

# Fowlerville High School

## 2023 - 2024

700 North Grand  
Fowlerville, MI 48836

### ***Mission Statement***

*Focus on every student, every day.*

### ***Vision Statement***

*Empower students to be productive citizens in a global society.*



### **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:

The Assistant Superintendent of Schools or Financial Director  
Fowlerville Community Schools,  
7677 West Sharpe Rd.  
Fowlerville, Michigan 48836  
(517) 223-6027

### **Non-Discrimination Policy and 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 and the Financial Director are appointed the Civil Rights Coordinators 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:

The Assistant Superintendent of Schools or the District Financial Director  
Fowlerville Community Schools  
7677 West Sharpe Rd.  
Fowlerville, Michigan 48836  
(517) 223-6027

In the event a complaint is against the Assistant Superintendent of Schools or the District Financial Director, 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 Coordinators within ten (10) calendar days of the alleged violation. The Civil Rights Coordinators will then take 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 Coordinators determine 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 Coordinators 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 phone  
(216) 522-2573 fax



# Fowlerville High School Student Handbook

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# Fowlerville High School

## Student Handbook

### Introduction

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

### Board of Education

Amy Sovo	President
Robert Hinton	Vice President
John Belcher	Treasurer
Susan Charron	Secretary
Justin Braska	Trustee
Danielle DeVries	Trustee
Diana Dombrowski	Trustee

### Central Office Staff

Matt Stuard	Superintendent
Adva Ringle	Assistant Superintendent
Trisha Reed	Director of Human Resources

### Fowlerville High School Administration

Amy Pashak	Principal
Nicholas Zajac	Assistant Principal
Jacob Hess	Dean of Students
TBA	Athletic Director

### Fowlerville Community Schools Directory

Board of Education	223-6001
Technology	223-6236
Fowlerville High School (9 -12)	223-6002
Fowlerville High School Athletic Dept.	223-6061
District Liaison Officer	223-6071
Maintenance	223-6483
Special Education	223-6193
Food and Nutrition	223-6115
Recreation	223-6483
Fowlerville Junior High (6-8)	223-6003
Community Ed	223-6477
Transportation	223-6122
Kreeger Elementary (3-5)	223-6006
Little Glad Center	223-6480
Smith Elementary (K-2)	223-6005

### PARENT INVOLVEMENT PLAN

#### **Parent/Guardian Involvement Plan: (FCS Board Policy 7175):**

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

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

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

- **Goal I:** Communication between home and school will be regular, two-way, and meaningful.
- **Goal II:** Parent(s)/Guardian(s) skills will be promoted and supported.
- **Goal III:** Parent(s)/Guardian(s) will play an integral role in assisting student learning.
- **Goal IV:** Parent(s)/Guardian(s) will be welcome in the school, and their support and assistance will be sought.
- **Goal V:** Parent(s)/Guardian(s) will be full partners in the decisions that affect children and families.
- **Goal VI:** Community resources will be used to strengthen schools, families, and student learning.

### **Title I Education Program Parent(s)/Guardian(s) Involvement:**

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

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

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

#### **Parent Involvement Plan Link**

<http://www.fowlervilleschools.org/>

Select Parent Resources in the drop down select: Parent Involvement Plans/District Parent Involvement Plan

### **ACADEMIC AWARDS**

Academic letters, achievement pins, and certificates are awarded to students who achieve the required GPA for their specific class (Freshman, Sophomore, Junior, Senior). Cumulative is defined as total grade point average earned for all high school credit bearing classes taken as calculated at the time indicated. These include high school classes taken early as junior high students. Academic requirements for these awards are listed below:

#### **Academic Letters:**

Freshman-	1 <sup>st</sup> Semester	3.80 - 4.0 Cumulative
Sophomore-	3 <sup>rd</sup> Semester	3.70 - 4.0 Cumulative
Junior-	5 <sup>th</sup> Semester	3.60 - 4.0 Cumulative
Senior-	7 <sup>th</sup> Semester	3.50 - 4.0 Cumulative

#### **Academic Achievement Certificates:**

Freshman-	1 <sup>st</sup> Semester	3.45 - 3.799 Cumulative
Sophomore-	3 <sup>rd</sup> Semester	3.35 - 3.699 Cumulative
Junior-	5 <sup>th</sup> Semester	3.35 - 3.599 Cumulative
Senior-	7 <sup>th</sup> Semester	3.30 - 3.499 Cumulative

#### **Academic Awards for Seniors:**

##### **Valedictorian/Salutatorian/Summa Cum Laude**

The Valedictorian, Salutatorian, and Summa Cum Laude awards for seniors will be based on overall grade point average as well as behavior that reflect the mission and educational goals of the district. The student's overall G.P.A. will be calculated at the end of the seventh semester of a student's high school career for consideration of these awards. To be eligible for a graduation award, a student must have completed the previous seven semesters of academic work in a Fowlerville High School or District-approved dual-enrollment program prior to the date that graduation awards are determined.

### **HYBRID/ONLINE SCHEDULES**

All online classes, including 21F, advanced or online Advanced Placement (AP) courses, receive S for satisfactory or U for unsatisfactory for progress reports. Semester grades will contain the regular letter marks as earned.

#### **21F Section Policy**

According to the State School Aid Act signed into law in June 2013, section 21f allows pupils in grades 5-12 to enroll in up to two online courses during an academic term. Pupils can choose from local district category or the statewide catalog of online course syllabi from Michigan Virtual University (MVU): <https://micourses.org/>

By law, the school district is responsible for paying 1/12<sup>th</sup> of the per-pupil foundation allowance towards the total fee of the online course.

Students are not able to enroll in an online course if:

- Student already has earned credit in the course.
- The course does not generate academic credit.

- The course is inconsistent with graduation requirements or the career interest of student.
- The student does not possess prerequisite knowledge and skills for the course, or the student has demonstrated failure in a previous online course in the same subject.
- The course is of insufficient quality or rigor.
- The course cost exceeds the per pupil foundation allowance established by the state.

District prerequisites for enrollment in online courses:

- Students must not have failed an online course previously.
- Student must have scored proficient or college ready in all areas on last standardized assessment.
- Student scored a 77% or higher in the previously sequenced course in the subject area.
- Course must satisfy the Michigan Merit Curriculum course sequence and/or be in the area of student interest on their latest Educational Development Plan or career field.

Miscellaneous information:

If a student is denied access to online courses due to the reasons listed above, a student or parents can appeal the denial by submitting a letter to the superintendent of the intermediate school district (ISD) in which the student's educating district is located. A response to the appeal must be issued within five days after it is received.

Course selection process:

- If students are interested in taking a course online in place on taking it in-seat, the student must then meet with their respective counselor prior to their designated time to select classes in the computer lab.
- Counselor will validate if the student is eligible to take the course(s) online. If the student is deemed eligible, the student will be given the 21f form.
- The student must have the completed 21f form at the time of course selection (during the regular course selection time period) and submitted to students' respective counselor.
- Once a student is in an online course, the student must remain in the online course until the semester ends.
- New students to the school will have one week from start date to sign up for online courses.
- Counselors will submit the 21f form to the Michigan Virtual University (MVU) mentor. The mentor will then enroll the student in the appropriate course.
- Student will work on the course during the respective class period allotted in the designated area. Students must remain in designated area for the duration of the class period.

## **FHS Dual Enrollment**

Fowlerville High School encourages qualified students to attend local colleges and universities in an effort to meet student's needs and interests. Dual enrollment allows for students to earn high school and/or college credit.

The State School Aid Act contains the following provisions:

1. The student must be enrolled in at least 1 high school class and progressing satisfactorily towards graduation.
2. The student must also be enrolled for the class in the post-secondary institution (college or university) during the regular school year.
3. The college class must be one not offered by the local district and must be an academic course (as opposed to an "activity course").
4. The student has qualified by meeting state testing requirements.
5. 5. When a student is dual enrolled in a college course(s), high school credit will be bestowed using the following conversion method:
  - a. 1-2 college semester credit hours = 0.5 high school credits
  - b. 3-4 college semester credit hours = 1.0 high school credits
  - c. 5+ college semester credit hours or Early Middle College (EMC) based on program requirements
6. Students must decide at the time of enrollment whether the college course will count as a high school credit, college credit or both.
7. Students must declare to their respective counselor whether their dual enrollment course(s) will be marked credit (CR) or a grade on their transcript by the end of the drop/add deadline for each semester. CR on a transcript does not impact a G.P.A., while the grade option will impact the student's G.P.A.
8. College courses being taken for college credit only and taken during the school day will be marked as credit/no credit on the student's transcript and will not be calculated in a student's overall G.P.A.

**WARNING** - College courses taken for high school credit may not be accepted toward degree requirements at the university level. Please consult with your potential university choices prior to declaring how to count the college credit.

The district will pay tuition and fees under this policy that meets the above qualifications. There is a financial limitation for the student based upon a portion of the state foundation grant. The student will be responsible for textbooks, calculators and transportation. For additional information, contact the high school counselors or principal.

## Supplemental Courses/Recovery of Credit

### Supplemental Courses/Recovery of Credit

Students attending Fowlerville High School may receive a maximum of six credits (toward the 22 credits required for graduation) for supplemental course work not completed at the high school. This includes: dual enrollment courses, on-line courses, enrichment courses, and/or any other courses not taken at Fowlerville High School. All supplemental courses must be pre-approved by the counseling department and/or the building principal for credit to be granted. Students will be given grade for all instructor lead online courses (ex. MiVHS) and dual enrollment courses. Students receive a credit (CR) on their transcript for credit recovery courses (E. E2020). Students who are short on credits due to failing a class or classes may re-enroll in the same class during another semester. Students may attend Fowlerville High School's summer school program or take the equivalent course through the FOLA program offered through Fowlerville Community Schools. Students may also be granted credit for correspondence courses or on-line courses. All courses must be equivalent to those classes offered at Fowlerville High School and conform to the criteria established by the NCA. Pre-approval by the counseling department is also required to receive credit. The student must pay for tuition and fees for these programs.

Any credits successfully completed through external classes may replace credits lost due to failure. **All courses must be pre-approved by the principal and the counselor in writing in order to receive Fowlerville High School credit.**

Students wishing to regain eligibility for athletics may receive credit for classes successfully completed in a recognized education program. All external credit being earned to fulfill eligibility must be submitted to the principal and athletic director prior to the start of practice dates per season as officially defined by the Michigan High School Athletic Association (M.H.S.A.A.). Ineligible students will not be eligible to practice or play in athletic contests until all documentation is verified.

## **GRADING AND CREDIT**

### Grading Scale

In order to maintain consistency, the following building grading scale has been established:

A	=	100 - 93	C	=	77.9 - 73
A-	=	92.9 - 90	C-	=	72.9 - 70
B+	=	89.9 - 88	D+	=	69.9 - 68
B	=	87.9 - 83	D	=	67.9 - 63
B-	=	82.9 - 80	D-	=	62.9 - 60
C+	=	79.9 - 78	E	=	59.9 - 0

### Grade Classification

The purpose of grade classification is to encourage students to make acceptable progress toward graduation.

<u>Status</u>	<u>Credits Required</u>
Freshman	Fewer than 5 credits
Sophomore	4 to fewer than 10 credits
Junior	10 credits to fewer than 15
Senior	16 or more credits

### Grading System \*

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

Only semester grades are used to calculate overall grade point averages. Grades will become final four weeks after the end of each marking period except the end of the year. End of the year grades are final on the last teacher workday of the year.

The following weighted grade system will be used for these advanced placement courses.

A	=	4.5	C	=	2.50
A-	=	4.17	C-	=	2.17
B+	=	3.83	D+	=	1.83
B	=	3.5	D	=	1.50
B-	=	3.17	D-	=	1.17
C+	=	2.83	E	=	.50

Students taking courses with set curriculums, (college-bound and Advanced Placement), are not able to be taken twice for credit, a grade, and/or for the added GPA boost. Courses which have curriculum changes from year-to-year can be taken twice (Ex. Band, Theatre, Physical Education courses, WRAP, CI program courses, etc.).

Students taking a 3 or 4 credit dual enrollment course is the equivalent of a year-long high school course (Ex. A 4 credit Introduction to Biology 101 course is counted as 1.0 credit of Biology at FHS).

### **Earning Credit Based On Exam Proficiency**

Students who fail the regularly scheduled semester course and lose credit as a result will have their credit towards graduation granted if they receive a 77% or higher score on the exam for that course. Students who gain credit for a failed class based on this policy will still have the failing grade for that course calculated into their GPA on their transcript.

### **Exam Absences/Make-Up**

Attendance is critical for exams and any absence will require a **doctor's note verifying medical attention that was urgent** and parent contact to a building administrator to allow for alternate arrangements to be made. The time period to make-up an exam will be determined by a building administrator and the student. If an exam is not taken, a "zero" will be given as the final exam grade.

### **Exam Policy (Senior)**

Each course has a semester exam and applies to all level courses. Semester exams may take the form of culminating projects, oral examinations, formative assessments etc. at the discretion of the teacher.

Seniors are excused from an exam in a course if they have a semester grade of 84% or higher in that course.

All course exams are to be administered during the last week of class unless extenuating circumstances force the exam(s) to be taken earlier.

### **Extra Credit**

In an effort to promote an accurate academic grade in our classes, no extra credit assignments will be offered that are not directly tied to the Michigan High School Content Expectation standards. Offering any form of extra credit is at the discretion of each individual classroom teacher but must meet this stipulation.

### **Parent Connect/Student Connect**

Parents can view their student's progress, including grades, attendance, and discipline. Please visit [www.fowlervilleschools.org](http://www.fowlervilleschools.org) to download an application or contact the counseling department for details.

### **Pass-Fail**

Seniors may take one credit of pass-fail in an elective area only. A class may be taken on pass fail for one semester at a time. Students may cancel pass-fail up to the point when semester cards are marked. Students must sign up for pass-fail by the week after progress reports are sent out. Exact deadlines will be on the morning announcements. If a pass-fail is canceled, it still counts towards the one credit maximum. Students should be aware that colleges and the NCAA (eligibility) might interpret pass/fail classes differently than traditionally graded courses. Students should see his/her guidance counselor for more information.

