Natalie Kreeger Elementary School Student Handbook 2025-2026

Kreeger Office	**223-6006**
Kreeger Attendance Hotline	**223-6333**
Bus Garage	**223-6009**
Little Glad Child Care	**223-6493**
Central Office	**223-6001**

Fowlerville Community Schools

Kreeger Elementary School · 7677 Sharpe Road · Fowlerville, MI 48836

Kreeger Elementary Mission Statement

The staff of Natalie Kreeger Elementary School believes that all students will learn. We accept the responsibility to maintain a partnership with the parents and community to teach the students socially, emotionally, and academically.

Natalie Kreeger Elementary School Wide Code of Conduct

We are Respectful, Responsible & Safe

Board of Education

Regular Board of Education Meetings will be held the first and third Tuesday of each month in the High School Library at 7:00 p.m.

District Administration

Matt Stuard, Superintendent 517-223-6001
Adva Ringle, Assistant Superintendent 517-223-6027
Kim Hively, Maintenance and Transportation Director 517-223-6120
Ryan Edmonds, Police Liaison 517-223-6076

Kreeger Office

Jason Miller, Principal
Lewis Hoffman, Student Support Specialist
Robert Dorner, School Social Worker
Lenora Fuller, School Social Worker
Kristine Esch & Taunya Rehfus, Administrative Assistants

Notice of Nondiscrimination

It is the policy of Fowlerville Community Schools that the District will not discriminate in its programs, services, or activities against any person based on race, color, national origin, gender, disability, or age. Inquiries or complaints related to discrimination should be directed to:

Adva Ringle
Fowlerville Community Schools,
7677 Sharpe Rd, Suite A
Fowlerville, Michigan 48836

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Introduction

Dear Parents/Guardians:

This handbook contains a wealth of information to assist you in better understanding the policies, procedures and day-to-day operation of Kreeger Elementary. Hopefully, any questions you may have will be answered on the following pages.

We are proud of the school programs offered to all children. A school is most successful when both the family and school work together to ensure a quality education for all children. In support of this purpose, the district strives to create a positive educational environment, to employ caring personnel, and to make each school day a rewarding one.

Please read this handbook carefully and review the information with your child. If you have any questions please feel free to contact the office.

Arrival and Departure Time To and From School

The school day begins at 8:50 a.m. and ends at 3:32 p.m. The office cannot take responsibility for child care. For the safety and well-being of students, no student should arrive before 8:40 a.m.

Truancy

Students who have accumulated unexcused absences are considered truant and subject to court intervention.

Parents or guardian are notified daily by school via robo-call if students have an unexcused absence. When students have accumulated 10 days or 10% or more of school year a letter will be sent home. A parent conference with school social worker and/or Student Support Specialist will be required at 15 absences (unless the principal determines that extenuating circumstances prevented the student from attending school). An action plan will be created with school designee and parents. When a student reaches 20+ days truancy intervention referral will be made to Deputy Greg Thompson at LESA.

A student can and will be referred to the attendance officer (Livingston Educational Service Agency) for the following attendance violations:

1. Not properly enrolled in school
2. Absent 10 consecutive days without notification
3. Habitually truant from school
4. Five unexcused absences in one trimester
5. Educational neglect (failure of the parent(s) to send the child(ren) to school
6. 12 excused absences

Continued violation of the above could subject the parent(s)/student(s) to court action and penalties. (Juvenile Court)

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**. For extended absences, a physician's note may be needed. Physician's notes will be accepted up to 48 hours of the absences.** Please call the Attendance Hotline at 223-6333 and provide the following information:

Student's name, grade, reason for absence, date(s) student will miss. **Absences without reasons will be unexcused**.

Excused Absences:

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.
10. Suspension given by a building administrator.

Unexcused Absences:

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

Release During School Hours

In emergency situations where it is necessary for students to leave school during the school day, they will be excused through the main office only, and must be called for at the office. A sign-out sheet will be located in the office. Students will be released only to the parent and/or guardian unless written verification is given to the person picking up the student and we have proof of their identity. Parents requesting students to leave before the end of the school day, **especially the last 30 minutes, disrupt the learning environment.** ***Students will be marked with a half-day absence if they leave school before 2:25 p.m. A tardy will be recorded for students leaving school between 2:25 p.m. and the time that school is dismissed at 3:32 p.m.***

Dismissal Procedures

Note: It is imperative that if a child's dismissal plans deviate from what the typical mode of dismissal is, *we must have a signed note or phone call from a parent by 3:00 PM stating the change*. **This should not be an everyday occurrence.**

- Do not pick your child up directly from the classroom. If parents need to pick up their children prior to the 3:32 p.m. bell, they should report to the office to sign their children out. Office personnel will call the children down to the office.
- Students will not be released to someone other than the parents/guardians without written permission from a child's parent to sign another child out.
- It is the office policy to ask for identification (ID) of people we do not recognize if they come to sign a child out. Please do not be offended.

Tardiness

Students are expected to be in the classroom when school begins. **Students will be considered tardy until 9:51 a.m., after which the students will be marked with a half-day absence for the morning.** It is the responsibility of the parent and the student to see that the student arrives at school on time. We do not count the students tardy if they ride the bus and busses arrive late. In cases of frequent tardiness, the parent will be notified so the situation can be corrected. Excessive absences or tardiness will require a contact with the truancy officer. **A tardy will be recorded for students leaving school between 2:25 p.m. and the time that school is dismissed at 3:32 p.m.**

Health Issues

School Health Regulations

The school district is charged with keeping current health records for all students. In accordance with state health regulations all students must be immunized from communicable diseases. Proof of immunizations must be provided at the time of registration.

Parents are required to verify registration information on their child online each school year to confirm/update important health information, in addition to other data. Parents are urged to notify the school of any significant changes in health that occur in a child.

Parents should keep children home when they show symptoms of illness. If symptoms occur while in school, parents (or emergency contacts) will be called to arrange for the child to be taken home. All CDC guidelines will be strictly adhered to. In the event of an accident at school, every effort will be made to reach and notify the parent of the injured child. If medical attention is required and parents or other family cannot be reached, 911 may be called. (Information provided at registration/registration verification will be used for these procedures will be used for these procedures.)

Communicable Diseases

If District personnel have a reason to believe a student might be contagious, the district has a right to request a physician's note to verify the student is not contagious prior to reentry. Communicable disease control is an integral part of school health service. The school follows current public health practices, rules and regulations governing the control and prevention of communicable disease that are set up by the State and County Health Departments. We suggest that you follow the directions listed below when returning your child to school.

Disease	May Return	Approx. Time
Allergies	With Physicians Note	
"Blushing" (Fifth's Disease)	May return with rash if no fever or distress	1-3 Days
"Cold" Symptoms	Reduction of cough, runny nose, no fever	1 - 6 Days
Chicken Pox	No new eruptions or fever. May have old, dry scabs.	One Week
Hepatitis	With Physician's Note	
Impetigo	Excluded until under treatment, lesions healing and no new lesions appear	
Measles, Rubella (Three-Day)	No rash or fever, red eyes, or runny nose.	7 - 10 Days
Mononucleosis	With Physician's Note. Absence of all symptoms No swelling or fever.	1 - 2 Weeks
Pediculosis (Head Lice)	Until all lice and eggs (nits) are removed.	1 - 7 Days
Pink Eye	With Physician's Note or clear eyes.	
Rash, undiagnosed, feverish or not	Exclude until rash and fever have disappeared or until physician diagnosed and cleared for return.	Variable depending on cause.
Ring Worm	With Physician's Note or clear area.	
Strep Infection (Scarlet Fever, Strep Throat, Scarlatina)	With Physician's Note	Depending on Condition
Covid 19	Refer to CDC guidelines	

Immunizations

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:

1. 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.
2. 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.
3. 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.

Effective January 1, 2015, Public Health Code require parents/guardians:

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. Students susceptible or waivered may be excluded from school during a disease outbreak.

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

Medications

Michigan law and District policy #8670 states that school personnel may administer medication to a student if it is done in the presence of another adult and it is done in compliance with a physician's instructions. The law also states that a parent must provide written permission before medication may be administered. (Forms are available in the office.)

