be able to reach someone.

STUDENT RESPONSIBILITIES

1. Be at your designated bus stop 10 minutes before the scheduled arrival of the bus. Drivers are instructed not to wait for students that are not at the stop and ready to board the bus. Missing the bus in the morning is considered an unexcused tardy/absence.

2. If you are required to cross the road, you must wait for the bus driver's "hand signal". Always cross in front of the bus.

3. Stay at least 10 feet from the road while waiting for the bus. Bus riders must conduct themselves in a safe manner while waiting. Do not attempt to enter or move toward any bus until it has been brought to a complete stop, the door is opened, and the driver can see the student approaching.

4. When leaving the bus, immediately move ten feet away from the bus. Stay out of the danger zone. Do not stop at the mailbox or linger by the bus for any reason.

5. Leave the bus only at your designated bus stop, unless parents have made arrangements for an alternate stop following the Transportation Policy. **Drivers cannot accept notes.**

6. School buses are considered extensions of the classroom, therefore classroom behavior must be observed. Avoid rowdiness, horseplay and objectionable language.

7. The driver has the right to assign seats on the bus.
8. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.

9. Extend nothing, including head, hands and feet out of the bus windows. Never throw anything in the bus or out of the bus window or door.

10. Remain seated and out of the aisle at all times.

11. Limit objects that are brought on the bus to those than can be safely held on your lap. Always use a backpack for loose objects. Do not bring or use any items on the bus that could affect the health, safety, or security of any passenger. Examples: scooters, skateboards, glass, and animals may not be transported on the bus.

12. Talk quietly on the bus. You must be silent when approaching and crossing any railroad track.

13. There is no eating or drinking allowed on regular bus runs.

14. Be courteous to fellow students, the driver, and the driver's assistant.

15. Realize that ANY driver distraction is potentially hazardous to the safety of all passengers.

16. **IN AN EMERGENCY** – Remain seated in the bus unless directed by the driver to do otherwise. Never leave or enter through the emergency door unless instructed by the driver.

Students who misbehave on the bus are also subject to disciplinary action at school, as specified in the code of Conduct.

P.M. BUS LOADING JH HS BUS LOT

Students should never walk between or behind buses in the bus lot. Students should walk around the buses at the south end of the bus lot if they need to get to a bus on the opposite side of the lot. Once the lead bus honks, buses are going to start moving and students must immediately move out of the lot and onto the sidewalk. All students should be on the bus by the time the horn honks.

STUDENT CROSSING PROCEDURES

Please review these important safety procedures with your children, and remind them often of their importance. Everyone needs to know that not all vehicles stop, as required by law, for the flashing red lights on a school bus.

When crossing the street to board the bus:

1. Students wait at the designated bus stop at least 10 feet away from the edge of the roadway until the bus comes to a complete stop, the flashing red lights are activated, and the door opens.

2. Look at the bus driver for the signal to safely cross.

3. Bus drivers will display a hand signal to indicate when it is safe to cross the road. If it is dark, drivers may turn on an inside light to be seen easier.

4. Students should always look both ways then proceed directly across the road always staying well in front of the bus and board the bus. Stay out of the "DANGER ZONE".

5. Do not stop in the middle of the road or cross behind the bus.

When crossing the street after leaving the bus:

1. Students exit the bus and take 10 giant steps in front of the bus, staying on the side of the road. Stay out of the "DANGER ZONE!"

2. Students stay in a group and look at the bus driver for the signal to safely cross.

3. Bus drivers will display a hand signal to indicate when it is safe to cross the street. If it is dark,
   drivers may turn on an inside light to be seen easier.

4. Students proceed to a point even with the left side of the bus and STOP.

5. Students look left and right for passing cars before proceeding across the road.

6. Do not cross behind the bus.

7. Immediately move 10 feet away from the road.

8. If a paper or article goes under the school bus, do not go after it. Ask the driver for help.

9. Do not go to the mailbox or retrieve garbage cans, etc., until after the bus leaves the stop.

STUDENT DISCIPLINE

PHILOSOPHY: A school bus is a 25,000 pound, 45-foot long machine. To operate it requires training, skill, and concentration. It is imperative that student behavior on the bus not be allowed to distract the driver and put the riders' safety and lives at risk. All students can and must behave appropriately on the school bus to maintain a healthy, comfortable riding environment.

Cell phones, games, and other electronic devices can become a disruption on the bus. As such, drivers have the right to prohibit or restrict cell phone use as needed.

EXAMPLES OF BEHAVIOR THAT WOULD LEAD TO DISCIPLINARY ACTION:

TIER ONE: Tier one behaviors are problematic because they can be distracting to the driver or cause unnecessary noise or conflict on the bus. Examples are failure to follow bus rules, general noncompliance, issues with a sub bus driver, failure to remain seated, name-calling, turning around in the seat, "messing with" other riders or their property, minor horseplay, etc. Tier one would follow the progression of interventions listed under "If a student chooses to break a rule" below.

