



2026-2027
FREMONT IGNITE
ACADEMY
VIRTUAL STUDENT
HANDBOOK
AND
CODE OF CONDUCT

NOTICE: The Fremont Public School District does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Brad Reyburn, Superintendent, 450 E. Pine Street, Fremont, MI 49412, (231) 924-2350

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GENERAL INFORMATION

Welcome to Fremont Ignite Academy!

It is my pleasure to welcome all parents and students to our Virtual Program. The staff at Ignite Academy are dedicated to accelerating the achievement of every student in every program, every day.

We know that there is no such thing as “the best approach” to education. Every person is unique and all people learn in their own special way. Virtual education offers an alternative to the traditional school setting allowing families with flexibility in the when and where of their children's education.

Academic success for every student is a result of high standards, support, positive relationships with students, and strong partnerships with parents and supporting adults.

Students who find success in a virtual education program are those that:

- Can learn independently
- Are goal-oriented, self-motivated and self-disciplined
- Are proficient readers and communicators
- Have basic computer skills
- Can set a schedule and stick to it.
- Can meet deadlines
- Are resourceful and problem solvers
- Are willing to ask for help.

Based on these expectations' students will benefit from a positive and safe learning environment.

Please do not hesitate to stop in or call if you have questions or need assistance. We look forward to a successful year together.

Tracy Sanchez
Director

Quest Virtual Staff Contact Information

	Title	Email Address	Phone Extensions (Quest- 231-924-0470)
Tracy Sanchez	Director	tsanchez@fremont.net	8241
Brandon Miller	Assistant Director	bmiller@fremont.net	8239
Jada Christensen	Administrative Assistant	jchristensen@fremont.net	8220
Ashley Jones	Virtual Mentor	ajones@fremont.net	8236
Cheyenne Tanis	Social Worker	ctanis@fremont.net	8223
Deb Wosinski	Student Support Interventionist	dvosinski@fremont.net	8227

ENROLLMENT

FIA operates in accordance with the state of Michigan 21f legislation. All students and parents/guardians must indicate they agree and adhere to FIA standards of academic expectations by signing the *FIA Online Learning Agreement* upon enrollment and when/if updated. Full-time enrollment is completed through an application process which includes an annual Educational Development Plan (EDP) and submission of the online learner agreement, which includes all sections outlined in the *FIA Online Learning Agreement*. FIA enrollment is contingent on the district application process.

FIA students in grades K-12 are provided the opportunity to participate in online learning through Section 21f of the State School Aid Act, and are able to enroll in a full online schedule only - single online courses are not available K-12 - so long as all requirements for participation are met. Full-time enrollment is completed through a district application process along with the completion of an annual Educational Development Plan (EDP) and submission of the *FIA Online Learning Agreement*, which includes all sections outlined in the *FIA Online Learning Agreement*.

Requirements for participation include:

- All kindergarten applicants must screen kindergarten-ready and turn the age of 5 on or before September 1st.
- The parent/guardian must have the ability and availability to supervise the student's learning at home and outside of the school building.
- The student must demonstrate proficiency in previous grade-level courses.
- The student must possess the prerequisite knowledge and/or skills for full-time online learning.

Residency Requirements

Fremont Public Schools Residents

All children residing in the Fremont Public School district who meet the requirements for participation are eligible to attend.

Non-Residents

Children, Grades K-12 (up to age 20), who are not residents of the Fremont Public School district and meet the requirements for participation may apply for admission and will be admitted dependent on space available.

Upon acceptance to the program, non resident students would be required to:

- Obtain a release of membership from their resident district **- or -**
- Qualify under the alternative education exemptions of:
 - Long term suspended or expelled from school of district residence
 - Previously dropped out of school
 - At risk of dropping out
 - Is pregnant or a parent
 - Referred by court

Enrollment Process

Upon approval, all students must complete enrollment paperwork before they can begin class. Once paperwork is completed and verified by office staff, you will receive a start date. We strive to start 6-12 students 24 hours after completed enrollment. Enrollment for K-5 may take a few days longer.

Enrollment Timelines

K - 5 enrollment is open until September 30th for Semester 1 and January 31st for Semester 2

6-12 enrollments are open entry students may enroll anytime during the school year until May 1st.

ACADEMICS

Academic Expectations

The online and blended nature of FIA academic programming requires a strong partnership with each family and community organization to achieve student success. FIA operates in accordance with the state of Michigan 21f legislation. All students and parents/guardians must indicate they agree and adhere to FIA standards of academic expectations by signing the *FIA Online Learning Agreement* upon enrollment and when/if updated. Full-time enrollment is completed through an application process which includes an annual Educational Development Plan (EDP) and submission of the online learner agreement, which includes all sections outlined in the *FIA Online Learning Agreement*. FIA enrollment is contingent on the district application process.

Student Commitment: It is expected that the student will:

- Commit to completing the coursework as outlined by each teacher.
- Maintain consistent attendance by logging in and participating in courses (including any optional learning experience)
- Follow the course participation expectations, adhering to the course calendar, pacing guides, and other timelines for completion to complete the requirements of the course.
- Communicate with their instructor/mentor teacher weekly and whenever there is an issue, and during the mandatory count periods.
- Follow all other expectations as specified by FIA, this district, mentor teacher, and online teacher(s).
- Agree and adhere to the FIA Online Learning Agreement.
- Engage with the instructor and classmates in the virtual classroom as it contributes to academic success.
- Refrain from inappropriate use of information with any online course.
- Follow all other rules as specified by FIA, mentor, and teacher.
- Follow all guidelines set forth, including the acceptable use policy, academic responsibility and appropriate netiquette.

Parent/Guardian Commitment: A parent is expected to monitor and support the student in his/her studies. It is expected that the parent/guardian will:

- Be accessible to the mentor teacher to discuss the student's progress.
- Promote good attendance and time management.
- Facilitate two-way communication to help guide student communication.
- Support and adhere to the expectations of the FIA Online Learning Agreement.
- Assist with oversight of unit and final exams at the high school level.
- Provide a space for learning in the home.
- Monitor student progress, along with course pacing and expectations.