1. Prescription medications shall not be stored or dispensed by District personnel without written permission and instructions from:
    a. The parent/guardian, who shall request and authorize District personnel to give medication in the dosage prescribed by the physician.
2. The written form (available in the office) must include the following:
    a. Be signed and dated by the parent/guardian.
    b. Include the name of the medication
    c. Include the dosage
    d. Indicate the time for administering
3. **Students are not allowed to carry medications, and they cannot transport medication** (with the exceptions of inhalers and EpiPen). Please do not send in cough drops, aspirin, Tylenol, etc. with your child without going through the proper procedure, filling out the necessary forms, and bringing the medication to the office. A parent/guardian must transport medication to and from school. Students must be aware that they are not allowed to administer medication to other students.
4. The medication must be in its original container and include the physician's instructions.
5. Medications shall be administered to the student only after the above conditions are met and only in the presence of another adult who could testify that physician's and parent's instructions are followed.
6. Non-prescribed medications such as aspirin, may be dispensed only under the following conditions:
    a. There is written, dated, and signed permission from the parent or guardian.
    b. The medication is given in compliance with the parent's /guardian's written instructions.
    c. Medication will be dispensed by designated personnel.
    d. Medication must be in the original container.
7. 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.

General Information

After School Activities

All arrangements for use of the building after school hours must be made through the Community Education office. Parents who wish to obtain the name and phone number of sponsors may do so through Community Education.

Animals in the Classroom

Students may not bring animals to school with the exception of those for the purpose of assisting students with special needs. If animals are brought to the classroom for educational purposes, prior arrangement and approval must be made through the teacher and office.

Athletic Events

It is the goal of the Fowlerville Community Schools programs to provide a fun, safe, family environment at all of 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 should be in attendance with an adult who will stay for the game and be responsible for the students' behavior.
- Students should not bring balls or other objects that can 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.

We feel that by implementing these guidelines, we will be providing a safer and more enjoyable atmosphere for everyone who attends our football games and other athletic contests. Please assist the school district in keeping the stadium clean and by exhibiting good sportsmanship at all of our athletic contests. We appreciate your help and support with making Fowlerville Athletics successful.

Bicycles

Students who normally walk to school may ride their bicycles. Parents should discuss with their children the need for safety when riding bicycles:

1. Bicycles are to travel on the side of the road with traffic, not on the sidewalks;
2. Bicycles are to be walked while on school grounds;
3. Bicycles should be parked in the proper area during school hours;
4. For security reasons, we recommend that bicycles be locked;
5. Bicycles should be registered with the local police department;
6. Students will ride only their own bike, and they will ride it in a manner that will not endanger others.

We cannot assume responsibility for loss or damage.

Cell Phones / Personal Communication Devices

Students may bring cell phones, other electronic devices (iPads, DS, etc.) and personal music devices to school, but they must be turned off and turned into the teacher. Using a cell phone, smart watch, personal music device including ear buds during the school day for talking, texting, taking photos, videotaping, as a calculator, or to see the time, etc. is not permitted and any violation will result in the confiscation of the device and disciplinary action as stated below. The use of electronic devices/cameras for taking pictures/video in any private location such as locker rooms, bathrooms or in classrooms, hallways, playground, cafeteria and gym is strictly prohibited and may be considered a severe violation. The school is not responsible for lost, stolen or damaged electronic devices.

District Policy for Personal Communication Devices: For purposes of this policy, "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, and/or other web-enabled devices of any type. For All Students Grades K-12: Students may use PCDs while traveling to and from school on a school bus or other Board-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. Distracting behavior that creates an unsafe environment will not be tolerated. 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. 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 the end of the school day or 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, sexual orientation, 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. Student owned fitness devices that are not web enabled, and do not connect to the Internet through another device, are allowed. These fitness devices must be silenced with no vibration. This is a privilege that may be revoked if a student fails to comply with this policy or abuses the privilege. To avoid disruption of the educational environment and protect students' right to privacy, student use of personal communication devices (PCDs) is prohibited on school grounds during school hours. Grades K-5 Students shall keep their PCDs silenced (no vibration) in a locker, teacher designated location, or backpack during school hours. Grades 6 -12 Cell phones / smartphones must be silenced (no vibration) and secured inside a District-issued locking pouch during school hours. If a student forgets or does not have their pouch, the device must be turned in to the school office upon arrival, where it will be secured during school hours. All other PCDs must be turned off, or silenced (no vibration), and secured in the student's locker, backpack, or districted issued locking pouch during school hours. 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. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. 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. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students shall use school phones to contact parents or guardians during the school day. Students may use school phones to contact other parties when deemed appropriate by school staff or administration. Students shall not use PCDs to make calls, send texts, or send messages at any time during school hours. Replacement of Lost or Damaged Pouch © Neola 2025 If a student loses, damages, or destroys the District-issued locking pouch, the student or parent or guardian shall be charged a replacement fee. The fee shall be based on the actual replacement cost to the District rather than a punitive charge, taking into account the original purchase price, depreciation, and the current market price for an equivalent pouch.

1st Offense
- Confiscation of device. Student may pick up the device in the office at the end of the school day.

2nd Offense
- Confiscation of device. Parent must pick up at office.

3rd Offense
- Confiscation of device. Parent must pick up at office.
- 1-day ISS/OSS

Severe Violations
- See Code of Conduct

Administration reserves the right to search any electronic device if reasonable suspicion is present. Reasonable suspicion is present if administration feels the device may contain information of further wrong-doing or for the health, safety, and welfare of the school. Students who fail to comply will be subjected to additional consequences. Students may also be subject to additional consequences as per the District Acceptable Use Policy.

Chaperones

All Chaperones must fill out the District Volunteer Form two weeks in advance of activity and be approved prior to chaperoning and comply with the following: (see pg. 17 under Volunteers)
- Parents are not allowed to bring siblings into a classroom while volunteering unless they have special permission from the administration.
- Volunteer “trip chaperones” cannot bring siblings on field trips while acting as a supervisor for classroom students.

Dress Code

Dress that is disruptive to the educational process is prohibited. Clothing and/or accessories should not endorse any item or product related to tobacco, alcohol or other controlled substances. All clothing must be neat and clean so as to present the best possible appearance. Sagging and baggy pants are not allowed, nor are chains or other gang related potentially dangerous accessories. Shoes must be worn at all times. Decency interpreted by the administration and staff is to be maintained at all times. Shirts that expose the midriff, short skirts, short shorts are not allowed. Hats, caps, bonnets, helmets, hoods, and head scarves are not to be worn inside Kreeger Elementary. At Kreeger, all sleeveless tops must have a minimum of two inches on shoulder.

Students need to wear appropriate footwear to physical education class; stocking feet are not allowed. Athletic shoes that have Velcro or laces that fit tight around the foot would be considered appropriate footwear. Students should not wear high heeled shoes or boots to physical education class. This is a matter of safety for our students. Students who do not wear appropriate athletic shoes will not be allowed to participate in activities in physical education class. It is suggested that students keep a pair of shoes appropriate for physical education in their locker. When a face covering is worn, it cannot contain images, slogans or material (nor worn/played with in a manner) that is distracting to others or the learning environment.

Emergency Contacts

We need to be prepared for emergencies. Therefore, student information needs to be updated yearly. Please inform the office of any changes of address as they occur. Updated phone numbers and contacts are imperative. Please keep these updated in the parent portal which can be accessed at https://sisweb.resa.net/ParentPortal/ or through the *For Parents* tab of the district’s website https://www.fowlervilleschools.org/

Field Trips

Parents serving as chaperones are not allowed to bring siblings of the student or other children. Chaperones must fill out the Fowlerville Community Schools' Volunteer Application on the district website: https://www.fowlervilleschools.org/for-parents/

Students having repeated discipline referrals or who have been disrespectful toward staff members may be required to have a parent/guardian accompany them on field trips. (Principal/teacher discretion)

Fire, Tornado, and Lockdown/Shelter in Place Drills

Necessary fire, tornado and lockdown drills will occur throughout the school year. The drill practice is necessary to assure the safety of everyone in the event a real emergency occurs. Teachers will explain drill procedures to students and directions for drills. All drill information is posted throughout the school.

Food and Nutrition - School Meals Program

Each school provides a School Breakfast and School Lunch program. All students may purchase a healthy breakfast. Students who qualify for free or reduced-price lunch will automatically be qualified to receive a free or reduced-price breakfast. All elementary school students wishing to have breakfast will go first to their classroom upon arrival at school then proceed to the cafeteria to get their breakfast. Lunch menus are sent home for the year. Milk can be purchased separately for students who bring their lunch.

