

Principal's Message

Welcome to Fremont High School!

It is with great pride and enthusiasm that I welcome you to a new school year. At Fremont High School, we are committed to creating a **happy, healthy, and safe environment** where every student can thrive, grow and learn. FHS is more than just a place of academics, it's a vibrant community where students are supported, challenged, and inspired every day.

We believe high school is a pivotal time in a young person's life. That's why we focus not only on academic success, but also on preparing students for their next steps whether that's college, career, or other personal goals while ensuring they have a rich, engaging, and valuable high school experience.

From our dedicated staff and diverse programs to our inclusive culture and strong community partnerships, everything we do is designed to support our students' well-being and future success.

We are excited for the year ahead and look forward to working together to make it a memorable and meaningful journey for all.

Warm regards,

Zach Lienau

Principal, Fremont High School

Fremont High School Office Personnel

Principal	Mr. Zach Lienau
Assistant Principal	Mr. Mike Boerman
Athletic Director	Mr. Dave Walls
Secretary to the Athletic Director	Mrs. Audra Powell
Counselor for grades 9 and 11	Mrs. Tressa Wenk
Counselor for grades 10 and 12	Mr. Steve Mull
Administrative Assistant	Mrs. Carissa Campbell
Attendance Secretary	Mrs. Jennifer Slovinski
Principal's Secretary	Mrs. Cindy Benson

School Fight Song

Fight on Fremont
Fight on Fremont
Fight on for your fame
Take the ball
Around the end zone
Victory sure this game!
Rah, Rah, Rah

Fight on Fremont
Fight on Fremont
Fight on for your fame
Fight fellas, fight, fight, fight
We'll win this game.

Who fight,
We fight,
Red, White
Fight!
Fight!

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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FREMONT HIGH SCHOOL STUDENT HANDBOOK

ATTENDANCE

Attendance Policy

Attendance is part of our Career Pathways Program. The staff of Fremont High School will make every effort to encourage good attendance, make parents aware of poor or inconsistent attendance, and help students correct problems that lead to excessive absences.

1. Students are required to attend all of their scheduled classes.
2. Students will be allowed six (6) absences in each class period during a semester. Parents will be notified by letter on the student's fourth (4) absence.

Absences not calculated in the six are:

- a. School-related absences
 - b. Absences due to a death in the immediate family
 - c. Medically excused absences reported within 24 hours of appointment. **If the slip is not received within 24 hours, the absence will be considered parent/guardian excused but will still count towards the allowed 6 absences.** (The slip must be signed by the licensed medical professional and state you were seen in his/her office on the day of your absence. No "blanket" excuse slips will be accepted.)
3. On a student's seventh (7th) absence, in order to receive credit, the student will be required to achieve at least a C+ (77%) on the final exam and pass the class or earn at least a C+ for a final grade with the exam figured into the final grade.
 4. Whenever an assembly is scheduled, students must first report to class for attendance.
 5. Personal business should be scheduled outside the school day including dental and medical appointments. If such arrangements are not possible, students must obtain a slip from the dentist or doctor verifying their appointment in order to be excused.
 6. Special trips or family vacations (including non-school activities) should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents/guardians choose to take their student out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage. Understand that these absences count toward the six (6) absences.
 7. If, at any time during the day, a student finds it is necessary to leave the building, the student must obtain permission from office personnel, a parent or guardian and receive a pass to leave. **The passes need to be picked up prior to the start of the school day.** Leaving school property

without authorization will result in disciplinary action from school. Students are not to leave school property during or between classes.

8. Students will not be released from school to take or transport other students to or from school without office and parental permission.
9. Athletes must be in attendance the entire day of practice or a contest to be eligible to participate that day unless extenuating circumstances arise and meet with pre-approval from the Athletic Director in accordance with the Athletic Code of Conduct.
10. Upon the 10th consecutive unexcused absence, a student will be dropped from the rolls of Fremont High School.
11. The attendance policy supersedes any and all incentives, including exam waivers for State and National assessments

School Related Absences

School related absences are defined as field trips, student council meetings, guidance office appointments, class meetings, National Honor Society meetings, religious holidays, college visitations (2) per semester (Appendix B must be filled out completely and within 24 hours), athletic events, and other school functions. If there is a class or student council meeting, the advisors will have the students sign in, and a list will be sent to the teachers the next day requesting that the absences be school related.

General Absence Procedures

1. A parent or legal guardian must call the high school attendance office at 231-924-7352 for students on the day or days an absence occurs. NO student may call to excuse themselves. **All calls must be made within 24 hours of the absence. This must be done in order to have the absence(s) considered parent/guardian excused.**
2. If a parent or guardian is unable to call due to hours of employment, a note must be provided on the day the student returns to school.
3. Students should direct all attendance questions to Ms. Briggs if there are any concerns. The computer-generated record book will always be used as the official record.
4. Unexcused absences will be considered as truancy and students will either receive a letter grade of "F" for the affected hours or not be allowed to make up any work done in the affected classes.
5. Request for Assignments
 - a. Go online to PowerSchool to contact teachers for assignments.
 - b. Call the office for assignment request at (231) 924-5300.

- c. Please call **prior to school beginning** for pick-up between 3:00 and 4:00 that day. For requests made during the school day, please allow 24 hrs. processing time for the assignment request

Senior Only Attendance Policy

During the second semester, seniors with a grade of B+ and 2 or less absences, will not be required to take the final exam for that class (with the exception of Advanced Placement classes and dual enrollment classes depending on the teacher's policies.) A senior who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade. The assistant principal will make the determination on any student in question.

Tardy Policy

Students are considered tardy if they are not inside the classroom when the class is scheduled to start. Because excessive tardiness interferes with the educational process, tardiness will count, as part of attendance in class and the following disciplinary procedures will be used:

1. Expectation is that students will be on-time.
2. Students will be allowed 3 tardy for every class. Upon receiving the 4th and 5th tardy, they will be:
 - a. assigned an after-school detention. For every subsequent tardy, after 5,
 - b. students will receive a Saturday School.
 - c. Excessive absences may result in student suspension.
3. Once a student is more than 5 minutes late for a class the tardy becomes an absence.
4. Continued tardiness will result in detentions/Saturday School.

Truancy

Failure to attend class will result in a student/parent/administrative communication and the student forfeits the opportunity for making up the work/credit during that period.

1. First offense: Saturday School
2. All other offenses: Discretion of administration

***Note: Except in extenuating circumstances, as identified by the administration, failure to attend Saturday School will result in a one-day suspension and another Saturday School.*

All students must carry six (6) classes and a success period per semester or they will be dropped from school for the remainder of the semester. Any exception to this would require approval of the principal.

ACADEMICS

Grading Scale

A student's grade point average will be computed according to the following scale:

Grade	Percent	Grade Point
A	100 – 93%	4.00
A-	92 – 90%	3.667
B+	89 – 87%	3.333
B	86 – 83%	3.00
B-	82 – 80%	2.667
C+	79 – 77%	2.333
C	76 – 73%	2.00
C-	72 – 70%	1.667
D+	69 – 67%	1.333
D	66 – 63%	1.00
D-	62 – 60%	0.667
F	59.9 – 0%	0

Rounding will occur at the tenth position for .5 and above. For example, an 82.5% will become an 83%.

Testing Out

Consistent with the Michigan School Code, Fremont High School provides the opportunity for eligible high school students to "test out" of any course. Testing out is also an option for students who have failed a course at FHS. If a student wishes to test out of the course he/she has failed, rather than repeat the course, the student must complete the paperwork for test out with their counselor.

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 C+ which equals 77 to 79% (based on the FHS grading scale as cited in the Fremont High School Student-Parent Handbook) in a final examination-like test or final activity(ies) for the course. If there is no final exam, the student will demonstrate mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation. Testing out exams and/or other activities to determine mastery will be organized as follows:

1. A one semester course will employ a single test-out period of up to three hours.
2. In foreign language, two test-out periods will be employed: one for oral testing and one for written testing.
3. All classes may also employ portfolio, volunteer, project, etc. work in addition to the testing out procedure.

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.

Additionally, students and parents should be aware that by successfully testing out of a course, a student will miss participation in class discussions and opportunities to develop higher level thinking skills, which are nurtured by daily contact with the instructor.

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 FHS. Students who successfully test out of a course may not receive credit thereafter for a course lower in course sequence in the same subject area.

The procedure for testing out shall include:

1. It will be necessary for students to submit requests to test out of courses in order to be included in the test out opportunity. **The Testing Out Registration Form must be completed two weeks before the last day of school for students.**
2. There will be a \$10 per class registration and materials fee due when the student submits their registration. If the student passes the test and returns the materials, the full \$10 will be refunded. \$5.00 will be refunded at the time of the test. In June, students will receive information about the test and information about each course for which they register to test out.
3. When a student successfully tests out of a course in August, a schedule change for the next school year will, in most cases, be necessary. Students should make an appointment with their counselor immediately following a successful testing out experience.