- Encourage students to communicate with the instructor/mentor teacher whenever he/she has a question or issue.

Outcomes: Violation of the *FIA Online Learning Agreement* and/or other academic expectations:

- Step 1: Verbal or written notification to student and parent by FIA teacher and/or administrator.
- Step 2: Written notification to student and parent with possible removal of student from FIA courses, as determined by 21f legislation and per the discretion of FIA Administration

Academic Responsibilities

FIA faculty and staff are committed to helping students grow intellectually, emotionally, and socially. In keeping with this mission, academic responsibility and integrity are expected. Academic Responsibility impacts the individual student, classmates who work to earn their grades, and FIA's commitment to maintain a fair and positive program. Each student is responsible for his/her own ethical behavior, and for fostering ethical behavior in others. Acts not following Academic Responsibility include, but is not limited to:

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

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Academic Progress Reports/Report Cards

- Edgenuity has a family portal which allows parents/caregivers/supporting adults access to see student progress. Parents can choose to receive daily, weekly or monthly emails of progress from Edgenuity.
- Report cards will be mailed home after the completion of each semester.

Adequate Progress

- K - 8 students are expected to make adequate progress toward grade progression.
- 9-12 students are expected to earn 3 credits per semester.
- FPS resident students who are not making adequate progress will be required to return to in-person instruction at the semester.
- Non-resident students will be dismissed from the FIA program at the end of the school year.

Career Tech Center

- 11th and 12th grade FIA Students who have exhibited good attendance and good class completion are invited to sign up for classes at the Newaygo County Career Tech Center.
- NCCTC offers a variety of career programs (See FIA Course Description guide for more information)

- NCCTC enrollments occur in the spring for the following school year. Program enrollments are limited so not every student wanting to attend will be accepted.
- Students attending CTC are expected to attend a full school year.
- Upon successful completion of the program, FIA Virtual students will receive 3 elective credits and may be eligible for additional credit waivers and integrated credits based on program of study.

Grade 9-12 Course Completion

- Edgenuity is our curriculum platform for 9-12 FIA courses.
- Each semester is divided into 3 sessions.
- Students are assigned two classes each six-week session.
- To receive credit, all assignments, quizzes, and tests must be completed with 70% mastery.
- Students must receive at least a 60% on the final exam.
- All unit tests and final exams need to be completed during the open lab hours.
- Guided Notes when available or Written/E-Notes are required for all courses. Tests and Exams will not be unlocked unless notes are presented for teacher review.

Dual Enrollment

Effective, April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, which directs school districts to assist students who are in the dual enrollment program in paying tuition and fees (all tuition and fees over the state allowance are the responsibility of the student and or parent) for courses at Michigan public or private colleges or universities (the dual enrollment program applies only during the academic school year), if all of the following conditions are met:

1. The student has earned a Michigan Merit Examination (MME) endorsement in the content areas in which he/she intends to dually enroll, if such an endorsement is available. The student is eligible to take courses in subjects for which there are no endorsements such as computer science, vocational education, foreign language courses not offered by the school, and fine arts programs, as permitted by the district.
2. Public Act 594 of 2004, one of the pieces of legislation that created the MME, requires the Michigan Department of Education to set the scores for students seeking to dual enroll while still in high school. The MME legislation indicates that the Superintendent of Public Instruction is to: "determine qualifying scores for each subject area component of a readiness assessment that indicates readiness to enroll in a postsecondary course in that subject under this act." Staff of the Office of Educational Assessment and Accountability (OEAA) has established passing scores on two examinations, the ACT PLAN assessment and the College Board PSAT assessment. The PLAN and PSAT can be used by sophomores, as well as juniors (in the fall), to qualify for dual enrollment. Once juniors participate in the MME in the spring of their junior year, their MME scores will be used for dual enrollment decisions.

Passing Scores on all of the tests are determined by BAA. Fremont Public Schools will not fund a student on dual enrollment until FIA is in receipt of the qualifying scores.

College classes that are in session for 1 trimester will be valued at .5 credit towards graduation. College classes that are in session for one semester will be valued at .75 credit towards graduation.

Please note that parents do not have educational rights to academic information in college classes under federal laws. Colleges and universities will not release any information to parents

unless the student has waived this right. Even though Fremont Public Schools encourages parent-teacher communication, we must adhere to these laws.

Any student who does not earn a grade of a “C” or 73% must refund the district for the dual enrollment class or Michigan Virtual University class cost. This amount will be added to the student’s record if unpaid.

Grade Level Assignment

In accordance with the Michigan Department of Education Student Accountability policy, high school students' grade level will be determined by the year the student entered 9th grade regardless of credit status.

Grading Scale

- A letter grade for each course will be issued for each course completed.

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Percentage	100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59.9-0
GPA (4.0 Scale)	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0

*Rounding will occur at the tenth position for .50 and above. For example, an 82.5% will become an 83%.

- Any courses not completed during the assigned semester will be marked as no credit (NC) on the transcript.

Graduation Requirements

To graduate from Fremont Ignite Academy, a student must complete a minimum of the 18 required Michigan Merit Curriculum (MMC) credits along with up to 4 credits of electives and Senior Portfolio. Electives will be assigned based on grade level and credits earned upon enrollments. Seniors completing the 18 MMC credits may apply for an elective waiver to allow for on time graduation.

The MMC required credits are:

English	4 credits
Math (Algebra 1, Geometry, Algebra 2 and Math Elective)	4 credits
Science (Biology, Chemistry/Physics, Science Elective)	3 credits
Social Studies (World History, U.S. History, Civics/Economics)	3 credits
Health and Physical Education (1/2 credit each)	1 credit
Visual, Performing or Applied Arts	1 credit
Foreign Language	<u>2 credits</u>
	18 credits

Beginning with the class of 2027, ½ credit of Personal Finance is required and can be used to take the place of a ½ credit of math elective, visual, performing or applied arts, or foreign language.