### **Progress Reports**

Each teacher will fill out a progress report for every student at approximately the sixth and twelfth week of the semester and this Progress Report will be available in Mi-Star. This report is intended to give the student and parents an indication of the quality of work being done. If you are unable to view your student's Progress Report, please call 223-6050, or stop by the high office.

### **Testing Out**

Public Act 335, 1279B of the State School Code, requires the opportunity for any high school student to "test out" of any course. The "test out" option does not include courses that the student is currently attending. To test out, a student will need to exhibit



a mastery of the subject matter by attaining a grade of not less than a C+ (77%) on a final examination. The student may also be required to demonstrate mastery through authentic assessment devices used in the course that may include a portfolio, performance, paper, project, or presentation. Students must test out or pass the first semester of a yearlong course before they are eligible to test out of the second semester. It is important to note that by successfully testing out of a course, a student will miss participation in class discussions and opportunities to develop higher level thinking skills that are nurtured on daily contact with the instructor.

Credit earned is to be based on a "pass/fail" with no grade recorded and will not be included in a computation of grade point average. Credit achieved will be counted towards fulfillment of a pre-requisite within a subject area and course sequence. It will also fulfill a credit requirement toward the 22 credits needed to graduate from Fowlerville High School. For example, testing out of a math course will enable a student to take the next course in the math sequence as well as satisfy one of the 4 credits required for graduation. Students may not receive credit thereafter in a lower-level course in the same subject area. If a student has a native language other than English, which is not offered, by the district as a course, the student may test out using their native language to demonstrate proficiency and receive foreign language credit. It will be necessary for students to submit requests to test out of courses to be included in the test out opportunity. A test out registration form must be completed and returned to the main office. Students can pick up the materials for each test out course during the last week of the school year. The information will include a course description, a course syllabus, and a description of the test out requirements.

Students cannot test out of previously failed classes. Students requesting to test out of a class must complete the requirements during the established time period or they will not qualify for "testing out". For each course, there will be \$50 textbook and materials deposit fee required at sign up. The deposit will be returned upon completion of the testing out packet and final exam or assessment. No refund will be given to students who sign up, but do not complete the testing out process. Students should listen to the morning announcements for the dates of sign up. Testing out of courses can lower a student's cumulative GPA due to the lack of honor points for testing out courses.

## **GRADUATION**

### **Graduation Ceremony**

Seniors wishing to participate in the graduation ceremony must be in good standing for the duration of their required schedule. Any disciplinary infractions, attendance, or truancy issues against the student code of conduct may jeopardize their ability to participate. Although a separate entity, Fowlerville High School works in partnership with Fowlerville On-line Learning Academy (FOLA) to provide graduation ceremonies. FOLA recognizes its' graduates as their names are read within the graduating class.

### **Graduation Requirements**

English	4.0 credits
Mathematics	4.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Computer Education	0.5 credits
Physical Education	0.5 credits
Health	0.5 credits
Visual and Performing Arts	1.0 credits
Electives	5.5 credits
Total	22.00 credits

- 4 Math credits to include Algebra I, Geometry, Algebra II, 4th year math experience
- 3 Social Studies credits to include Am. History, World History, Economics, and Government
- 3 Science credits to include Earth/Physical Science, Biology I, and Chemistry or Physics

### **Graduation Requirement – State of Michigan Required Tests**

Students will be required to complete standardized tests as prescribed by the State of Michigan in order to graduate from Fowlerville High School. These tests include but are not limited to the ACT, SAT and all M-Step components. Students must put forth a good faith effort to complete the test to the best of their ability.

### **Graduating With Honors**

Students graduating with a cumulative GPA of 3.30 or higher will be considered as graduating with honors. The following criteria will be used:

Summa Cum Laude	3.90 and above
Magna Cum Laude	3.70 – 3.89
Cum Laude	3.30 – 3.69

## **Seniors-Full Day Schedule**

Seniors must have a full six-credit schedule, three credits each semester of their senior year to graduate from Fowlerville High School unless there are extenuating circumstances approved by the principal. Students enrolled in college dual enrollment courses, co-op, and etc. may apply these credits to the six-credit minimum.

## **Senior End-of-Year Activities**

To participate in end-of-year graduation activities (ex. commencement, Senior Lock-In, Grad Gauntlet), seniors must be in good behavior standing and have earned/be on track to earn the necessary credits to be awarded a FHS diploma or a Certificate of Completion at the end of the school year.

## **Transfer Student Graduation Policy**

Transferring students must attend Fowlerville High School for a minimum of one year prior to the date of graduation to be eligible for a Fowlerville High School diploma. Exceptions may be made based on the following criteria:

1. The extent to which a student meets or exceeds Fowlerville High School graduation requirements and/or
2. A thorough review of courses completed in high schools accredited through NCA or other recognized regional accreditation agency.

In cases that involve only a semester or less of attendance in the Fowlerville district, it may be requested that the sending school grant the diploma. Transferring attendance, grades and credit may be prorated.

## **National Honor Society**

A list of 10th, 11th and 12th grade students who are academically eligible with a minimum grade point of 3.30 overall are prepared by the counselors in February. Students are made aware that they are eligible and that they may fill out an information sheet. The information sheet requests data on community and school service, high school activities and an essay. A minimum number of hours will be required in both community and school service. A list of students who are considering National Honor Society is circulated to the faculty for comment or input.

A committee of five faculty members is selected by the high school principal. The committee meets to consider the information sheets submitted by the students. The committee votes for induction based primarily on the information sheet plus knowledge of the candidates. The selection process is considered confidential. Students who turn in an information sheet but were not accepted into National Honor Society are given areas of both their strengths and weaknesses. Underclassmen are encouraged to work on their weaknesses for the coming year.

## **COUNSELING AND SCHEDULING**

### **Guidance Services**

Counselors are available for help with personal problems, scheduling of classes, career planning, armed services information, planning for college, financial aid, and much more. For an appointment with a counselor, a sign-up sheet is available at the office counter.

### **Health Education Opt-Out Provision**

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

### **Schedule Changes**

1. Students may change their schedule for the following reasons within the first week of a semester provided the schedule change does not cause a course to exceed acceptable class size limits or cause a large disparity in section size seat loads. Reasons include:
  - Needs to be put into a more difficult or easier class as recommended by their teacher.
  - Student was scheduled into a class, which he/she has already successfully completed.
  - A change in school program, example: programs and/or classes being dropped or added by the administration.
  - The student has an incomplete schedule, example: the student has only five classes printed on his/her schedule.
  - The student does not have the prerequisites for a course.
  - The primary changes in a student schedule should be related to the student's four-year career plan.
2. If a student wants a schedule change for a reason different than one stated above, he/she needs to pick up a request for schedule change form from their counselor. This needs to be returned to their counselor by the end of the first week of the semester.
3. All requests for schedule changes must be initiated with the counselor.
4. Students who stop attending class without an approved schedule change will be considered truant.
5. Students taking a yearlong class, AP courses in particular, are expected to stay for the full year unless they fail the first semester, or it is mutually agreed upon by both the teacher and student that he/she is allowed to drop the class at semester time.

## **Scholarship/Financial Aid**

Seniors may be eligible for local, state, and other scholarships. Information and applications are available from the counselor. The school website has more up-to-date information at the appropriate time. The counselors make information available on college financial aid to high school seniors. A financial aid program is held in the evening for interested students and parents.

## **STUDENT DIRECTORY INFORMATION/PROTECTION OF PUPIL RIGHTS**

### **Student Directory information:**

Throughout the school year the district may release certain directory information regarding any K-12 student. This information includes name, address, phone number, pictures, videos, gender, grade level, birth date and place, parents' names and addresses, academic awards, degrees and honors, information about school sponsored activities and athletics, height and weight for athletic team members, major fields of study, and the period of attendance in school. However, this directory information **will not** knowingly be released when it is requested for the purpose of surveys, marketing, or solicitation; unless the district determines that the use is consistent with the educational mission of the District and is beneficial to the affected students. As required by law, this notice is published annually during the last week of July in the local newspaper. Any parent, guardian, or eligible student may prohibit the release of any or all the above information by delivering a written objection to the building principal prior to September 1<sup>st</sup> 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, email addresses and telephone numbers – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent. These laws apply to students in grades 7-12. Any parent, guardian, or eligible student may prohibit the release of this information to the military by delivering a written objection to the building principal within 30 days of the date of this notice. Under this option, directory information will still be made available to other sources under the terms and conditions explained in the previous paragraphs.

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

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education.

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. sex, behavior, or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family
6. Relationships
7. Legally recognized privileged relationships, such as with
8. lawyers, doctors, or ministers
9. Religious practices, affiliations, or beliefs of the student or parents
10. Income, other than as required by law to determine program eligibility

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. (See Note below.)

Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum

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

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

Parents who believe their rights have been violated may file a complaint with:

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

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## ATTENDANCE AND TARDY PROCEDURES

### **Bell Schedule**

- 1st Hour 7:30 – 8:27 (57 minutes)
- 2nd Hour 8:33 – 9:30 (57 minutes)
- 3rd Hour 9:36 – 10:34 (58 minutes)
- 4th Hour
  - A Lunch 10:34 – 11:04 (30 minutes)
  - Class 11:10 – 12:06 (56 minutes)
  - B Lunch 11:04 – 11:34 (30 minutes)
  - Class 10:40 – 11:04 & (24 minutes)
  - 11:37 – 12:06 (29 minutes)
  - C Lunch 11:36 – 12:06 (30 minutes)
  - Class 10:40 – 11:36 (56 minutes)
- 5th Hour 12:12 – 1:09 (57 minutes)
- 6th Hour 1:15 – 2:12 (57 minutes)

### **½ Day Exam Schedule**

- 1st/3rd/5th Hour 7:30 – 9:01 (91 minutes)
- 2nd/4th/6th Hour 9:11 – 10:42 (91 minutes)

### **½ Day Schedule**

- 1st Hour 7:30 – 8:30 (60 minutes)
- 2nd Hour 8:36 – 9:36 (60 minutes)
- 3rd Hour 9:42 – 10:42 (60 minutes)

### **Assembly Schedule**

- 1st Hour 7:30 – 8:12 (42 minutes)
- 2nd Hour 8:18 – 9:00 (42 minutes)
- 3rd Hour 9:06 – 9:48 (42 minutes)
- 5th Hour 9:54 – 10:36 (42 minutes)
- 4th Hour
  - A Lunch 10:36 – 11:06 (30 minutes)
  - Class 11:12 – 12:08 (56 minutes)
  - B Lunch 11:06 – 11:36 (30 minutes)
  - Class 10:42 – 11:06 & (24 minutes)
  - 11:39 – 12:08 (29 minutes)
  - C Lunch 11:38 – 12:08 (30 minutes)
  - Class 10:42 – 11:38 (56 minutes)
- 6th Hour 12:14 – 1:04 (50 minutes)
- Assembly 1:10 – 2:12 (62 minutes)

### **Attendance Policy**

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

The attendance policy is intended to encourage students to develop good attendance habits so that they may take full advantage of the educational opportunities provided by Fowlerville High School.

### **Student/Parent Responsibilities**

1. Students are expected to arrive on time and attend all assigned classes.
2. If a student arrives at school after the final bell for first hour (7:30) or any time thereafter, the student must sign in at the attendance office.
3. Parents must call school to excuse their student otherwise the student will be marked unexcused. The school reserves the right to determine if the reason is excused or unexcused.
4. If students must leave school during the day, the parent must have contact with the school to grant permission prior to the student leaving. Students will be issued a pass from the attendance office but they must sign-out prior to leaving and sign-in when they return. If a student fails to sign-in or out, they will be given a warning the first time and a Group I violation for each time thereafter. Leaving the building or class without permission is considered a group II violation.

5. To excuse an absence, parents must call the Attendance Office within a 48-hr period from the day of the absence. (example: absence on Monday, call must come in by Wednesday). The telephone number is 223-6080. This number may be called 24 hours a day, seven days a week.
6. Parents are urged to consider school hours and the school calendar when scheduling appointments and vacations. Always bring notification from a medical or court appointment as they are taken into consideration for loss of credit consequences.
7. Students and parents accumulating 12 or more absences during a semester will result in a student failing a course. The 11-absence limit includes any absence except medically documented illnesses, funeral, court, or school sponsored/assigned events. Vacation, illness days, hunting, or any other missed school day will be included in the 11 day limitation.
8. Students and parents are responsible to keep track of the number of absences in each class period and seek adjustments through the attendance office if errors are discovered.
9. Failure to follow these procedures may result in disciplinary action for the student.

### **Attendance Protocol**

- The number of unexcused/excused absences students may accumulate is twelve (12) per semester.
- If a student goes over the allotted number (12), then the student violates the attendance guidelines set forth by the school and loses their grade and possibly their credit in the course. The student is encouraged to follow the attendance appeal process.
- If a student goes over twelve absences (13 or more), the following may occur:
  1. Students are still encouraged to finish the course as best as possible.
  2. If a student has a 70% or higher as their final grade in the course, they will earn the course credit and grade automatically.
  3. If a student has below a 70%, but above a 60% overall in the class, the student will earn credit in the class but will receive a 0.00 G.P.A. for the course.
  4. A student who passes an overall course with an overall grade of 60-69% may submit an appeal in writing to the school principal within ten (10) days after final grades are posted to earn a 1.0 GPA.

A parent may appeal to the principal's decision, to the superintendent, and finally the school board.

### **Truancy**

Students who intentionally do not attend their regularly scheduled classes are considered truant and subject to disciplinary action under the student code of conduct. Furthermore, students who are deemed minors in the State of Michigan are required by law to attend school regularly. If a minor student does not meet this requirement, a state truancy officer will be notified.