Advanced Placement Policy

Advanced Placement (AP) courses: AP students will earn a grade on a 5.0 weighted grading scale if the student successfully completes the year-long course. If a student drops the course at the end of the first semester OR if the student does not take the AP test in May, the grade will be based on the traditional 4.0 scale. AP students must pay for each AP test.

Externally Earned Credit Guidelines

Fremont Public Schools may grant externally earned credits through approved credit granting institutions only. Students must initiate all requests for external credit with their counselor and fill out the appropriate form (Appendix B). The student must then submit this form to the principal for consideration prior to beginning course work in the external class. Credits earned by correspondence or summer school will not have a grade designation on the transcript and will read “credit” or “no credit.” These credits will not be included in a student’s grade point average.

Home school credits will be awarded as “credit” on the transcript and will only be awarded if the credits were taken through a state or school endorsed program.

Make-up Work, Tests and Exams

Students with absences that are not school-related or pre-approved have one day (24 hours) for every day absent in which to turn in the work that was missed.

A student is expected to be in attendance for all examinations and tests unless the student is ill or the absence falls in the excused category of the school's attendance policy. Daily work missed as a result of excused absences must be made up in a reasonable period of time according to arrangements made with the teacher. For school-related trips of three or more days, the student will be allowed one day for each day of absence to complete missed work. The student will be responsible for making arrangements with the teacher for make-up assignments. Students excused from tests or exams are expected to make them up based on the following points:

1. Students missing only the day of the test are expected to make up the test on the day they return.
2. Students missing a day or more immediately before the test, where the test was announced in advance, will be expected to make up the test on the day of their return to school, unless new material or a review for the test was conducted in their absence. If new material or a review was covered in the student's absence, the student will be given one day to prepare for the test. If a teacher wishes to give additional time, he/she may do so.
3. Make-up tests will be given in the classroom under the supervision of the teacher.
4. The exact time of the make-up test will be determined by the teacher.
5. Students absent during final exams (whether excused or unexcused) will be awarded an INCOMPLETE (I) in the course and must make up the exam within 24 hours of their return to school (for the first semester) or within 3 calendar days (for the second semester).
6. In all cases, it will be the responsibility of the student absent during a test or exam to make arrangements with the teacher for the make-up test or exam immediately upon return to school. In cases referring to second semester exams, students might have to make arrangements with an administrator for the make-up exam. Teachers will leave second semester make-up exams with an administrator.
7. Students may not take exams early during the 1st semester. 2nd semester early exams will be reviewed by the principal on a case by case basis.

Academic Progress Report

Progress reports are available at any time through PowerSchool or upon request. Students receive notification of their progress weekly.

Schedule Changes

Schedule changes should be requested for the following reasons only:

1. A student fails a required class.
2. A student is physically unable to participate in the class.

Therefore, careful consideration should be given to the selections students and parents indicate on the class selection sheet that you fill out on line during the scheduling process.

NO schedule changes will be allowed once the semester has started unless it falls under one of the reasons listed above. Any schedule changes after the first three days of class will result in a failing grade for the dropped class. The counseling office is open for appointments two weeks prior to the first day of school in the fall for schedule changes.

Textbooks

1. Your textbooks are loaned to you for your use; students will be charged for damaged or lost books.
2. All accounts must be cleared prior to graduation practice.
3. Information will be available annually in the office regarding students' accounts (e.g. book fines, etc.).

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 OEAA. Fremont Public Schools will not fund a student on dual enrollment until Fremont High School is in receipt of the qualifying scores.

College classes that are in session for one semester will be valued at .5 credits 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 percentage of 73% or higher, must refund the district the cost of the dual enrollment class. This amount will be added to the student’s record if unpaid.

Graduation Requirements

1. Seniors must not be suspended at the end of the school year to participate in graduation activities (example: on the second to the last day of school, a student gets into a fight and is suspended for five days.)
2. Completion of all graduation credit requirements.
3. Completion of all community service requirements.
4. Completion of the Michigan Merit Examination. It is the philosophy of Fremont Public Schools that attaining proficiency on the Michigan Merit Examination will be a positive educational outcome for all students.
5. All foreign exchange students wishing to participate in graduation ceremonies must pass all of their classes for each of the semesters the student is present.
6. Seniors must be fulltime students in their last semester to participate in the graduation ceremony.
7. In order to participate in graduation activities, a student may not be absent more than 15 times in any given hour during the second semester of their senior year.

In order to receive a diploma and graduate, a student needs to meet the school requirements for basic course work as mandated by the State of Michigan with the Michigan Merit Curriculum and Fremont Board of Education, and earn the total number of 22 minimum credits for graduation.

See table below for credit requirements:

4	credits of English, which includes one credit each of English 1, English 2, English 3, and 1 credit from either English 4, AP English Language and Composition, English Elective, or Dual Enrollment English.
4	credits of Mathematics, which includes one credit each of Algebra, Geometry & Adv. Algebra; plus, one additional math or math-related credit. One credit must be in the senior year. There must be a math experience during the student's senior year.
3	credits of Science, students select a science pathway to earn the 3 credits.
3	credits of Social Studies, which includes one credit each of World History & U.S. History, and ½ credit each of Economics and Government.
.5	credit of Lifetime P.E. (including passing a basic swimming unit in order to graduate).
.5	credit of Health.
1	credit in any one category of Visual, Performing, or Applied Arts.
2	credits of a Foreign Language.

Any student missing Packer Pride Day will have 4 hours added to their required hours for each Packer Pride day missed. The Assistant Principal will handle all appeals of this policy and only in rare cases (hospitalization, family funeral etc.) will it be waived.

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the state-mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about a personal curriculum and credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

Senior Scholar Honors

Fremont High School recognizes high academic achievement at the annual Senior Honors Night. This is determined by calculating a senior's grade point average, multiplied by 250, plus their SAT score multiplied by .625. Seniors must have taken the SAT by February 1 of their senior year. The highest SAT score on file as of February 1 of the student's senior year will be used. At the end of the first semester of their senior year, any student with a 3.7 or higher-grade point average will be eligible for senior scholar consideration. The top 25 students of the graduating class with the highest composite score will be selected for this honor. These students will be individually honored during the annual Senior Honors Night.

Class ranking will be based on those students who complete the Michigan Merit Curriculum. All underclass academic honors will be awarded to only those students following the Michigan Merit Curriculum.

In order to qualify for the Fremont Area Community Foundation scholarships (those that are specific to Fremont students) or senior scholar ranking, at least 3 years of credits at Fremont High School must be completed (classes taken as dual enrollment, will count towards this total). Students without the acceptable number of credits may be considered for county wide Fremont Area Community Scholarships.

Early Graduation Policy

By graduating early, the student completes their academic career and will not be eligible to participate in any further activities or athletics including graduation events.

Underclassmen Awards

All underclassmen awards are based on departmental standards and judgment. To review the criteria, please consult with each individual department chairperson. While class advancement is regarded in each of the departments, it is not the only criteria used to evaluate a student's merit.

Class Representative

All class representatives must be currently in good academic standing (passing all classes) and free of disciplinary actions during the year in which they are elected.

Graduation Community Service Policy

Fremont High School believes that every student should be connected with his or her community through a strong learning and living environment. Learning takes place both inside and outside of the classroom, and volunteerism through which students may learn firsthand about altruism, empathy, relationships, and one's role in a community is an important facet of becoming a well-educated adult who contributes to the betterment of society by helping others. Therefore, Fremont High School hereby establishes a Community Service Program for its high school students.

Definitions:

- Volunteer – A person who renders aid, performs a service, or assumes an obligation voluntarily.
- Service – An act of assistance or benefit to another or others.
- Community Service – Activities that students perform for a non-profit organization for which they do not receive monetary compensation.
- Implementation: Graduation – Forty (40) hours needed to graduate.

Guidelines:

ALL Community Service hours must be obtained through a non-profit organization or approved prior to performing the activity.

Timeframe:

The 40 hours of community service may be performed anytime between the first day after the student graduates from the 8th grade up to 4 weeks prior to graduation practice of the student's high school graduation year. Volunteer activities may occur during a concentrated or an extended period of time. However, to prevent having to perform 40 hours of community service within a short period of time (i.e., shortly before graduation), students may find it convenient to develop a personal schedule whereby the student completes a portion of the community service each year while in high school.

Qualifying Community Service Activities:

Many community service organizations welcome the voluntary service of a high school student. Such organizations included, but are not limited to, Habitat for Humanity, True North, Fremont Area Chamber, Bellwether, local food pantries or mobile food trucks, working church activities or after school athletic events.

Homework

There is a direct correlation between successful completion of homework and learning.

1. It is expected by teachers and administration that students will complete all homework when assigned.
2. Parents are encouraged to actively monitor homework of students.
3. Parents and students should regularly set aside a set time for doing homework each evening.
4. Parents and students should contact teachers immediately with homework concerns.
5. Go online to review your child's grades and homework from PowerSchool access.

Applications for PowerSchool access are available at www.fremont.net.

Homework Completion Policy

There are two categories of homework. Each category has specific requirements.