Every student has a cafeteria account and receives a bar-coded I.D. card to use for making any type of purchase. Parents deposit money into their child's account and each time they make a purchase, the funds are automatically deducted. Make checks payable to Fowlerville Community Schools and include your child's account number. Older students can enter their I.D. number on a keypad. If you need information regarding your child's account, please contact the school's Student Nutrition Manager by calling 223-6014. Free and reduced-price meals are available for families who qualify. Applications are sent home with every student at the beginning of each school year. You may apply at any time during the year. Additional applications are available at each school office. For more information, visit Food and Nutrition Services on the web: https://www.fowlervilleschools.org/departments/food-and-nutrition/

All Kreeger students are eligible for free breakfast and lunch for the 25-26 school year.

Homework

Homework is a necessary and valuable function of school. Highlighted below are some guidelines for meaningful homework:

1. Homework should be planned carefully and preferably in cooperation with students involved.
2. Homework should be assigned with care to assure full understanding by the student of what is expected.
3. Homework should be adapted to meet the educational needs of the individual student or groups of students having similar needs.
4. Homework should be properly and consistently evaluated by the teacher to provide feedback and reinforcement.
5. Homework should be integrated into students' academic grades.
6. Students who are absent from school two or more days may want to request assignments missed in order to not fall too far behind in daily work – 24-hour notice must be given to the teacher.
7. We request that students who miss school due to family vacations know that work missed will be set aside for them to complete upon their return (not to exceed five days).

Locker

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. No locks will be allowed on lockers at any time. Students should not expect privacy regarding items placed in lockers because lockers are subject to periodic general inspections and may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. School is not responsible for any items lost or stolen out of lockers.

Lost and Found

Lost and found boxes are located in each building. Your child may check for the lost articles. All coats, hats, boots and gloves should be labeled with your child's name.

Money and Other Valuables

If money is being sent to school, parents should realize the responsibility the child would have. It would be wise to:

1. Place the money in an envelope;
2. Include a note inside, stating reason for the money being sent;
3. Place the teacher's name and the child's name on the outside of the envelope.

We discourage parents from allowing children to bring large amounts of money to school. Valuable equipment such as electronics, I-Pods/I-Pads, computer games, etc., is not permitted unless there is a special occasion, and prior permission of the teacher, administrator, and parent is granted. The District will not be responsible for lost or stolen items.

PAC (Alverson Performing Arts Center) Behavior

- No eating, chewing gum, or drinking in the theatre.
- Please keep your feet off the seat in front of you, and if you are in the front row keep your feet off the stage wall.
- Please be courteous to those around you and do not talk during the performance
- Please stay in your seat during the performance. Do not stand on your seat or sit on the seat while it is up.
- Please stay off the stage unless you are a performer.
- Please do not climb over the seats, sit on the edge of the stage, or hang on the railings in the theatre area.
- It is appropriate to applaud and cheer for the performers during and after the performance. It is not appropriate to 'BOO' or yell at the performers during a performance.
- When you walk into the theatre, you should find your seat. It is not appropriate to run around the aisles and up and down rows, until you are ready to sit.
- Going to see a live performance is not like watching a movie. The performers on stage can see you and hear you. They are doing their very best for you and they only get one shot. Please show them the respect they deserve by listening, behaving, and cheering them on. They will show you the same respect the next time you are on stage.

Parent Connect

Parents have access to their child/ren's school information located in the parent portal, which is accessible through the Fowlerville Community School District's website. (http://fowlervilleschools.org) The Portal is where parents can:

- Add or change phone numbers/parent contact information
- Add or delete emergency contacts

- Access lunch accounts to see balance and add money if need be
- Access bus information (but cannot change it)

Please note, all change of addresses must go through the school office.

If you need to sign up for the Parent Portal, please go to connect@fowlervilleschools.org to create your account

Parent Teacher Conferences/Report Cards

Regularly scheduled parent-teacher conferences are held in the fall and spring of each school year. These conferences are by appointment or portfolio open house and you will be notified well in advance of your appointment. We hope you will make a special effort to come, as a conference with your child's teacher is of great importance to the child and helpful to you. Since conference dates are set annually, please check the school calendar every fall for the schedule of conference dates.

The school staff welcomes additional conferences. Please request any special conference in advance by calling, emailing or writing a note to the teacher. The principal may be called upon at any time to assist parents with problems.

Monday/Friday Folders may be sent home weekly to keep parents informed of student progress.

Report cards are also used to communicate student progress. These are available via parent portal one week after the end of the marking period. Praise your child's accomplishments and encourage additional effort where needed.

Parent Teacher Group – KPTN (Kreeger Parent Teacher Network)

We urge all parents to become active participants in the groups listed above. The success of any of these mentioned is dependent on an active and large membership. The first step you can take in contributing to that success is becoming an active member. Contact the school office or look for meeting dates and times in the News and Views.

Our parent groups have made many valuable contributions to Fowlerville Community Schools. Their support has provided our students with many special events, activities, and supplies.

Recess

We believe recesses are an important part of the total school curriculum; all students are expected to go outside to get some physical exercise. When returning to school after an illness, the parent may send a note requesting the child stay inside for a maximum of three days. The parent should send a signed statement from the family physician stating the necessity of the child staying in the building, if an extended time is necessary.

Please make certain your child brings warm clothing including mittens and boots for outside play during the winter.

Outdoor Temperature Rules

- Children will not be sent outside if the temperature goes below 10 degrees
- Children will not be sent outside in the rain
- Children are expected to wear a coat when temperatures go below 60 degrees

School Assessments

M-Step and IReady assessments are computer adaptive achievement tests in Mathematics and Reading. The computer adjusts the difficulty of the questions so that each student takes a unique test. The difficulty of each

question is based on how well the student has answered previous questions. Students are assigned to take M-Step/IReady tests based on grade level. The purpose of the assessments is to have a norm-referenced measure of students' growth over time. M-Step and IReady joined with other data points; provide detailed, actionable data about where each child is on his or her unique learning path. M-Step/IReady assessments differ from other data sources by being nationally normed, by tracking student progress throughout a year and across school years, and by being linked to software tools which can assist teachers and administrators in planning instruction. M-Step/IReady tests are based on a continuum of skills in Mathematics and Reading from low skill levels to high skill levels. M-Step/IReady assessments help teachers identify the instructional level of the student and also provide context for determining where each student is performing in relation to local or state standards and national norms. M-Step/IReady reports allow teachers to better target instruction based on students' strengths and needs.

School Closings & Delays

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, an email and a robo-call will go out to all active emails and phone numbers. Information can also be found on the district website: https://www.fowlervilleschools.org/.

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.

Make certain you have discussed with your child the procedures they should follow should school be dismissed early.

School Pictures

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Specific information about the procedure and purchase of pictures will be sent home prior to picture day.

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 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 been diagnosed with such impairment through appropriate diagnostic methods (34C.F.R. Section 104.3 (i.) 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).

Adva Ringle, Assistant Superintendent, Board of Education Office (517-223-6027) is the coordinator of Section 504 Activities.

Services to Students

In addition to regularly scheduled academic and/or enrichment activities, several special services are available to students. The following Special Education Support Services and Programs are available to our school through Livingston Educational Services Agency (LESA).

- School Psychologist
- School Social Worker
- Teacher of the Speech and Language Impaired
- Occupational/Physical Therapist Services
- Consultant for the Physically Impaired
- Consultant for the Hearing Impaired
- Consultant for the Visually Impaired
- Consultant for Self-Contained and Resource Room Programs
- Consultant for Behavior Issues

Social Work Services

There are social workers available in the district if you have specific concerns regarding your child. Call the office to speak with them or set up an appointment.

Student Placement

Many variables enter into a student's placement each year. Reading levels, math levels, combination classroom assignments, separating certain children, and providing a proper boy/girl ratio in each classroom are considered. Building staff works hard to place every child in a good educational environment.

If you have educational concerns, placement forms will be available during conferences in the spring. This form must be completed by the due date listed on the form.

Student Retention/Placement

The building administration and teacher is responsible for determining a student's grade level status each school year. When considering this status, a student's emotional/social level, academic achievement and physical maturity will be considered. Input will be received from teachers, parents/guardians, administration and support staff. A written retention form is filled out if retention is to occur.

A "placed" student is defined as a student who has not successfully mastered the academic objectives of a grade but who has been advanced to the next grade level because in the opinion of the placement team or parent, retention would not be beneficial in that child's situation.

Students Transferring Districts

Students moving or transferring to another district must complete a withdrawal sheet. This sheet will contain information to notify the office of your new address, the school you'll be attending and date of leaving so our records can be accurate. You may pick this form up at the office. Please have your child complete this form at least 1 week prior to your child's move.