### **Excused/Unexcused Absences**

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

1. Absences for religious observances.
2. Absences for personal or family illness.
3. Absences for personal or family business.
4. Absences for the death of friends or family members.
5. Absences for medical or dental care.
6. Absences for participation in legal or court proceedings.
7. Reportable vehicle accidents.
8. Natural disasters or family emergency.
9. Absences for pre-arranged vacations.
10. A parent may not excuse a student for a "Skip Day".
11. Suspension given by a building administrator

**\*Excused absences must be reported to the school within a 48-hour period from the date of the absence. Our attendance hotline (517-223-6080) can be reached 24-hours a day, 7 days a week. Our recordings are dated, so please always leave a message.**

Unexcused absences include:

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

Unexcused absences occurring during the school day after the student has arrived at school could be considered truancy. If the student leaves the building without permission during the hour(s) of the unexcused absence the student will receive a Group II violation.

**NOTE:** the school reserves the right to determine if an absence is excused or unexcused.

### **Extended Illnesses**

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

## **Make-Up Work and Absences**

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

## **Parent Notification**

### Absences

- The automatic caller is set to contact parents on any student absence of one or more class period(s) at school.
- An automatic email will be sent to contact parents on their student's 6<sup>th</sup> and 9<sup>th</sup> semester absence of a course. This message includes what the consequence is for achieving 12 or more absences to one course.

### Tardy to Class

- The automatic caller is set to contact parents on any student's 3<sup>rd</sup> tardy to one or more class period(s).
- The student is personally notified upon reaching their 4<sup>th</sup> or more tardies to a course of what the consequences are for each tardy to the respective course.

## **Shared Students Between Junior High and High School**

Students that attend class in a different building, such as a high school class offered in the junior high school, are permitted in the assigned building only during the time of the assigned class. If the class is scheduled for first hour, the visiting student should not enter assigned building before 7:25 a.m.

## **Planned Absence**

If parents wish to have the student miss school for a planned vacation or other reasons such as but not limited to, hunting, job search, or family trips, the student must come to the office for a special form. The form must be signed by the teachers, parents, and administration before becoming valid. It will include work assigned for classes missed that should be completed at least three days prior to the absence. These days will be considered as part of the 12 days allowed per semester.

## **Perfect Attendance**

A four-year perfect attendance award will be given to seniors who are present at least part of all class periods every day of his/her school career (grades 9-12).

## **Tardiness Procedure**

Tardiness is defined as "Failure to be in the assigned classroom when the tardy bell rings." Students are expected to be in their assigned classes on time. Students reporting to class with an excused pass will not be considered tardy.

1. ALL HOURS – The tardy policy is progressive for every semester. Tardies will accumulate from the first day of school until the end of the first semester, and then be reset and re-accumulate from the first day of the second semester until the end of the year.

First Tardy-	Teacher Warning
Second Tardy-	Teacher Warning
Third Tardy-	Teacher assigned consequence
Fourth Tardy-	1 hr. after school detention
Fifth Tardy-	1 hr. after school detention
Sixth Tardy-	1 hr. after school detention
Seventh Tardy-	Day of L.S.C.

2. Any student who fails to show for their assigned date of L.S.C. without permission from an administrator will automatically be assigned an additional day of L.S.C. that counts as an absence for the following day that school is in session. Furthermore, repeated failures to serve L.S.C. will result in additional days of out of school suspension.
3. Any student tardy to school after 7:30 A.M. must report to the attendance office to sign in before going to class.
4. If a student enters a class more than fifteen (15) minutes late to first period (7:45), or more than five (5) minutes late during any other period, they will be considered absent, and this will count towards failure to earn credit.
5. Students arriving late to school must sign in at the main office before to class.

6. Students will be given 24 hours' notice prior to serving an after school.
7. You could be considered tardy twice during 4<sup>th</sup> hour split "B" lunch.

## **GENERAL POLICIES AND PROCEDURES**

### **Age of Majority clause:**

Students who have reached the age of 18 and are enrolled at Fowlerville High School must abide by all school rules, policies and procedures.

### **Alverson Center for Performing Arts Center Behavior**

The following guidelines must be followed at all times while in the Alverson Center:

1. No eating, chewing gum, or drinking in the theatre.
2. 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.
3. Please be courteous to those around you and do not talk during the performance.
4. Please stay in your seat during the performance.
5. Do not stand on your seat or sit on the seat while it is up.
6. Please stay off the stage unless you are a performer.
7. Please do not climb over the seats, sit on the edge of the stage, or hang on the railings in the theatre area.
8. 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.
9. 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.
10. 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.

### **Announcements**

All announcements must be signed by an adviser and submitted to the high school office by 7:24 A.M. Daily announcements will be prepared and distributed by the high school main office to be played via the school's YouTube channel during lunch. Only emergency announcements will be made at other times during the day. All announcements, posters, and notices are not to be distributed in the building or on school property without being approved by the principal or designee.

### **Building Use**

All organizations or individuals wishing to use the school building for an after-school activity must fill out a building request form and submit it to the Principal for approval. (These forms are available in the office.) Students must be under the supervision of an adult. No students will be allowed to use the building without a responsible adult present.

### **Cafeteria**

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

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

Violations of these rules and other cafeteria misbehavior will be treated as Group II violations. Theft of any kind is a Group III violation and subject to criminal charges.

### **Chromebook Check Out Policy**

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

Third Check Out	Warning
Fourth Check Out	1 hour after school detention
Fifth Check Out	1 hour after school detention
Sixth Check Out	1 hour after school detention



Seventh Check Out	1 hour after school detention
Eighth Check Out (+)	1 Full day of LSC

## Class Officers

Class officers are elected each year to provide leadership for each high school class and to assist class sponsors in carrying out class responsibilities. Officers also serve as a means of communication between classes and the faculty and administration. It is an honor to be chosen as an officer, but being one involves much hard work and responsibility.

## 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.

## College Information

Trade and technical schools, colleges and universities, and the armed services visit Fowlerville High School each year. Students may visit with as many representatives as they wish during their scheduled lunch periods. Juniors and seniors may visit trade or technical schools, colleges and universities up to two (2) times a year and it will be counted as a school business day **if prior arrangements are made through the counseling office.** These days will be considered school business only if a pre-arranged absence slip is turned in before the visit and initialed by the student's counselor and signed by a parent and an administrator. If a parent calls in to excuse their student for a college visit and no prior arrangements were made, it would then be an excused absence (personal business). Students are discouraged from college visits after May 1. College visits are not eligible for the senior exam policy (see Exam Policy Seniors pg. 12).

## Closed Campus

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

## Closed Campus Lunch

Students will be allowed to leave at lunch only if **accompanied** by a **parent/guardian**. The parent/guardian must sign the student out at the attendance office and the student must sign in upon return to school. Students are not allowed to receive guests at lunch.

Lunch items brought in for students from people other than custodial parents and family members cannot be accepted.

## Dances/Prom

Our school sponsors dances and activities for the recreation of Fowlerville High School students. Students are expected to comply with the following regulations in attending and administering a student activity.

- Students who exhibit improper behavior will be asked to leave immediately.
- Once at the dance, students cannot leave and return.
- Students must wear clothing appropriate for school or attire appropriate for the scheduled activity.
- All school rules apply to students attending a dance or prom.

## Guest Passes

- Fowlerville High School (FHS)/Fowlerville On-Line Academy (FOLA) students must be enrolled full time to attend dances.
- FHS/FOLA students are allowed one (1) guest and are required to have this application completed for their guest **before the guest ticket is purchased.**
- This completed form will be **collected at the time of ticket purchase.**
- Students' 8<sup>th</sup> grade and younger or 20 years and older are not permitted to attend.
- Guests must currently be **enrolled in or have graduated from high school** to attend. This form must be completed by an administrator from said school.
- FHS students and their guests must arrive at the dance together.
- Guests **must bring a picture I.D. to the school event.**
- Final determination of eligibility to attend dances rests with Fowlerville High School administration.
- Guest passes are intended for the **direct guest of the FHS/FOLA student.** Any attempt to manipulate this system will result in denial of the guests' entry without restitution and may result in additional consequences as per student handbook.
- No tickets will be sold at the door.

Guest passes are available in the main office and online.

## **Extracurricular Activities**

Individual codes of conduct are developed by coaches/sponsors of extracurricular activities such as band, cheer leading, athletics, clubs etc. Students participating in activities are subject to these individual codes of conduct in addition to the general student code of conduct. Injuries can occur during any type of athletic activity. FHS complies with the sports concussion law which went into effect on June 30, 2013. Please visit [michigan.gov/sports](http://michigan.gov/sports) concussion for more information.

## **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 plan 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 to 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 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

## **Fire Drills**

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

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

## **Fines**

All fines must be rectified at the location of their inception i.e., junior high fines must be paid at the junior high and cannot be accepted at the high school. High school students paying a fine at the junior high must do so before or after school.

## **Gambling/Games of Chance**

Gambling and games of chance will not be allowed in school with the exception of activities (such as casino night at the senior lock-in) pre-approved by the principal.

## **Hall Passes**

Any time a student leaves a classroom he/she must carry a hall pass from a teacher. The student must go directly to his/her destination. Students in the halls at any time without a hall pass will be subject to disciplinary action.

### **Homebound Instruction**

Homebound instruction may be provided for students who are unable to attend school because of injury or illness. This service will be provided when a student has been absent from school for five days (5) and it has been determined by a physician that the absence will continue for at least ten (10) days. It is the parent's responsibility to request homebound services from the high school counselors or administration. Students that require homebound services must submit a medical note from a physician indicating the reason why they are not able to attend class. Students on homebound instruction are not eligible to participate in sports, clubs, activities, and/or ceremonies for the duration of the homebound instruction.

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

### **Homebased/Reduced Schedule**

Students that have been placed in home-based services for disciplinary reasons or that are attending school on a reduced schedule due to medical or disciplinary concerns are not eligible to participate in extracurricular activities, clubs, and ceremonies.

### **Illness**

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

### **Immunization Guidelines**

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

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

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 waived 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](http://www.Lchd.org)

### **Interscholastic Athletics**

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

covered. Medical Insurance Information, athletic rules and complete information are available in the Athletic Office. Injuries can occur during any type of athletic activity. FHS complies with the sports concussion law which went into effect on June 30, 2013. Please visit [michigan.gov/sports](http://michigan.gov/sports) for more information.

## Lost and Found

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

## Management of Student Funds

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

## Media Center

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

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

The following include most Media Center regulations:

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

## Medication

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

1. Medication must be brought to school in the original container and labeled as to name of pupil, name of medication, dosage to be given and times to be given.
2. Written permission to take the medication must be on file at the school signed by the parent or guardian.

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

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

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

## Money and Valuables

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

## Parking on Student Grounds

Student parking permits will cost:

- \$60 if purchased before school begins or during the first marking period.

- \$45 if purchased during the 2nd marking period.
- \$30 if purchased during the 3rd marking period
- \$15 if purchased during the 4th marking period.
- Stickers for extra vehicles are \$2
- Daily passes are \$1

Students must present completed Parking Permit Application with all required information before a permit will be given. There are no refunds on parking passes.

Driving a vehicle to school and parking on school property is a privilege. **Student permits cannot be purchased until all fines and fees are paid.** All vehicles brought to school must be registered with the high school office and display a current Fowlerville High School parking decal in the lower left-hand corner of the front windshield. Student vehicles must be parked in the student parking lot in the parking spot number that has been assigned to them. Vehicles improperly parked, or parked in an unauthorized place, will be towed (without warning) at the driver's expense and/or ticketed and/or subject to appropriate handbook consequences. Students driving to school must operate their vehicle in a safe manner. After arriving at school students are not allowed to leave. Students should vacate their vehicles immediately after arriving at school. Loitering in vehicles at any time is prohibited. Students are not permitted to go to their cars or other vehicles during school hours without permission from an administrator. Students are not allowed to leave the building without having permission from the attendance office through a parent. Students are responsible for their vehicles at all times.

Violation of any of the above may result in loss of driving privileges and disciplinary action. Valuables should never be left in student cars. School personnel as well as Fowlerville Village Police will supervise the high school parking lot. Materials that violate school rules in plain view or vehicles where there is reasonable suspicion of contraband are subject to search by school administration and police. Students must abide by all rules listed on the signed parking permit application.

### **Partial School Day and Early Release**

All students must maintain six (6) consecutive academic class periods per day. If a student believes there is a valid need to attend school for less than six periods a day, they must:

1. Show proof of a co-op job, or acceptance at a tech school or college.
2. Receive approval for taking less than six hours or early release from their counselor and a school administrator.

All requests must be finalized before the start of the second semester.

### **Pesticide Application**

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

### **Police Liaison Officer**

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

### **Requesting School Work**

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

### **School Buses**

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

### **School Closing/Delay**

In the event of bad weather or other conditions that make it necessary to close school on a scheduled day, or if it is necessary to delay the start of school, the administration will notify WHMI radio, WILX (TV 10) and WLNS (TV 6). You can listen to WHMI radio (1350 AM and 93.5 FM) or TV channels 6 and 10 for current information. If you have local cable television, WILX is channel 12 and WLNS is channel 13.

If it necessary to have a **SCHOOL DELAY** (fog, ice, snow, etc.), school will start **TWO CLOCK HOURS LATE** at 9:30 A.M.

## **Search and Seizure**

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

In addition, as a condition of allowing students to park vehicles on school premises, the vehicle may be subject to search if the district has reasonable grounds to suspect the vehicle may contain drugs, alcohol, weapons or other items constituting a violation of school rules or the law. Students should be aware that periodic, unannounced searches of school facilities would be made by a Police Canine Unit. All areas of the building will be searched as well as school parking facilities. These searches will be under the direct supervision of a building administrator.

## **Section 504 Policy Statement**

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

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

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

Under this policy, a student with a disability is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) has a record of such an impairment, or is regarded as having such an impairment (34 C.F.R. Section 104.3 (l) and (k)). Students may have a disability under Section 504 and this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA)

Contact the Administrative Office at 4861 N. Fowlerville Road, Fowlerville, Michigan 48836, (517)223-6001 for the coordinator of Section 504 Activities.

