Fennville

Middle School

2026-2027 Student Handbook

Foreword

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

A note from the Superintendent

Dear Students and Families,

As your Superintendent, it is my pleasure to introduce you to our Student Handbook, a vital resource designed to support your educational journey and foster a positive school environment.

This handbook serves as a comprehensive guide to the policies, procedures, and expectations that govern our schools. It outlines essential information regarding academic programs, behavioral expectations, extracurricular activities, and important resources available to you. Our aim is to create a safe, respectful, and inclusive atmosphere where every student can thrive and achieve their full potential.

As you navigate through the pages of this handbook, I encourage you to take the time to familiarize yourself with its contents. Understanding our school's policies and procedures will empower you to make informed decisions, encourage positive interactions, and take an active role in your education. We believe that by working together—students, families, and school staff—we can create an environment that promotes learning, growth, and success for everyone.

I also want to emphasize that communication is key. If you have any questions or need clarification on any matter within the handbook, please do not hesitate to reach out to your teachers or school administration. We are here to help and support you.

Thank you for being a part of our school community. Let's work together to make this school year a great one!

Sincerely,

Albert Lombard, Superintendent
Fennville Public Schools

Table of Contents

IMPORTANT INFORMATION **6**
2025-2026 DISTRICT CALENDAR **8**
2025-2026 DAILY SCHEDULE **9**
EMERGENCY SCHOOL CLOSING PROCEDURES **10**
NOTICE OF NON-DISCRIMINATION **11**
Examples of Unlawful Harassment 12
SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES **13**
Attendance 13
Absences due to illness 14
Planned absences 14
Students are expected to: 14
Excessive Absenteeism and Truancy 15
Books and Supplies 15
Bulletin Boards 15
Bullying 15
Cafeteria Rules 15
Cell Phone Use 16
Cheating, Plagiarism, and Academic Dishonesty 17
Children's Protective Services Investigations 18
Classroom Behavior 18
Closed Campus 18
Communicable Diseases 18
Damage to School Property 19
Dress and Grooming 19
Dress Code 19
Driving and Parking Personal Vehicles 20
Emergency Contact Information 21
Fees 21
Food Services 21
Field Trips 21
First Aid, Illness, or Injury at School 21
Head Lice 22
Homeless Children and Youth 22
Immunizations 22
Law Enforcement Interviews 23
Limited English Proficiency 23
Locker Use 23
Lost and Found 24
Media Center 24
Medication 24
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers 24
Parties 25
Playground/Recess Rules 25
Protection of Pupil Rights 25

© 2024 THRUN LAW FIRM, P.C. POLICY SERVICE

Public Display of Affection 25
Rights of Custodial and Non-Custodial Parents 25
Search and Seizure 26
Student Education Records 26
Right to Request Explanation or Interpretation 26
Right to Request Amendment of Education Records 26
Directory Information 26
Address Confidentiality Program 27
Technology 27
Threat Assessment and Response 27
Transportation Services 28
School Vehicle Rules 28
Video Surveillance and Photographs 29
Withdrawal From School 30
SECTION II: ACADEMICS 31
Honor Roll 31
Grades 31
Homework 32
Absences and Make-Up Work 33
Student Assessments 34
Students with Disabilities 34
Summer School ..... **Error! Bookmark not defined.**
Work Permits 34
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS 35
Extracurricular Activities 35
Student-Initiated Non-Curricular Clubs 36
Transportation To/From Extracurricular Activities 36
SECTION IV: DISCIPLINE AND CODE OF CONDUCT 37
Discipline Generally 37
Forms of School Discipline & Applicable Due Process 38
Restorative Practices 38
Loss of Privilege 38
After-School Detention 39
In-School Suspension 39
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher 39
Out of School Suspension Removal for 10 or Fewer School Days 39
Out of School Suspension Removal for More than 10 and Fewer than 60 School Days 40
Out of School Suspension Removal for 60 or More School Days 40
Student Code of Conduct 40
VAPING, ILLICIT DRUGS POLICY 42
PERSONAL TECHNOLOGY POLICY 48
APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT) 50
APPENDIX B: ANTI-BULLYING 68
APPENDIX C: PROTECTION OF PUPIL RIGHTS 3

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM 6
Series 5000: Students, Curriculum, and Academic Matters 6
5309-F-2 Directory Information and Opt-Out 6
APPENDIX E: ACCEPTABLE USE AGREEMENT 8
F: ATHLETIC CODE OF CONDUCT 13

IMPORTANT INFORMATION

District Website

www.Fennville.org

Board Policies

Board Policies are available at: https://www.fennville.org/district/board-of-education

Addresses

Fennville Middle School

1 N Memorial Drive

Fennville, MI 49408

Fennville High School

4 S Memorial Drive

Fennville, MI 49408

Fennville Alternative High School

5 Memorial Drive

Fennville, MI 49408

Contact Information

Secondary Buildings

Fennville Middle School			
Principal	Chris Grob	(269) 722-3555	Chris.Grob@fennville.org
Main Office	Tracy Pascoe	(269) 722-3550	Tracy.Pascoe@fennville.org