1. Category A – Daily Assignments: These assignments typically build on each other. A good example is found in math class where each assignment supports the next. These assignments are expected to be completed the next day. Because there is a high level of importance on the completion of these assignments, teachers may or may not choose to accept late work.
2. Category B – Multiple Day Assignments: These assignments are typically larger in scope and require multiple days to complete. They can encompass projects, essays, presentations, etc. These assignments will be accepted up to two weeks past the deadline and may result in up to a 30% score reduction depending on the teacher's policies.

Academic Integrity

Academic Integrity asks that we hold each other to high standards of personal achievement, ethical conduct and academic honesty. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort.

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

1. Using an assignment from someone else and submitting it as one's own.
2. Allowing, with knowledge, another student to use an assignment or test to submit as his or her own.
3. Looking at another's test or essay and submitting the work as one's own.
4. Assisting, with knowledge, another student in the act of misrepresenting the content or authorship of his/her school work.
5. Using any type of notes or technology without teacher approval.
6. Committing plagiarism, this includes but is not limited to the following:
 - a. quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work.
 - b. presenting an idea, theory, or formula originated by another person as one's own.
 - c. using information, which is not common knowledge, including statistics and demographics, without documentation from the source that compiled it.
 - d. copying or pasting from the Internet or another document material that is not one's own without documentation from the source.
 - e. The use of any artificial intelligence software or programs for any or part of any assignment.

Consequences for Level I violations of Academic Integrity

1. Level I violations of Academic Integrity will be addressed by the classroom teacher. In addition to the consequences imposed by the teacher, if a student is a member of or a candidate for membership in the National Honor Society and has committed a Level I violation of Academic Integrity, an additional eight community service hours will be required. If the violation occurs while writing a standardized test sponsored by an agency other than Fremont High School, the agency will be notified of the violation. A second occurrence of a Level I violation will be referred to the National Honor Society Faculty Council with the likely possibility that the student will be disqualified for membership in, or dismissed from, the National Honor Society.
2. Level I violation will result in the failure of the class and a note posted in the student's transcript.

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

1. Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

Consequences for Level II violations of Academic Integrity

1. Level II violations of Academic Integrity will be addressed by the classroom teacher.
2. In addition to the consequences imposed by the teacher (in consultation with administration), Level II violations of Academic Integrity will be referred to the administration by the teacher with the following consequences: Conference, Suspension (1-10 days), Potential failure of the course.
3. In addition to the consequences stated above, if a student is a member of or a candidate for membership in the National Honor Society, and has committed a Level II violation of Academic Integrity, a referral will be made to the National Honor Society Faculty Council with the likely possibility that the student will be disqualified for membership in or dismissed from the National Honor Society. If the violation occurs while writing a standardized test sponsored by an agency other than Fremont High School, the agency will be notified of the violation.

ALL OFFENSES OR VIOLATIONS OF POLICY CANNOT BE COVERED IN THIS BOOK. THE ADMINISTRATION WILL USE ITS BEST JUDGEMENT FOR DISCIPLINE IN THOSE AREAS AND MAY DEVIATE FROM THE ABOVE POLICIES IF THE SITUATION CALLS FOR A DIFFERENT CONSEQUENCE.

National Honor Society

Membership is available to students beginning in their junior year at FHS. Membership in local chapters of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character.

Requirements

1. The academic requirement set by the National Council is based on a student's cumulative scholastic average. The minimum scholastic average allowable 3.25 (on a 4.0 scale), or the equivalent standard of excellence for that school. The faculty council may also specify a prerequisite number of academic courses of varying degrees of difficulty of courses of study. In all cases, only those students who have a cumulative scholastic average of 3.25 (on a 4.0 scale), or a higher cumulative average set by the faculty council meet the scholarship requirement for membership in the National Honor Society. These students are then eligible for consideration on the basis of leadership, service, and character.
2. Membership should never be considered on the basis of grades alone, even though a faculty council may regard scholarship as the most important of the four criteria. Schools that select members solely on the basis of scholarship are violating the constitution and placing their charters in jeopardy.

3. All students who have a cumulative grade point average of 3.25 and higher at the end of the sophomore and junior year are notified they have achieved the minimum grade point average for NHS. They must apply for membership by completing the necessary paperwork.
4. In evaluating potential members for leadership, service, and character, the faculty council develops working definitions of these criteria. The leadership criterion is considered highly important for membership selection. Some faculty councils may wish to interpret leadership in terms of number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside of elected positions. Other faculty councils may define leadership in less objective terms. Leadership roles in both the school and community may be considered, provided they can be verified. The criterion of service is often defined in terms of value of contributions. Common questions are: What contribution has this candidate made to school, classmates, and community? What is the student's attitude toward service? Character is probably the most difficult criterion to define. The faculty council should consider the positive aspects of character as well as negative character traits. All judgments should be free of hearsay and rumor.

Examples of Requirements – Numerous examples of each of the following criteria are available, two of which are listed for each area:

1. Leadership
 - a. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
 - b. Demonstrates leadership in the classroom, at work, and in school activities.
2. Services
 - a. Volunteers are dependable and well-organized assistants, are eagerly available, and are willing to sacrifice to aid others.
 - b. Volunteers show courtesy by assisting visitors, teachers, and students.
3. Character
 - a. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability.)
 - b. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

After admission to the NHS, each member is obligated to self-report any violation of this handbook or violation of the law. Any member who does not self-report violations is subject to automatic dismissal.

GENERAL PROCEDURES

Student Identification Cards

1. The school provides each student with a student identification card (ID) at the beginning of the school year.
2. Each student is required to carry this card when attending school or school-related functions.
3. Students are required to show ID upon request of any staff person.

Classroom Expectations

1. Proper respect to teachers and fellow students at all times.
2. Behavior in accordance with classroom rules.
3. Comply with all reasonable teacher requests.

Hall Conduct

1. No loud talking, singing, running or horse play in hallways.
2. Students are to keep to the right when walking.
3. Food, drink and candy are allowed only in cafeteria. No food in the Academic Hallways.
4. Hackie Sack (and the like) games, skateboards, rollerblades, and bikes are not allowed in the school building along with anything else deemed unacceptable by administration.

Cafeteria Conduct

1. All food and drink (except water) must remain in the cafeteria.
2. Respect of people and property is expected. Take care of trash, etc.
3. Students who choose to violate the Cafeteria Conduct policy will be referred to the office and assigned community service and/or given a suspension dependent on severity.
4. Students found stealing food will be handled through the proper disciplinary steps including suspension.

Career-Tech Center (CTC) Students

1. The Newaygo County Career-Tech Center is an extension of Fremont High School and students who attend NCCTC are subject to the same rules and expectations as they are at FHS. Students who are suspended or expelled from Fremont High School will be automatically suspended or expelled from the NCCTC and vice versa.
2. Students are expected to attend their CTC classes when the NCCTC is in session, except if FPS is closed for weather.
3. Absences: The limit of absences per semester shall be seven (7) absences (not including school related excused absences).
4. Tardies: FHS students who attend the NCCTC are expected to be in class at the designated start times by the NCCTC (e.g. 8:30 am and 12:15 pm). The arrival of the FPS school bus shall not be

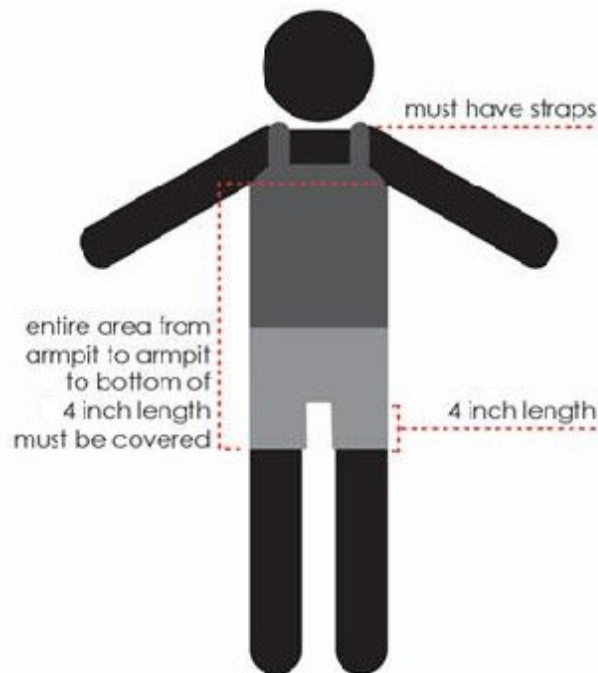
interpreted by FHS students who go to the NCCTC as their “arrival time in class” when they go to the NCCTC by personal vehicles. Tardy data from the NCCTC shall be communicated on a regular basis to FHS, and may affect the granting of credit.

5. Whenever FPS is closed due to weather, and busses are not running at all, then the FHS students do NOT have to go the CTC, even if the CTC is open.
6. FHS students who attend the CTC should be allowed by FHS and the CTC to “make up days” if they are short of “days for attendance”. Credit for a class taken at the CTC is granted by Fremont High School.
7. Students are required to ride the transfer bus from FHS to CTC daily. Temporary exceptions can be made by getting a one day driving pass from an administrator. Driving passes are given at the discretion of the administrator.