## **Student Council**

The Fowlerville High School Student Council is a leadership organization that exists to serve students and promote the school. The council also serves as a vehicle for solving student problems, addressing student grievances, making suggestions to the faculty and administration, and providing a vehicle for communication between students and adults. All students are eligible to be members. Elections are held in the spring of each year for officers. Anyone interested in joining should contact the advisor.

## **Student Guests**

Bringing other school aged persons as guests to school during the school day is not allowed unless approved by building administration.

## **Student Lockers**

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

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

## **Telephone**

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

## **Textbooks**

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

## **Tornados**

In the event of an actual tornado in the school area, students will be taken to a designated safety area in the building by their respective teachers. Notification and direction of an actual tornado will be given over the public address system.

## **Vending Machines**

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

## **Visitor and Student Pick Up and Drop Off**

The West lot of the high school and the South lot behind the Junior High School are only for students who drive to school and have a valid permit displayed in the vehicle. Student pick up and drop off is to occur in the front circle drive of the High School. Visitor parking is available in the front circle drive of the high school.

## **Video Surveillance**

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

### **Video Surveillance – Access to Video by Parents/Guardians**

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

Parents have a right to inspect and review video images that are being utilized as evidence for disciplinary action for incidents involving their child/children. This only applies to the parents of those students who are directly involved in the incident. Video images will only be released to comply with a judicial order or lawfully issued subpoena, or under other applicable provisions contained in (FERPA). Parents who would like to view video images that are being utilized as evidence for incidents involving their child/children should contact the building principal.

In general, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA does allow schools to disclose student records, without consent, to some parties under specific conditions. (See the section on the Family Educational Rights and Privacy Act located in this handbook.)

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

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

## **Withdrawal from School**

Students dropping or withdrawing from school should first make an appointment with their counselor. If the student still wishes to withdraw from school after meeting with their counselor, he/she must fill out a drop form requiring a parent signature and be taken to each teacher verifying the return of all high school textbooks and supplies. The completed form must then be returned to the appropriate counselor.

## **Work Permits**

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

1. Proof of age.
2. Section I of the work permit is completely filled out.
3. Offer of Employment is completely filled out. (Section II of the work permit)
4. Permits may be revoked by the school if a student's attendance or academic achievement is affected adversely.

## **STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY**

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

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

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

It is not our intent to list the countless number of procedures and problems that confront us daily with disciplinary measures. We believe that every student's problem must be handled on an individual basis. The ultimate goals of any disciplinary policy should be to encourage personal responsibility for actions and the development of internal constraints. As a staff we will work together to encourage positive behavior and create a positive school-wide system of support for students to make good choices both academically and socially.

Responsibilities are the foundation upon which individual rights are based. Students must be aware of and respect safety, property, feelings, and individual rights of others. A list of all the various responsibilities would be endless. However, within the school settings, there are basic responsibilities of such importance that they must be listed. Each student has the following responsibilities:

- Respect the human dignity and worth of every other individual.
- Be informed of, and adhere to, reasonable rules and regulations established by Boards of Education and implemented by school administrators and teachers for the welfare and safety of students.
- Study and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program to the best of one's ability.
- Refrain from libel, slanderous remarks, and obscenity in both verbal and written expression. Observe fair rules in conversation and responsible journalism.
- Dress and appear in a manner which meets reasonable standards of health, cleanliness, and safety.
- Exercise the utmost care while using school facilities, thus preserving school property, and promoting a healthy school environment.
- Conduct oneself in an appropriate manner while in attendance at school or school related functions held on or off school grounds.
- Become actively involved in your education, understanding of people and preparation for adult life.
- Refrain from bringing onto school grounds anything that may endanger the general welfare and safety of others, or that may be disruptive to the school environment. These include but are not limited to knives, matches, lighters, fireworks, glass bottles, squirt guns, water bottles, laser pointers, electronic games, skateboards, etc. Such articles will be confiscated and may not be returned.

School regulations apply whenever and wherever the school has responsibility for students, including time spent traveling to and from school and at extracurricular activities, at home or away. The following code of conduct will be used to maintain consistent discipline; but everyone would understand that individual circumstances would be important in determining the action taken.

Building administrators may choose to apply disciplinary measures other than those specifically listed when it is deemed appropriate. Examples of these include, but are not limited to, diversion programs, work details, counseling programs, and evaluation and treatment programs. Administration will continue to comply with relevant State law as it relates to student discipline.

### **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>

### **Displays of Affection**

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

### **Dress Code**

The school does not rule your taste in dress. However, the school does require certain standards that are based upon factors of health, safety and maintaining the orderly function of the school. It is expected that students should come to school clean and well-groomed and in attire that is school appropriate, potentially dangerous, or distasteful. Clothes should not call particular attention to the body of the wearer because of design or cut, and clothing must provide coverage with an appropriate neckline.

Examples of clothing **not considered appropriate for school** include, but are not limited to:

1. Spandex or lycra skirts /shorts that are form fitting and tend to rise as they are walked in are not permitted unless they remain (mid-thigh) after walking for some distance.
2. Clothing that exposes the stomach or back (no bare midriff). Bare midriff should not be exposed when arms are raised to shoulder level. It is recommended that shirts should be able to be tucked in.
3. All shirts must have two-inch straps on each side.
4. Clothing that reveals undergarments.
5. Baggy or sagging pants showing undergarments.
6. Clothing associated with gangs or gang activity.
7. Leggings that are transparent.
8. Shorts will be permitted provided they are (mid-thigh) when wearer is standing up straight with arms at side. Shorts may not be cut off or in tattered or worn condition. Skirts and dresses will meet the same requirement in regard to length as shorts. Rips or tears in clothing through which skin can be visible cannot be higher mid-thigh.
9. Clothing or accessories with spikes or detachable chains.
10. Students are allowed to wear hats in the hallways and offices and in the classroom with teacher permission. Students who violate this rule may have their hats confiscated.
11. Blankets, flags worn (example: like a cape), pajamas, costumes, costume accessories, or wigs
12. If/when a facial mask is required to be worn, it cannot contain images, slogans, or material (nor worn/played with in a manner) that is distracting to others or the learning environment.

For safety's sake, footwear must be worn at all times. Coats, book bags and purses cannot be taken into the classrooms or cafeteria (light-weight drawstring bags for books will be permitted). Articles worn by students must be free of slogans or symbols making reference to or promoting illegal substances, alcohol and tobacco, and must not display words, pictures, or symbols that are derogatory, racist, violent, obscene, vulgar or suggestive. Examples of slogans and symbols on clothing that are not permitted are: the Confederate Flag, Hooter's Restaurant, Playboy, Porn Star, etc.

**Students violating the dress code will be asked to dress in the correct way immediately.** If necessary, parents will be called to bring proper clothing so that the student may resume his or her regular schedule. Any hour missed will count as an absence toward the attendance policy. If a student cannot make alternate arrangements for their clothing, they will be asked to sit in the attendance office until the student can successfully meet the dress code. Dress code violations will be treated as follows:

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

The Fowlerville High School dress code applies to all school sponsored events/activities.

## **Electronic Device Policy**

The use of electronic devices/cameras for taking pictures/video in any private location such as locker rooms, bathrooms or in classrooms, hallways, cafeteria and gym is strictly prohibited and may be considered a Group II or III violation (please see progressive discipline policy for more information). The school is not responsible for lost, stolen or damaged electronic devices. During classroom time, electronic devices are permitted for teacher approved uses only. Students must adhere to the classroom posted signs illustrating:

### **Technology off and out of sight:**

- If technology is visible, heard, or used, a referral will be written and disciplinary action will be followed as stated below.

### **Technology for approved educational uses only:**

- Teachers will direct students to what they see as appropriate use. Use other than what is directly approved will result in a referral.

Other behaviors incorporating the use of electronic devices not specifically enumerated above will be dealt with according to the student code of conduct. Consequences for violation(s) of the student code of conduct, with the aid of an electronic device, may vary depending upon the intentional nature and circumstances of the violation. Please see progressive discipline policy. Students are strictly responsible for their own electronic devices. Owners of devices that are misused by non-owners may also be held responsible and subject to the school code of conduct. Students will not be permitted to charge their devices during school hours.

### **1st Offense - Confiscation of device:**

- Student may pick up the device in the office at the end of the school day
- After School Detention assigned

### **2nd Offense - Confiscation of device:**

Returned to **student** no sooner than **after school the following school day**. If parent requests, a student may take the phone home at the end of that day but must return the phone to be held in the office for the following school day.

- After School Detention assigned

### **3rd + Offense - Confiscation of device:**

- Returned to **parent** no sooner than **after school the following school day**.
- 1 day Learning Support Center (L.S.C.) assigned

***NOTE:** 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 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.*

## **Sexual Harassment Policy/Grievance Procedure**

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

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

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

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

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

Any Board member, employee, or student in the District who believes that he/she has been subjected to discriminatory and/or sexual harassment shall report the incident(s), in the case of an employee, to the 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 coordinators for the district are:

The Assistant Superintendent of Schools and the District Financial Director  
Fowlerville Community Schools  
7677 Sharpe Rd.  
Fowlerville, Michigan 48836  
517-223-6027

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

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

#### Sanctions/Disciplinary Action

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

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

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

#### **Hazing Policy**

Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the district, whether on or off school property, is strictly prohibited. "Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district.

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

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

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

**Group I Violations** Include, but are not limited to:

- a. **Inappropriate Language**
- b. **Minor cheating/plagiarism**
- c. **Loitering in the restroom or in an unauthorized place**
- d. **Excessive physical affection**
- e. **Minor class misconduct or not following classroom rules.**
- f. **Failure to comply or follow directions**
- g. **Failure to follow school procedures**

- h. Failure to sign-in or sign-out of the attendance office**
- i. Dress code violation #2**
- j. Truancy – within the building**
- k. Minor school misconduct/disruptive conduct**

**Group I Violation Progressive Penalties:**

- 1st Offense: 1-2 after-school detentions and/or half-day of L.S.C.
- 2nd Offense: 2-3 after-school detentions and/or half-day of L.S.C.
- 3rd Offense: 1–2-day suspension L.S.C./O.S.S.
- 4th Offense: 2–4-day suspension L.S.C./O.S.S.
- 5th Offense: 3–6-day suspension L.S.C./O.S.S.
- 6th Offense: 6–9-day suspension L.S.C./O.S.S.
- 7th Offense: 10-day suspension with possible Board of Education Hearing.
- 8th Offense: 10-day suspension with hearing before Board of Education.

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

**Group I Violations Positive Behavior Incentive**

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

**Group II Violations**

**a. Major Profanity or Obscenity**

*School employees and/or students will not have to tolerate profane language at any time. Profanity directed toward others will warrant a more serious discipline action. The act of using obscene language or demonstrating in verbal or written form or in pictures, caricatures or gestures is prohibited in or on any school property.*

**b. Lying/Cheating**

*Students at FHS are to display the highest levels of integrity at all times. Students who lie, cheat, or intentionally deceive a staff member are subject to disciplinary action.*

**c. Plagiarism**

*Students will not plagiarize works that are found on the internet, educational publications, or any other source of information. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.*

**d. Insubordination**

*All school personnel have the right to make a request that is in the best interest of the proper school environment. Any outward defiance will warrant disciplinary action. Students who fail to identify themselves to school personnel after reasonable requests to do so will be considered insubordinate.*

If or when face masks are required due to COVID-19 guidelines, they must be worn, and kept on appropriately, at all times except for when eating or drinking. Refusal to do so will be a group 2 violation and the student will need to be picked up from school.

**e. Disrespect Towards Staff Member**

*Students are expected to be respectful of any staff members of FCS at all times.*

**f. Pushing/Shoving/Physical Harassment**

*Students will not be involved in any aggressive physical contact on school grounds.*

**g. Leaving Building/Class Without Permission**

*Fowlerville High School operates under a closed campus policy. Student must stay in the building from the time they arrive until dismissed. All students must have parent permission before leaving the building.*

**h. Forgery**

*Students who forge, or who have other students forge passes or notes for them, face disciplinary action. The school requests parents' signature on many forms and will accept only that of the parents or legal guardian.*

**i. Intimidation**

*No student or staff member shall be subjected to verbal abuse or intimidation of any kind. Intimidation and harassment, whether through verbal abuse, images, or symbols, are strictly prohibited. Intimidation including gender/ethnic/sexual orientation/ disability/height/weight will result in an automatic out of school suspension.*

**j. Sexual Harassment**

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

**k. Dangerous/Unauthorized Place**

*Students will not be present in areas deemed unauthorized, dangerous, or secured by school personnel. This includes but is not limited to the teacher's lounge, loitering in the restroom, sharing a stall with another student, custodial/maintenance rooms etc.*

**l. Bullying**

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

**m. School Misconduct**

*School misconduct may be defined as any conduct that is not in the best interest of the students or property of the school.*

**n. Use of Electronic Devices for Audio/Video Recording**

*Students will not use electronic devices/cameras for taking pictures/video/recording audio in classrooms, hallways, cafeteria and gym for non-approved uses.*

**o. Transmission or unauthorized posting of information**

*Use of an electronic device to post any unauthorized material/video/audio online or the transmission of said material using any web-based application, email, texting function etc. is strictly prohibited.*

**a. Theft Minor**

*Taking property not belonging to the person taking it, whether it is property belonging to the school or to another person, whether by threat or deceit or openly or secretly and including the possession of property known by the possessor to be stolen. Determination on what constitutes minor versus major theft is at the discretion of the administration.*

**Group II Violation Progressive Penalties:**

1st Offense: 1-3 day L.S.C./O.S.S.

2nd Offense: 2-5 day L.S.C./O.S.S.

3rd Offense: 4-7 day L.S.C./O.S.S.

4th Offense: 6-10 day L.S.C./O.S.S.

5th Offense: 10 day suspension with possible Board of Education Hearing.