Textbooks / Library Books

Book rental fees are not charged. However, children are held responsible for the condition of all textbooks and library books checked out to them. A charge will be assessed if these books are lost or damaged beyond the usual wear and tear. Library books must be returned and fines paid in order for students to participate in field day at the end of the year.

Title I

This is a federally funded program, which works in conjunction with the regular classroom curriculum. It consists of teachers and trained paraprofessionals whose primary responsibility is instructing and working with students who are functioning below grade level in one or more of the following areas: Reading, Language Arts, Math, Science and Social Studies.

Visitors

We would like to indicate that parents are always welcome to visit the school. Please make prior arrangements with the teacher when visiting the classroom so as not to disrupt the learning environment. Teachers must be given 24-hour notice before adult visitors are allowed in the classroom. When you do visit, upon arrival, visitors will be asked to present a government-issued ID. The Raptor system will scan the ID and instantly check the visitor's information against a national database of registered sex offenders. It can also check for custom alerts, such as protective or custody orders, specifically entered by our administration.

Privacy & Data:
We understand that privacy is important. The Raptor system only scans the visitor's name, date of birth, and photo. No other data (such as address or social security number) is collected, and the system is not connected to any other agency, like the DMV or Department of Justice.

The Result:
Once cleared, the system will print a visitor badge that includes your name, photo, date, and destination. This badge must be worn at all times while on campus. When leaving, please return to the office to sign out.

When having lunch with a student, you must be on our approved volunteer list in order to accompany the student outside at recess.

Volunteers

Natalie Kreeger Elementary School gives parents reasonable access to staff, opportunities to volunteer, participate, and observe in their child's class.
In order to volunteer with the Fowlerville School district, each volunteer must complete the following:

- Fill out the Fowlerville Community Schools' Volunteer Application on the district website: https://www.fowlervilleschools.org/for-parents/
- Submit to a school volunteer's criminal background check (see School Board Policy 9230)
- Must read and understand your responsibilities under FERPA (Family Educational Rights and Privacy Act) and initial that you have done so on application.

Volunteers are not allowed to bring siblings into a classroom while volunteering unless they have special permission from the administration. (This would include classroom parties.) Volunteer “trip chaperones” cannot bring siblings on field trips while acting as a supervisor for classroom students.

Rules and Discipline

Fowlerville Community Schools
Technology Systems Acceptable Use Policy and Use Agreement for Students

The Fowlerville Community School district offers technology equipment and Internet access for student and staff use. This document is the Acceptable Use Policy for your use of these systems and for any technology equipment on or off District premises or at District events. Fowlerville's technology systems have been established for limited educational purposes to include classroom activities, career development, and high-quality self-discovery activities, all of which promote educational excellence.

FCS technologies have not been established as a public access or public forum and our school district has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the Fowlerville Community School's code and the laws of the state of Michigan. Further, you may not use these systems for commercial purposes to offer, provide, or purchase products or services through the systems or use them for political lobbying. Access to the Internet is available through this school district only with permission of the principal or his/her designee and your parents/ legal guardian. Fowlerville Community School district is in compliance with the **Child Internet Protection Act (CIPA).**

Pursuant to Federal law, the FCS Board of Education has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography, or other displays deemed harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students and staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The signatures on the policy summary indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to abide by them.

The following are examples of acceptable uses and unacceptable uses of Fowlerville Community School's technologies and any technology equipment on District premises or at District events, or District equipment at any location. You should consider any use which is not specifically mentioned as being potential misuse for which disciplinary consequences may occur.

1. Personal Safety
    a. You will not post contact information (name, address, phone number, etc.) about yourself or any other person.
    b. You will not agree to meet with someone you have met online without approval of your parents/legal guardians.
        i. Any contact of this nature or the receipt of any messages/emails/texts you feel are inappropriate or makes you feel uncomfortable must be reported to your teacher or other district employee or technology team member.
2. Illegal/Prohibited Activities
    a. You will not attempt to gain unauthorized access to any District technology system, or individual equipment or go beyond your authorized access by entering another person's account or accessing another person's files.
    b. You will not deliberately or knowingly attempt to disrupt/physically tamper with the computers or network systems or destroy data whether by intent or through the spreading of malware or other harmful/disruptive computer viruses or by any other means.
    c. You will not use any technology equipment on District premises or at District events, or District equipment at any location to engage in any illegal act to include cyberbullying, harassment, or the utilization of AI to:
        i. Alter images (explicit or otherwise)
        ii. Impersonate another person (explicit or otherwise)
        iii. Plagiarize or attempt to pass off AI generated work as your own
3. System Security
    a. You are responsible for your individual account and will take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.

b. You will immediately notify a teacher or a member of the District Technology team if you have identified a possible security problem. Do not look for security problems as this could be considered an illegal attempt to gain access to the District systems.
c. You will avoid the inadvertent spread of computer viruses by having all disks, flash drives, downloads, or videos scanned for viruses, dirt or other contaminants that might endanger the integrity of the systems.
d. Food and drink is to be kept away from all technology equipment at all times.

4. Integrity
   a. On any and all uses of technology equipment on District premises or at District events, or District equipment at any location whether in material posted on the Internet, or internal documents, you will not use obscene, profane, racist, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial, racist, or discriminatory attacks.
   b. You will not use any technology equipment on District premises or at District events, or District equipment at any location to harass another person or persons by any action that distresses or annoys. This includes developing software programs/applications/extensions or publicly posting information that harasses others or might be considered cyberbullying.
5. Respect for Privacy
   a. You will not repost communications or information that was sent to you privately without permission of the person who sent you the information.
   b. You will not post private information about yourself or another person.
6. Respecting Resource Limits
   a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
   b. You will not load or download any executable file or other large files without permission from a teacher, or building administrator, or Technology Team member.
   c. **Students shall not use a District technology system or network to play games.** Education based games shall be allowed under staff/teacher supervision.
   d. You are responsible for limiting the use of disk space and deleting unnecessary files in a timely manner.
   e. Students shall not stream unauthorized video or music.
   f. **Students will not connect (via hard wired or wireless) any personal electronic device to the Fowlerville Community Schools network. This includes but is not limited to laptops, tablets, gaming devices, computers, and phones.** An administrator can authorize a student to use their own device to access online courses through the Districts wireless network. This access will be CIPA compliant and will pass through either the Districts firewall/filter whether on or off campus.
7. Electronic Communication
   a. Students will not access any personal email account from any school District technology.
   b. Students will not access any social media account from any school District technology unless authorized by that student's teacher.
   c. Students will not engage in spamming nor the passing on of any material deemed inappropriate.
   d. Students will have limited use of district provided email accounts to facilitate learning and enhance the exchange of educational information. This will be academic in nature and will be monitored by the teacher/building administrators/Technology team members.
   e. Students will check their email frequently.
   f. Students will follow the guidelines relating to the "Appropriate Use & Digital Citizenship" guide as posted on the District website and appended to the end of this document.
   g. Students may subscribe to high-quality discussion/email groups that are relevant to their education or career development. These subscriptions must be approved by your teacher.
   h. You are responsible for maintaining the integrity of the email system and reporting any violations or privacy or inappropriate behavior.

8. Plagiarism and Copyright Infringement
    a. You will not plagiarize works that you find on any of Fowlerville's technology systems to include the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as if they were your own.
    b. You will respect the rights or copyright owners. Copyright infringement occurs when you inappropriately reproduce a work (software, text, image, etc.) that is protected by copyright. If utilizing a work containing language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner and cite references for all data accessed via technology or otherwise. Direct any questions regarding copyright issues to a teacher or Media Center Specialist.
9. Inappropriate Access to Material
    a. Students will not use Fowlerville technology systems to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with building administrator and parent approval.
    b. Students shall not use a proxy for any reason.
    c. Students shall not use AI Tools/sites/apps without the expressed consent of their teacher.
    d. Students shall not access social media for personal use while on District premises or at District events or using District equipment at any location, but shall be permitted to access social media for educational use in accordance with their teachers approved plan for such use.
    e. If you mistakenly access inappropriate information, you must immediately tell your teacher or Technology Team member. This will protect you against a claim of intentional violation of this policy.

f. Students/parents/legal guardians will be responsible for any financial expenses incurred by the District due to unauthorized use by a student (online purchases, subscriptions, in app purchases, etc.).

g. Parents/legal guardians should instruct you if there is additional material they think would be inappropriate for you to access. The District fully expects that you will follow your parents/legal guardian(s) instructions in this matter.

h. To the extent that any student uses non-District technology services to communicate information regarding the schools or its staff or students, Board policy still applies. This includes posting information, videos, or photos/pictures on services such as Facebook, YouTube, or Instagram. Users and parents/legal guardians acknowledge that the District cannot control content posted to non-District technology services. Users and parents/legal guardians further acknowledge that the District cannot filter non-District communication services such as cellular networks, nor control content stored on non-District equipment.