Dress Code

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.

The following picture illustrates the expectations for school dress.



1. 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).
2. Skirts must be within 5" of the top of the knee because there is no inseam.
3. Clothing with suggestive solicitation of profanity, tobacco, alcohol, illegal substances, vulgar suggestions, or anything else deemed to be offensive (i.e. confederate flag) are not permissible.
4. Hats, coats, jackets and all other non-essential classroom items (i.e. flags) will be removed and placed in lockers upon entering the building. Hats and "hoodies" are not to cover the head anywhere in the building during school hours. Any student wearing a hat or hoodie (covering the head) may receive a detention.
5. Gang related dress will not be tolerated under any circumstances. Please see the section on "gang behavior."
6. Face masks are considered part of the dress code. Rules may change regarding face masks as advised by local, State and Federal authorities.

Display of Affection

Although we encourage social development, FHS discourages situations that cause embarrassment for yourself and others.

School Functions

1. All activities during and after the school day must receive administrative approval prior to scheduling.
2. All school rules are in effect.

Dance Policy

1. All visitors must have filled out a dance pass and submitted it 1 week prior to the event.
2. All school rules are to be enforced.
3. All dances conclude at 11:30 p.m. or earlier.
4. Dances are open to Fremont High School students, 9th grade and older. (excluding: junior/senior prom)
5. Students attending school dances will not be allowed to leave and return.
6. Music played must support proper school values and language.
7. Music which uses profanity and/or encourages violence and abuse will not be allowed.
8. All FHS students must have school I.D. card on their person.
9. Guests must be enrolled in High School and be approved by the assistant principal prior to the dance. Guests must provide a picture ID at the door before being admitted.

Flowers, Balloons, and Gifts

We will not be responsible for the distribution of these items during the school day. Students will be called to office to pick up these items.

Vehicle Privileges

Students who drive to school must register their car or motorcycle in the office. Registration fee of \$5.00 will be charged and a sticker will be issued. Replacement and/or additional stickers may be purchased for \$5.00. **The sticker must be displayed on the right front window.** Upon receiving the sticker, drivers must give the car's color, make/model and license plate number. Students are not allowed to park in the staff or visitor sections.

While driving, students will adhere to the following rules/regulations:

1. Basic speed laws must be followed.
2. Careless or reckless driving prohibited.
3. Improper parking may result in the vehicle being towed at owner's expense.
4. Students must park in designated lots.
5. Vehicles parked in school parking lots are subject to inspection (including trained dog searches) by proper authorities (including **administration at any time for any reason**).
6. All cars in the parking lot are to be locked at all times.
7. Students are not allowed in parked cars during the school day.
8. Students are not to loiter in or around parked cars during the school day.
9. Driving and/or parking on the grass is not permitted.
10. Students may not drive underclassman off campus without authorized permission from the FHS office.
11. Any vehicle found without a registered school parking sticker will be subjected to a \$25 fine/citation. This fine includes cost of purchasing a sticker. Second offense will result in a loss of driving privileges for the school year. (Two-week grace period from first day of school.)
12. Vehicles are an extension of the student and must follow the guidelines under the dress code.
13. Vehicles may not become a distraction or disruptive to the educational setting either through sound or display including but not limited to lights, banners, stickers, flags, etc. An American flag may be acceptable to display on the vehicle with permission of the FHS Administration. No other adornments will be allowed.

*****Note: If a student fails to follow the rules set down in the handbook, they run the risk of losing the privilege of driving their vehicle to school.***

Students at other FPS Schools

High school students are not to be in other Fremont schools unless there is a specific purpose such as practice, events, or special requests during or after school.

Backpacks

Backpacks will be kept in lockers during the school day, and may not be carried from class to class. Students may not carry any bag with them during the school day that is larger than a pencil case (A standard pencil case is 8x3x3"). Backpacks may be allowed if the student is on crutches.

Clubs and Activities

All clubs/activities must be approved by the assistant principal or the principal before being implemented. Approval must be before the school year starts. All clubs/activities must have a Fremont Public School employee/staff member as the advisor.

Gang Behavior

Fremont Public Schools prohibit attire and behavior that threatens the security and safety of the students on school property and at all school related activities. Through correspondence with local police, it is evident that our community and the surrounding communities are, however, influenced by gang activities. Because of this communication the school has learned of attire and behaviors that are known to be gang related or imitative of gang related activities. As the school learns of these traits, it will communicate to the student that such traits will not be permitted for their own safety and that of the student body. This is not to mean that the wearing of any cap after school or at activities, athletic logo items, sweatpants, earrings, haircuts, all loose-fitting pants, etc. are seen as gang attire. But whenever the wearing of these items is in some way perceived as threatening, excessive or repetitive, it will be restricted.

Imitating gang attire and behaviors is prohibited. This would include but not be restricted to bandannas, scarves (red or blue), baggy pants, wearing of coats and caps in a gang fashion, hats tilted to one side or the other, sweatpants with one leg pushed up, and tattoos with gang style lettering, symbols, or logos. Attire may be required to be changed. Warnings and or disciplinary action may be taken. Repeated violations will bring about more severe discipline for insubordination up to and including expulsion.

Negative and/or gang like behaviors are seen as disruptive and threatening. The following behaviors will bring about suspension that could lead to expulsion: gang hand signs or similar communications; "ganging" up on students to threaten them; vandalism from graffiti on books, notebooks, desks, walls, etc.; and any other behavior that damages property, creates a threatening environment, harasses students and school personnel, or endangers the student who imitates the gang attire and behaviors. Any association with formal gangs that have established networks is strictly prohibited. Any behavior that has students forming associations with other students that either imitates established gangs or has similar characteristics is also prohibited. The administration will take severe disciplinary action including expulsion against students who gather together to threaten, provoke, or harass another student or group of students, or disrupts the normal and prescribed activities of the school.

Lockers

Student lockers are property of the school and subject to inspection.

1. **One student per locker.**
2. No locker changes without office permission.
3. Combinations must be confidential, given out only to the person assigned to that locker.
4. Students are responsible for cleanliness of the locker. Students will be charged a fee of \$5.00 for the removal of any adhesives, stickers or any other markings on the locker.
5. **Lockers should be locked at all times.**
6. No personal locks may be used to secure the locker.
7. Gym lockers must have a lock to secure all items. The combination must be given to the PE teacher.
8. Valuables should not be left in lockers.
9. No beverage (other than water) bottles, cans, cups, etc. are to be stored in lockers for health reasons.
10. All lockers must be returned to their original condition at the conclusion of the school year.

Fire Drills, Disaster Drills, and Lockdowns

In case of a fire drill:

1. Prepare to leave immediately. Do not take time to gather up specific objects.
2. Follow the evacuation route for the room in which you are present.
3. Move quickly out of the building and well away from the building (at least 150 feet).
4. Do not re-enter the building until the official re-enter signal has been given.

In case of a disaster drill:

1. Follow directions given by the teacher.
2. Move quickly to the designated shelter area and assume a kneeling position with face to an interior wall.
3. Pull sweater or outer clothing over face - cover face with arms and hands.

In case of a lockdown drill:

1. Follow directions given by teacher/administration.
2. Move quickly and quietly to the designated shelter area in the classroom or to the closest open room where there is space for lockdown shelter.
3. Remain in the lockdown shelter area until distinctive sound and/or P.A. announcement signals all clear.

Student Visitors

1. Pass obtained from office.
2. Must be currently enrolled in another high school.
3. Permission to visit will be granted as follows:

- a. Visitor's school is not in session.
 - b. Administrative judgment.
 - c. A permit to visit school must be completed three days prior to the visitation day.
4. Visitors are only allowed 1-day visit per year.
5. Visitors must follow all school rules.
6. Children of high school students are not allowed in school except for fulfilling a class requirement.
7. No visitations will be allowed during the last week of each semester.

Telephone Use

Office phones are for emergency use only, i.e., illness, injury, etc.

Student Assemblies

1. Students are accountable at all assemblies.
2. Excellent student behavior and respect required.
3. Seating as assigned by administration.

Closed Campus Rules and Guidelines

1. The campus is closed for all students.
2. Once a student arrives on campus, (bus, drop off, etc.) said student shall not leave the school building without permission from the office.
3. To leave during lunch, parents are required to physically come into the building to pick their child up from school.
4. Students may use the outside tables during lunch.
5. Students who choose to violate the closed campus rules will be dealt with according the code of conduct.

School Conduct and Environment

Proper respect for school employees, personnel, and fellow students is an expectation of all Fremont students. Any reasonable request of a student by school personnel shall be followed.

Assigned School Meeting

A student is required to attend a meeting/appointment as assigned by a teacher or administrator. Any student who chooses not to attend will be considered insubordinate and receive consequences according to the handbook.

Transfer Students

Transfer students must be on track for graduation according to Fremont High School's graduation requirements.

Alternate Education and Adult Education

Any student who has previously been enrolled in any alternative or adult education program, including Quest, must be on track to graduate during normal school hours and obtain the principal and Superintendent's permission prior to enrolling. All students failing to meet those guidelines will be referred to Quest High School.