TIER TWO: Tier two behaviors are likely to cause an unsafe situation or an unhealthy riding environment. Examples would be incidental profanity, unnecessary noise (screaming, shouting), major horseplay, disturbing or taking others' property without permission, sitting on the floor, hanging out the window, spitting, etc. Tier two incidents would likely result in a yellow ticket on a first occurrence because of the potential for an unsafe or unhealthy riding environment.

TIER THREE: Tier three behaviors cause an immediate threat to the safety of one or more riders or the driver. They are a serious disruption to safe transportation on the route. Violence against

other students, verbal abuse, major profanity, obscene gestures, throwing things through the window of the bus (from the outside or inside of the bus), opening any of the emergency egresses, bullying, vandalism and other damage to the bus, alcohol, drugs, tobacco, weapons, explosives, etc. are all examples of behaviors that would be classified at this level. Tier three incidents will result in immediate suspension from the bus and possibly from school as well. A red ticket will be part of the consequence for a tier three violation.

INAPPROPRIATE TOUCHING, OTHER SEXUAL COMMENTS, INUENDOS, AND BEHAVIORS – will receive a consequence based on the age of the student(s) and other mitigating factors. These behaviors will be investigated and generally warrant either tier two or tier three consequences.

IF A STUDENT CHOOSES TO BREAK A RULE:

Green ticket (frequently the first formal intervention except as noted above) will be sent home and robo-call will be made to phone numbers on file. The student **will not be allowed to board the bus** until the ticket is returned to the driver signed by the parent.

Yellow ticket (frequently the second formal intervention except as noted above) will be sent home and to the appropriate administrator. The driver will contact the parent, and bus privileges will be suspended for up to three days. The student **will not be allowed to board the bus** until the ticket is returned to the driver signed by the parent. Any student who is suspended from their bus is also suspended from bus transportation to or from field trips, athletic events, and the like during the suspension.

Red ticket (frequently the third formal intervention except as noted above) will be sent home and to the appropriate administrator. There will be a conference call with the driver, Director, and parent, and bus privileges will be suspended for an extended period or the student may have their riding privileges revoked. The student **will not be allowed to board the bus** until the ticket is returned to the driver signed by the parent. Any student who is suspended from their bus is also suspended from bus transportation to or from field trips, athletic events, and the like during the suspension.

SCHOOL CLOSING OR DELAY

In the event of bad weather or other conditions that make it necessary to close school on a scheduled day, or if it is necessary to delay the start of school, the administration will notify WHMI radio (1350 AM or 93.5 FM), WILX (TV 10) and WLNS (TV 6). If school is cancelled, you may also call the school closing hotline at 223-6009.

During periods of inclement weather parents/guardians and students are advised to monitor local radio and television stations for changes in school schedules. The media are contacted as soon as a decision is made to vary from the regular school schedule in order to notify parents/guardians as quickly as possible. If the weather looks threatening, parents/guardians are encouraged to stay

tuned to the local news media for updates. If it is necessary to have a **SCHOOL DELAY** (fog, ice, snow, etc.), school will start two hours late.

Transportation Department Office	(517) 223-6122
School Closing Hotline	(517) 223-6009
Little Glad Center.	(517) 223-6480
Central Office	(517) 223-6001
Fowlerville Community Schools Web Site	www.fowlervilleschools.org
Smith Elementary	(517) 223-6005
Kreeger Elementary	(517) 223-6006
Fowlerville Junior High School	(517) 223-6003
Fowlerville High School	(517) 223-6002

SCHOOL TRADITIONS

SCHOOL COLORS: GOLD AND PURPLE
NICKNAME: GLADIATORS
EMBLEM: GLADIATOR HEAD

SCHOOL SONG
GOLD AND PURPLE

Composers: Mary Finlan Peterson - Class of 1931
Jo Finlan - Class of 1933
Gold and Purple was presented to the high school
on December 17, 1930 by Lucy Finlan Miner,
Francis Finlan Curtis, Mary Finlan Peterson
and Jo Finlan

GOLD AND PURPLE TRIED AND TRUE, WE HAVE BOUNDLESS FAITH IN YOU;
THOUGH IN SCHOOL ROOM, FIELD OR GYM;
CONFIDENT THAT YOU WILL WIN THE DAY FOR OUR SCHOOL.
GOLD STANDS FOR HEARTS SO TRUE.
PURPLE MEANS COURAGE TO DO.
FIGHT THEN STRIVE WITH A WILL FOR DEAR OLD FOWLERVILLE.