6th Offense: 10 day suspension with hearing before Board of Education.

**\*NOTE:** *The seriousness of the Group II violations shall determine the extent of punishment beyond the minimum suspension.*

**Group II Violations Positive Behavior Incentive**

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

**Group III Violations**

**a. Arson**

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

**b. Explosives**

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

**c. Assault/Battery**

*Physical assault is defined as intentionally causing or attempting to cause physical harm to another person through force or violence.*

**STUDENT ON STUDENT**

*The state school code section 1310, revised in 2000 states that students who commit a physical assault at school against another pupil and the physical assault is reported to the building principal, then the school board or designee of the school board as described in section 1311 (1) on behalf of the school board shall suspend or expel the pupil from the school district for up to 180 days.*

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

**STUDENT ON STAFF (PHYSICAL)**

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

**d. Discrimination**

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

**e. Fighting**

*Fighting on school grounds is strictly prohibited. Fighting is defined as two or more students attempting to cause physical harm to each other. Students will be considered in a fight if they make any attempt to cause harm or instigate/provoke a physical altercation on school grounds. Students who are in a fight will be suspended a minimum of 5 days. Furthermore, students involved in a fight on school grounds may also be subject to charges being filed for disorderly conduct.*

**f. Theft Major**

*Taking property not belonging to the person taking it, whether it is property belonging to the school or to another person, whether by threat or deceit or openly or secretly and including the possession of property known by the possessor to be stolen. Determination on what constitutes minor versus major theft is at the discretion of the administration.*

**g. Extortion, Blackmail or Coercion**

*Obtaining money or property by violence or threat or forcing someone to do something against his/her will by force or threat.*

**h. Malicious Mischief/Vandalism**

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

**i. Intimidation of School Authorities**

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

**j. Weapons**

*Any student who knowingly possesses uses or threatens to use any weapon or instrument capable of inflicting injury will result in immediate suspension/expulsion. Students are prohibited from bringing to school any item that could be used to injure another individual. This includes but is not limited to firearms, knives, cutting devices of any kind, pepper spray, chains, pellet guns, spiked jewelry, clubs, any device/item that could be deemed a weapon, etc. Students bringing the following items to school will be expelled for a minimum of 180 days: firearms, knives with blades over 3 inches in length, pocketknives opened by a mechanical device, brass knuckles, explosive devices, etc. A student could be expelled permanently for possession of a weapon and subject to Section 1311 consequences in the Revised School Code Act 451 of 1976.*

**k. Failure to Disclose Pertinent Information Related To School Safety**

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

**l. Criminal Sexual Conduct**

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

**m. Engaging in Sexual or Lewd Behavior or Any Indecent Exposure**

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

**n. Threatening Remarks/Verbal Assault**

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

**o. Use or Possession of Electronic/Vapor Cigarettes or Related Products/Paraphernalia**

*Board Policy prohibits the use, possession or distribution of all smoking related products on school grounds. Students caught with Electronic/Vapor Cigarettes and/or related products/paraphernalia will be subject to a 10-day suspension for the first offense. Any smoking related products / paraphernalia on school grounds will be confiscated and not returned. Students who are with other student(s) who are using smoking related products/ paraphernalia could be subject to the same penalties.*

**p. Smoking, Use or Possession of Tobacco or Related Incidents**

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

**q. Alcohol and Drugs**

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

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

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

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

*free area and assisting students with drug abuse and dependency problems.*

*Action may include, but is not limited to:*

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

**r. A Student Selling, Delivering, or Dispensing Drugs**

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

**s. Serious School Misconduct**

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

**t. Electronic Device-Major Misconduct**

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

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

**Group III Violation Progressive Penalties (not alcohol/drugs):**

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

**1st Offense:** Suspension for up to 10 days with the possibility of a Board of Education Hearing.

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

**Group III Violation Alcohol/Drug Penalties:**

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

**First Offense:**

- **Option 1:** 10-day suspension with the possibility of a hearing before the Board of Education.
- **Option 2:** The student and his/her parents may have the option of reducing the ten (10) day suspension to a minimum of a six (6) day suspension provided that this is the students first alcohol and/or drug infraction and the student and his/her parents agree that:
  - a. The student will be diagnosed by a certified substance abuse counselor approved by the school.
  - b. The student and his/her parents shall follow the treatment program prescribed by said counselor.
  - c. The parent shall provide proof of 1 and 2.
  - d. Student and parent sign a NO USE CONTRACT.
  - e. If any of the above are not followed – the student will face a 10-day suspension

If any of the above are not followed - the student will face a 10-day suspension.

**Second Offense:**

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

**\*Self-Referral:**

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

**GROUP III VIOLATION PROGRESSIVE VAPING PENALTIES:**

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

**First Offense:**

- **Option 1:** 10-day suspension and/or hearing before the Board of Education.
- **Option 2:** The student and his/her parents may have the option of reducing the ten (10) day suspension to a minimum of five days suspension provided that the student and his/her parents agree that:
  - a. Mandatory completion of school-provided Intervention/prevention course completed virtually. The course MUST be completed before the student is allowed to return to school.
  - b. Student and parent sign a NO USE CONTRACT.

- c. If any of the above are not followed - the student will face a 10 day suspension.

### ***Second Offense:***

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

## **Due Process Procedural Rules and Regulations for the School Community**

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

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

### **Suspension Procedures**

1. The student shall be informed of the specific charges forming the basis for the disciplinary recommendation and shall be given a brief explanation of the evidence against him and/or her.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will:
  - a. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return to school.
  - b. When necessary, an administrator will meet with parents and the student to plan the satisfactory return of the student to the school setting.
  - c. An email notification will be sent to parents with details of the suspension.
4. If the parents are dissatisfied with this action, they may appeal to the superintendent or his designee to review the decision. If the student is appealing an assigned after school detention, the decision of the building principal is final. In the case of suspensions of 10 days or less, parents may appeal to the Superintendent/Assistant Superintendent and their decision is final.
5. 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.

### **Suspension of More than Ten Days/Expulsion**

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

1. Written notice of charges against a student shall be supplied to the student and his parent or guardian. Included within this notice shall be a statement of the time and place for the hearing. The hearing shall be held no later than 10 school days after the date of the notice.
2. 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.
3. Parent or guardian is entitled to be present at the hearing.
4. The student, parent or guardian may be represented by legal counsel.
5. The student shall be given an opportunity to give his version of the facts and to present witnesses and other evidence on his behalf.
6. The student shall be allowed to observe all evidence offered against him. In addition, he shall be allowed to question all non-student witnesses.
7. 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.
8. 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.
9. 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.
10. 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.

11. The Board's decision will be made no later than the next Board meeting. The decision shall be written and sent to the student and his parent or guardian.

### **Learning Support Center (L.S.C.)**

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

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

### **L.S.C. Guidelines:**

1. You must attend L.S.C. on the day you are assigned.
2. Arriving later than 15 minutes to first hour or 5 minutes to 4<sup>th</sup> hour of your scheduled L.S.C. will require a re-schedule of a full day of L.S.C.
3. No sleeping
4. Eyes open, head off the desk
5. No disruptive conduct
6. No electronic devices
7. Normal school dress code applies
8. Bathroom breaks are scheduled by the L.S.C. supervisor
9. All books and materials should be brought with the student to L.S.C.
10. The L.S.C. supervisor will log all work. Completed assignments turned into the L.S.C. supervisor will be returned to the general teacher
11. Lunch will be scheduled by the L.S.C. supervisor

### **Out-Of-School Suspension**

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

Students suspended out of school will not be allowed on school property during their suspension without prior approval from an administrator. Students seen on school property will be subject to further disciplinary action. Students who are out-of-school suspended **may not** attend or participate in any school related activities that day such as dances, athletic practices or contests, drama, extra-curricular activities, being a spectator at home or away athletic events, or club meetings.

### **AFTER-SCHOOL DETENTION POLICY/PROCEDURES**

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

### **Tier 1 Behavior Guidelines**

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

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

## Fowlerville District Wide Expectations

- Respect
- Responsible
- Safe

### Below are the Fowlerville High School

	Bus/Parking lot	Hallway	Cafeteria	Restroom	Extracurricular Activities
<b>Respectful</b>	<ul style="list-style-type: none"> <li>★ Maintain personal space</li> <li>★ Be patient</li> <li>★ Use appropriate voice and language</li> <li>★ Yield to pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk in hallways</li> <li>★ Respect others' personal space</li> <li>★ Follow directions</li> <li>★ Use appropriate and positive language</li> </ul>	<ul style="list-style-type: none"> <li>★ Use good manners</li> <li>★ Use positive tone and language</li> <li>★ Maintain personal space</li> <li>★ Use food for consumption only</li> </ul>	<ul style="list-style-type: none"> <li>★ Respect others' privacy</li> <li>★ Use appropriate voice and language</li> <li>★ Take care of school property</li> </ul>	<ul style="list-style-type: none"> <li>★ Use positive tone and language</li> <li>★ Maintain personal space</li> <li>★ Follow directions</li> <li>★ Treat guests appropriately</li> <li>★ Show concern for others</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Park in appropriate place</li> <li>★ Clean up after yourself</li> <li>★ Get to the bus promptly</li> </ul>	<ul style="list-style-type: none"> <li>★ Hands and feet to yourself</li> <li>★ Focus on destination</li> <li>★ Keep traffic flowing</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Keep the floors clean and wipe up any spills that may happen</li> <li>★ Clean up after yourself</li> <li>★ Take care of property and equipment</li> <li>★ Use assigned bathroom for lunch time</li> </ul>	<ul style="list-style-type: none"> <li>★ Flush the toilet</li> <li>★ Wash hands</li> <li>★ Keep your personal body waste in the toilet/urinal</li> <li>★ Go directly to and from destination</li> </ul>	<ul style="list-style-type: none"> <li>★ Be aware of the rules of the specific event</li> <li>★ Take care of property and equipment</li> <li>★ Clean up after yourself</li> <li>★ Be prepared for scheduled event</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>★ Obey all laws and safety rules</li> <li>★ Exercise self-control</li> <li>★ Walk to dismissal (buses, cars, etc.)</li> <li>★ Pay attention to moving vehicles</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk on the right side of the hallway</li> <li>★ Keep objects in your hands</li> <li>★ Use technology appropriately</li> <li>★ Report safety concerns to staff</li> </ul>	<ul style="list-style-type: none"> <li>★ Remain in designated areas</li> <li>★ Use silverware only for eating</li> <li>★ Report safety concerns to staff</li> <li>★ Be mindful of others' food allergies</li> </ul>	<ul style="list-style-type: none"> <li>★ Stay in your own area without congregating or loitering.</li> <li>★ One person per stall</li> <li>★ Report safety concerns to staff</li> <li>★ Cell phone free zone</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow scheduled times of event</li> <li>★ Follow directions and procedures</li> <li>★ Remain in designated areas</li> <li>★ Report problems to staff</li> </ul>

## THE FOWLerville INTERSCHOLASTIC PROGRAM

Fowlerville High School offers a varied program of interscholastic athletics. The purpose of this program is to aid in the development of leadership, cooperation, sportsmanship, competitive spirit, and physical well-being. It is hoped that all Fowlerville students have the experience of participating on one or more of the following athletic teams:

### **Boys Fall Sports (approximate start date for practices - 2nd week of August)**

Cross Country	J.V. & Varsity
Football	Freshman, J.V. & Varsity
Soccer	J.V. & Varsity
Tennis	J.V. & Varsity

### **Boys Winter Sports (approximate start date @ 3<sup>rd</sup> week in November)**

Basketball	Freshman, J.V. & Varsity
**Hockey	Varsity
Wrestling	J.V. & Varsity

### **Boys Spring Sports (approximate start date @ 2<sup>nd</sup> week in March)**

Baseball	Freshman, J.V. & Varsity
Golf	J.V. & Varsity
Track	J.V. & Varsity

### **Girls Fall Sports (approximate start date 2<sup>nd</sup> week of August)**

Sideline Cheerleading	Freshman, J.V. & Varsity
Cross Country	J. V. & Varsity
**Golf	J.V. & Varsity
Volleyball	Freshman, J.V. & Varsity

### **Girls Winter Sports (approximate start date 3<sup>rd</sup> week of November)**

Basketball	Freshman, J.V. & Varsity
Competitive Cheerleading	Freshman, J.V. & Varsity
**Gymnastics	Varsity
Wrestling	J.V. & Varsity

### **Girls Spring Sports (approximate start date 2<sup>nd</sup> week of March)**

Soccer	J.V. & Varsity
Softball	J.V. & Varsity
Track	J.V. & Varsity
Tennis	J.V. & Varsity

**\*\*Denotes unfunded Varsity Sport. Students are responsible for all expenses.**

## FORWARD

The Fowlerville High School Athletic Handbook has been put together for athletes and parents of Fowlerville High School, to be used as a guide for all athletes. It is the desire of the Fowlerville Athletic Department that all athletes have a quality experience in athletics. Good sportsmanship is expected from athletes, coaches and fans that participate in or attend events. The staff, of over fifty coaches, is dedicated to providing a quality experience to Fowlerville High School students. Student welfare and safety are a top priority as athletes enter the spirit of competition. If you would like more information regarding Fowlerville Athletics, please contact the Fowlerville Athletic Office at (517) 223-6061.

## ATHLETIC PHILOSOPHY

The interscholastic athletic program at Fowlerville Community Schools is a vital and integral part of the total education program. Research indicates a student involved in extracurricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. The purpose of interscholastic athletics is to make a positive contribution to the development of the participants, spectators, school and community.

As an integral part of the educational process, the athletic program should always conform to and support the objectives and standards of the school. The total educational curriculum must take precedence over the athletic program. Athletes should strive for educational excellence, playing excellence, as well as staying within the boundaries of good sportsmanship.

## VISION STATEMENT

To provide the highest quality educational athletic program for Fowlerville Community Schools, students, staff and community members that will meet the educational, technological and facility demands and expectations of its participants.