RULES AND REGULATIONS

NON-COMPLIANCE WITH Fremont High School Rules and Procedures.

The principal and assistant principal may use the following measures when dealing with behavior that is inappropriate for, or disruptive of, the educational process or school environment:

1. **Detention:** before or after school.
2. **In-School Suspension:** Due to no full-time supervisor this option will be used only in special circumstances.
3. **Suspension:** Exclusion from school for a specified period of time.
4. **Saturday Detention:** These are held once a month at FHS.
5. **Expulsion:** Recommendation to the Board of Education that the student be permanently excluded from the school district.

Rules and Regulations

Before being suspended from school, a student will have the right to an informal administrative hearing before the assistant principal or principal. The student will be informed of the reason(s) for the disciplinary action and given an opportunity to respond to the accusation(s). Parents shall be contacted by telephone regarding the action and appeals process if the suspension is for 10 days or more. Absences due to suspension are excused. A student who is suspended from school is not to enter the building or be on the school grounds, including the parking lot, nor are they to attend student activities such as athletic events or dances during the duration of the suspension. Violations of this provision will result in one day being added to the separation/suspension. Students will be subject to suspension for the following violations of school policies, rules and regulations as described:

In all disciplinary cases:

The administration may elect to employ after school detention, Saturday School and/or other disciplinary measures deemed appropriate and not specifically outlined here, in some cases in lieu of suspension. In disciplinary cases, at the discretion of administration and in lieu of disciplinary penalties outlined here, or in addition to disciplinary penalties outlined here, the administration may employ mediation involving students, parents, and administration, in an attempt to acquire a firm commitment for cessation of the inappropriate behavior. Final disposition of any case, depending upon severity of the offense, may result in more severe consequences than those outlined here, up to and including recommendation for expulsion. These rules apply to any student who is on school premises, en route to and from school, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Students will also be subject to suspension or expulsion if the conduct occurred out of school and has a direct and immediate adverse effect either on school discipline or on the general safety and welfare of students or staff.

Discipline

Disciplinary regulations provide for suspension of students for engaging in certain activities. Students may be expelled for continued or further engagement in those activities. The following list of offenses and disciplinary penalties is not all-inclusive. Other misconduct may give rise to discipline.

1. **Fighting.** If a fight also constitutes a physical assault, the student is also subject to discipline pursuant to the provision of this Disciplinary Code of Conduct pertaining to Physical Assault.
 - a. Conference, Suspension (1-10 days), or possible expulsion, based on the degree of violence.
 - b. Inform local police in all cases.
2. **Forgery** and/or possession of school forms or falsifying phone calls:
 - a. 1st offense: 1-10 days
 - b. 2nd offense: 1-10 days
 - c. 3rd offense: 1-10 days
3. **Use of obscene or abusive language or materials:** This includes possession or distribution of pornographic or otherwise sexually offensive material as well as racist, homophobic or sexist verbiage or material either in physical nature or virtually.
 - a. 1st offense: administrative conference, detention, Saturday School or 1-10 days
 - b. 2nd offense: 1-10 days
 - c. 3rd offense: 1-10 days with possible expulsion.
 - d. Possible contact with local police.
4. **Insubordination:** Refusal to obey established and well-defined rules and school regulations; refusal to obey reasonable directions or instructions of school personnel; refusal to identify self to school personnel. This includes being in an unauthorized area; refusal to leave school grounds at the request of authorized personnel; and/or any failure to cooperate with school personnel in the reasonable exercise of their duties. Walking out of class without permission from the teacher will be handled under this category.
 - a. 1st offense: 1-10 days
 - b. 2nd offense: 1-10 days
 - c. 3rd offense: 1-10 days with possible referral to the superintendent for expulsion
 - d. Possible contact with local police.
5. **Extortion/Blackmail/Coercion** (Forcing someone to do something against her or his will)
 - a. Conference and/or Suspension (1-10 days).
 - b. Inform local police in serious cases.

6. **Bullying/Harassment/Intimidation** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as:
Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know as likely to harm one or more students either directly or indirectly by doing one or more of the behaviors will be disciplined accordingly. Bullying is often a series of repeated behaviors which leads to a disruption to the learning environment.
- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear or physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting an Incident:

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a responsible school official, the staff member shall promptly report the incident to one or more of the aforementioned individuals. If a student feels they are being bullied, teased or harassed, Fremont High School has multiple ways to report the alleged behavior.

If a student feels they are being bullied, teased or harassed it is imperative to report the behavior through one or more of the following means:

- a. Report to a staff member: Teacher, Counselor or Administrator, etc.
- b. Call 231-924-7400 to report the incident via telephone.
- c. Go to Fremont.net and report through our bullying and harassment link on the site.

Investigation

All reported allegations of bullying and harassment shall be promptly and thoroughly investigated by the building principal or designee. An incident report will be subsequently documented to insure trends of behavior can be addressed. A comprehensive bullying and harassment forms are included on page 49 (Appendix A) of the student handbook.

Notice to Parent/Guardian

If the Principal or designee determines bullying and harassment has occurred, s/he shall promptly provide notice to the victim of the harassment.

Students who engage in any act of bullying while on school property at any time during school or school sponsored activities shall be subject to disciplinary action. The proceeding behaviors will be subject to one or more disciplinary actions:

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

7. Hazing

“Hazing” means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical or emotional health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization (fraternity, sorority, association, corporation, order, society corps, cooperative, club, service group, social group, athletic team or similar group) whose members are primarily students at an educational institution. Hazing includes, but is not limited to, any of the following that is done for such a purpose:

- a. Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- b. Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- c. Activity involving consumption of a food, liquid, alcoholic beverage, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- d. Activity that induces, causes or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
 - i. Conference, Suspension (1-10 days).
 - ii. Possible expulsion in serious cases.
 - iii. Inform local police in serious cases.

8. **Written or Verbal Threats**

Any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well-founded fear of actual harm. Bomb threats and similar threats directed at a school building, school property, or a school-related event are included as verbal assault.

- a. Conference, Suspension (1-10 days).
- b. Possible expulsion in serious cases.
- c. Inform local police in serious cases.

****Note:** Assault, intimidation and/or threats of any kind directed against employees, volunteers, contractors or visitors will result in the initiation of the expulsion procedure. Bomb threats will result in the initiation of the expulsion procedure.

9. **Profanity/Vulgarity or a Racial, Ethnic, or Sexual Discrimination Nature** Any use of inappropriate language that is not conducive to the learning environment will be addressed.

- a. Conference, Suspension (1-10 days).
- b. Possible expulsion in serious cases.
- c. Inform local police in serious cases.

10. **Contributing to the delinquency of a minor:**

Encouraging a minor to break a rule or participate in an act of bullying will lead to 1-10 day suspension with possible expulsion.

Example: a person 18 years or older encouraging a student 16 years of age or younger to bully/harass another student.

11. **Physical Assault:** Intentionally causing or attempting to cause physical harm to another through force or violence.

- a. Conference, Suspension (1-10 days), or possible expulsion, based on the degree of violence.
- b. Inform local police in all cases.

****Note:** Assault and battery of any degree directed against employees, volunteers, contractors or visitors will result in the initiation of the expulsion procedure.

12. **Criminal Sexual Conduct:** is conduct which constitutes criminal sexual conduct as defined by Michigan law (MCL 750.520b,c,d,e,g) including but not limited to unwelcome sexual touching or sexual penetration by force or coercion.

- a. Expulsion. (Conviction is not necessary for the district to expel.)
- b. Inform local police.

13. **Sexual Harassment:** is the violation of the district sexual harassment policy, including unwelcome sexual advances, unwelcome requests for sexual favors or intimidating, hostile or offensive verbal, non-verbal or physical conduct of a sexual nature or exposure.

- a. Conference, Suspension (1-10 days), or possible expulsion.
- b. Inform local police as appropriate.

14. **Inappropriate Sexual Activity:** is inappropriate sexual behavior, even when consensual, on school property or during school related activities.

- a. Conference, Suspension (1-10 days), or possible expulsion.
- b. Inform local police as appropriate.

15. **Damage to School:** school property or property of school personnel, or other students.

- a. Conference, Suspension (1-10 days).
- b. Inform local police in serious cases.
- c. Possible expulsion.
- d. Students will be required to pay all cost of replacement or repair.

16. **Theft and/or possession of stolen property.**

- a. Conference, Suspension (1-10 days).
- b. Inform local police in serious cases and possible expulsion.
- c. Make restitution for stolen property.

17. **Breaking and Entering**

- a. Conference, Suspension (1-10 days).
- b. Inform local police.
- c. Possible expulsion.
- d. Make restitution for damaged property.

18. **False Fire Alarm**

- a. Conference, Suspension (1-10 days); will result in the initiation of the expulsion process.
- b. Inform local police.
- c. Notify Fire Department.

19. **Arson or attempting to set a fire or possessing "fireworks."**

- a. Conference, Suspension (1-10 days); will result in the initiation of the expulsion process.
- b. Inform local police and local fire department.
- c. The possession and/or use of fireworks: the possession and/or use or threat of explosives, bombs, or bomb-like device(s).
- d. Conference, Suspension (1-10 days); possible expulsion.
- e. Inform local police and local fire department.