Electives	Up to 4 credits
Senior Portfolio:	
Includes but is not limited to: Education Development Plan (EDP), Career Assessment, Resume, and State-Mandated Testing.	

Optional Learning Experiences

Some elective courses provide an opportunity to add an Optional Learning Experience (OLE) from a list of approved community partners posted on the FIA website and updated annually.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parents' requests for program or grade. The District's placement decision is final.

Scheduling

All student-initiated schedule changes must be completed by the end of the 5th day of the session. Schedule changes are based upon availability for courses offered and require administrator approval.

Standardized Testing

Students enrolled in FIA are expected to participate in all local and state mandatory testing which includes but is not limited to.

Grade K -12: FastBridge (3 times per school year)

Grade 3 - 7: (M-Step)

Grade 8 - 10 – (PSAT/M-Step)

Grade 11 and 12*—

- SAT
- WIN Career Readiness
- M-Step

*12th graders who have not completed the Grade 11th mandatory state testing will be required to test with the 11th graders.

Students with Disabilities

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

Quest Educational Programs Director
350 W Cedar
Fremont, MI 49412
231-924-0470
tsanchez@fremont.net

Testing Out of Courses

Consistent with the Michigan School Code, FIA provides the opportunity for eligible high school students to “test out” of any course. Students must request a test out through the FIA/Quest office.

In order to test out, students will need to exhibit mastery of the subject matter of the course by attaining a grade of not less than 77% on the course final exam.

Testing out should not be viewed as a “correspondence course” experience, whereby students study material for a period of time and then attempt a final exam at a later date. The purpose of testing out is to enable students who have acquired a proficiency and skill in certain subject areas to demonstrate their proficiency and progress in the subject area without being required to enroll in courses which are composed of material the student has already mastered. Indeed, our experience has been that the percentage of students who successfully test out of a course is low.

A student successfully testing out of a course will be awarded a “credit” with no grade recorded and no effect on the grade point average. A successful test out will be counted toward fulfillment of a requirement within a subject area and will be counted toward fulfillment of a requirement as to course sequence. For example, testing out of a math course will enable a student to take the next course in the math sequence as well as to satisfy one of the math credits required to graduate. Successfully testing out of a course will count towards credits required for graduation from FIA.

Virtual Mentor/Open Lab

- Each student participating in FIA Virtual will be assigned a virtual mentor. Students shall meet with or have weekly two-way communication with regarding progress in assigned courses
- FIA Virtual will offer open lab hours at the Quest building for students to attend for more assistance and/or take their unit tests and final exams.

ATTENDANCE

Good attendance is an important job skill and vital to being successful at school.

General Attendance:

Students are required to make adequate progress in each course and adhere to the timelines established for completion.

Attendance for FIA is based on Michigan Department of Education (MDE) requirements for virtual programs.

- Attendance is taken once per week and is based on the required weekly two-way communication between the virtual student and Quest Teacher/Mentor.
- MDE considers a week starting on Wednesday and ending on Tuesday.
- Students and parents are expected to be available for communication on a regular basis and asked to return communication to JIA staff within 24 hours.
- If a two-way communication does not occur during the week, the student will receive an absence for that week.

In addition:

- Students must login to every course during the State of Michigan fall and spring count period(s), also submitting the identified assignment(s) for that day.
- The FIA On-site Lab will be available every Monday - Thursday 2 p.m. to 8:00 p.m. for 6-12 students. Students are encouraged to use this face to face tutoring opportunities throughout the week. Any student who may be identified for academic intervention may have a personal attendance plan developed and require physical attendance at the lab weekly.

Attendance

- It is expected that parents contact the FIA office and report absence, if the student is unable to access coursework for 3 or more consecutive days and/or unable to make two way communication with the mentor..
- Types of absences:
 - *Excused Absence.* - Excused absences are reported to the school office by a parent/guardian. Examples include, but are not limited to, events such as personal illness, medical appointments, funerals, pre-arranged absences, and religious observances.
 - *Unexcused Absence.* - When there is no communication from a parent/guardian regarding a student's absence, the absence will be recorded as Unexcused and the student is considered truant. If no communication is received from a parent/guardian by the Tuesday ending the attendance period, the absence will remain recorded as Unexcused.
 - *Medically Excused Absence.* - Written documentation from a professional medical/dental office must be submitted to the school office in order for an absence to be recorded as Excused Medical. Only when the medical excuse documentation lists the entire attendance period will it be recorded as Excused Medical. Medically excused absences with appropriate documentation do not count toward chronic absenteeism.
 - *Pre-arranged Absence (Vacations/Trips).* Parents/guardians are strongly urged to schedule vacations when school is not in session. Particular attention should be given to the potential impact on the student's education if leaving for a vacation. ○ Makeup work is the student's responsibility upon return.

Truancy

- Michigan State Law requires any student born after December 1, 1998 to attend school until they are 18 years old.
- The State of Michigan defines a student who misses 10% or more of the school year as chronically absent. For FIA that is 3 weeks of missed two-way communication.
- Students who are attending FIA will be considered Truant upon reaching 4 absences and/or show a lack of online course access and progress and a meeting will be held with FIA Administration and FPS School Resource Officer to discuss attendance and development of attendance plan.
- Students under the age of 17 who are truant or are not making adequate academic progress will be required to re-enroll in an in-person program at the next trimester.
- FIA staff will notify parents at each week of missed two-way communication.

Withdrawal/Drop

Students withdrawing from FIA should notify the office and a parent/guardian/caregiver must sign a withdrawal form if the student is under 18.

Students who have not made two-way communications nor completed any work will be dropped after 6 weeks of no work/no contact.

Virtual Calendar

- FIA will follow the FPS School Calendar for all vacation days
- There are no snow days/inclement weather days for virtual students ; however, the FIA On-site Lab will be closed when FPS is closed for the day.

GENERAL PROCEDURES

THE FOLLOWING PROCEDURES APPLY TO TIME OPEN LAB TIME AND WHILE ON CAMPUS.