FORMER MEMBER OF THE INGHAM COUNTY LEAGUE 1934-2003

MEMBERS AT LEAGUE DISBANDMENT:
DEWITT, FOWLERVILLE, HASLETT, PERRY, PORTLAND, WILLIAMSTON

INGHAM COUNTRY LEAGUE ESTABLISHED 1931 (FOOTBALL)
ORIGINAL MEMBERS:
DANSVILLE, DIAMONDALE, HASLETT, HOLT,
LESLIE, OKEMOS, STOCKBRIDGE, WILLIAMSTON.
FOWLERVILLE HIGH SCHOOL JOINED IN 1934

NEW LEAGUE: CAPITAL AREA ACTIVITIES CONFERENCE (CAAC): RED DIVISION
FOWLERVILLE, HASLETT, LANSING EASTERN, MASON,
ST. JOHNS, AND WILLIAMSTON

OLDEST ACTIVE ALUMNI ASSOCIATION IN MICHIGAN
105 YEARS

1ST HOMECOMING HELD 1957
COACH: JOHN BRISSAUD
HASLETT HIGH SCHOOL

1ST HOMECOMING QUEEN 1957
DONNA RIFE JUDD

1ST HOMECOMING KING 1960
DAVE ROBERTS

1ST SEASON AT PRESENT FOOTBALL FIELD 1957
FIRST GAME WITH ELSIE 7-7 TIE SEPTEMBER 20, 1925

Fowlerville Community Schools

Board of Education •7677 Sharpe Road, Suite A • Fowlerville, MI 48836
(517) 223-6001 • FAX (517) 223-6022

August 2015

ASBESTOS MANAGEMENT PLAN AVAILABLE FOR REVIEW BY PARENTS, TEACHERS AND EMPLOYEES

Our school district has conducted an extensive asbestos survey of all of our buildings. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district has taken regarding asbestos containing materials found in our buildings.

Inspections are conducted every 6 months by qualified district maintenance personnel. At this time all materials containing asbestos have found to be in good condition.

This plan is available for inspection at our offices without cost or restriction during normal business hours. If you desire to have a personal copy, please notify the main administrative office and it will be supplied to you within five working days at a cost of $.30 per page.

Our main administrative office is located at:

Fowlerville Community Schools
7677 W. Sharpe Rd. Suite A
Fowlerville, MI 48836

We have endeavored to make our schools a safe place in which students can learn. Our procedures for dealing with this problem reflect that concern. Questions may be directed to the district's Maintenance Director, at (517) 223-6120.

Sincerely,

Assistant Superintendent
Fowlerville Community Schools

2024-2025 ~~2017/2018~~ ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

Fowlerville Community Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, this program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pest from becoming a problem.

As required by Michigan law, you will receive advanced notice of non-emergency application of a pesticide (insecticide, fungicide, or herbicide), other than bait or gel formulation, which is made to the school, school grounds, or buildings. This advance notice of a pesticide application will be given 48 hours before the application by the following two methods:

1) Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.

2) Posting in the common area located by the main office of the school.

Please note that notification is not given for use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be promptly notified following any such application, via the two posting methods identified (above).

You may review the school's Integrated Pest Management program and records of any pesticide application upon request by contacting Mr. Tim LaPlante at 517-223-6483 or by sending him an email at laplantet@fowlervilleschools.org.

Parents or guardians of children attending the school are also entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the application, if they so request. If you would like to be notified by mail please contact Mrs. Krista Belcher, Maintenance Department Administrative Assistant at 517-223-6483. Please provide your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list

Sincerely,

Mr. Tim LaPlante, Director of Maintenance

Fowlerville Community Schools

Director of Maintenance • 7577 Sharpe Road • Fowlerville, MI 48836
(517) 223-6120 • FAX (517) 223-6132

PESTICIDE APPLICATION NOTIFICATION FORM

August 2015

Dear Parent/Guardian:

Fowlerville Community Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.

You have the right to be informed prior to any pesticide application that might be needed in your children's school. In an emergency, pesticides may be applied without prior notice, but you will be provided notice following any such application. To receive notification, please complete the following information. If the form is not returned we will assume you do not want to be notified. At anytime should you have questions or concerns about pest management within your children's school, please contact the Director of Operations at (517) 223-6120.

If you want to be notified, please fill out the following and return it to: Director of Maintenance, Fowlerville Community Schools, 7577 Sharpe Road, Fowlerville, MI 48836

PRIOR NOTIFICATION REQUEST FOR PESTICIDE USAGE

Student Name: _____ School: _____

Student Name: _____ School: _____

Student Name: _____ School: _____

Parent/Guardian Name _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _(_____)_____ Work Phone: _(_____)_____

Please select one appropriate response:

_____ Yes, I/we **only** want to be notified when there is a scheduled major pesticide application.

_____ Yes, I/we want to be notified when **all** pesticide applications are made such as an ant trap, small bait or other least-toxic applications.

_____ _____
Parent/Guardian Signature Date