***Note: Setting a fire or attempting to set a fire will result in the initiation of the expulsion process.*

20. **Weapon-Free Schools:** In order to provide a safe learning environment for all children, our schools must be weapon-free.
- a. Michigan law requires the Board of Education to expel a student for possession of a dangerous weapon on school property, including a vehicle being used by a school to transport students to or from a school event or activity. Michigan law defines a dangerous weapon as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.
 - b. As a matter of School District policy, the Board of Education will also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, airsoft gun, paintball gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, pepper spray, ammunition and any item intended for use as a weapon.

School officials will immediately contact the student's parent/legal guardian and local law enforcement officials.

- i. Conference, suspension (1-10 days)
- ii. Possible expulsion (expulsion is mandatory if the weapon constitutes a "dangerous" weapon as defined by Michigan law.)

21. **Possession, concealment, sale, bartering, delivery, use, soliciting for, or being under the influence of alcohol and/or other drugs,** to include inhalants and look-a-likes (including salvia) or intention to do any of the preceding.

- a. Possession, concealment, use or under the influence of:
 - i. 1st offense: 1-10 day suspension and possible expulsion depending on amount and version; contact local police.
 - ii. 2nd offense: 10-day suspension and possible expulsion; contact local police.
- b. Sale/purchase, bartering, delivery, or intent to do any of the preceding:
 - i. 1st offense: 10-day suspension and recommendation for expulsion; contact local police.

22. **Possession of Devices and/or Apparatuses designed for and/or associated with use of controlled substances** e.g. to include but not limited to a marijuana pipe, roach clip, rolling papers, hypodermic needles, devices used to inhale controlled substances.

- a. Conference, suspension (1-10 days), possible expulsion. Inform local police in serious cases.

23. **Smoking or possession, including tobacco/e-cigarettes, vaporizers, chewing tobacco, on campus, bus or in the buildings.** Fremont High School is complying with the State of Michigan Law which disallows the use of tobacco on public school grounds.

- a. All students will be ticketed by the local police agencies.

- b. 1st offense: confiscation and 1-10 days suspension.
- c. 2nd offense: confiscation and 1-10 days suspension.
- d. 3rd offense: confiscation and 1-10 days suspension with referral for expulsion.

24. Disruptive Behavior

All behaviors or actions that constitute a disruption to the learning environment at school, including, but not limited to classroom behavior, hallway behavior, cafeteria behavior and food fights. This also includes inappropriate unsportsmanlike behavior at all sporting events, whether at home or away.

- a. 1-10 days suspension and possible expulsion.

25. Unauthorized distribution or sale of legal materials on school property (selling of food items without permission).

- a. 1st Offense: 1-10 days suspension.
- b. 2nd Offense: 1-10 days and possible expulsion.

26. Leaving Campus Without Signing Out

Any area outside the sidewalk which encircles the school building is considered an unauthorized area unless a student has left school having followed the procedure defined in the school's attendance policy.

- a. 1st offense: Saturday School.
- b. 2nd offense: One day suspension.

27. Failure to report to a detention assigned by a teacher for tardiness or misbehavior in class may result in conference and suspension.

28. Conspiring with or assisting another to violate any school rule is subject up to and including the same disciplinary penalty associated with the rule violated.

29. Use of Cell Phones or Electronic Communication Devices (i.e. electronic watches, headphones, earbuds) is limited to before and after school use only. Cell phones will be confiscated if any portion of the phone or its clip is in view. Students may not access these devices at any time when school is in session unless teacher directed when appropriate for academic purposes.

- a. 1st offense: Confiscation of device and student will pick up the device at the end of the day.
- b. 2nd offense: Confiscation of device, parent must pick up the device and detentions.
- c. 3rd offense: Confiscation of device, Saturday school.
- d. 4th offense: Student is required to "park" their phone in the office every day.

Consequences for succeeding offenses will involve progressive disciplinary action. For all offenses, confiscation of the equipment may occur with the equipment being returned to the parent.

30. **Ipods and other portable electronics** with ear buds or headphones are not allowed to be used from the start of school to the end of school unless authorized by a teacher. At no time should ear buds or headphones be in/on during passing times or at lunch.
31. **Laser pointers are not permitted on school property.**
 - a. 1st offense: Confiscation of device; detention.
 - b. 2nd offense: Confiscation of device, administrative contact with parent; Saturday school.Consequences for succeeding offenses will involve progressive disciplinary action. For all offenses, confiscation of the equipment may occur with the equipment being returned to the parent.
32. **Leaving during a lockdown** without permission from the Principal/Assistant Principal
 - a. 1st offense: 10-day suspension with recommendation for expulsion.
33. **Unauthorized videotaping**, picture taking, or voice recording is expressly prohibited on the grounds of Fremont Public Schools during the normal school hours.
 - a. 1st offense: Confiscation of recording device, possible police referral, 1-10 suspension, and possible expulsion. Any pictures or recordings of FHS during the normal school day is grounds for disciplinary action no matter what the circumstances are. This includes memes.
34. **Leaving campus when summoned by the office or administration.**
 - a. 1st offense: 10-day suspension with recommendation for expulsion.

35. **Cemetery**

The cemetery is completely off limits for all Fremont High School students unless the student is being chaperoned by an FHS staff member or has been signed out by their parent and is participating in a funeral. Students are not to be in the cemetery at any time, before or after school. Students in the cemetery will immediately receive a Saturday school and will receive increased consequence for each and every time they are in the cemetery. **Do not, under any circumstances, use the cemetery as a short cut.**

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and

desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodically, school authorities for any reason, may conduct an inspection of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (i.e., purse, book bag, athletic bag, and automobile) may be searched whenever there is reason to believe a student is in possession of illegal or unauthorized materials. Such findings shall be turned over to proper legal authorities for ultimate disposition.

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student's vehicles parked on district premises.

Any student who refuses to allow the administration or designee to search their vehicle will be referred directly to the superintendent for disciplinary action up to, and including, an expulsion hearing.

Saturday School Policy

The staff and administration of Fremont High School understand that emergencies occur and the assignment of a Saturday School may have to be rescheduled. As a result, one Saturday school Assignment may be rescheduled per year. The parent/guardian must telephone the Assistant Principal on the Monday after the Saturday school. From that point on, any Saturday school missed will result in an automatic 1 day in school suspension and the original Saturday school must be made up. 1 day in school suspension will continue on a weekly basis until the Saturday school is completed.

Suspension Policy

1. Short Semester Suspension (less than 10 days)
 - a. Prior to a student receiving an actual suspension the following will occur:
 - i. Oral or written notification of the nature of the violation and the intended punishment.
 - ii. "Discussion" with the disciplinarian providing the pupil with an opportunity to tell his/her side of the story.
 - iii. If the student denies the violation, an explanation of the evidence of the violation upon which the disciplinarian is relying. (The interview may follow by minutes the act which caused the reaction on the part of the school official.)
 - b. The parents will be notified of the suspension by telephone; but, if no telephone is available, the administrator will contact the parents at his/her earliest convenience. If the school is unable to contact the parents by these means, a letter may be sent to the home.

2. Long Semester Suspension (over 10 days)

- a. Prior to a student receiving a long semester suspension the parents will receive notification of the stated offense and the student will be afforded procedural due process as follows:
 1. Written notice of the rules violated, the intention to expel, and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense.
 2. Full and fair hearing before an impartial adjudicator (not the person who collected the evidence).
 3. Right to legal counsel or some other adult representation.
 4. Opportunity to present witnesses or evidence in the accused pupil's behalf.
 5. Some kind of written record (not necessarily verbatim) demonstrating that the decision was based on the evidence.
- b. Prior to finalization of the suspension the Superintendent of Schools shall be informed of all aspects of the proposed suspension.

3. Expulsion and Due Process

The building principal may recommend expulsion where, in her/his judgment, it is warranted by the circumstances. The Superintendent shall review that recommendation and shall have the authority to reject the recommendation for long semester suspension or expulsion and set some lesser degree of discipline. In the event the Superintendent concurs in a recommendation for suspension or expulsion, the following procedures will be followed:

- a. The Superintendent will notify students and parents of his/her intent to recommend expulsion and give such students or parents the opportunity to discuss such recommendation.
- b. If after the discussion described above, the recommendation is unchanged, the Superintendent or his/her designee will provide written notice of the charges against a student to the student and his/her parent or guardian. The charges will specify the particular rule, regulation, law, etc. alleged to have been violated. Included with the notice shall be (a) a statement of the date, time, and place for a hearing before the Board of Education, and (b) a copy of this regulation. The notice will also inform the student and his parent or guardian that his hearing may be public or private at their option, but that by law it will be public unless they request it to be private.
- c. The parent or guardian shall be requested to be present at the hearing.
- d. The student and his parent or guardian may be represented by counsel, but they shall bear all costs of such representation.
- e. The student shall be given the opportunity to contest the facts which may lead to the imposition of discipline or to contest the appropriateness of the sanction being recommended. The student shall be given an opportunity to testify himself and allowed to offer the testimony of other witnesses and present other evidence. The student also has the right to refrain from testifying.