Closed Campus

The Quest Educational Program campus is a **closed** campus. This means that students are not permitted to leave the school building/property once they have arrived on campus/school property unless they have obtained permission from Quest Administrative Staff. If a student leaves they will not be allowed back into the building.

Electronic Surveillance (Public Areas of School Campus)

The Quest Educational Programs community deserves buildings that are safe and secure to all users. The school has an obligation to protect the safety and property of students, employees and visitors and to respect the legitimate privacy interests of users of its facilities. Therefore, the hallways and other public areas of school buildings and grounds may be subject to surveillance by videotaping or other electronic monitoring. In addition, all people on Quest's campus may be asked to submit to a search of all belongings..

Emergency Procedures

Fire, tornado and other emergency drills will be conducted periodically. It is essential that students listen for directions and follow them accordingly when drills occur. Drills are conducted to acquaint students with survival procedures in case of a real school emergency. Students should proceed to the area designated by school staff and be ready to follow any additional instructions given. If building evacuation becomes necessary, fire drill procedures will be enforced:

- Walk quietly, do not run
- Remain alert for additional or changed instructions
- Proceed to the far end of an assembly area so that entrances will not be blocked
- Return immediately to classrooms when so instructed

Students leaving or not following instruction during a drill will be subject to disciplinary action. days.

Inclement Weather Closures

FIAI students are still expected to complete their daily assignments when Fremont Public Schools are closed due to severe weather. If Fremont Public Schools are cancelled, open labs will also be cancelled for that day. If a student needs help during the closure, they should reach out to their virtual mentor. Fremont Public School will make closure announcements on local TV, social media along with a school messenger message issued to the phone or email you listed on your Power School account.

Requesting Guest Dance Pass Approval

FIA students may only attend FHS and other school district high school dances if they receive an invitation from an FHS or student from another school district. The FIA policy for signing/approving guest passes is that students must have satisfactory attendance, passing all classes and no behavioral incidents in the past 10 days. Any student with a vaping/tobacco, drug or alcohol suspension during the school year will not be approved. Please note that if after a guest pass is signed a student fails to meet criteria, FIA Administrative staff will notify parent and other school that student is no longer approved.

Student Identification Cards

Student Identification Cards are printed and issued by a school photography company. Only those students enrolled at the time school pictures are taken will be issued a school ID. We are unable to replace any lost ID card.

Visitors

FIA does not allow student visitors/guests during open lab hours.

STUDENT HEALTH INFORMATION

Illness at School

When students are injured or become ill during open lab hours, the virtual mentor will assist the student in contacting a parent to be picked up or determine if the student should leave on their own.

Special Medical Needs

Please send updated information on any new or existing medical conditions (allergies, etc.) that your child may be experiencing. Health plans will be developed as necessary and a doctor's note may be required. Information will be shared with appropriate personnel such as your child's classroom teacher(s), physical education teacher, office and playground aides, or bus driver. This information will help them work with your child to minimize unnecessary restrictions and possible absenteeism.

Emergency Information

Please keep the school posted of all current phone numbers (home and work). If you do not have a phone, it is very important that you give us the phone number of someone who could reach you in case of an accident or if your child becomes ill at school. Please provide more than one phone number. This is very important in case of an emergency. If a telephone number is changed or disconnected, please update your information at school.

Allergy/Asthma Medication

If your child needs to carry an inhaler/EpiPen at school, criteria within the law must be followed. There will be no exceptions. Students with an inhaler/EpiPen who have not met the criteria will have their inhaler/EpiPen confiscated and parents will be notified. Parents are encouraged to keep an extra inhaler/EpiPen at school in the office or health room in case of an emergency. If you have any questions, please contact your building principal or the school nurse. A student may possess and self-administer an

inhaler/EpiPen for the prevention and/or relief of asthma/allergy symptoms if the following conditions are met:

1. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess the inhaler/EpiPen; and
2. The building administration has received a copy of the written approvals from the physician and the guardian.

The school district or a school district employee is not liable for damages if an employee prohibits the use of an inhaler/EpiPen by a student if it is the employee's "reasonable belief" formed after a reasonable and ordinary inquiry that the above conditions have not been met.

Other Medications

If possible, parents are advised to give medications at home and on a schedule rather than during school hours. If it is necessary that a medication be given during open lab hours, the following regulations must be followed. School policy states that any medication (this includes over the counter medication) that needs to be taken at school must be brought to school by a parent/guardian, in its original container with the appropriate label intact and the parent's signature on a medication consent form. The physician must also sign the medication consent form if the medication requires a prescription. Medication permission slips are available from the school office.

STUDENT SERVICES

Behavioral Health Support

FIA uses trauma informed best practices. Students in need of additional behavioral health support will have access to our School Social Worker along with referrals to our Caring for Student counselor. If you feel your child has behavior/mental health needs, please don't hesitate to reach out to the FIA Office.

STUDENT RIGHTS

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents, students over eighteen years of age ("eligible students"), and parents of dependent students certain rights with respect to education records.

Those rights include the following:

1. Right to Inspect: A parent or eligible student has the right to inspect and review the student's education records maintained by the district within forty-five days of the district's receipt of a written request for access. A parent or eligible student should submit to the school principal a written request that clearly identifies the record(s) he/she wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student, in writing, of the time and place where the student's records may be inspected.

2. Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.

A parent or eligible student may submit a written request for amendment to the school principal. This request should clearly identify the part of the record that the parent or eligible student wants changed and specify why it is inaccurate or misleading.

If the record is not amended as requested, the district shall notify the parent or eligible student of the decision in writing and shall advise him/her of his/her right to a hearing on the request for amendment. Additional information on the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, 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 district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; a person serving on the school board; 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/her tasks. A school official has a legitimate educational interest if he/she needs to review an education record to fulfill his/her professional responsibilities.

Upon request, the district discloses education records without consent to officials of other schools in which students seek or intend to enroll. Disclosure without consent may be made in case of emergency as determined by the district or to report crimes occurring at school or involving the school or its personnel.