10. Your Rights

a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communications on the Internet. The Internet is considered a limited forum, similar to a school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of its disagreement with the opinions you express.

b. Search and Seizure. **You should expect no privacy of the contents of your personal files on the District's technology systems.** Routine maintenance and monitoring of the system may lead to the discovery that you have violated the policies outlined in this document, the school code, or local/state/federal law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, school code, or local/state/federal law. The investigation will be reasonable and related to the suspected violation. Parents/legal guardians have the right at any time to see the contents of your files and directories.

c. Due Process. The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Fowlerville Community

School's technology systems. In the event of a claim that you have violated this policy, school code, or local/state/federal law, you will be given notice of suspected violations and an opportunity to present an explanation according to school code and or local/state/federal law. Additional restrictions may be placed on your use of technology.
The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligation arising from unauthorized use of the systems.

Disciplinary Action

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 or various duration, and/or recommendation to the Board for expulsion. **Loss of Internet access or Network privileges may have a serious impact on a student's grade and participation in technology related activities. 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 computer based activities or have their schedule changed (resulting in loss of credit for the activities) if loss of network/Internet privileges will not allow for the completion of the activities/assignments/projects/exams.** The progressive discipline policy is as follows:

1. Use of large downloads, unauthorized streaming, playing or downloading unauthorized games or executables, or unauthorized social media access.
    a. Consequences:
        i. 1st violation - 10 days no Internet access + Group I violation
        ii. 2nd violation - 30 days no Internet access + Group II violation
2. Unauthorized Internet use such as using proxies or unauthorized site access to include the use unauthorized AI Tools/sites/apps.
    a. Consequences:
        i. 1st violation - 30 days no Internet access + Group II violation
        ii. 2nd violation - No Internet access for the rest of the school year + Group II violation
3. Access Violation such as using someone else's login information.
    a. Consequences:
        i. 1st violation - 30 days no Internet access + Group II violation
        ii. 2nd violation - No Internet access for the rest of the school year + Group II violation
4. Illegal Internet/Network Access such as visiting pornographic sites, hacking/cracking, intentionally introducing harmful malware/viruses, cyberbullying, or explicit/disturbing AI image generation/ editing or using AI to impersonate another person. ***NOTE: Any AI image generation, distribution, or attempts to impersonate another will result in an immediate referral to the Disciplinary Committee and/or School Board.***
    a. Consequences:
        i. 1st violation - 60 days no Internet access + Group III violation
        ii. 2nd violation - No Internet access for the rest of the school year + 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/parents/ legal guardians 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.

Photo/Video Release

Fowlerville Community School District has adopted a Web Publishing Policy. Please see below for further information.

Photograph images of students in Grades PreK-6

Images with the focus on either one or two students will not be placed on the Internet. Pictures of three or more students, such as a class picture, are permitted. For any picture of three or more

students that is published on the Internet, neither first nor last names of the students shown in those pictures are to be included with the image or in accompanying text. Also, the image file should not have a name that identifies any student. Where text (or student work) on a page is not associated with an accompanying image, only first names of students may be used. Schools need the permission of parents/guardians in order to publish student pictures on the Internet. Individual permission slips must be signed by the student and parent/legal guardian prior to the photograph being published. These permission slips should be signed and kept on file in the building.

Online Images of Students in Grades 7-12
Pictures of students in grades 7-12 may be published without regard for whether those images contain one, two, or a group of individuals; however, neither first nor last names of the students shown in those pictures are to be included with the image or in accompanying text. Also, the image files should not have a name that identifies any student. For group organization photos an alphabetical list of participating members can accompany a photo, but should not individually identify students. Schools still need the permission of the parent(s), and the student(s) in the picture, to publish such images on the Internet. Individual permission slips must be signed by the student and parent/legal guardian prior to the photograph being published. These permission slips should be signed and kept on file in the building.

Student work that is published on the district's web site may include only the first name of students. (i.e. student work, as long as there is no photo associated with the document)
I hereby release the Fowlerville Community Schools' Technology systems and their operators and sponsors, Fowlerville Community Schools and its faculty and staff and all organizations, groups and institutions with which the Fowlerville Community Schools' Technology systems are affiliated for any and all claims of any nature arising from my use, or inability to use, the Fowlerville Community Schools' Technology systems.
I have read the entire policy, understand its content, and agree to abide by the terms and conditions therein. I further understand that any violation of the regulations above is prohibited and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or appropriate legal action taken. My signature on this policy summary indicates I have read the terms and conditions carefully, understand their significance and agree to abide by them.

Parent or Legal Guardian Consent - As the parent or guardian of this student, I have read the Fowlerville Community Schools Technology Acceptable Use Policy and Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Fowlerville Community Schools to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the technology systems. I also understand that I will be responsible for any financial expenses incurred by the district due to unauthorized use by my child. I hereby give permission to issue a technology account in the indicated areas for my child and certify that the information contained on this form is correct.

My signature below indicates that I understand that my child will have the following access:
Interschool Network/Academic Internet Access -Filtered and monitored by the District
Academic Email -Supervised email accounts for academic communications only. Third through twelfth grade is required. Kindergarten through Second grade will be granted on a class by class basis and parents/legal guardians will be notified.
Please circle areas of consent (un-circled areas will not be activated):

Yes **No** Students' photo/video and/or work can be published on the district's web site according to the rules stated above.

Yes **No** Students participating in classroom lessons may be videotaped. Videos may be used for teacher training purposes or classroom demonstration.

Once access permission has been granted, the technology department requires any desired changes in

access to be in written form signed by the parent/guardian.

_____ _____
PARENT/LEGAL GUARDIAN Signature Printed Name

_____ _____
STUDENT Signature Printed Name

Appropriate Use & Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access, and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of the websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase a license, and register all software. I will purchase media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Disciplinary Definitions

Incorrigibility

The Livingston County Probate Court (Juvenile Division) will be advised of any situation that the Administration feels comes within the jurisdiction of that court.

In-School Responsibility

(Detention) The students will be isolated from peers while completing class work. (Removal from co-curricular activities could occur.) Student will be expected to develop an improvement plan for behavior.

Suspension/Expulsion

Short-term suspension is defined as removal from school attendance for a period not to exceed ten (10) school days.
Long-term suspension is defined as removal from school for a period greater than ten (10) days but not to exceed one hundred and eighty (180) school days. Expulsion is defined as removal of the student from school attendance in the district. Long-term expulsion may be for a period in excess of ten (10) days, up to permanent removal from school attendance. In most cases where expulsion is being considered, a suspension may be invoked pending the decision. It should be noted that dates of suspension are days that school is in session. This excludes snow days, holidays, and vacation days.

Physical/Verbal Assaults

As of June 2000, the State of Michigan passed a law that requires the school district to suspend or expel a student enrolled in grade six or above for committing a physical assault for up to 180 school days. Sec. 1310 of PA451.

Physical Assault according to the law "means intentionally causing or attempting to cause physical harm to another through force or violence." A physical assault to a staff member will result in an expulsion according to the law. Verbal assault is also addressed and may result in a long-term suspension or expulsion.

Bullying/Cyber-Bullying/Aggressive Behavior

Bullying, Cyber-Bullying, or other Aggressive Behavior is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, hazing, gestures, comments, threats, including electronically transmitted acts through the use of internet, cell phone, personal digital assistant, computer tablet or wireless handheld device, currently in use or later developed and used by students, or actions to another student which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. **

Examples include hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact, taunting, malicious teasing, insulting, name calling, making threats. Examples of aggressive behavior include bullying, hazing, stalking, intimidation, menacing, coercion, name calling, taunting, making threats, and hitting/pushing/shoving.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of all students. Every student is encouraged to report any situation that they believe to be aggressive behavior/bullying directed toward a student. Any student who believes he/she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Making intentional false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of an individual.
LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA241 of 2011); Model Anti-Bullying Policy, Michigan Board of Education.
**The entire Board policy (8260) Bullying, including detailed definitions of bullying and aggressive behavior, is located on the District website at http://fowlervilleschools.org

See Matters Pertaining to Safety of Others under Code of Conduct.