- f. The student, his parent or guardian shall be allowed to hear and observe all evidence offered against him. In addition, the student, his/her parent or guardian shall be allowed to question any witness.
- g. The hearing shall be conducted by the Board of Education which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding and court rules of evidence and procedure shall not be enforced at such hearing. The Board may, in its discretion, employ counsel to assist the Board in conducting the hearing. The Board shall keep a summary record of the hearing, but it need not be a complete, stenographic transcript.
- h. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion or alternative discipline, if any.
- i. The findings and decision of the Board shall be reduced to writing and sent to the student and his parent or guardian. If applicable, the decision shall inform the student and his parent or guardian when the student will be eligible for readmission and the conditions, if any, prerequisite for such readmission. The decision shall also inform the student and his parent or guardian of the right to judicial review of the Board's decision.
- j. A student and his parents or guardian may waive the right to a hearing. If a hearing is waived, the Board of Education will, nevertheless, take formal action to accept or reject the recommendation for expulsion, unless the student has been voluntarily withdrawn from school by his parent or guardian, in which case no action by the Board of Education shall be necessary.
- k. School officials will undertake all reasonable efforts to arrange an alternative educational process for any suspension in excess of five school days or for an expulsion.

4. Gross Misbehavior

- a. Persistent disobedience or having habits detrimental to the school not otherwise outlined in this document may be subject to disciplinary action.

18-Year-Old Rights

- 1. Students 18 years and older may have the same privileges as their parents/guardians as it relates to access to their student records.
- 2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.

Student Education Records – Notice of Rights

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

Only the legal guardian may have access to schedules, grades and discipline 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.

Student Hourly Intern Guidelines

1. Students may intern only if the experience will help them to further gain exposure to their Career Pathway as designated on their educational development plan. This information can be obtained through their guidance counselor.
2. Only students of a senior status may be a teacher intern.
3. Students will schedule their student intern assignment through their counselor.
4. Student interns must complete a plan each semester with their assigned adult, who will outline tasks to be performed every 45 hours.
5. Student interns will remain in the designated work area the entire class period.
6. Student interns when absent should notify the adult they are working with before the absence takes place and should present a RE-Admit slip to them upon their return to class.
7. Student interns are not to be involved in disciplining a student. They are to report any problem to the teacher in charge.
8. Student interns must be appropriate role models at all times.
9. Failure to abide by the above guidelines will result in loss of credit and loss of further chances to be an intern in the future.
10. Interns must have passed all classes the previous semester and must be passing all classes while an intern.

Directory Information Notice

IMPORTANT NOTICE FOR ALL PARENTS AND STUDENTS

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

1. Student name, address and telephone listing.
2. Student's grade level.

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? Call Fremont High School Office at (231) 924-5300 or FPS Administrative Office at (231) 924-2350.

HEALTH INFORMATION

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 school hours, the following regulations must be followed. School policy states that any 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 nurse.

Head Lice

Head lice infestation is a continuing problem among school age children in Michigan. Head lice do not carry disease nor does their presence mean your child is dirty. However, they are an annoyance and are spread easily. Please periodically check your child's head carefully and, if any head lice are found, treat your child and any other infested family members before your child returns to school. Remember too, that anything near the child's head (bedding, clothes, hair items, stuffed animals, furniture, etc.) must also be treated immediately. It is critical that you not only kill the lice with a lice-killing shampoo but also remove all the eggs (nits). Although treatment shampoos provide a nit comb, they are not always 100% effective. Nits are literally glued to the hair and can be difficult to remove.

If eggs remain in the hair, re-infestation may occur. Fremont Public Schools has a "No Nit Policy" which means that children are not allowed to return until their hair is nit free. Parents must accompany their child back to school after treatment. Please continue to check heads every day for 2-3 weeks to make sure the lice are gone. Regular checking is the best prevention. If you discover your child or a family member has head lice, please notify us as soon as possible at 231-924-5300.

Immunizations

According to state law, any student new to the school system must show proof of immunizations and be current by State standards to remain in school. Students must have an up-to-date immunization record, or a current immunization waiver form certified by the Local Health Department to attend FHS. Records are reviewed on admission and parents are notified of updates needed. Any questions should be directed to the Newaygo County Health Department.

When to Keep Children Home

State regulations indicate that superintendents, principals, the school nurse, and teachers shall exclude from school any child suspected of having a communicable disease. Cooperate with your school and local health department. Prevent exposure that may occur in the school, on the bus, or on the school grounds by keeping your child at home if he/she shows signs of illness. Headaches, runny nose, difficulty breathing, sore throat, coughing, a rise in body temperature (**temperature should be normal for 24 hours before returning to school**), vomiting, a skin eruption or an unusual flush or paleness should lead you to suspect illness in your child. Check with your doctor for diagnosis, treatment, and the proper time for returning to school. Please send a note when your child returns explaining the reason for the absence. Your child needs to be kept home when ill to avoid the spread of illness.

TECHNOLOGY INFORMATION

Fremont Public Schools Technology Rights and Responsibilities

Users working within the guidelines of these Technology Rights and Responsibilities will receive the maximum benefits of the Fremont Public Schools Technologies. Each user of the Fremont Public Schools Technologies shall read the following Rights and Responsibilities, and sign the Rights and Responsibility Declaration Form Appendix D prior to accessing and using the technologies.

Your Technology Rights and Responsibilities

- You have the right to use all authorized technology in the facilitation of education.
- You have the right to access the Internet and other outside resources in the facilitation of education.
- You have the right to use the following in the facilitation of education: E-Mail, ICQ, FTP, Telnet, Gopher, ListServes, and NewsGroups.
- You are responsible for your account and any activity performed under your Account.
- You are responsible for keeping the network free from viruses or illegal programs.
- You are responsible for ensuring that no technology is disconnected, relocated or abused in any way.
- You are responsible for keeping all food and drink away from technology equipment.
- You are responsible for adhering to the rules of various labs relating to the equipment found within.
- You are responsible for printing conservation, printing and using only what is necessary.
- You are responsible for notifying the Technology Department if there are technology problems.
- You are responsible for preventing all sexually offensive material, inappropriate text files, or files dangerous to the integrity of the school technologies from entering the school.
- You are responsible for keeping inappropriate printed images from being printed on any printer.
- You are responsible for adhering to the copyright policy and procedure in the use of technology and in the transmission or copying of text or files on the Internet or from other sources.
- You are responsible for reporting the illegal use of district technology for private business, for product advertisement, political lobbying, or for making any unauthorized financial commitments or gains.
- You are responsible for reporting the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems.

Technology Disciplinary Action Plan

Users violating any of these Rights and Responsibilities will face disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school. Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused. All School Administrators reserve the right to administer disciplinary action in a discretionary manner. All students will be disciplined for violating the privileges outlined in the above document. Disciplinary action for computer offenses may include, but not limited to, the following steps.

1. First Offense - The student will lose all computer privileges for two weeks and parental contact will be made. This violation will be recorded in the student's electronic file.
2. Second Offense - The student will lose all computer privileges for six weeks, be suspended for three to five days and responsible for a meeting with parental contact and school administration. This violation will be recorded in the student's electronic file.
3. Third Offense - The student will lose computer privileges for the remainder of the school year, be suspended for ten days and responsible for a meeting with parental contact and school administration. This violation will be recorded in the student's electronic file.

Any violation, which affects the integrity of the network, will result in permanent removal from the network for the remainder of the school year and may result in the filing of criminal charges.

TRANSPORTATION INFORMATION

Fremont Public Schools shall be responsible for transporting children from their assigned bus stop to school in the morning and returning them to their assigned bus stop after school. Each child will be assigned to use a specific bus and a specific bus stop location. A child will not be permitted to use any other bus or stop without permission of the Director of Transportation.

The Director of Transportation may grant permission for a pupil to ride a different bus or use a different stop, only if on a permanent basis. Such permission may be granted only upon receipt of a written request of a parent (s)/guardian(s) to the Director of Transportation.

Pupil Responsibilities

1. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To follow classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus.
3. Be courteous and obedient to your bus driver; they are responsible for your safety and need your help.
4. To warn the driver of an approaching danger if there is reason to believe the driver is not aware of the danger.
5. To be in the place designated both morning and afternoon ready to board the bus at the designated time. The driver is responsible for the maintenance of their schedule and cannot wait for tardy students.

Personal Safety

1. To stay off the traveled roadway at all times while waiting for a bus.
2. To wait until the bus has come to a stop before attempting to get on or off.
3. To leave the bus only at the consent of the driver.
4. To enter or leave the bus only at the front door after the bus has come to a stop except in case of emergency.
5. If necessary to cross a traveled highway, after leaving the bus, due in the following manner:
 - a. Make certain the bus is stationary.
 - b. On alighting, go to front of bus within 10 feet or in sight of the driver and wait for the proper signal for crossing.
 - c. Upon signal from the driver, or from a personal escort, look both to the right and left and proceed across the highway in front of the bus.
 - d. Walk (not run) in front of the bus when crossing the highway.
6. Keep hands and head inside the bus at all times.
7. Inform driver when absence is expected from school.
8. Report to the driver at once any damage to the bus that is observed.
9. Help keep bus clean, sanitary, and orderly.