Disclosure of Student Information

Directory Information Notice - IMPORTANT NOTICE FOR ALL PARENTS AND STUDENTS

Directory Information may be published by Fremont Public Schools in school yearbooks, school newsletters, schools social media promotions, school athletic programs or other materials released to public sources. Fremont Public Schools has identified the following as Directory Information:

1. Student name
2. Student's grade level
3. Dates of attendance and date of graduation
4. Awards and recognitions student receives

This information will, as a general rule, be released by the school district without prior consent from the parent/s, guardian/s or adult student. The purpose of this notice is to inform parents in the school district of that information which is considered directory information and to provide the parent/s, guardian/s or adult student the opportunity to object to the release of that information. If the parent/s, guardian/s or adult student objects to the inclusion of specific information, Fremont Public Schools will honor the objection and will not release the information without written consent of the parent/s, guardian/s or adult student. For purposes of this notice, adult students are considered to be students who have reached the age of 18 and attend Fremont Public Schools. **If you wish to request that specific information about your student be withheld, please contact the principal of your student's school, in writing annually, within 2 weeks of the beginning of school (or within 2 weeks of initial enrollment, if your student is enrolled after the beginning of school). The principal's office will, in turn, notify the district's administrative offices.** Questions? Quest High School Office at (231) 924-0470 or FPS Administrative Office at (231) 924-2350.

Military Opt-Out

Federal public law 107-110, section 9528 of the ESSA, requires school districts to release student names, addresses, and telephone numbers to military recruiters upon their request. This will enable military recruiters to call students at home. The school is required to notify you of your right to Opt-Out from this by requesting that the school not release your information to military recruiters. There are opt-out forms available in the Quest High School office.

18-year old rights

Eligible students who wish to assert these rights must register their intent on the appropriate form in the office. Until such time as the eligible student registers this intent, school officials will not apply the exceptions to school policies and procedures.

- 18-year old students are legally recognized as adults
- Except as noted, policies and procedures set forth in the student handbook will apply to all students regardless of their attainment of the age of majority:
 - o Students 18 years and older may have the same privileges as their parents/guardians as it relates to access to their student records.
 - o Students 18 years and older may represent themselves during disciplinary conferences and be the primary addressee for their grade reports.
 - o Students 18 years and older may sign themselves in and out of school and may verify their own absences
- Parents of 18-year-old students still residing in their home or who can claim their student as a dependent on their tax form will still receive all school information.

Fremont Ignite Academy Fremont Public Schools

STUDENT CODE OF CONDUCT



Miller Johnson School Policy Services

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Introduction

The School District must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and parents are expected to sign and return a copy of the attached *Student Code of Conduct Acknowledgment of Receipt*.¹

Interscholastic or Extracurricular Activities

Student participation in interscholastic or extracurricular athletics is a privilege, not a right. Student athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the School District as members of an athletic team. These rules may be set forth in an Athletic Code of Conduct, an Extracurricular Code of Conduct, or other School District document. An athletic responsibility acknowledgment form is required to be signed by the student and the student's parent² and returned to the school before the student may participate in interscholastic or extracurricular athletics.

Transportation

Student Drivers Student drivers must be licensed and receive permission from the School District in order to park their vehicle on School District property or use their vehicle during the school day. Student drivers must register with their school and park only in designated areas.

School Transportation Students transported by the School District or transported to a School District-related event must abide by the driver's direction, the Student Code of Conduct, and, if applicable, the School District's Athletic Code of Conduct, Extracurricular Code of Conduct, or similar documents. Violators face the loss of transportation privileges and possible disciplinary action. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other possible disciplinary action include, but are not limited to: insubordination, smoking, fighting, profane or foul language, and destruction of property.

¹ See Section §5.1.

² The word "parents," when used in this Student Code of Conduct includes legal guardians and, where required by law, those acting in the place of parents.

Student Dress and Appearance

The style and manner in which a student dresses while attending school and school-related functions is largely the responsibility of the student and the student's parents. The School District, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom the student attends school.

Police Investigations and Arrests

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. Except as required by law, the School District retains discretion to report crimes/events, including, but not limited to the following, to local law enforcement.

- Armed student or hostage or suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on School District property.

Search and Seizure

From time to time, school property, such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or the student's parents. The privacy rights of students will be respected regarding any items found during a search that are not illegal or otherwise against School District policy or administrative regulations.

The School District makes parking available to students who are licensed drivers. This privilege is conditioned on students' consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

School District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by School District personnel and, when appropriate, delivered to police authorities or parents.

Student Bullying and Cyberbullying

Student Bullying

Implementation.

Responsible School Official. The Principal of each school building is primarily responsible for implementing this administrative regulation and its corresponding policy for the school to which the Principal is assigned.

Reporting. The Superintendent shall report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

Definitions. The following definitions apply for purposes of this administrative regulation and its corresponding policy:

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

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"At school" means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises.

"At school" includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the School District.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Accountability. Each student in the School District is accountable for their own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

Retaliation. Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

Complaint Procedure. In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes they have been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national

origin, or disability, the building principal will notify the School District's designated Compliance Officer or Coordinator pursuant to Board of Education Policy 2006

Step 1: Formal Investigation. The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce their response to writing and to produce any documents or other things supporting their response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision.

Complaint Found Valid. If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and

Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three (3) years.

Presumption Against Long-Term Suspension or Expulsion and Consideration of Individual Factors

Rebuttable Presumption Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., 60 or more school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

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

Restorative Practices Consistent with Michigan law and in every case, the School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in [Section 1310c\(2\) of the Revised School Code](#) or in a different manner, depending on the circumstances as a whole.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

Definitions of Discipline

Administrative Intervention Disciplinary action which does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Snap Suspension If, during a class, subject, or activity, a teacher has good reason to believe: a student has engaged in conduct which unquestionably interferes with the education of that student or other students, or a student has engaged in conduct which poses a clear and present danger to that student or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

Suspension Exclusion of a student from school for fewer than 60 school days or exclusion from school which will terminate upon the fulfillment of a specific set of conditions.