Fennville High School			
Principal	Rick Frens	(269) 722-3455	Rick.Frens@fennville.org
Assistant Principal	Jennifer Brooks	(269) 722-3442	Tracy.Pascoe@fennville.org
Main Office	Maria Rosas	(269) 722-3450	Maria.Rosas@fennville.org
Athletic Director	Tony Stennett	(269) 722-3331	Tony.Stennett@fennville.org

Fennville Alternative High School			
Director	Tara Coffindaffer	(269) 722-3580	tara.coffindaffer@fennville.org

Central Office Administration

Central Office			
Superintendent	Albert Lombard	(269) 722-3350	Albert.Lombard@fennville.org
Director of Teaching & Learning	Jessie Gierucki	(269) 722-3347	Jessica.Gierucki@fennville.org
Supervisor of Specialized Instruction	Allison Best	(269) 722-3348	Allison.Best@fennville.org
Transportation Supervisor	Brenda Boyd	(269) 722-3825	Brenda.boyd@fennville.org

2026-2027 District Calendar

2026-2027 School Calendar

Fennville Public Schools

Elementary (PreK-2) 269-722-3900 (3-5) 269-722-3850
Middle School 269-722-3550
High School 269-722-3450
Central Office 269-722-3350

Aug 12	New Staff Orientation
Aug 17-18	Professional Development (PD) for Staff
Aug 17	K-12 Open House 4:30-6:30pm
Aug 19	**First day of school**
Aug 21	No School for students/staff
Aug 28	No School for students/staff
Sep 4	No School for students/staff
Sep 7	Labor Day - No School for students/staff
Sep 18	Half Day for students
Oct 5	6-12 Parent Teacher Conferences 4-7pm
Oct 6	PreK-12 Parent Teacher Conferences 4-7pm
Oct 7	PreK-5 Parent Teacher Conferences 4-7pm
Oct 9	No School for students/staff
Oct 12	No School for students & Staff PD
Oct 30	End of Marking Period 1
Nov 13	Half Day for students
Nov 25-27	Thanksgiving Break No School for students/staff
Dec 11	Half Day for students
Dec 21- Jan 1	Christmas Break No School for students/staff
Jan 4	**School Resumes**
Jan 15	End of Semester, Half Day for students
Feb 9	PreK-8 Parent Teacher Conferences 4-7pm
Feb 10	PreK-8 Parent Teacher Conferences 4-7pm
Feb 12	No School for students/staff
Feb 15	No School for students & Staff PD
Mar 12	Half Day for students
Mar 26	End of Marking Period 3
Mar 29	9-12 Parent Teacher Conferences 4-7pm
Mar 30	9-12 Parent Teacher Conferences 4-7pm
Apr 2-9	Spring Break No School for students/staff
May 14	Half Day for students
May 20	FHS Graduation 7pm
May 27	FAHS Graduation 7pm
May 31	Memorial Day - No School for students/staff
June 3	Half Day for students
June 4	**Last Day/Half Day for students**

School Closed
No School, Staff PD
1/2 Day Students & Staff PD
First Full Day & Last 1/2 Day

Elementary Hours	Middle/High School Hours
Monday - Friday	**Monday - Friday**
7:45am - 2:45pm	7:50am - 2:50pm

Half Days all buildings dismiss at 11:05am

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2026-2027 Daily Schedule

School doors open at 7:30 a.m. Classes begin promptly at 7:50 a.m. and end at 2:50 p.m.

Breakfast is served daily from 7:30 a.m. to 7:50 a.m. To keep our building neat and clean, breakfast is to be eaten in the cafeteria or student commons area.

7:30	Building Opens		
7:45	Warning Bell		
7:50–8:40	1st Period — 50 min		
8:44–9:34	2nd Period — 50 min		
9:38–10:28	3rd Period — 50 min		
Time	**6th Grade**	**7th Grade**	**8th Grade**
10:32–11:02	Lunch	Math Advisory	ELA Advisory
11:06–11:36	ELA Advisory	Lunch	Math Advisory
11:40–12:10	Math Advisory	ELA Advisory	Lunch
12:14–1:04	5th Period — 50 min		
1:08–1:58	6th Period — 50 min		
2:02-2:50	7th Period — 48 min		

School staff will supervise students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times and should plan to exit the building.**

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

The school will notify the following television stations:

WMMT CH. 3	WZZM CH. 13	WOOD TV CH. 8	WXM CH. 17

In addition, parents will be notified by the School Messenger Alert System, and the District will post on the District website and social media platforms that are used. It is the responsibility of a parent to make sure the school has the most current phone number for this alert. Parents and students are responsible for knowing about emergency closings and delays.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the district's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Jessica Gierucki, Director of Teaching and Learning
5 Memorial Drive, Fennville, MI 49408
(269) 722-3347
Jessica.Gierucki@fennville.org

Designated Section 504 Coordinator at FHS
Jennifer Brooks, FHS Assistant Principal
4 Memorial Drive, Fennville, MI 49408
(269) 722-3442
Jennifer.Brooks@fennville.org

Designated Section 504 Coordinator at FAHS & FMS
Allison Best, Specialized Instruction Director
5 Memorial Drive, Fennville, MI 49408
(269) 722-3448
Allison.Best@fennville.org

Designated Civil Rights Coordinator
Allison Best, Supervisor of Specialized Instruction
5 Memorial Drive, Fennville, MI 49408
(269) 722-3448
Allison.Best@fennville.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at https://www.fennville.org/accessibility-statement

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to

its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 3115 is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Attendance is important in the development of a high-quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Notification of Absences

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day, including Advisory class. If a student is unable to attend school, the student or parent must report that absence to the main office of their respective building.