Major and Minor Offenses (Bus conduct)

Minor	Major
Consuming food or drink Disrespect towards others Abusive language towards others Pushing Standing while bus is moving Spitting Yelling in or out of bus	Throwing Objects in and/or out of the bus Fighting Destruction of school or personal property Abusive language toward an adult Improper use of emergency door Use or possession of controlled substance Lighting matches Possession of any type of weapon

Corrective Discipline (Bus Conduct)

Students in violation of a minor offense will:

1. Receive an oral warning for the first offense. The driver will address the student on the matter; then contact the parent or guardian by telephone (letters will be used when there is no telephone). "Telephone Contact Cards" will be used for the purpose of documenting the call. This card must be on file before a "Misconduct Report" can be issued.
2. If second violation should occur for a minor offense, a "Bus Misconduct Report" will be filed. The Misconduct Report will result in an oral warning from the Transportation Supervisor. Copies of this report will be sent to the building principal and parents/guardians of the student along with a phone call or letter.
3. If a third violation should occur for a minor offense, a second "Misconduct Report" will be issued resulting in an automatic three-day suspension from bus riding privileges which includes transportation to all extra-curricular activities.
4. If a fourth violation should occur for a minor offense, a third "Misconduct Report" will be issued resulting in suspension from riding the bus for five (5) full days. A satisfactory parental conference must be held before the student will be allowed back on the bus.
5. A fifth violation for a minor offense will result in permanent suspension of bus riding privileges for the balance of the school year upon recommendation from the Transportation Supervisor to the Superintendent of Schools.

Students in violation of a major offense will:

1. Receive a suspension from riding a bus for up to five (5) days from the Transportation Supervisor for a first offense.
2. Receive a suspension from riding a bus for up to ten (10) days from the Transportation Supervisor for a second offense.

3. Receive a suspension from riding a bus for up to one semester from the Superintendent for a third offense.
4. Be referred to the Board of Education for corrective discipline for four (4) or more offenses which could include up to suspension from riding a bus for the balance of the school year or for one (1) calendar year.

Appendix A

BULLYING INCIDENT REPORT FORM

Date of Incident: _____ **Time of Incident:** _____ **Repeat infraction? YES NO**

Location of Incident (circle all that apply):

Hallway Restroom Classroom Gym Lunch Room Playground Locker Room Bus Stop On Bus Parking Lot

To/From School After School Program School Sponsored Event Text/Phone/Internet/Social Media Other: _____

Name of Alleged victim(s):

Name of student(s) Alleged bullying:

Name(s) of witnesses/bystanders:

Type of Alleged Bullying:

☐ Verbal

☐ Physical: Result in injury? YES NO

Reported to School Nurse? YES NO

Reported to Police? YES NO

☐ Relational

Alleged Bullying Behaviors (circle all that apply):

Shoved/Pushed

Hit, Kicked, Punched

Threatened

Stole/Damaged Possessions

Excluded

Taunting/ridiculing

Writing/Graffiti

Told Lies or False Rumors

Staring/Leering

Intimidation/Extortion

Demearing Comments

Inappropriate touching

Cyber-bullying using:

Text messages

Website

Email

Other: _____

Racial, Sexual, Religious or Disability Circle one and describe: _____

Reported to school by (circle all that apply):

Teacher

Student

Bystander

Victim/Target

Parent Bus Driver

Anonymous

Other: _____

Describe the incident:

Physical Evidence?

Notes

Email

Graffiti

Video/audio

Website

Other: _____

Actions Taken (see Protocol for Guidelines):

Consequences:

Remediation:

Referral for additional support services:

Parent Contact: Date _____ Time _____ Person making contact: _____

Result: _____

Today's Date: _____ **Reported by:** _____ **Signature:** _____

Bullying Incident Follow-Up

Follow-up Conference Date: _____ **Time:** _____ **Conducted by:** _____

People present:

Administrator _____ Social Worker _____ Counselor _____ Teacher _____

Student _____ Parent _____ Parent _____ Witnesses _____

School Psychologist _____ Other _____

According to student, situation is: Better Worse No difference

Comments:

Parent Contact: _____ **Date:** _____ **Time:** _____ **Person making contact:** _____

Additional Actions / Notes:

Follow-up Conference Date: _____ **Time:** _____ **Conducted by:** _____

People present:

Administrator _____ Social Worker _____ Counselor _____ Teacher _____

Student _____ Parent _____ Parent _____ Witnesses _____

School Psychologist _____ Other _____

According to student, situation is: Better Worse No difference

Comments:

Parent Contact: _____ **Date:** _____ **Time:** _____ **Person making contact:** _____

Additional Actions / Notes:

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Appendix B

Externally Earned Credit

Fremont Public Schools

(This does not apply to Dual Enrollment Classes)

This form must be submitted to and approved by the principal before enrolling in the class. The student must have already taken a similar class at Fremont High School prior to taking an external credit for recovery purposes. Requests that do not meet the above guidelines will be disallowed. An externally earned credit will not take the place of a Fremont Public Schools offered class for advancement into dual enrollment opportunities.

_____ Student's Name	_____ Grade Level	_____ Date
_____ Institution Granting Credit	_____ Contact Person	_____ Telephone Number

Address of Institution

Name of Class for which Credit has been granted by Institution (above)

Principal's Review Granted _____ Not Granted _____

Comments:

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Appendix C

College Visitation Absence Waiver

Directions: Please fill this form out entirely and submit it within 24 hours of your college visitation to have your absence count as school business.

Student's Name

School Visited

Date of Visitation

School Official's Name Printed

School Official's Signature

School Official's Contact Number

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Appendix D

Military Opt-Out Form

Request not to release name, address, or telephone number to the military.

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" 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. The completion and return of this form will serve as your request to withhold your private information.

School: _____ Date: _____

Student Name: _____ Date of Birth: _____

As a student you have a right to request that your private information is not released to military recruiters and others. Complete this Opt-Out form and return it to the Main Office.

_____ I request that the above student's name, address, and telephone number not be released to the Armed Forces and Military Recruiters, or Military Schools.

_____ Date: _____

Signature of Parent or Guardian

-OR-

_____ I am 18 years of age and request that my own name, address, telephone number not be released to the Armed Forces, Military Recruiters, or Military Schools.

_____ Date: _____

Signature of Student

PLEASE RETURN THIS FORM TO THE MAIN OFFICE

MUST BE RETURNED YEARLY IF OPTING OUT

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Appendix E

It is imperative that we have up to date contact information for your student. Without this information, if an emergency arises, we will not be able to contact you in a timely manner. Therefore, we ask that you take this seriously and complete and return to your school.

Please complete and return ONLY if information has changed
Emergency Contact Update

(Please Print Legibly)

STUDENT NAME _____ **2025-2026 GRADE** _____

Family 1

Parent/Guardian Name _____ Relationship _____

Parent/Guardian Name _____ Relationship _____

Street address _____ City _____ State ____ Zip _____

Home phone number _____

Parent/Guardian Name Work Number _____ Parent/Guardian **Cell** Number _____

Parent/Guardian Name Work Number _____ Parent/Guardian **Cell** Number _____

Family 2 (only if applies)

Parent/Guardian Name _____ Relationship _____

Parent/Guardian Name _____ Relationship _____

Street address _____ City _____ State ____ Zip _____

Home phone number _____

Parent/Guardian Name Work Number _____ Parent/Guardian **Cell** Number _____

Parent/Guardian Name Work Number _____ Parent/Guardian **Cell** Number _____

Emergency Contacts (in addition to Parents/Guardians)

(1) Name _____ Relationship _____

Address _____

Home Phone Number _____ Cell Number _____ Work Number _____

2) Name _____ Relationship _____

Address _____

Home Phone Number _____ Cell Number _____ Work Number _____

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Appendix F

MUST BE TURNED INTO SUCCESS TEACHER

(Or the school office)

During the first week of school, or before.

Parent – Student Signature Page

Students and Parents/Guardians are asked to sign this page indicating that they have received and read a copy of the student handbook for the 2025-2026 school year.

To be eligible for any prizes, exam waivers or PBIS rewards this form must be completely filled out & submitted to your success teacher.

Student's Printed Name _____

Student's Signature _____

Student's 2025-2026 Grade _____

Parent's Printed Name _____

Parent's Signature _____

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 parent^[2] 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.

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:

- (iv) Substantially interfering with educational opportunities, benefits, or programs;
- (iv) 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;
- (iv) 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:

- (iv) Substantially interfering with educational opportunities, benefits, or programs;
- (iv) 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;
- (iv) 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.

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]. A corresponding administrative regulation has been developed to implement the policy.

"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.
- *Middle and Elementary School.* Students may not use or possess active electronic communication devices without staff permission.

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.

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.

^[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.