Expulsion Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

Introduction to Disciplinary Actions and Prohibited Acts

Introduction This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

Attendance and Tardiness Policies The Student Code of Conduct does not include the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities.

Range of Discipline Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

Prohibited Acts

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws

1. Alcohol, Marijuana, and Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

2. Arson

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

This section is supplemental to, and does not limit or supersede, paragraphs 3, 12, 22, and 36.

3. Arson Prohibited by Law

A student shall not commit an act of arson, prohibited by [MCL 750.71 through MCL 750.80](#).

This section is supplemental to, and does not limit or supersede, paragraphs 2, 12, 22, and 36.

4. Bullying and Hazing

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 2006.

"Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

5. Coercion, Extortion, and Blackmail

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

6. Copyrighted Material

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

7. Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

8. Criminal Sexual Conduct

A student shall not commit criminal sexual conduct, as defined by [MCL 750.520b-e and g](#).

This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 35.

9. Discriminatory Harassment

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

10. Disruption of School

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;

- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

11. Damage of Property or Theft/Possession

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

12. Dangerous Weapons

A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto.

This section is supplemental to, and does not limit or supersede, paragraph 36.

13. Dress

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission.

14. Drugs, Narcotic Drugs, and Counterfeit Substances

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

15. Electronic Communication Devices and Laser Pointers

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

- *High School.* Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extra-curricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.

16. Failure to Comply with Directions of School Personnel

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

17. Failure to Cooperate

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

18. False Alarms

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

19. False Allegations

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

20. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

21. Fighting, Assault, and Battery

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.

In addition, Quest High School considers

22. Fireworks, Explosives, and Chemical Substances

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

23. Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or

activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

24. Improper Communications

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

25. Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

26. Lookalike Weapons

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

27. Misconduct Prior to Enrollment

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

28. Personal Protection Devices

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

29. Recording

A Student may not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e. audio) or images (i.e., photographs or videos) of any person while at school or school-related events, unless the student is given express consent by that person.

30. Trespassing, Loitering

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

31. Scholastic Dishonesty

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair

advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

32. Smoking/Tobacco

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

33. Suspended Student on School Property or Attending School Activities

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.

A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

34. Violation of Acceptable Use Policy

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

35. Violations of Building's Rules and Regulations

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

36. Weapons and Dangerous Instruments

A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, air soft gun, blackjack, baton, martial arts device, paint ball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

Due Process - Procedures for Discipline

Introduction These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program.

If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct shall be made by the building administrator.

Short-Term Suspension (i.e., 10 School Days or Fewer)

As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
- Provide the student an opportunity to explain their version of the facts; and
- Consider each of seven individual factors listed on pages 5-6 of this Student Code of Conduct.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with their due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, the administrator may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal or designee shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension and, thereafter, in writing. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

Long-Term Suspension (i.e., 11 School Days or More), Expulsion (60 School Days or More), and Permanent Expulsion

Step 1. If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent; and
- The time, place, location, and procedures to be followed at the hearing.

The written notice will also document the building administrator's consideration of the individual factors listed on pages 5-6 of this Student Code of Conduct and consideration of restorative practices.

If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

Step 2. A hearing before the Superintendent will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed on pages 5-6 of this Student Code of Conduct, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or the student's parent may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges upon the Superintendent's own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

Step 3. The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision will be mailed at that same time. These timelines, however, may be enlarged by the Superintendent due to extenuating circumstances.

Step 4. A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at the Superintendent's level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

Inconsistency with Law, Board Policy, or Administrative Regulation

This Student Code of Conduct is intended to be consistent with Michigan law, the Policies of the Board of Education, and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding that Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

PBIS Statement of Purpose

The purpose of implementing Positive Behavior Interventions and Supports at Fremont Ignite Academy is to:

- Create a positive culture for our school, families and learning community
- Create consistency amongst all staff
- Utilize data to guide our decision-making to identify all students in need of support
- Recognize that our families are important members of the school community; increasing family support/involvement
- Continually re-teach expectations and reinforce and/or acknowledge positive behavior

Positive Behavior Interventions and Supports at Fremont Ignite Academy

Fremont Ignite Academy (FIA) is dedicated to being a place of mutual respect. It is an expectation that all members of the FIA community-- teachers, administrators, support staff, students, parents, or guests-- will follow handbook policies, and treat each other as they would wish to be treated themselves. It is expected that everyone on the Quest campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

FIA has implemented a Positive Behavior Intervention and Support (PBIS) Program in our school. The main focus of PBIS is to provide a clear system for all expected behaviors at FIA. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our School-wide Recognition and Acknowledgement system benefits ALL students who follow our school-wide expectations. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom.

FIA Virtual Handbook/Behavioral Plan will apply to students:

- while on the school grounds,
- during or while going to or from any school-sponsored activities, and
- during any other event related to school activities or attendance
- and with respect to any conduct toward any school employee/volunteer or to his/her property, whether on or off school premises

Respect and courtesy for persons and property are expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction.

Procedures for Academic Integrity

Objective: To promote a professional, respectful, and mutually trustful learning environment.

We highly value academic integrity and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance the credit on an individual assignment or a course grade. Academic Integrity violations commonly occur (intentionally or unintentionally) in the following categories.

ACADEMIC INTEGRITY

Academic Integrity requires that students uphold high standards of personal achievement, ethical conduct, and academic honesty. It creates an academic environment in which a student's pursuit of knowledge is a true and honest reflection of his or her own effort and learning. Unless otherwise directed by the teacher, all submitted work is expected to represent the student's own knowledge, skills, and effort.