Fennville Middle School			
Main Office	Tracy Pascoe	(269) 722-3550	Tracy.Pascoe@fennville.org

Fennville High School			
Main Office	Maria Rosas	(269) 722-3450	Maria.Rosas@fennville.org

Fennville Alternative High School			
Director	Tara Coffindaffer	(269) 722-3580	tara.coffindaffer@fennville.org

Tardiness

A student who is not in their assigned location by 7:50 a.m. shall be considered tardy. Any student arriving late to school shall report to the school office before proceeding with class. **Attendance is taken at the start of each hour. Students arriving later than 10 minutes to a class period are marked absent.** Students arriving late should use the front entrance and sign in at the office.

At the end of each week, a tardy report will be run. Students with…

- 3-5 tardies from the week will earn one Lunch Detention (silent lunch)
- 6-8 tardies from the week will earn one Lunch detention and one after school detention or other accountability measure
- 9+ tardies from the week will earn in further consequences
- Students will be provided a lunch during lunch detention.

Within a marking period, a student with…

- 10 accumulated tardies may have a parent meeting with an administrator
- 20+ accumulated tardies may result in in school suspension and/or other accountability measures.

Early Dismissal from School
A student may only leave school early if the student's parent/guardian notifies the office.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
- medical appointments for the student
- death or serious illness of the student's family member
- attendance at a funeral, wedding, or graduation
- appearance at court or for other legal matters
- observance of religious holidays of the student's own faith
- college planning visits; and
- personal or family vacations.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has 1 day for each day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

See the main office for a "Planned Absence" form that requires a student to visit all teachers to get work they will miss during the absence.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

Excessive Absenteeism and Truancy

Students are most successful when they are here. When a student shows a pattern of truancy and tardiness the student becomes truant. An administrator or truancy office may in be contact to explain the truancy process and offer support to encourage the student's regular attendance.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks, school issued devices and other supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Board Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cafeteria Rules

To align behavioral expectations, Fennville Public Schools have instituted Positive Behavior Support Systems (PBIS) in all of their buildings- elementary, middle and high school. PBIS is an evidence-based framework for improving and integrating data, systems, and practices to improve the overall student behavior.

In the cafeteria, students are expected to be safe, respectful, and responsible.

Safe	Respectful	Responsible
Enter the back of the line, stay in line. Stay in the cafeteria or prescribed eating areas. Wait for dismissal.	Use appropriate language. Welcome others to your table. Stay in your seat. Sit one person per seat.	Clean up after yourself. Use restrooms in the front lobby. As for permission to leave the cafeteria.

Cell Phone Use

Fennville Middle School Cell Phone Policy

Students may not use cell phones, wireless headphones, smart watches or other electronic devices during the school day from 7:50 - 2:50. If a student chooses to bring cell phones or other electronic devices to school the cell phone and/or device must be stored in the student's locker during school hours.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, recording, sharing without permission or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators, teachers and support staff may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. Discipline for violations of the cell phone policy are progressive and listed below. Violations will accumulate over the course of the school year.

- 1st Violation: Device confiscated, violation documented, parent/guardian notified, and student may pick up their cell phone at the end of the school day.
- 2nd Violation: Device confiscated, violation documented, parent/guardian notified to pick up the device from the school office during normal business hours. If parent is unable to pick up the device the student will serve an after-school detention from 2:50 - 3:45 PM.
- 3rd Violation: Device confiscated, violation documented, parent/guardian notified to pick up the device from the school office during normal business hours. Student assigned to half a day In School Suspension. Students will also be placed on a one-week Phone Plan.
- **Phone Plan**: Student turns their phone into the office at the beginning of the day and picks up at the end of the day. There will be additional consequences if a student turns in a non-working or inactive device.
- 4th Violation: Device confiscated, violation documented, parent/guardian notified to pick up the device from the school office during normal business hours. Student assigned to a full day In School Suspension. Students will also be placed on a one-month Phone Plan.
- Additional Violations: Additional Violations will be considered insubordination; discipline will apply and may include out-of-school suspension.

- Any other recording devices such as META glasses or other technology that records video or audio are prohibited in the school building.

The building principal or designee may require a meeting with the student's parents to discuss the rule violation before returning the cell phone, wireless headphones, smartwatch or electronic device.] If a student refuses to give the phone to staff member when asked, it will result in an insubordinate infraction and will follow the code of conduct. When a cell phone is confiscated, a parent or guardian will be notified, and we request the parent, or guardian, picks the device up from the office.

Note: A 504 Plan or IEP that requires the use of an electronic device during instruction for the identified medical need will be able to keep their device with them assuming it is used for the sole purpose defined in the 504 or IEP.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

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

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

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow. Infraction of student behavior may be documented into SWIS, an online behavior management program attached to PBIS.