## FCS ATHLETIC DEPARTMENT OBJECTIVES

- To provide a positive image of school activities at Fowlerville Community Schools.
- To provide students with opportunities for physical, mental, and emotional development.
- To experience team play along with loyalty, cooperation and fair play.
- To create a desire to exceed and excel.
- To practice self-discipline and emotional maturity while learning to make decisions under pressure.

- To develop an understanding of the value of extracurricular activities in a balanced educational experience.
- To demonstrate good sportsmanship at all times.
- To develop leadership qualities and skills.

### **TEN COMMANDMENTS FOR PARENTS WITH ATHLETIC CHILDREN**

1. Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic capability, their competitive attitude, sportsmanship and actual skill level.
3. Be helpful but don't coach them on the way to the rink, pool, or track or on the way back or at breakfast, and so on. It is tough not to, but it is a lot tougher for the child to be inundated with advice, pep talks, and often critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, and having fun.
5. Try not to relive your athletic life through your children in a way that creates pressure; you fumbled, too, you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure them because of your lost pride.
6. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
7. Don't compare the skill, courage, or attitudes of your children with other members of the team, at least within his/her hearing.
8. Get to know the coach so that you can be assured that the philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped, I was lucky, in this."

### **PARENTAL STANDARDS & EXPECTATIONS**

When the coaching staff, the athletes, and the parents are working together for the good of the team, a season is successful. Please help us provide the best possible environment for our athletes to have a quality experience. Everyone must play his/her role. The coaches need to coach, the players need to work hard and sacrifice for the good of the team, and parents need to support their children with attendance and encouragement. As models to our student athletes, the following behaviors should be practiced by parents:

- Encourage good sportsmanship by demonstrating positive support for all players at every game.
- Place the emotional and physical well-being of the participants ahead of any personal desires to win.
- Provide support for coaches and officials working with the participants to provide a positive, enjoyable experience for all.
- Promote tobacco, alcohol, drug, and violence free sports environment for the participants and agree to assist by refraining from their use at all events.
- Refrain from comments and actions that are intended to intimidate, bait, anger, or embarrass others.
- Maintain a position as a spectator and refrain from "coaching from the stands".
- Support the participants in the appropriately designated areas for spectators.
- Remember that the game is for the students and not for adults.
- Make youth sports fun for the participants.
- Expect that your child treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- Keep all comments from the stands positive, including those directed towards individuals other than your own child.
- Promise to help your child enjoy the extra-curricular experience within your personal constraints by being a respectful fan, providing transportation or whatever you are capable of doing.

## PARENT CODE

As parents of students at Fowlerville Community Schools, we understand that attending any school activity or athletic event (paid or unpaid) does not give us the right to be unsportsmanlike, abusive physically or verbally to advisors, officials, players, coaches or fans. We understand that attending a Fowlerville athletic event or extracurricular activity is a privilege and that school personnel may revoke the privilege temporarily or permanently for inappropriate conduct. Gate or pass fees *Will Not* be reimbursed for a person who is removed from a game.

### COMMUNICATION BETWEEN COACH AND PARENTS

The purpose of the interscholastic athletic program at Fowlerville High School is to provide an arena in which students can learn and grow in meaningful ways that are not always possible in a classroom setting. Our ultimate success in achieving a positive athletic experience will be measured by our ability to establish lines of communication. Through good communication, people feel valued and understood, even if complete agreement is not always reached. We are all concerned about the education of our students. Part of the process of growing up is learning to handle your own difficult situations. If a conflict or misunderstanding between an athlete and a coach occurs, learning to resolve it is an important educational experience for the athlete. Parents should react slowly. Children tend to exaggerate at times, leave out part of the story, or present a skewed version of an incident. Taking responsibility for your part in a conflict is a learned skill. It requires maturity and honest self-reflection. Athletes vent frustration at the dinner table expecting mom and dad to take their side of the issue. Parents, however, realize that they were not present at practice to see how their child behaved, related to the coach, or to evaluate his or her skill and effort. Parents should always seek more information before drawing conclusions. The most productive long-term help a parent can give a child in awkward situations with a coach is to teach and model the skills of conflict resolution. Help your child resolve his or her own differences. When a student successfully deals with difficult interpersonal conflicts, he or she learns and grows. Parents are encouraged to help their athlete learn the valuable lessons that athletics can teach, even the “tough lessons” that may be difficult for everyone involved. Of course, a parent always retains the right to intervene on behalf of a child.

#### **Communication all parents can expect from their child’s coach or the Athletic Director**

- **Team Itinerary:** Parents need to know the location and times of all tryouts, practices, games, bus trips, meetings, banquets, team camps, conditioning sessions, et cetera, as well as directions to away contests.
- **Team Rules:** Parents appreciate knowing not only the philosophy of the coach but also any team policies, including consequences that the coach established to supplement the code of conduct, rules and regulations.
- **Criteria for Team Selection:** Coaches should develop and distribute written criteria for team selection, including objective criteria such as those measured against the stopwatch or skills completed, as well as subjective evaluations, such as attitude, effort, coach ability, grades or potential.
- **Criteria for Earning an Award:** Coaches should determine and distribute written criteria to parents and athletes as soon as the squad has been selected if the criteria is something more than simply completing the season as a member of the team in good standing.
- **Injury:** Parents can expect to be immediately informed by the coach when an injury occurs that requires medical attention. Parents may call the athletic trainer for additional information on care.
- **Problem Behavior:** Coaches should call parents whenever an athlete exhibits atypical behavior that persists longer than 48 hours.
- **Discipline:** the coach will inform parents within 24 hours of all discipline that results in the loss of contest participation or removal from the team. This contact will be done before the parent is to attend the contest whenever possible.

#### **Communication Coaches Appreciate from Parents**

- **Schedule Conflicts:** If you cannot reach the coach directly, it is then appropriate to notify the main office to get a message to the coach. Please check with the coach before trying out regarding previously scheduled absences.
- **Emotional Stressors:** Coaches appreciate knowing about any unusual event in the life of an athlete that is causing the young person additional stress.
- **Volunteers:** Coaches need help with so many aspects of managing the program (fundraisers, work projects, team dinners, awards banquet, et cetera) that they are always glad to hear from parents who have ideas and are willing to work for the team.
- **Forthrightness:** Every coach wants to try to resolve a conflict before it is taken to the athletic director, principal or other higher authority or before it is discussed “in the stands.”

#### **Appropriate Concerns for Parents to Discuss with Coaches:**

- The treatment of your child
- Ways to help your child improve
- Concerns about your child’s physical health and welfare, academic progress, or violation of the code of conduct. **\*\***(Matters regarding other athletes are to be left to their respective parents)

#### **Areas of Control that Belong to the Coach, Alone:**

- Tryout procedures, team placement, team size and selection criteria.
- Position(s) played, lineups and playing time.
- Offensive and defensive strategies play calling and style of play.

- Practice plans, drills and scrimmages.
- Coaching staff (upon approval of the Athletic Director).

#### **How to Discuss an Appropriate Concern with the Coach:**

- **Communication:** Communication is the most vital aspect of heading off potential problems. Any concern a student or parent has must always be addressed by following the “Extra-Curricular Conflict Resolution Process.” The first step of this is to contact the source. Whenever possible the student should initiate, but whether the parent or the student begins the process there are some suggestions on how to handle this conversation.
- **Student contacting the Source:** The student should talk directly with the coach, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. E-mail, voice mail, and letters are good methods for communicating information, but they are not as effective for communicating feelings, and concerns. By their nature they tend to distance coaches and athletes.
- **Parent Contacting the Source:** Contact the coach to talk directly, in private, face-to-face, away from the practice site or game area. Making an appointment, sitting down and listening to both sides is far more productive in reaching a mutually satisfying resolution. Our coaches are expected and encouraged to meet with individual parents to discuss concerns that affect that parent’s child. Our coaches are not expected to meet with groups of parents to discuss issues of concern. Please do NOT attempt to confront a coach before or after practice or a contest. These can be emotional times for both the parent and the coach. Our coaches are NOT expected to endure yelling, verbal or physical abuse from parents. Make an appointment. Help teach your child the skills of mature conflict resolution.

#### **Conducting a Meeting:**

- Introduce yourself and vice versa. There is to be no yelling, verbal or physical abuse by either side.
- When each person is speaking there is to be no interruption. Let each person complete his or her version of the situation before the other person speaks. When stating your concern be prepared with the facts in so far as you understand, or can ascertain them. Be clear about what you hope will happen as a result of your meeting.
- As you talk with the coach, or other authority, repeat back what you hear him or her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen. Take notes.
- Assist in generating options to resolve the conflict. Make sure there is fairness to the proposed solutions.
- Before the session ends, have a plan that is clearly understood by all parties. A written document restating the final outcome, what happens if the situation reoccurs, and signatures indicating understanding is appropriate. This written plan will check for mutual understanding. Make a plan to touch base following the initial meeting. Remember that each party has a stake in making the plan work.

We always assume that all parties have the best interest of the student-athlete in mind when concerns are discussed. Therefore, we make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a complaint. Parents, rightly so, tend to have single focus and advocate for their own child. Coaches, on the other hand, tend to have multi-focus and must safeguard the needs of every player as well as the team as a whole. Parents and coaches, in order to communicate effectively, must respect the legitimate perspective of the other.

### **EXTRA-CURRICULAR ROLES and RESPONSIBILITIES**

Actions by coaches, student athletes, administrators, parents and the board of education are subject to the same standards and expectations as stated in board policy and the contractual agreement between the board and the teacher’s association. The same expectations of teachers, as stated in these documents, is expected of coaches.

Extra-Curricular Participants will:

- Come prepared to work at every practice where he/she is physically able.
- Accept the team rules as established by the coach and the athletic department.
- Attempt to communicate all questions and concerns with the coach in a timely fashion.
- Display a respectful attitude towards his/her teammates, coaches, officials, spectators, and opponents at all times.

Coaches will:

- Abide by MHSAA coaching standards as stated in the MHSAA Handbook.
- Come prepared to practice daily.
- Make a strong effort to run a safe practice and competition area.
- Communicate important information (such as team expectations and important dates) to parents and administration.

Administrators will:

- Communicate to parents the “conflict resolution process.” Enforce the chain of command as outlined in the “conflict resolution process.”
- Review with coaches the expectations as stated in the team’s guidelines.
- The Athletic Director will conduct a meeting in the off season with the coaches to discuss standards and procedures.

Parents will:

- Be supportive of not only their children, but of all competitors.

- Support team guidelines and goals.
- Abide by the code of conduct for parents as found in the FHS Athletic Handbook.
- Communicate concerns directly to the coach while respecting the 24 hour “cooling off period.”

The Board of Education will:

- Recognize athletes and programs for academic and athletic success.
- Serve as an arbitrator in disputes that have exhausted the full grievance process.
- Enforce the chain of command as outlined in the “conflict resolution process.”
- Remain neutral by refusing all requests to become involved in a dispute before the superintendent has been notified and all steps in the “conflict resolution process” have been exhausted.

### **EXTRA-CURRICULAR CONFLICT RESOLUTION PROCESS**

- All complaints MUST be heard at the lowest possible level BEFORE intervention by a higher authority can occur.
- A 24 hour “cooling off” period must be granted before any complaints are initiated.
- Complaints must be made within 10 days of the incident. For the sake of all parties, the entire process must be concluded within 30 days of the incident. This system works very well so we are committed to abide by it.

#### **Step 1 Start with the source**

1. The player will speak directly to the coach.
2. A cooling off period will be granted for all parties before resolution is sought.
3. This meeting should be done in private, away from practice sites and game arenas, and should be conducted face to face.
4. Students who do not feel comfortable speaking solely to the coach may request a parent to be present, however the meeting should be conducted by the athlete.

#### **Step 2 Move to program head**

1. This step is necessary only if the issue is in regards a subordinate or assistant (i.e. an assistant, JV coach, etc.).
2. If going to the source does not resolve the problem, then the head of the program should be notified and he/she should attempt to facilitate a solution.
3. If the “source” is the head of the program, move to step three.

#### **Step 3 Contact Athletic Director**

1. If an agreeable solution is not reached, then the athletic director will conduct a meeting between the parties in an attempt to find resolution.

#### **Step 4 Contact Principal**

1. If an agreeable solution is still not reached, then the principal will conduct a meeting between the parties in an attempt to find resolution.

#### **Step 5 Notify the Superintendent**

1. At this point in the process, individuals who still believe their disputes have not been resolved adequately can submit a written narrative of their complaint to the School Superintendent.
2. A copy of this will be given to all concerned parties, who will be afforded the option of a written rebuttal.
3. After the superintendent has reviewed the documents he can conduct a meeting in a final attempt to resolve the dispute.

#### **Step 6 Request non-partisan School Board mediation**

1. This final step is appropriate only in extreme circumstances and shall follow the same process laid down for the superintendent.

### **COACHING STANDARDS & EXPECTATIONS**

The heads of extra-curricular programs in the Fowlerville school district recognize the need to maintain a standard of excellence for our students. As such, we support the adoption of these standards to be used by the Athletic Director as the basis for the evaluation of coaches and programs. A coach has a role as leader and mentor to student athletes, and is an official representative of the school at interscholastic athletic activities. In such important capacities, these standard behaviors should be practiced (including those clubs and athletic programs not sponsored by MHSAA):

- Develop an understanding of the role of interscholastic athletics and communicate it to players, parents, and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players and parents.
- Develop, communicate and model policies for athletes’ conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
- Develop fair, unprejudiced relationships with all squad members.

- Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out of season activities.
- Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- Give the highest degree of attention to athletes' physical well-being.
- Teach players strict adherence to game rules and contest regulations.
- Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
- Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unfounded allegations of questionable practices by opponents.
- Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
- Present a clean professional image in terms of personal appearance, and provide a positive role model in terms of personal habits, language, and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.

## **CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES**

(School/Non-School)

Students are frequently involved in multiple school activities and occasionally non-school programs. The student should notify the coach and the director of the other activity as soon as a conflict in the calendar occurs which requires the student to be in two places at the same time. The student is not in jeopardy during the resolution of the conflict. The coach will notify the Athletic Director if assistance is needed to resolve the conflict.