Level I Violations of Academic Integrity

Level I violations of Academic Integrity include, but are not limited to, the following:

- Using an assignment, project, paper, assessment, or other academic work completed by another person and submitting it as one's own.
- Assisting, facilitating, or knowingly allowing another student to engage in academic dishonesty or misrepresent the content or authorship of academic work.
- Looking at, copying, reproducing, or otherwise using another student's work during an assignment, quiz, test, examination, or other academic activity without authorization.
- Using notes, electronic devices, websites, applications, or other technology during an assignment or assessment without teacher approval.
- Using electronic communication, shared documents, messaging platforms, social media, or other digital tools to obtain, distribute, or provide answers or academic work when not authorized by the teacher.
- Committing plagiarism, including but not limited to:
 - Quoting or paraphrasing all or part of another person's written or spoken words without proper attribution.
 - Presenting an idea, theory, formula, interpretation, or creative work originated by another person as one's own.
 - Using information that is not common knowledge, including statistics, data, and research findings, without proper citation.
 - Copying, pasting, paraphrasing, or otherwise using material from the Internet, artificial intelligence tools, publications, or other sources without proper attribution.
 - Using artificial intelligence (AI) tools, applications, or services in a manner not authorized by the teacher, including generating, completing, revising, paraphrasing, or otherwise creating academic work that is submitted as the student's own.

Level II Violations of Academic Integrity

Level II violations of Academic Integrity include, but are not limited to, the following:

- Unauthorized possession, acquisition, use, distribution, theft, or sale of test materials, answer keys, teacher materials, computer files, grading programs, or other secure academic materials.
- Altering grades, attendance records, teacher records, computer records, or other official school documents.

- Accessing or attempting to access restricted school information systems, teacher accounts, testing platforms, or academic records without authorization.
- Purchasing, selling, distributing, or obtaining academic work for submission as one's own.
- Large-scale or deliberate plagiarism, including the submission of substantial portions of work created by another individual or by artificial intelligence.
- Repeated Level I violations of Academic Integrity.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

Consequences for Level I Violations of Academic Integrity

- Level I violations of Academic Integrity will be addressed by the classroom teacher and may include academic consequences up to and including resetting assignment, completion of an alternative assignment, or other appropriate corrective action.
- Repeated or egregious Level I violations may result in administrative involvement and may be elevated to a Level II violation.

Consequences for Level II Violations of Academic Integrity

Level II violations of Academic Integrity will be addressed by the classroom teacher in consultation with administration. In addition to any academic consequences imposed by the teacher, Level II violations will be referred to administration and may result in one or more of the following consequences:

- Parent/Guardian Conference
- Loss of privileges
- Reset unit or course
- Other disciplinary consequences deemed appropriate by administration

If the violation occurs while taking a standardized assessment sponsored by an agency other than Fremont High School, the sponsoring agency may be notified.

Procedures for Note Taking

Objective: To help students remain actively engaged during the lecture portion of their online coursework.

Note taking is required for all courses. Guided notes are available for most core classes and must be used when available. Guided notes are beneficial by:

- Reducing the cognitive load caused by trying to listen and take notes at the same time.
 - Helping students to retain information by staying actively engaged during lectures.
 - Making it easier for students to distinguish important information.
 - Leading to more comprehensive and complete notes
 - Improving assessment and performance.
-
- Notes can be used while taking quizzes, tests and final exams.

Incentives:

1. Less time spent retaking quizzes and tests
2. Better scores on quizzes and tests

Consequences:

1. Tests and exams will not be unlocked until the student has completed notes.

Dress and Grooming Procedure

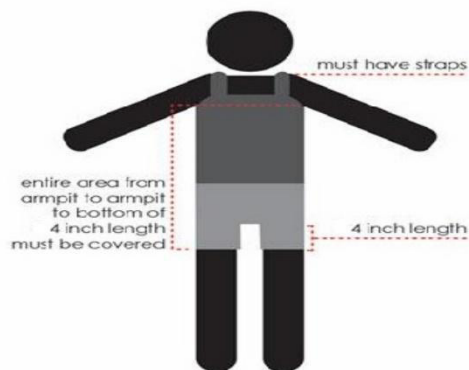
Objective 1: To promote a professional and respectful learning environment and readiness for the world of work.

Objective 2: To establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

The style and manner in which a student dresses while he/she attends school and school-related functions is largely the responsibility of the student and his/her parent. The School District, however, maintains the right to impose reasonable restrictions on dress, where the style of dress or grooming is reasonably considered disruptive or the style of dress or grooming is reasonably considered detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom he/she attends school.

- A. Appropriate footwear must be worn at all times (slippers are not appropriate and will not be allowed with the exception of special dress-up days).
- B. Skirts/dresses must be of a length that would allow a person to sit or bend over without revealing any undergarments.
- C. Shorts must have at least a 4" inseam. No holes in shorts or pants above 4" inseam.
- D. Clothing with suggestive solicitation of profanity, tobacco, alcohol, illegal substances, vulgar suggestions, or anything else deemed to be offensive are not permissible.
- E. Coats, and/or jackets will be removed and placed in lockers upon entering the building. "Hoodies" are not to cover the head anywhere in the building during school hours
- F. Pajama pants are not allowed.
- G. Sunglasses may not be worn in the school building.
- H. Gang related dress will not be tolerated under any circumstances. No bandanas or "colors" are allowed at any time.
- I. Headbands used to pull back hair or to keep hair out of your eyes will be allowed as long as it does not violate "gang policy". Head bands may not be made from a bandana nor be used to display "colors".

The following picture illustrates the expectations for school dress.



Consequences:

1. Student asked to change clothes.
2. Student's parent brings new/additional clothing.
3. Student will remain in the office until proper dress is achieved.
4. Habitually choosing to break dress code expectations will result in parent meeting, loss of privileges, and/or the assignment of lunch detentions or in school suspensions.

Procedures for Personal Electronic Devices

Objective: To promote a professional, respectful, and effective learning environment.