Behavior Terms	
SWIS Write Up	Students who are not being safe, respectful, responsible may earn a written SWIS referral that is either a "Major" or a "Minor".
Minor Referral Tier 1 & 2 Behaviors	A minor referral is when is not being safe, respectful, and responsible in the learning environment, but corrects and resets behavior. A student who accumulates three minor write-ups within a three-week period may earn an "Accountability Measure".
Major Referral Tier 3 Behaviors	A major referral is when a student disruption causes a large or sustained disruption to the learning environment. Every major referral earns an "Accountability Measure" (i.e. a Restorative conference or a Detention).

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action, refer to Board Policy 5801.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer at risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

A. Provide state-approved educational materials on concussion awareness to each student and to the student's Parent; and
B. Obtain a statement signed by each student and respective Parent acknowledging receipt of state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

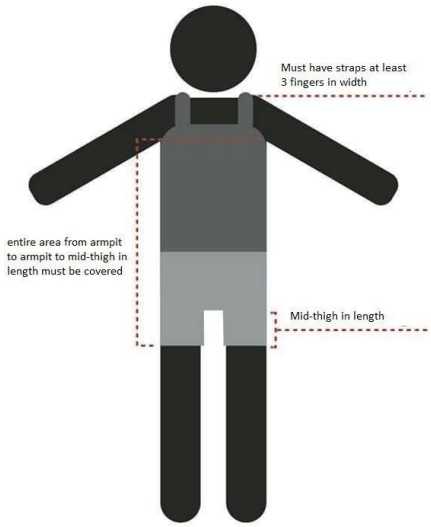
In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code, Policy 5204; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Dress and Grooming



Fennville Public Schools respects students' rights to express themselves in the attire that they choose. All students who attend Fennville Public Schools are expected to respect the school community by dressing appropriately for the educational environment. The following policy is intended to provide guidance for students, parents and staff.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to mid thighs (see image above). Tops must have shoulder straps at least 3 fingers in width.

2. Rips or tears in clothing must be lower than the mid-thigh.

3. Shoes must be worn at all times and should be safe for the school environment (bedroom shoes or slippers shall not be worn, except for school activities approved by school administration).
4. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements (see image above).
5. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.

Additional Requirements:

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Clothing and accessories that endanger student or staff safety may not be worn.
6. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal behavior is prohibited.
7. Specialized courses or activities may require specialized requirements to their uniforms.

   The administration and school personnel reserve the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will be requested to change, and their parents will be contacted if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not visit their vehicles, move their vehicles, sit in, or be around their vehicles during the school day without permission from administration. If permission is granted, the student must re-enter the building through the front secure doors.
2. Students may not drive carelessly or with excessive speed on school grounds.

3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Parking permit forms are available in the front office. There is no fee but students have to have proof of license, registration and insurance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

The school participates in the National School Lunch Program. All students at Fennville Public Schools qualify for free breakfast and lunch for the 2026-2027 school year. Family surveys will be sent to all families to collect information about eligibility as a district. Students may also bring their own lunch to school from home to eat in the school's cafeteria. No student shall be allowed to leave the school premises during the lunch period without specific written permission granted by the principal. If you have questions please contact the Director of Food Service, at (269) 722-3363**.**

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parents/guardian before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations prior to or while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District

will first attempt to contact a parent or other designated responsible adult when possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Martina Soriano
Fennville Elementary School
8 Memorial Dr. Fennville, MI 49408
(269) 722-3580
Martina.soriano@fennville.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201.

> *…The building principal or designee will make reasonable attempts to contact a student's parent/guardian before the student is questioned by law enforcement. If the student is 18 years or older or is emancipated, the building principal will make reasonable attempts to contact the student's parent/guardian, if requested by the student. If a parent/guardian cannot be reached after reasonable attempts, the student may be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee will be present for the questioning. The student will be questioned in a private room and out of sight of others as much as practicable…*

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Consistent to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

During instructional hours students must keep all personal belongings including coats, blankets backpacks and cell phones in their lockers during the school day.

Lost and Found

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials are lost and not returned by the end of the semester, the student may be required to pay for the replacement cost. Students may also be required to pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Personal Items

Personal items; such as backpacks and sport bags will not be allowed in the classroom. Students must place personal items in their lockers upon the start of the school day apart from taking their sports bags to gym class. They are not to be kept in classrooms, outside of classrooms, in the hallway. Any personal items found in any location other than a student's locker will be brought to the office and the student will receive consequences.

Parent Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow these rules during recess or while using recess space:

Students should follow PBIS identified guidelines for being Safe, Respectful and Responsible. In addition, FMS may utilize the Community Athletic Center (CAC) for recess and follow all rules of the CAC.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

a. student names, addresses, and telephone numbers;

b. photographs and videos depicting a student's participation in school-related activities and classes;

c. date and place of birth;

d. major field of study;

e. grade level;

f. enrollment status (e.g., full-time or part-time);

g. dates of attendance (e.g., 2023-2027);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District's Threat Assessment and Response is found in Policy 5714.

Transportation Services

To help keep dismissal running smoothly and safely, we have a 12:30pm cutoff for all transportation changes for bus riders and car riders. This cutoff gives our staff enough time to make adjustments and communicate changes before dismissal. Please contact your students building with changes as early as possible in the day.

School Vehicle Rules

Riding school vehicles is a privilege, not a right. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.