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

The commitment of students in extracurricular activities should increase at higher levels of competition. At times, personal interests may need to be sacrificed for the good of the individual and his team members.

During the season, *anytime a participant fails to attend practice/event, the student's return to the line-up will be determined by the amount of time necessary to recover lost skills and conditioning.* Disciplinary measures by the coach may be enforced when an absence is not connected with the immediate family and the coach of the activity missed did not receive prior notification.

## **RISK OF PARTICIPATION**

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

- An athletic trainer will be on-site at home contests whenever possible.
- Coaches will instruct all student athletes about the possible dangers of participation in a particular sport.

## **GOALS OF PARTICIPATION**

The goal of extra-curricular participation in Fowlerville Community Schools should be an educational experience developing individual skills and formulating team concepts that can be used for a lifetime.

- **Teamwork:** Develop self-discipline, respect authority, work hard and place team objectives above personal desires.
- **Success:** Perform at one's best regardless of the final outcome.
- **Good Sportsmanship:** Learn to accept winning and losing gracefully. Treat others with respect. Maintain emotional control, honesty, cooperation and dependability.
- **Develop Good Health Habits:** Develop good nutritional habits, get proper exercise and follow guidelines set up by coaches and athletic trainers.

## **CODE OF CONDUCT**

### **MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION**

Fowlerville High School is a member of the Michigan High School Athletic Association and agrees to abide by all rules and regulations of the MHSAA. This MHSAA determines the rules and regulations for all of our interscholastic sports and sponsors tournaments at the end of each season. The MHSAA classifies all schools by enrollment. Fowlerville is a Class B, which is the second largest enrollment class. Sports are then divided into Divisions in some sports by the MSHAA, based upon the number of teams participating within that sport throughout the state.



## MHSAA ATHLETIC CODE FOR ATHLETES

- Know and adhere to the athletic code of the school.
- Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.
- Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
- Counsel with the Athletic Director over questions of eligibility.
- Practice and play, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
- Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
- Demonstrate respect for opponents and officials before, during, and after contests.

## FOWLerville ATHLETIC CODE OF CONDUCT

- The Fowlerville High School athlete must respect the purpose of our school by being a good citizen and a good student.
- Coaches retain the privilege of insisting on proper grooming and dress of each squad member.
- Any athlete involved in any activity that would reflect unfavorably on the school shall be subject to disciplinary action. This could mean expulsion from athletics.
- Gambling, profanity, hazing, and obscene language will be unacceptable at all times.
- Athletes are expected to conduct themselves in an appropriate manner at all school activities.
- Athletes must adhere to the training rules as listed on **Pages 13 - 15**.  
Training rules and the athletic code of conduct are in effect for the students 365 days a year encompassing in season, out of season, and during the summer lasting the duration of a student athlete's high school eligibility at Fowlerville Community Schools.

## FCS STUDENT/ATHLETE EXPECTATIONS

The following ten expectations are what a FCS student-athlete should encompass:

- Follow all training rules, school rules and regulations.
- Exhibit good sportsmanship towards the opponents, officials, teammates and fans.
- Work to excel in academics.
- Put team goals ahead of personal goals.
- Be a role model for all students before, during and after school.
- Have pride in yourself, your team, your school, and care for your facility.
- Respect, but never fear the opponent.
- Work harder than the competition both in and out of season and never quit.
- Be on time and prepared for practices, meetings and games.
- Accept the results, learn from the mistakes, focus on the goal and never give up.

## VIOLATIONS OF TRAINING RULES/ATHLETIC CODE OF CONDUCT

When a student athlete voluntarily participates in a sport during their high school career, even if for only one playing season, he/she agrees to abide by the following training rules and regulations for the remainder of their high school eligibility. Training rules and the athletic code of conduct are in effect for student athletes 365 days a year encompassing in season, out of season and during the summer.

**A. Alcohol and Drugs** – Student athletes shall not knowingly possess, use, distribute, buy, sell, or be under the influence of any drug or alcoholic beverage. This definition also includes all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used in any way other than for medical purposes, in accordance with the directions for use provided in the prescription or by the manufacturer. This definition also includes any type of performance enhancing drugs. Student athletes may not host a 'party' where the student athlete has knowledge of underage drinking or illegal drug use. Any violation involving student athlete use, possession, or being under the influence of a controlled substance including alcohol, drugs, unauthorized mood-altering drugs, or "look alike chemicals" will result in the following:

a. First Offense

- i. Option 1: Suspension for one-half (1/2) of the season. (Half of the season scheduled events)
- ii. Option 2: The student athlete and his/her parent(s) may have the option of bypassing the half-season suspension for 20% of the season suspension provided that they student athlete and his/her parent(s) agree that:
  1. A certified substance-abuse counselor approved by the school will evaluate the student athlete.
  2. The student athlete and his/her parent(s) shall follow the treatment program prescribed by said counselor.
  3. The parent shall provide proof of number one and two (above).
  4. The student athlete will attend a substance abuse class approved by the high school administration.
  5. The student athlete and parent(s) sign a "no-use" contract.
  6. If any of these steps are not followed, Option 1 will be enforced.

- b. Second Offense
  - i. A second violation of the student athlete handbook for the possession, use, or being under the influence of a controlled substance will result in a suspension for the remainder of the current school year.
- c. Self-Referral
  - i. Student athletes who feel that they have a substance use or abuse problem and seek support and assistance on their own will not jeopardize their participation in any athletic activity. The self-referral policy will only apply to student athletes who admit to a problem before a violation is determined by the school authorities

**B. Tobacco/Chew/Vapor/Etc** – A student athlete shall not knowingly possess, use, transmit, or sell tobacco of any kind. Any violation involving student-athlete use or possession of tobacco shall result in the following (Smoking Use or Possession of Electronic/Vapor Cigarettes or Smoking Related Products/Paraphernalia “non-illicit or controlled substance” are also included in this category):

- a. First Offense
  - i. Option 1: Suspension for one-half (1/2) the season. (Half of season scheduled events)
  - ii. Option 2: The student athlete and his/her parent(s) may have the option of bypassing the half-season suspension for 20% of the season suspension provided that the student athlete and his/her parent(s) agree that:
    - 1. The student athlete and his/her parent(s) shall follow a program recommended by the athletic director and high school administration.
    - 2. The parent shall provide proof of number one.
    - 3. The student athlete and parent(s) sign a “no-use” of tobacco contract.
    - 4. If any of the above steps are not followed; option number one will be enforced.
- b. Second Offense
  - i. A second violation of the student athlete handbook for the possession or use of any kind of tobacco will result in suspension for the remainder of the current school year.

**C. Hazing**

- a. Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time, or in connection with any activity supported or sponsored by the district, whether on or off school property, is strictly prohibited.
- b. “Hazing” means any intentional knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team sponsored or supported by the district and whose membership is totally or predominately other students from the district.
- c. Student athletes 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:
  - i. Removal from participation in extracurricular activities
  - ii. Conference with parent(s)/guardian(s)
  - iii. Suspension from school for up to 10 days
  - iv. Long-term suspension for the remainder of the school term
  - v. 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).
  - vi. Referral to an appropriate law enforcement agency
  - vii. Permanent expulsion from the school district

**D. Misconduct**

- a. Very serious misconduct or a training rule infraction which involves federal, state, or local ordinance, or any other act which brings disgrace or undue notoriety to the Fowlerville Community Schools, the community, or individual, will result in an investigation by the coach, athletic director and school administrators. This includes attending a party where the student athlete has knowledge of underage drinking or illegal drug use.
- b. The discipline penalty shall be determined by the coach, athletic director, and principal, and may range from a one-contest suspension up to termination from all athletic participation.
- c. This policy shall be included in all student handbooks of the district and shall be disseminated to the public in a manner to be determined by the superintendent.

**E. Disciplinary Process**

- a. A notice of the violation of the athletic training code will be presented in writing to the student and his/her parent(s). This notice will state the violation and the penalties if any. A student athlete will be given an opportunity for an appeal with the building principal if his/her parent(s) indicate the desire for one. A hearing shall be held to allow the student athlete and his/her parent(s) to contest the facts, which may have led to the

disciplinary action, or to contest the appropriateness of the sanction imposed. The student athlete shall remain suspended during all phases of the appeal process.

i. Terms of Suspension

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

**F. Detentions**

- a. Detentions must be served before attending practice or participating in a contest unless excused by the athletic director, and/or principal or assistant principal if the AD is not available.

**G. Reinstatement**

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

**ELIGIBILITY**

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

- a. Student athletes must follow the rules and regulations of Fowlerville High School and the Michigan High School Athletic Association.
  - i. Previous Academic Credit Record – No student athlete shall compete in any athletic contest during any semester that does not pass 4 out of 6 classes of the last semester during which he or she shall have enrolled in grades nine to twelve, inclusive.
  - ii. Current Academic Credit Record Weekly academic eligibility checks are required. If a student athlete is not passing 5 out of 6 classes when checked, that student is ineligible for competition until the next weekly check. If the student is passing 66% of his/her class load (4 of 6 classes) and becomes eligible prior to the next weekly check, the student can return to competition. An academic progress report must be completed by the student athlete and his/her teacher. Those failing three (3) or more classes are ineligible per MHSAA guidelines and are required to be held from competition until the next weekly check.
  - iii. The student athlete must pass and have on file in the athletic office a physical examination with parental signature of approval. Physicals performed after April 15th, are good the following athletic year.
- b. ATTENDANCE:
  - i. FHS athletes are expected to be in full attendance every day, practice or game day. Extenuating circumstances should be brought to the attention of the Athletic Director (orthodontist, doctor, funerals, etc.). Athletes are also expected to participate fully in each of their classes, including physical education classes.
- c. SUSPENSION:
  - i. On the dates the student athlete has been scheduled to serve and chooses out-of-school suspension the student athlete is ineligible to participate and/or attend any athletic contest or practices. An athlete who is suspended in season will begin that suspension the day following the completion of the investigation.
    1. Based on the seriousness of the infraction, the athletic director in consultation with the principal and coach may suspend a student athlete from participating in practice or contests beginning immediately upon conclusion of the investigation.
- d. Student athletes who have not returned or paid for a previous season's uniform will not be allowed to participate in any other sport.

**TEAM SELECTION GUIDELINE**

- A. In accordance with our overall athletic philosophy and our desire to see as many student athletes as possible participate in the athletic program while at Fowlerville High School, we encourage our coaches to keep as many student athletes as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport. However, when developing your individual sport policy in this area, please strive to maximize the opportunities for our student athletes without diluting the quality of your program.
- B. Limitation of Team Membership
  - a. Minimum and maximum team membership limits will be determined by the coaches of respective sports and the athletic director. In cases when the team selection guidelines are utilized, the coach should keep the athletic director informed concerning the method and time of selections.

- C. Responsibility
  - a. Selecting the members of any of our athletic teams is the sole responsibility of the coaches of those teams.
  - b. The student athlete's membership on any team is always subject to proper behavior and the following of specified team guidelines.
  - c. Lower level coaches shall follow the policies as established by the head coach in that particular program when selecting team members.
  - d. Prior to try-outs, the coach shall provide the following information to all candidates for the team:
    - i. Extent of the try-out period
    - ii. Criteria used to select team
    - iii. Approximate number to be selected
    - iv. Practice commitment if they make the team
- D. Procedure
  - a. When team selection becomes necessary, the process should include these important elements:
- E. Have completed a minimum number of practices
- F. Be allowed, when possible, to compete in a scrimmage situation.
- G. Be informed by the coach of the selection and the reason for it in person.
  - a. Selection lists should not be posted.
  - b. Coaches should take the opportunity to discuss alternative possibilities for participation in the sport.
  - c. If a coach foresees difficulties arising as a result of team selections, he/she should discuss the situation with the athletic director in advance.

#### **NORMAL LEVEL PARTICIPATION**

- A. Generally speaking, freshman teams are for freshmen, junior varsity teams are for sophomores, and varsity teams are for juniors and seniors. If an athlete is moved one or two levels, the following criteria should be adhered to:
  - a. Coaches affected by the move should meet to discuss the following, with the outcome being positive for the student athlete:
    - i. Academic Impact
    - ii. Emotional/Social Impact
    - iii. Student Athlete Safety
    - iv. Playing Time Standpoint
  - b. Prior to contacting the parents; any movement of an athlete (up or down) will be discussed with the Athletic Director.
  - c. Coaches involved in the move will contact the parents of the student athlete to:
    - i. Discuss the pros and cons of the move
    - ii. Get input from the parent about the move
- B. A final decision to move a student athlete will be made by the sport's varsity head coach and Athletic Director. This decision will be re-evaluated periodically during the season.

#### **DUAL SPORT PARTICIPATION**

- A. Student athletes should indicate interest to coaches involved well before the season affected.
- B. In-season coaches will inform the athletic director of the student athlete's intentions and to confirm with both head coaches and assistant coaches as well, that everyone is in agreement.
- C. If in agreement, a meeting with the student athlete, coaches, parents and athletic director should be held before pre-season practices begin. At this meeting the following agenda must be completed:
  - a. The student athlete must declare a primary sport
  - b. A schedule must be presented that will layout a complete practice schedule as well as what contest the student athlete will be present. The schedule must be agreed upon by the parents, student athlete and coaches.
  - c. If there is a conflict, the primary sport has precedence and the student athlete will go to that game or contest.
- D. The student athlete must have a proven solid academic record, as time management becomes a big factor in a decision like this. Regular eligibility rules will apply for the athlete.
- E. It must be understood that any time during the agreement, the athletic director and/or parents may dissolve the agreement and the student athlete goes back to the primary sport with no repercussions.