All personal electronic devices, including Bluetooth devices such as headphones, Meta and other smart glasses, are to be turned off and stored in designated locations prior to or upon entering the classroom or restrooms. Students wearing devices such as Apple Watches or other types of watch or device that have games, communication or internet capabilities shall not utilize the games, internet or communication during class time. If the device is used or found in the students' possession (on their person) during instructional time or while in the restroom, the device will be confiscated and held by lab staff. Students who refuse to relinquish cell phones upon staff request will receive disciplinary consequences for insubordination along with losing privilege to bring personal electronic devices to school for the remainder of the school year. Students who have lost their electronic device privilege are not allowed to use the electronic devices of other students.

In case of an emergency during class time, parents/caregivers are asked to contact the lab at 924-7436 to reach their students.

Incentives:

- Privilege to use personal electronic devices at break times.

Consequences:

- On the first offense, the device will be confiscated and returned to the student when they leave for the day. Students will need to turn in electronic devices to the lab staff upon arrival for the next 3 attended days. Students may not use electronic devices of other students during these 3 days.
- On the second offense, the device will be confiscated and returned to the student when they leave for the day. Students will need to turn in electronic devices to the lab staff upon arrival for the next 5 attended days. Students may not use electronic devices of other students during these 5 days.
- Upon a third offense, the device will be confiscated and returned to the student when they leave for the day. Students will lose electronic device privilege for the remainder of the school year. The student needs to turn in electronic devices to the lab staff upon arrival for the remainder of the school year. Students may not use electronic devices of other students.
- If a fourth and all consecutive offenses occur, a meeting will be held with FIA Administrative staff and may result in the dismissal from FIA.
- Students who turn in a phone and are found to be in possession of a second device will be subject to further disciplinary action up to dismissal from the program..

Unauthorized videotaping

Unauthorized videotaping, picture taking, or voice recording is expressly prohibited on the grounds of Fremont Public Schools during the normal school hours.

Consequences:

- Confiscation of recording device, device(s) must be checked daily at the office, possible police referral, 1-10 days suspension and possible expulsion. Any pictures or recordings of QHS during the normal school day are grounds for disciplinary action no matter what the circumstances are. This includes memes.

Procedures for Virtual Lab Behavior

Objective: To promote a safe, respectful, and effective learning environment.

Students will use appropriate language and voice volume during class time. Students will actively participate; remain engaged and working the entire class period.

Level 1 Incidental violations include: Inappropriate displays of affection, off task behavior, lack of preparedness, general inappropriate language-swearing ("dropped"), throwing items

Level 2 Minor violations include: repeated Level 1 violations, classroom disruption, disrespect towards another student, inappropriate language-swearing ("directed"), use of "F" word (dropped or directed), use of words that are sexually or culturally offensive (dropped or directed) property misuse, physical contact/horseplay, electronic devices.

Level 3 Major Violations include: 3 or more Level 2 violations, academic dishonesty defiance, disrespect to staff member, dress code violation, fighting, inappropriate language ("directed to teacher"), insubordination to staff, harassment/bullying, truancy, physical contact (severe), property damage, forgery/theft, vandalism

Level 4 Illegal Violations include: Drug/Alcohol/Tobacco, Weapons, Bomb Threat/False Alarm, Arson, Assault,

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Level 1 violation will be teacher managed and recorded for teacher records
2. Level 2 violations will be teacher managed and a student incident report will be turned into the office.
3. Level 3 violations will be office managed, a student conference will be held and may result in up to a 10-day suspension and a behavior plan developed.
4. Level 4 violations will be office managed, a student conference will be held and may result in up to a 10-day suspension and recommendation to the school board for long term suspension or expulsion.

On the infrequent occasion that a student is unable to manage their behavior and is disruptive to their learning or the learning of others, the FIAI lab mentor may ask the student to leave. In the event a student is asked to leave, Lab staff will notify parents and a meeting will be held with Quest administrative staff in order for the student to return to open lab hours.

Procedure for Entering & Exiting Campus

Objective: To ensure school and student safety.

Closed Campus

Quest Educational Programs is a closed, secured campus. This means that our doors are locked at all times. When students arrive for open lab, they should select the Virtual Lab at the door bell to be granted access. Students should never let anyone in the door. Additionally, due to our closed campus, once a student leaves the school, they are not allowed to return for the remainder of the day.

Hallways

Students are expected to remain in the virtual lab at all times. They should not be wandering the hallways or interrupting other classes in the building.

Visitors

To avoid disruption to the learning environment, students may not bring friends, relatives or children to open a lab.

Pick-Up

Students should arrange to be picked up by the end of open lab hours. Students are expected to remain in the lab until their ride arrives to pick them up.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Redirect student to appropriate location
2. Ask student to leave campus
3. Student conference, call to parent/caregiver/supporting adult and suspension up to 10 days
5. Multiple offenses of loitering may result in referral to Fremont Police Department

Procedures for Drugs /Alcohol/Tobacco

Objective: To promote a safe and healthy school environment.

FIAI will not tolerate the use of, possession of, or association with illegal drugs/drug paraphernalia including alcohol while at school or school activities. Additionally, adult students may not smoke, be in possession of tobacco and lighters, or provide tobacco to minors while at school or school activities.

This procedure includes but is not limited to the following examples:

- Possession/use of any type of illegal drugs/controlled substances
- Possession/use of any type of tobacco or look alike product including but not limited to e-cigarettes and vapor pens
- Possession/use of pharmaceutical drugs prescribed to someone else
- Possession/use of unlabeled containers of pharmaceutical drugs prescribed to you
- Possession/use of Over-the-Counter (OTC) drugs of any kind. *

*Note: All prescription medicines and O-T-C drugs that require administration during the school hours must be authorized by a family doctor, presented to the office for locked storage, and taken under direction of trained school personnel.

Incentives:

1. See Recognition/Incentive Options Page

Consequences:

1. Student conference will be held and the student may be suspended for up to ten days
2. Police will be notified.
3. Student may be required to attend a drug-awareness program.
4. Student may return to school under a behavioral contract.
5. In cases such as possession of large amounts, selling, distribution, first offense will result in recommendation to the school board for long term suspension/expulsion.
6. On a second offense, the student may be recommended for expulsion from FPS.