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Code of Conduct

Matters Pertaining to Citizenship

Type of Conduct	Disciplinary Action
1. Violation of state laws and/or local ordinances including but not limited to:	
a. Abuse of fire alarms, safety equipment, bomb threats	**First Offense** – Up to ten-day suspension, parent contact, file complaint with police, seek recovery of damages through court of competent jurisdiction, possible recommendation for long-term suspension or expulsion. **Subsequent Offense** – Recommendation for long-term suspension or expulsion, file complaint with police, seek recovery of damages through court of competent jurisdiction.
2. Disrespect to School Personnel	
a. Verbal Disrespect	**First Offense** – Parent contact. Discipline range: Loss of recess to suspension. **Subsequent Offense** - Up to three-day suspension and contact with parent upon return.
b. Verbal Assault	**First Offense** – Parent contact. Discipline range: Loss of recess to suspension. **Subsequent Offense** - Parent contact and up to a five-day suspension, possible long-term suspension or expulsion and police contact.
c. Battery (pushing punching or physical assault)	**First Offense** – Minor: Loss of Recess Major: Detention, suspension, expulsion and/or possible police contact. **Subsequent Offense** – Recommendation for long-term suspension or expulsion.
d. Refusal to follow reasonable request from any school employee (insubordination) including refusal to wear face covering or refusal to wear face covering correctly.	**First Offense** – Loss of recess, possible suspension. **Subsequent Offense** – Up to a five-day suspension.
3. Profanity or Obscenity, Obscene Gestures	**First Offense** – Minor: Loss of recess. Major – Repeated or directed at someone: parent contact, up to a three-day suspension. **Subsequent Offense** – Up to a five-day suspension.

Type of Conduct	Disciplinary Action
4. Intimidation or Harassment based on differences – A person is guilty of intimidation based on differences if that person with malice, or with specific intent, or harasses another person because of that person's gender, race, color, religion, creed, disability, sexual orientation, national origin or ancestry.	**First Offense and Subsequent** - Warning to suspension, (1-10 days), parent contact, and written or verbal apology.
5. Sexual Harassment – unwanted behavior of a sexual nature. It includes all unwelcome sexual advances, requests for sexual favors, and verbal, visual, or physical contact of a sexual nature. It can take the form of a look, gesture, word, or action.	**First Offense and Subsequent** - Warning to suspension, (1-10 days), parent contact, and written or verbal apology.
6. Affectionate Behavior. Hand holding, affectionate hugging, kissing, or other physical displays of affection are inappropriate in the school.	**First Offense** - Warning and/or contact with parents. **Subsequent Offense** – Detentions and/or suspensions.

Administration will continue to comply with relevant State law as it relates to student discipline.

Matters Pertaining to Disruption of the Educational Process

Type of Conduct	Disciplinary Action
1. Cheating/Plagiarism Copying the work of another and representing it as one's own paper.	**First Offense** - Parent contact plus loss of credit on paper and up to one day in the Responsibility Room.
2. Forgery Fraudulently writing the name of another person; falsifying time, dates, grades, addresses or other data on school forms.	**First Offense** – Parent contact, up to one-day suspension. **Subsequent Offense** – up to three-day suspension.

Type of Conduct	Disciplinary Action
3. Disruptive Behavior Behaviors that are disruptive to the school environment. These include but are not limited to: yelling, screaming, throwing objects, tantrums or any other behaviors that interrupt the learning process.	**First Offense** - Warning/Parent contact. **Subsequent**: Suspension with improvement plan made and signed by parent and child before student can reenter.
4. Selling or Trading Students exchanging money or goods on school property without the principal's permission.	**First Offense** - Warning/Parent contact, confiscation of goods or money, possible suspension.
5. Indecency Offending possible commonly recognized safety, good taste, in behavior and dress, including sexual harassment, spitting or inappropriate touching of another person's body.	**First Offense** – Warning to suspension (1-10 days), and recommendation for expulsion, at the discretion of the standards of health, administrator, and depending on the severity of the offense.
6. Electronic Equipment/Toys Electronic equipment or Recreational Paraphernalia which are not intended for curricular or co-curricular program activities are not permitted at school without teacher permission. **Examples are**: MP3 players, cell phones, skateboards, hoverboards, hockey sticks, sleds, roller blades and trading cards (i.e. Pokémon, Ugio, Bakugan), toys, baseball bats, yo yo's, etc.	**First Offense** – Warning, student asked not to bring item(s) to school. **Second Offense** – Parent contact, confiscation of item(s) until parent picks it up.

Administration will continue to comply with relevant State law as it relates to student discipline.

Matters Pertaining to Property

Type of Conduct	Disciplinary Action
1. Theft	**Petty:** Taking someone else's property, including school supplies without permission. **1st Offense** – Restitution, parent contact, loss of recess. **2nd Offense** – Restitution, parent contact and one-day suspension. **3rd Offense** – Restitution, parent contact and up to three-day suspension. **Major:** Stealing property or money over $5.00. Up to two-day suspension, parent contact with possible Police Liaison intervention.
2. Defacing and/or littering property.	**First Offense** – Detention and/or suspension up to five days. Notification of police, if appropriate. Restitution, including obligation to do work in the school (with parent consent) related to the type of offense committed is optional, depending on the principal's evaluation of the particular situation.
3. Destruction of school property, property of others	**First Offense** – Parent contact, up to a ten-day suspension or possible recommendation for long-term suspension or expulsion. Notification of police if appropriate, reparation and/or restitution including obligation to do work in either the school or the school district related to type of offense committed and a parent conference. **Subsequent Offense** – Ten day suspension and possible recommendation for long-term suspension or expulsion.
4. Misuse of books, lost or stolen books	Textbooks, school-owned musical instruments, and other similar class related materials become the responsibility of the student to whom they are issued. While reasonable wear is expected, books and other materials must be returned in good condition. Damaged, lost or stolen books and other materials must be paid for by the student to whom they are issued.

Administration will continue to comply with relevant State law as it relates to student discipline.

Matters Pertaining to Safety of Others

Type of Conduct	Disciplinary Action
1. Verbal Assault Threats - no bodily contact.	**First Offense** – Warning, parent contact, loss of recess to suspension. **Second Offense** – Parents will be contacted; suspension up to three days and possible police contact
2. Hostile/Aggressive Behavior Including punching, hitting, fighting, kicking, biting, spitting, pushing, tripping, wrestling, throwing snowballs, throwing rocks, etc., with the intent to do harm.	**First Offense** – Parent contact and/or one-day suspension. (Biting out of school) **Subsequent Offense** – Parent contact and up to a five-day suspension and/or recommendation for long-term suspension or expulsion.

Type of Conduct	Disciplinary Action
3. Bullying /Cyber-Bullying/Aggressive Behavior The repeated and targeted intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district, and is prohibited.	**First Offense –** Parent contact. Loss of recess and/or suspension. **Subsequent Offense** – Parent contact and/or disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcements officials shall be notified of bullying incidents.
4. Hazing "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 predominately other students from the district.	**Offenses –** 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 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
5. Extortion or Coercion Obtaining money or property from an unwilling person or forcing an individual to act by physical force or threat (stated or implied)	**First Offense** – Parent contact, warning and/or out of school suspension. **Second Offense** – Up to a five-day suspension. **Subsequent Offense** – Up to a seven-day suspension.
6. Harmful Materials/Weapons	

Type of Conduct	Disciplinary Action
a. May include, but not limited to, the following: bringing onto school grounds anything that may endanger the general welfare and safety of others, or that may disruptive to the school environment. These include but are not limited to: matches, lighters, fireworks, fake weapons, glass bottles, squirt guns, laser pointers, empty gun shells, etc. Such articles will be confiscated and may not be returned.	**First Offense** – Parent contact and/or one-day suspension. **Subsequent Offense** – Parent contact and up to a five-day suspension and/or recommendation for long-term suspension or expulsion.
b. Possession and use or threatening the use of any weapon or dangerous object(s) capable of inflicting bodily harm.	**Any Offense** – Confiscation/parent contact, possible Police Liaison contact, possible one to ten day suspension. **Subsequent Offense** – Recommendation for long-term suspension or expulsion. Note: Confiscated property will be given to parents or police officials, as appropriate.
c. Possession and use or actions threatening the use of a dangerous weapon. Includes but is not limited to: firearms, guns revolvers, pistol, knife (with a blade over 3 inches), pocketknife, iron bar, brass knuckles, starter gun, B-B gun, explosives. Toy guns are not permitted.	**First Offense** – Permanent expulsion or alternative prescribed by School Code Section 1311 and Board Policy 5610.01. Law enforcement authorities will be notified in validated cases of this misconduct. Pursuant to State of Michigan Act 328 of 1994.