2. Students may not eat or drink while in the vehicle.

3. Students must wait in a safe place for the vehicle to arrive, at least 10 feet from the roads edge, clear of traffic and away from where the vehicle stops.

4. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.

5. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.

6. Students must remain seated, facing forward and keep aisles and exits clear while the vehicle is moving.

7. Students may not throw or pass objects on, from, or into vehicles.

8. Students may not use profane language, obscene gestures, tobacco, alcohol, vapes, drugs, or any other controlled substance on the vehicles.

9. Students may not carry weapons, look-a-like "toy" weapons, hazardous materials, nuisance items, or animals onto the vehicle.

10. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

11. Students may not open windows without the driver's permission. Students may not put any part of their body out of the window.

12. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.

13. Students must always respect the rights and safety of others.

14. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.

15. Students may not vandalize or intentionally cause damage to the vehicle or seats.

16. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.]

17. Students will store all larger items such as, but not limited to, band instruments, sports equipment, or large bags in the under-storage compartment at the direction of the bus driver.

18. Students may use electronic devices with driver permission so that it doesn't distract the driver or disrupt others around.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

In collaboration with school administration, the transportation department may issue consequences to students who violate the school vehicle rules. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

School officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless both the parent of the non-route student and the routed student contact the bus garage notifying them of the request no later than 12:30pm the day of riding. The Transportation Department or District administration reserves the right to deny any request for non-route riders.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee. Students who make recordings on school property are subject to discipline.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

SECTION II: ACADEMICS

To encourage students and parents to stay up to date on student academic information, grades, attendance, and other information parents, guardians and students can be accessed via PowerSchool.

Parents and guardians having trouble accessing PowerSchool should communicate with the school's main office.

Recognition of Student Academic Achievement

Honor Roll

In order for a student to be named to the Honor Roll they will earn a minimum of a 3.0 G.P.A. on their report card. Students will be honored with the following criteria.

- 3.0-3.49 - Honor Roll
- 3.5-3.9 - Distinguished Honor Roll
- 4.0+ - Blackhawk Scholar

Grades

Report cards will be issued at least once each semester. Grades are calculated using the following grading scale:

Fennville Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

93-100	A	The student can demonstrate proficiency of course standards and apply them to more complex problems or situations.
90-92	A-	
87-89	B+	The student can demonstrate proficiency in the course's standards.
83-86	B	
80-82	B-	
77-79	C+	The student can independently demonstrate proficiency of the simpler concepts of the course standards.
73-76	C	
70-72	C-	
67-69	D+	The student can demonstrate proficiency of simple concepts relating to the standard with support.
63-66	D	
60-62	D-	
59% or less	F	The student cannot demonstrate understanding of the standard at this time or insufficient data to support a higher grade.
Incomplete	I	An "I" may be assigned with administrative approval and an approved plan to earn a letter grade. Any exceptions must be approved by the Principal.

Grade Point Average

A student's grade point average (GPA) is calculated on all subjects. Although GPA may be provided on Powerschool, the GPA will not roll over from middle school to high school.

Semester Grade Calculations

A student's final grade, which will be reported on their transcript, will be calculated using the following formula:

Semester 1	**Semester 2**
Marking Period 1 – 50%	Marking Period 3 – 50%
Marking Period 2 – 50%	Marking Period 4 – 50%

Grading Categories

Within each class, a student will be given formative and summative assessments.

Formative Assessment (40% of grade)

A formative assessment is a process that occurs during the teaching and learning and involves both teachers and students gathering information so they can take steps to keep learning moving forward to meet the learning goals. A formative assessment helps inform the teacher of what next steps to take with the student to maximize student growth.

Summative Assessment (60% of grade)

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

If students struggle with homework, they should communicate to their teacher either through e-mail or talking to them before, during, or after school. If a student is struggling with how to communicate with his or her teacher, the student should reach out to their Advisor, Assistant Principal, or Principal for support.

For many struggling students, developing the ability and skill to do homework well is the level that creates the academic growth to be an honor student.

Late Work Policy

Formative Assessments	
Late Work Policy	
When is it late?	After established due date
When is it no longer accepted?	Becomes a zero at the completion of the unit once the Summative Assessment is given
Penalty	Teachers can decide on penalty to late work, but not lower than 60% if proficiency was shown

Summative Assessments	
Late Work Policy	
When is it late?	Incomplete summative assessments are not counted as late; students have the last 10 days of the semester to complete summative assessments.
When is it no longer accepted?	Students will be given the opportunity to make up summative assessments from the current semester during the last 10 days of the semester. After the conclusion of the semester it is no longer accepted. An “I’ may be assigned with administrator approval and an approved plan to earn a letter grade. Any exceptions to this must be approved by the FMS Principal.
Penalty	No penalty

Absences and Make-Up Work

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

Work missed for school-related and pre-approved absences will be completed and turned in prior to the absence or if communicated with teacher, immediately upon return to class. It will be the student’s responsibility to seek clarification from each affected teacher before the school-related or pre-approved absence occurs. Students should complete a Pre-Arranged Absence Form, found in the middle school office, prior to any planned absence to gather work that will be missed and receive all necessary signatures.

Student Assessments

To measure student progress, students will be tested in accordance with State standards and District policy.