#### **REGISTRATION FEE**

- A. A high school (9<sup>th</sup>-12<sup>th</sup> grade) student athlete will pay a one-time registration fee of \$100 for the entire school year to participate in the athletic program. There is no family limit, if there are concerns please contact the High School Athletic Office 223-6061.
- B. The Junior High school (7<sup>th</sup>-8<sup>th</sup> grade) student athlete is not required to pay to participate in a JHS sponsored sport. Please

encourage your student to participate in as many sports as possible.

- C. The registration fee must be paid by:
  - a. **3rd Friday in September for fall athletes**
  - b. **3rd Friday in December for winter athletes**
  - c. **3rd Friday in March for spring athletes.**
    - i. If the fee is not paid in full or if arrangements are not made with the athletic office by the deadline date, the athlete will be held out of practices, scrimmages and games until arrangements are made with the athletic office.
    - ii. The fee must be paid prior to ordering any team or school apparel. Athletes are not permitted to purchase team items or apparel through Fowlerville accounts unless the Registration Fee has been paid.
    - iii. If you cannot afford the fee, please contact the Fowlerville Athletic office to make special arrangements.
    - iv. The registration fee does not guarantee a student athlete playing time. The fee is used solely to defray the expenses of the athletic program.
    - v. A student athlete who cannot pay the fee, due to financial difficulties, can apply to the athletic director for scholarship consideration. Forms are available in the athletic office; however, qualification is based upon need. All inquiries will be confidential.
- D. Athletes are responsible for the registration fee once they have participated in the first practice and the fee will be charged regardless of an athlete leaves the team by their own or parent's choice or if they are removed for disciplinary reasons.
- E. Registration checks should be made out to Fowlerville Community Schools and must be returned to the high school athletic office or in the drop box that is located in the Main Entry near the mens restroom.

**The Gladiator Card must be completed and verified by the Athletic Office prior to participation in the sports program.**

## TRANSPORTATION

- A. Travel and Transportation
  - a. Good conduct is expected at all times while on trips.
  - b. All rules and regulations pertaining to Fowlerville bus travel are to be strictly adhered to on athletic trips.
  - c. Appropriate dress is a must on all trips. (Coaches will determine the appropriate dress needed for their respective teams.)
  - d. All athletic trips are to be made in school busses and/or vehicles as arranged by the athletic director.
  - e. Under special circumstances, parents may pick up their son/daughter at the site of an athletic contest for the purpose of taking them home or to another destination provided
    - i. Arrangements have been made with the coach or the athletic department, in advance, and
    - ii. The parent(s) identifies himself/herself in person to the coach to take custody of the student for this purpose after the contest.
      - 1. Student athletes will never be released for this purpose to anyone except their parent(s) or legal guardian unless approved by the Athletic Director.
      - i. Student athletes are expected to travel with the team unless this criteria is met.
- B. ALL RIDERS MUST FOLLOW THESE BASIC SAFE CONDUCT RULES:
  - a. Remain seated while on the bus. The seat is your protected area.
  - b. Keep hands and head inside the bus at all times.
  - c. Never throw anything in the bus or out of the bus.
  - d. You must be silent at all railroad crossings.
  - e. No tampering with or departure from rear emergency door.
  - f. Stay out of the aisle and in your seat.
  - g. Keep all belongings out of the aisle and in your lap.
  - h. Be courteous to the driver.
  - i. Coaches will decide whether or not cell phones are permitted.

## TICKETS PRICES/SPORTS PASSES

### HIGH SCHOOL EVENTS

Adult or FHS student	\$5.00	Adult or FHS student	\$3.00
FHS Student w/I.D.	FREE	FHS Student w/I.D.	\$2.00
JH & Elementary Students	\$3.00	JH & Elementary Students	\$2.00
Seniors and Children Under 5	FREE	Seniors and Children Under 5	FREE

### JUNIOR HIGH SCHOOL

Fowlerville Community Schools will allow Gladiator sports fans an opportunity to purchase punch cards and save money while attending 2017-18 home athletic events. The seasonal and yearly passes have been phased out. Senior passes are still available. There are three deals to consider:

1. One 10-Punch Card for \$35 (\$15 potential savings)
2. Four 10-Punch Cards for \$105 (\$95 potential savings)
3. Eight 10-Punch Cards for \$175 (\$225 potential savings)

Punch cards, which cannot be used for MHSAA events, can be purchased in the athletic office at Fowlerville High School. For more information, contact 517-223-6061.

## AWARDS

- A. Student athletes are recognized for their participation and contribution to their respective teams. Their individual team, coaches, and athletic director determine criteria for the winning of an award. In order to receive an award, the student athlete must be a team member in good academic standing and have met all team requirements.
- A. Certificate - Each student athlete who participates the entire season will receive a certificate, which denotes the achievement of the student.
- b. Letters - The student athlete who has met the qualifications for a varsity letter will receive a letter "F" and the numerals of the graduating year for a first varsity award. Succeeding varsity award winners will receive a pin.
  - c. Four-Year Awards - The student athlete who has participated and completed each season in a particular sport for four (4) years will receive a special award.
  - d. CAAC Scholar Athlete Award - The Capital Area Activities Conference principals and athletic directors honor student athletes for their academic achievement based on the following criteria:
    1. Must have earned two CAAC sponsored sport varsity letters in senior year.
    2. Manager letters do not count.
    3. Top 10 GPA determines qualifiers.
  - e. Tri-Athlete Award - Each student athlete who participates in three (3) seasons for Fowlerville will receive recognition, which denotes the achievement of the student.
    1. Dual sport participation does not count.
  - f. Ironman/Ironwoman - Each student athlete who participates in four (4) years of three (3) seasons for Fowlerville will receive recognition at Senior Athletic Awards Night.
    1. Dual sport participation does not count.
- B. Post Season Awards
- a. CAAC All-Conference
    - i. Selection to these teams are based solely on each student athlete's performance in divisional contests.
    - ii. Players are nominated by the coach, verified by the Athletic Director and voted on by the opposing coaches.
      1. Coaches cannot vote for their own athletes.
  - b. All-District, All-Region and All-State Accolades
    - i. Each sport has different requirements.
    - ii. Each sport has a Coaches Association that works independently from the CAAC and the MHSAA.
      1. Requirements vary from sport to sport.

## Bus Transportation

### INTRODUCTION

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

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

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

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

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

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

## **Bus Routes and Bus Stops**

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

- Bus stops and bus routes are established on the basis of safety, efficiency, the age of the students, and in accordance with State laws and recommendations and School Board policy. Buses must be visible for 400 feet in both directions at stops, and stops shall be at least 200 feet apart.
- Bus stops will be placed at locations consistent with State laws and Board policy.
- If a bus travels a section of road for one particular bus stop, a parent/guardian shall call the Transportation Dept. on days transportation is not needed at that stop. If we do not receive a call for three (3) consecutive days, the bus will not stop again until the parent/guardian calls to resume transportation at that stop.
- Please note: Due to circumstances that may or may not be under the control of the school district:
  1. The district reserves the right to change stops and routes when necessary.
  2. Walking distances and bus routes may be adjusted if necessary because of unsafe or impassable roads.

## **Transportation Eligibility Requirements**

### **Walk and Ride Policy**

Students who live 1.5 miles or greater from the school that they attend shall be eligible to be transported to school. Under normal conditions, elementary students shall be expected to walk up to one half mile and secondary students up to one mile to a bus stop.

### **Special Health Issues**

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

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

### **Transportation Policy**

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

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

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

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

1. A student's scheduled stop will be his/her home address, or in some cases, the stop nearest his/her home address. One alternate stop in addition to the student's scheduled stop is permitted if necessary.

2. A maximum of 3 requests for changes in bus scheduling will be approved during the school year.
3. The alternate address must be within the Fowlerville School District transportation area.
4. The requested change must not result in the overcrowding of any bus, alteration of regular bus routes, stops or schedules; or in any other way interfere with the regular operation of the transportation system.
5. Requests will not be approved for the purpose of entertainment, simple convenience, or transportation to a job. Requests will not be approved for 7<sup>th</sup>-12<sup>th</sup> grade for babysitting or daycare purposes.

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

### **Parent/Guardian Responsibilities**

1. Support safe riding practices and reasonable discipline practices.
2. Model, teach and hold their children accountable for appropriate behavior.
3. Make certain that their students arrive at the bus stop on time and be responsible for their student's behavior until the bus arrives.
4. Parents/Guardians are responsible for their students going to, from, and at the bus stop.
5. Refrain from entering the bus. Parents/Guardians are not allowed to board the bus at any time. In addition, drivers are instructed that they are not to have conversations with parents/guardians while at bus stops. If you have a transportation or student concern, please contact the Transportation Department to arrange a phone conversation and/or meeting with the bus driver or transportation director.
6. Provide alternative transportation for their students if inappropriate items or animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.
7. Work with school personnel to reinforce appropriate bus rider behavior.
8. A parent/guardian or other designated responsible person must be present at the bus stop for all kindergarten students. If not, students will be returned to the Little Glads Center. The parent will be called and will be responsible for picking up the student and paying any childcare fees.
9. Have a family plan if the student arrives home early or if parents/guardians are not present at the time of arrival.
10. Drive students to school if they miss the bus at their designated stop. It is extremely dangerous to follow the bus and/or have your student approach the bus from an unexpected location.
11. Parents/guardians 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. Missing the bus in the morning is considered an unexcused tardy/absence.
2. If you are required to cross the road, you must wait for the bus driver's "hand signal".
3. Always cross in front of the bus.
4. 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.
5. When leaving the bus, immediately move ten feet away from the bus. Stay out of the danger zone. Do not stop at the mailbox or linger by the bus for any reason.
6. Leave the bus only at your designated bus stop, unless parents have made arrangements for an alternate stop following the Transportation Policy. **Drivers cannot accept notes.**
7. School buses are considered extensions of the classroom; therefore, classroom behavior must be observed. Avoid rowdiness, horseplay and objectionable language.
8. The driver has the right to assign seats on the bus.
9. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
10. 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.
11. Remain seated and out of the aisle at all times.
12. Limit objects that are brought on the bus to those that can be safely held on your lap. Always use a backpack for loose objects. Do not bring or use any items on the bus that could affect the health, safety, or security of any passenger. (Examples: scooters, skateboards, glass, and animals may not be transported on the bus.)
13. Talk quietly on the bus. You must be silent when approaching and crossing any railroad track.
14. There is no eating, drinking, or chewing gum allowed on regular bus runs.
15. Be courteous to fellow students, the driver, and the driver's assistant.
16. Realize that ANY driver distraction is potentially hazardous to the safety of all passengers.



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

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

### **P.M. Bus Loading JH-HS Bus Lot**

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

### **Student Crossing Procedures**

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

#### **When crossing the street to board the bus:**

1. Students wait at the designated bus stop at least 10 feet away from the edge of the roadway until the bus comes to a complete stop, the flashing red lights are activated, and the door opens.
2. Look at the bus driver for the signal to safely cross.
3. Bus drivers will display a hand signal to indicate when it is safe to cross the road. If it is dark, drivers may turn on an inside light to be seen easier.
4. Students should always look both ways then proceed directly across the road always staying well in front of the bus and board the bus. Stay out of the “DANGER ZONE”.
5. Do not stop in the middle of the road or cross behind the bus.

#### **When crossing the street after leaving the bus:**

1. Students exit the bus and take 10 giant steps in front of the bus, staying on the side of the road. Stay out of the “DANGER ZONE!”
2. Students stay in a group and look at the bus driver for the signal to safely cross.
3. Bus drivers will display a hand signal to indicate when it is safe to cross the street. If it is dark, drivers may turn on an inside light to be seen easier.
4. Students proceed to a point even with the left side of the bus and STOP.
5. Students look left and right for passing cars before proceeding across the road.
6. Do not cross behind the bus.
7. Immediately move 10 feet away from the road.
8. If a paper or article goes under the school bus, do not go after it. Ask the driver for help.
9. Do not go to the mailbox or retrieve garbage cans, etc., until after the bus leaves the stop.

### **Student Discipline**

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

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

#### **EXAMPLES OF BEHAVIOR THAT WOULD LEAD TO DISCIPLINARY ACTION:**

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

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

**TIER THREE:** Tier three behaviors cause an immediate threat to the safety of one or more riders or the driver. They are a serious disruption to safe transportation on the route. Violence against other students, verbal abuse, major profanity, obscene gestures, throwing things through the window of the bus (from the outside or inside of the bus), opening any of the emergency egresses, bullying, vandalism and other damage to the bus, alcohol, drugs, tobacco, weapons, explosives, etc. are all examples of

behaviors that would be classified at this level. Tier three incidents will result in immediate suspension from the bus and possibly from school as well. A red ticket will be part of the consequence for a tier three violation.

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

#### **IF A STUDENT CHOOSES TO BREAK A RULE:**

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

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

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

#### **School Closing or Delay**

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

During periods of inclement weather parents/guardians and students are advised to monitor local radio and television stations for changes in school schedules. The media are contacted as soon as a decision is made to vary from the regular school schedule in order to notify parents/guardians as quickly as possible. If the weather looks threatening, parents/guardians are encouraged to stay tuned to the local news media for updates. If it is necessary to have a **SCHOOL DELAY** (fog, ice, snow, etc.), school will start two hours late.

#### **Asbestos Management Plan Available for Review by Parents, Teachers and Employees**

Our school district has conducted an extensive asbestos survey of all of our buildings. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions that the district has taken regarding asbestos containing materials found in our buildings. Inspections are conducted every 6 months by qualified district maintenance personnel. At this time all materials containing asbestos have found to be in good condition. This plan is available for inspection at our offices without cost or restriction during normal business hours. If you desire to have a personal copy, please notify the main administrative office and it will be supplied to you within five working days at a cost of \$.30 per page.

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, (517) 223-6120.

## Pesticide Application Notification

Dear Parent/Guardian:

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

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

- 1) Posting at the primary entrances to your child's school. The entrances that will be posted are the main entrance and those that have a sidewalk that leads directly to a parking lot.
- 2) Posting in the common area located by the main office of the school.

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

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

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

Sincerely,

Mr. Tim LaPlante, Director of Maintenance