Type of Conduct	Disciplinary Action
7. Leaving school property without authorization from the teacher, principal or his/her designee from the time the student arrives on school grounds until school is dismissed.	**First Offense** – Parent contact, possible suspension and possible notification of police. **First Offense** – Parent contact and up to a five-day suspension. **Subsequent Offense** – Parent Contact and up to a ten-day suspension and/or recommendation for long-term suspension or expulsion.
8. Electronic Device – Major Misconduct a. May include, but not limited to, the use of electronic devices/cameras for taking pictures/videos in any private location such as locker rooms, bathrooms or in classrooms, hallways, playground, cafeteria and gym or transmission of pictures/videos of a sexual or violent nature.	

Administration will continue to comply with relevant State law as it relates to student discipline.

Matters Pertaining to Controlled Substances

Type of Conduct	Disciplinary Action
1. Tobacco - all types a. Possession	**First Offense** – Parent contact, confiscation and up to five-day suspension. **Subsequent Offense** – Confiscation and up to ten-day suspension and a meeting with parents.
b. Use, sale, and/or distribution on school property and/or at school activities.	**First Offense** – Parent contact, confiscation and up to ten-day suspension. **Subsequent Offense** – Confiscation, ten-day suspension, recommendation for long-term suspension or expulsion, a meeting with parents and police liaison intervention.
2. Paraphernalia (Drug Alcohol, Tobacco or Vaping Related) a. Possession, use, sale, and/or distribution on school property and/or at school activities.	**First Offense** – Confiscation and up to ten-day suspension and Police Liaison intervention
3. Students shall not possess or purport to possess alcohol, controlled substances or mind-altering drugs on school property or at school-sponsored events. Students attending school, or school	**First Offense** – OPTION "A" – Suspension (five days); an assessment by a State licensed agency for a determination of the student's chemical dependency and a meeting with parent(s) prior to readmission. (It is required that the appointment with the State licensed assessment agency be made prior to readmission to school.

Type of Conduct	Disciplinary Action
activities, after using these substances will be subject to the policy regardless of amount taken.	The student and the parent(s) will be required to follow the recommendation resulting from the assessment.) ---- OR ---- OPTION "B" – Suspension (ten days), a meeting with parent(s) prior to readmission; and possible recommendation for long-term suspension or expulsion. If extensive treatment is needed, a student enrolled in an approved state licensed in patient program will be eligible to continue earning school credit through a hospital/homebound program. Work and assignments will be given by the home school of the student, when appropriate. **Second Offense** – Suspension (ten days) pending a Board of Education hearing with recommendation for long-term suspension or expulsion; referral to the police department.
4. Sale, distribution, furnishing or attempting to sell, distribute or furnish alcohol, controlled substances, or mind-altering drugs.	**First Offense** – Suspension (ten days) pending a Board of Education hearing with recommendation for counseling and/or expulsion; referral to the police department.
5. Selling or furnishing substances purported or represented to have effects of controlled drugs or purported or represented to be controlled drugs.	**First Offense** – Suspension (ten days) and a meeting with parents prior to re-admission. Possible recommendation for assessment by a licensed agency for a determination of the student's chemical dependency. **Second Offense** – Suspension (ten days) pending a Board of Education hearing with a recommendation for long-term suspension or expulsion and/or a meeting with parents prior to readmission.

Above offenses will be cumulative over the years during which the student is enrolled in Fowlerville Community Schools.
Other conduct, which is not specifically enumerated in the Elementary Code of Conduct, and which, in the judgment of the Board of Education, constitutes gross misdemeanor or persistent disobedience, shall be subject to disciplinary action such as the Board of Education or its administrators deem appropriate.

Police referrals will be made in accordance with State law. Other referrals to police may be made at the discretion of the building administrators. Parent(s) will be informed of all police referrals.

Suspension Procedures

The following procedures will be followed if short-term suspension (less than 10 days) is to result from the disciplinary process:

1. The student shall be informed of the specific charges, which are thought to be a basis for disciplinary action to be taken against him/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 school administrator suspends the student, the administrator will notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
4. If the parent(s) or guardian(s) are dissatisfied with this action, they may appeal to the Superintendent or designee to review the decision.
5. If a recommendation for long-term suspension is made, a hearing will be scheduled with the Superintendent or his/her designee. The hearing will be conducted in the same manner as an expulsion hearing.
6. If the building administrator recommends a long-term suspension, it may include permission for reinstatement prior to serving the full suspension. If permitted by the building administration, the recommendation will include requirements, which the child must satisfy and the date reinstatement would be considered.

Administration will continue to comply with relevant State Law as it relates to student discipline.

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. In the case of a suspension of more than 10 days, they may appeal it to

the full Board after they have appealed it through the Principal, Central Office and the Board Discipline Committee.

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. In the case of suspensions 10 days or longer 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.
11. 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.
12. 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.
13. 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.

Administration will continue to comply with relevant State Law as it relates to student discipline.

Appeal Process

Both student and parents have the right to appeal teaching and administrative decisions and disciplinary actions. The proper sequence to be followed in appealing a decision within the school system is:

1. Teacher
2. Building Administrator
3. Superintendent or Designee

Every effort will be made to ensure that students and parents are guaranteed rights of "due process" whenever decisions affecting their education are made. The proper channels of communication and authority should be followed when appealing a decision. For more information regarding procedures to be followed in making a formal appeal, contact your building principal.

Due Process of Law

The constitutional rights of individuals assure the protection of due process of law; therefore, a system of constitutional and legally sound procedures will be provided as part of the school's disciplinary policy within the following guidelines:

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness;
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian;
3. In every disciplinary situation involving the possibility of suspension or expulsion from school, the student will be provided with notice of the violation with which he or she is charged and will be entitled to a fair and impartial hearing (which may be informal) regarding such violation and its punishment.

Administration will continue to comply with relevant State Law as it relates to student discipline.

District Information

Child Find

Each school building in the Fowlerville Community School District has a Child Study Team/Response-to-Intervention process in place, which is a vehicle for staff members to review student performance, concerns, and collaboratively develop interventions. If you have concerns about your child's development and are interested in more information on special services, contact his/her building Principal.

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 records 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

Asbestos Management Plan

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. It is available for review by parents, teachers and employees.

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 Sharpe Rd, Suite A
Fowlerville, Michigan 48836
517-223-6027

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, Kim Hiveley at (517) 223-6120.

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 Adva Ringle, Assistant Superintendent at (517) 223-6027.

Parent Involvement Policy

Parent(s)/Guardian(s) Involvement Policy - School 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.

Parent Involvement Plan and Title One Information

Link to FCS District Parent Involvement Plan and Kreeger Elementary Parent Involvement Plan: https://www.michigan.gov/mde/resources/family-engagement. Select Parent Resources/ in the drop down select: Parent Involvement Plans/at this site select Natalie Kreeger Elementary Schools Parent Involvement Plan (*A hard copy is available in the Kreeger Office*)

Non-Discrimination Complaint Procedure

It is the policy of the Board of Education that the District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination.

The Assistant Superintendent is appointed the Civil Rights Coordinator regarding complaints of discrimination involving employment, educational services, programs and activities. Inquiries or complaints by employees, students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap, sex, race, color, national origin, religion, height, weight, age, or marital status should be directed to:

Adva Ringle or Marc McKay
Fowlerville Community Schools
F7677 Sharpe Rd, Suite A
Fowlerville, Michigan 48836

In the event a complaint is against the Assistant Superintendent of Schools, the complaint should be directed to The Superintendent of Schools at the above address. In the event a complaint is against the Superintendent of Schools, the complaint should be directed to The Vice-President of the Board of Education at the above address.