Additional group tests, such as the NWEA MAP test, is given multiple throughout the year, are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be conducted to identify areas of student interest or talent. These are often given by the student support staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Fennville Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Students with Disabilities

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

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

Allison Best, Supervisor of Specialized Instruction/504 Coordinator
5 Memorial Drive, Fennville, MI 49408
(269) 722-3450
Allison.Best@fennville.org

Work Permits

Information about work permits is available at the Fennville High School main office or the Central Office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2026-2027 school year, the District or Fennville Recreation (dependent on grade level) offers the following student clubs and activities:

Robotics/Aerial Drone
Ski Club
Student Council
Others may be available depending on staffing

For the 2026-2027 school year, the District offers the following student athletics:

Fall
Boys Soccer
Football
Cross Country
Girls Volleyball
Sideline Cheer

Winter
Boys Basketball
Girls Basketball
Competitive Cheer
Wrestling (Girls & Boys)

Spring
Baseball
Girls Soccer
Softball
Track (Girls & Boys)
Boys Volleyball

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who attends school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

SWIS Write Up	Students who are not being safe, respectful, responsible may earn a written SWIS referral that is either a "Major" or a "Minor".
Minor Referral Tier 1 & 2 Behaviors	A minor referral is when is not being safe, respectful, and responsible in the learning environment, but corrects and resets behavior. A student who accumulates three minor write-ups within a three-week period may earn an "Accountability Measure".
Major Referral Tier 3 Behaviors	A major referral is when a student disruption causes a large or sustained disruption to the learning environment or creates a concern for safety. Every major referral earns an "Accountability Measure" (i.e. a Restorative conference, a Detention, suspension, and more).

PBIS

To align behavioral expectations, Fennville Public Schools has instituted PBIS in all of their buildings - elementary, middle, and high school. PBIS = Positive Behavioral Interventions and Systems (P.B.I.S.). PBIS is an evidence-based framework for improving and integrating data, systems and practices to improve the overall student behavior. Together as a school community we look forward to continuing to make Fennville Public Schools a great place for students to learn and for teachers to teach.

Forms of School Discipline & Applicable Due Process

Restorative Practices

When a relationship or community is harmed, we need to acknowledge the acts so we can work together to heal individuals and the community. All the following tools exist to help restore relationships within our school community:

Restorative Circle: is a community process for supporting those in conflict. It brings together the parties in conflict to solve problems through communication and action.

Restorative Conference: a structured meeting between the offender and the person that was harmed in which they deal with the consequences of the wrongdoing and decide how best to repair the harm.

Harm Reparation: A student completes a task or assignment to make up for a previous offense.

Restitution: An action that permits the student to help to restore or improve the school environment either by directly addressing the problems caused by the student's behavior (e.g., in cases of vandalism students can work to repair things they damaged), or by having the student improve the school environment more broadly (e.g., picking up trash, washing lockers).

Mini-courses or Skill Modules: Short courses or self-study modules can be assigned as a restorative consequence. These courses would be on topics related to the student's inappropriate behavior and would be designed to teach the student to have increased awareness or knowledge about the topic, thus facilitating behavior change.

Parent involvement and Supervision: Along with the school and student, parents/guardians will develop ways that they can provide closer supervision or be more involved in their student's development. Together the adults and student will work towards better communication and more frequent contact between teachers and parents, as well as coordinated behavior-change approaches.

Student Conference: A meeting where the student, teacher, Advisor, or administrator develop behavior and academic goals with plans, action items, and communication methods.

Parent Conference: A parent or guardian attends a meeting with the student, teacher, Advisor or administrator develops behavior and academic goals with plans, action items, and communication methods.

Problem-solving/contracting: Negotiation and problem-solving approaches can be used to assist students in identifying alternative behavior choices. The student will develop a contract that reminds him or her to engage in a problem-solving process that includes positive reinforcement for success and consequences for continuing problem behaviors.

Loss of Privilege

Teachers and administrators may require students to lose certain privileges throughout the school day as a natural consequence to observed behaviors that are not acceptable at Fennville Middle or High School. Such examples are, but not limited to, lunch detention, breaks from class, time out of classroom (less than 60 minutes) etc.

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension contact the parent or guardian. Additionally, the teacher may request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference if necessary.

Out of School Suspension Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student with verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Out of School Suspension Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. See policy 5206A.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Out of School Suspension Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;

2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Bathroom Privileges

If a student is in the bathroom when the vape sensor is activated, the student's parents will be informed.

If the student continues to be in the bathroom when the vape sensor is activated, the student will lose the privilege to use the group bathrooms and will need to check-in with the office and use a single-stall bathroom. Students who use the group bathroom without the proper privilege will earn a major write-up.

On the first offense, if a student can go two weeks without activating the vape sensor, the privilege of using the group bathroom will be returned to the student.

Each time a student activates the vape sensor, the number of days without group bathroom privilege will double (e.g. second offense is one month, third offense is two months).

If there is reasonable suspicion of illicit drug use, code of conduct policy will take place.

Additional Consequences

Possessing a tobacco vape pen is a Class Two Offense. Possessing a marijuana vape pen is a Class One Offense. A vape pen that is not clearly identifiable will be turned over to law enforcement for identification.