The Civil Rights Coordinators, as specified herein, are designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should file a written complaint with the Civil Rights Coordinator within ten (10) calendar days of the alleged violation. The Civil Rights Coordinator will take, then, the following action: **First**, cause an investigation of the complaint to be commenced. **Second**, arrange for a meeting to occur with the complainant, which may include School District staff who are knowledgeable of the facts and circumstances of the particular complaint or who have particular expertise that will assist in resolving the complaint. **Third**, complete the investigation of the complaint and provide, in writing, a reply to the complainant. If the Civil Rights Coordinator determines that a violation has occurred, he/she shall propose a fair resolution of the complaint and deliver the determination to the

complainant and the Superintendent. In the event the complaint is against the Superintendent, a copy of the determination shall be delivered to the President of the Board of Education.

The complainant may **appeal** the determination of the Civil Rights Coordinator or Board Vice-President to the Superintendent, or, in the case of a complaint against the Superintendent, to the President of the Board, by so notifying the Superintendent or Board President in writing within the (10) calendar days of the Civil Rights Coordinator's determination. The Superintendent or Board President may conduct additional investigation of the facts and circumstances surrounding the complaint.

The Superintendent, or Board President in the case of a complaint against the Superintendent, shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent or Board President's decision shall be final.

The Board Vice-President or President may elect to secure the services of an outside party to investigate the facts and circumstances surrounding any complaint against the Superintendent.

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 / fax (216) 522-2573

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-

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, physicians, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 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-
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional 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

Notice of Nondiscrimination

It is the policy of Fowlerville Community Schools that the District will not discriminate in its programs, services, or activities against any person based on race, color, national origin, gender, disability, or age. Inquiries or complaints related to discrimination should be directed to:

Adva Ringle or Marc McKay
Fowlerville Community Schools
7677 Sharpe Rd, Suite A
Fowlerville, Michigan 48836

Sexual Harassment Policy/Grievance Procedure

Sexual harassment of students and staff by School District elected officials, employees, vendors, contractors or other 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 condition of utilizing or benefiting from the services, activities, or programs of the School District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational 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 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:

Adva Ringle or Jeff Finney
Fowlerville Community Schools
7677 Sharpe Rd, Suite A
Fowlerville, Michigan 48836

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
phone (216) 522-4970 · fax (216) 522-2573

Pesticide Application Notification Form

Fowlerville Community Schools
7677 W. Sharpe Road ● Fowlerville, MI 48836
(517) 223-6120 ● FAX (517) 223-6132
Kim Hiveley, Maintenance & Facilities Director

2025/2026 PESTICIDE APPLICATION NOTIFICATION FORM

Dear Parent/Guardian:

Fowlerville Community Schools uses 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 a notification, please complete the following information. If the form is not returned, we will assume you do not want to be notified. At any time should you have questions or concerns about pest management
within your children's school, please call (517) 223-6120.

If you want to be notified, please fill out the following and return it to Director of Maintenance, Fowlerville Community Schools, 7677 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

2025/2026 ADVISORY TO ALL PARENTS

Dear Parent/Guardian:

Fowlerville Community Schools have 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 pests from becoming a problem.

As required by Michigan law, you will receive advanced notice of the 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 the 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 Kim Hiveley at 517-223-6120 or hiveleyk@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 three days before the application, if they so request. If you would like to be notified by mail, please contact

Maintenance & Facilities Department at 517-223-6120. Please leave 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,

Kim Hiveley
Director of Maintenance & Facilities
hiveleyk@fowlervilleschools.org
517-223-6120

Fowlerville Community Schools

Student/Parent Transportation Handbook

Information for a Safe and Orderly Transportation System

Important Contacts

Transportation Department Office.....517-223-6122
School Closing Hotline 517-223-6009
Little Glad Center.....517-223-6493
Central Office 517-223-6016
Fowlerville Community Schools Web Site..... fowlervilleschools.org

ELEMENTARY SCHOOLS		SECONDARY SCHOOLS	
Fowlerville Elem.....	223-6302	Junior High.....	223-6203
Kreeger.....	223-6330	High School	223-6060

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 22 school buses that we travel over 325,000 miles a year. We also provide transportation services for academic 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, and in accordance with State laws and recommendations. A stopped bus must be visible for 400 feet in both directions. Bus stops must 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 the student does not ride for (10) consecutive days and there has not been communication to the Transportation Department, the student will be removed from the bus route and the bus will no longer stop. A parent/ guardian will be required to reestablish bussing by contacting the Transportation Dept.

4. Changes to any student's busing schedule needs to be **first** approved by the Transportation Department and then communicated to the appropriate school.

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.
- Bus routes may be adjusted if necessary because of unsafe or impassable roads.

Transportation Eligibility Requirements

Walk and Ride Policy

Students who live 1 1/2 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.

Schedule changes: If it is necessary to change a student's assigned bus schedule, a **Request for Alternate Busing Form** must be completed by the parent or guardian and **received by the Transportation Department no later than one week prior to the requested date of the change**. These forms are available at each school office, at the bus garage or on the Fowlervilleschools.org website.

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

- Only one alternate bus stop can be maintained per student per household.
- The alternate address must be within the school district's boundary.
- The alternate bus stop must be at a home or child care agency that is along an existing route and must not alter any regular bus route stops, schedules, or in any other way interfere with the regular operation of the transportation system.
- The desired alternate bus stop must not result in overcrowding of the bus or alteration of any other bus routes.
- The caregiver at the alternate stop must be available to make contact with the driver at drop-off for kindergarten students.
- Requests will not be approved for the intention of entertainment, simple convenience, or transportation to/ from a job. Requests will not be approved for 6^{th} -12^{th} graders for babysitting or daycare purposes.

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 10 minutes before the scheduled arrival 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 school bus. Parents/ guardians are not allowed to board the bus at any time. Unauthorized persons attempting to board or boarding any school bus is subject to citation for civil infraction and may be ordered to pay a civil fine of not more than $500.00 If you have a transportation or student concern, you must 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 (see transporting items) or animals must be transported to or from school, or when a student's bus riding privileges are suspended.
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. The parent will be called and will be responsible for picking up the student at the bus garage. Kindergarteners will not be dropped off unless the bus driver has visually confirmed that a parent or someone the parent has entrusted is present to receive the child off the bus. A signed and

dated form must be provided by the parent/ guardian giving approval for anyone other than themselves to get their student off the bus. Please note: at group stops, kindergarteners must be released one at a time.

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 who meet students at the stop should set the example and follow the same safety rules as the students.
12. 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.
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 10 feet away from the bus. Stay out of the danger zone. Do not stop at the mailbox, garbage can, or linger by the bus for any reason.
5. Exit 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 given from students by parents, teachers or school.
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. Athletic equipment must be secured in a bag or case so it can be safely transported on the student's lap or on the floor between their legs with the student in physical control of them. 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, animals and large musical instruments.
    - Michigan PA 187 under 227.1811 (10) states: "All baggage, articles, or medical supplies not held by individual passengers shall be secured in a manner that assures unrestricted access to all exits by all occupants, does not restrict the driver's ability to operate the bus, and protects all occupants against injury resulting from falling or displacement of any baggage, articles or equipment.
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 your assigned seat unless directed by the driver to do otherwise. Never leave or enter through the emergency door unless instructed to do so 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 or north 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, bus doors are closed and the buses are going to start moving and students must immediately move out of the lot and onto the side walk. All students should be on the bus by the time the horn honks.

P.M. Bus Elementary Dismissal

Note: it is imperative that if a child's dismissal plans deviate from what the typical mode of dismissal is, we must have a signed note or phone call from a parent by 3:00pm stating the change. This should not be an everyday occurrence.

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.

Transportation STUDENT DISCIPLINE

PHILOSOPHY: A 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 properly on the school bus and need to do so to maintain a healthy, comfortable riding environment.

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) 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, an email and a robo-call will go out to all active emails and phone numbers. Information can also be found on the district website: https://www.fowlervilleschools.org/.

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.), then school will start two hours late.

Transportation Department Office ..... (517) 223-6122
Little Glad Center ..... (517) 223-6493

Central Office..... (517) 223-6001
Fowlerville Community Schools Website..... fowlervilleschools.org
Fowlerville Elementary..... (517) 223-6008
Kreeger Elementary..... (517) 223-6006
Fowlerville Junior High School..... (517) 223-6003
Fowlerville High School..... (517) 223-6002

Notice of Nondiscrimination

It is the policy of Fowlerville Community Schools that the District will not discriminate in its programs, services, or activities against any person based on race, color, national origin, gender, disability, or age. Inquiries or complaints related to discrimination should be directed to:

Adva Ringle or Marc McKay
Fowlerville Community Schools
7677 Sharpe Rd, Suite A
Fowlerville, Michigan 48836
(517) 223-6027