	Tobacco	THC*
1st Offense	3 Day Out-of-School Suspension	Up to 10 Day Out-of-School Suspension and may include Recommendation for Expulsion
2nd Offense	5 Day Out-of-School Suspension	Long-term Suspension and Recommendation for Expulsion
3rd Offense	10 Day Out-of-School Suspension and Recommendation for Expulsion	

*The Allegan County Sheriff will be contacted any time a student is found with THC or under the influence of THC. If a student is younger than 18 years old, the Sherriff's Department will be making a home visit to meet with the student's parents.

Completion of a Vape Course can decrease the total number of suspension days for one suspension.

Discipline Related to Specific Misbehaviors/Infractions

The items listed below are the most common major violations of school discipline. This list is not intended, nor is it possible for any list to be, all inclusive. Additional violations may result in disciplinary action and violations of a more serious nature will result in more severe action. Consequences will be administrated as deemed appropriate to the specific offense.

Tier 3 Major Offenses: Class One
Class One offenses are the most serious infractions. These infractions will result in an Out-of-School Suspension for up to ten (10) days and/or a recommendation for expulsion. Disciplinary action regarding Class One offenses includes the notification of law enforcement and/or as appropriate. In addition, certain behaviors could lead to the district conducting a threat assessment to determine risk level before the student is allowed to return to campus. Action may also include placement on probation for a minimum of sixty days and loss of the privilege to be involved in or attend extracurricular activities during the probationary period. **State law requires expulsion for the use or possession of weapons.** These infractions include, but are not limited to: • Assault or threats made to students or staff including comments or a violent or threatening nature directed towards individuals or the school community • Creation of depictions of violence or threats • Being under the influence of, use, possession, or sale of alcohol, controlled substances, inhalants, substances purported to be illegal drugs or purported to have the effects of illegal drugs, or drug paraphernalia (see Vape Policy) • Extortion • Fighting • Gross disruption • Harassment (verbal, physical, or sexual) • Gang Activities • Participating in a sexual act on campus grounds • Possession, use or sale weapons or explosive devices (including firecrackers and smoke bombs) • Vandalism, defacing, or destruction of school property or of a staff member's personal property, on or off school premises (Disciplinary action taken will also include restitution in the form of reconditioning or replacing as the situation may warrant) • Violation of civil or criminal legal codes including rape, sexual misconduct, arson, or abuse of fire alarms and safety equipment • Violation of the district Technology Code of Ethics

Tier 3 Major Offenses: Class Two
Class Two offenses are serious infractions that will result in a suspension as follows: **1st Offense:** up to three (3) days Out-of-School Suspension **2nd Offense:** Up to five (5) days Out-of-School Suspension **Additional Offenses:** to be treated as Class One offenses These infractions include, but are not limited to: • Accumulating more than 7 referrals within one week • Filming a fight or any other violation • Insubordination • Possession or use of Electronic Nicotine Delivery Systems (ENDS) such as electronic cigarettes, vaping products such as vaping liquids (tobacco only, see vape policy or Class One for THC or another drug) • Possession or use of tobacco products (including chewing tobacco, patches, pouches, strips, tablets, etc) • Severe Bullying- Please refer to Board Policy 5207 for further information • Theft or possession of stolen goods (disciplinary action taken will also include restitution or replacement as the situation warrants) • Unacceptable behavior for a teacher • Violation of closed campus policy (Skipping Off Campus)

Tier 3 Major Offenses: Class Three
Class Three offenses include disruption to the proper functioning of school activities and will result in sanctions as follows: **1st Offense:** Up to two (2) days of In-School or Out-of-School Suspension **2nd Offense**: Up to three (3) days of In-School or Out-of-School Suspension **3rd Offense**: Up to three (3) days Out-of-School Suspension **4th Offense**: Suspended up to ten (10) days, possible recommendation to the school board for expulsion. These infractions include, but are not limited: • Accumulating 3 to 6 major referrals within one week • Aiding and abetting a violation of school rules • Being in an unauthorized or restricted area • Bullying- Please refer to Board Policy 5207 • Cell Phone/Technology Misuse (refer to Personal Technology Policy) • Cheating/Plagiarism/Unethical use of Artificial Intelligence • Chronic tardiness (6) tardies in the same class period in a marking period, each additional tardy beyond six tardies will result in additional sanction • Classroom/hallway disruption or in possession of a disruptive article • Driving in restricted areas

- Failure to serve assigned detention or intervention
- Forgery
- Gambling
- Improper sign-in or sign-out
- Inappropriate attire
- Inappropriate hallway conduct
- Inappropriate display of affection
- Inappropriate language or gestures
- Inappropriate symbols, drawings, and writings
- Leaving class without permission
- Littering
- Loitering
- Lying to a staff member that hinders the operation of the school
- Parking violations
- Physical Altercation
- Profanity
- Profanity directed at another person
- Refusing to accept discipline
- Skipping (in the building)
- Skipping (out of the building)
- Violation of driving regulations

Prohibited Conduct Definition and Explanation of Terms
Arson: purposefully, intentionally, or maliciously setting a fire on school property.
Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.
Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.
Bullying: Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- e.g., internet, telephone or cell phone, personal digital assistant, or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly.
Closed Campus: Policy Because of our commitment to student safety, Fennville High School operates a "closed campus". This means that students are to remain in the school building or in designated outside areas after their arrival on school grounds until the end of the normal school day.
Controlled or Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, non-alcoholic beer, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs.

Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.
Disruptive Behavior: disrupting the learning environment or school activity.
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying. Harassment may be racial, cultural, verbal or physical. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, making improper sexual comments, or verbal or physical contact of a sexual nature where: **a.** Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development. **b.** Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals. **c.** Such conduct has the express purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. Any student who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults or intimidation shall report the incident to the building principal or school counselor. Any student who makes discriminatory and/or sexual insults, intimidation or harassment shall be disciplined and counseled to refrain from such conduct.
Extortion: The use of threats to take or borrow money from another student.
Fighting: An act of physical violence between two or more students.
Forgery: The fraudulent use of the name of another person, or falsifying times, dates, grades, addresses, signatures, or school data and information.
Gross Disruption: The act of deliberate or willful conduct detrimental to the function and normal operation of school activities or programs.
Hazing*:* Any act coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.
Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video

Insubordination*:* The failure to respond to, or carry out, a reasonable request from a staff member, or the act of verbal or physical opposition to a staff member. This also is intended to include students who are willfully dishonest with a staff member.
Misuse of District Technology: violating the District's acceptable use policies and agreement.
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.
Physical Altercation: An act of minor physical contact toward another student, not rising to the level of a fight or assault.
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of Artificial Intelligence.
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.
Skipping*:* Student is not in their designated area during the school day a. **Off Campus** – Students are required to be in their designated area during the school day. Leaving the school building and/or school grounds without permission is considered skipping and a student will be marked unexcused, and the code of conduct policy will be followed. b. **In Building** - Students are required to be in their designated area during the school day. Leaving the designated area without permission is considered skipping and a student will be marked unexcused for the hour and code of conduct policy will be followed.
Tardy*:* Arriving, less than 10 minutes late to class without a signed pass from a teacher, office, or staff member. 10 minutes or later result in Absent for that class period.
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.
Unauthorized Areas: The following areas are off limits to High School students during the school day without staff permission: elementary and middle school hallways and classrooms, outside entrances and exits, and all parking lots and other outdoor areas.
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property. Threats of violence may result in a Behavior Threat Assessment and immediate suspension for security purposes.

PERSONAL TECHNOLOGY POLICY

It is the mission of Fennville Public Schools to provide academic excellence for a lifetime of success. The usage of personal electronic devices (cell phones, earphones/buds, smartwatches *etc*.) can interfere with learning from taking place in the classroom and limit academic success.

Due to this, the usage of personal technology will not be allowed during the school day. Devices must silenced and stored in lockers during the school day. Students may use their school issued Chromebook for educational purposes during the school day. Use of school devices is a privilege not a right. Students that do not meet the expectations will lose this privilege.

Students may use a smartwatch for the purposes of telling time; however, any other use of a smartwatch during unsanctioned time is a violation of the Personal Technology Policy.

Students who are observed videotaping a discipline infraction (a fight, illegal activity, etc.) will be subject to discipline as well. The phone will be confiscated, and parent/guardian notified.

The school prohibits the use of any photography or video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may be suspended.

Fennville Public Schools will strictly follow this policy. Students observed texting, using social media, or making phone calls during class time are in violation of the personal technology policy.

If the student refuses to turn in their cell phone, the student will be required to report to the office, a parent will be contacted, and the student may receive up to one day of OSS.

School personnel will follow the guidelines below:

1st Offense – If a student is found to be in violation of the personal technology policy, the student will be asked by school personnel to surrender the device. If the student does so, the

student will get their device returned at the end of the school day in the main office. Contact will be made with the student's parent/guardian.

2nd Offense – If a student is found to be in violation of the personal technology policy for a 2nd time, the student will be asked by school personnel to surrender the device. If the student does so, a parent/guardian will need to pick up the device at the end of the school day in the main office. The student will be assigned a before or after school Accountability Measure.

3rd Offense – If a student is found to be in violation of the personal technology policy for a 3rd time, the student will be asked by school personnel to surrender the device. If the student does so, a parent/guardian will need to pick up the device at the end of the school day in the main office. One day of ISS or OSS may be assigned by school administration and the student will be placed on a technology plan.

Any Subsequent Offenses – Any further infractions may result in ISS or OSS starting with the amount to be determined by school administration in accordance with the Student Code of Conduct.

Refusal to give up a device when a staff member makes the request is considered insubordination and the code of conduct will follow.

Online learning through Edmentum, LMC courses, or others may require additional online agreements.

Parents/Guardians: If you need to contact your child during the school day, please call the office at (269) 722-3556.

APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity, or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission. access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

A. Definitions: For definitions related to the District's non-discrimination, anti- harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.

B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.

C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.

D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.

E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.

F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.

G. Pregnancy Discrimination: For more information about preventing and responding to pregnancy discrimination, see Policy 3115G – Additional Requirements to Prevent and Address Pregnancy Discrimination.

H. Training, Recordkeeping, and Notice: For more information about training requirements, recordkeeping protocols, and notice of the District's non- discrimination policy, see Policy 3115H – Training Requirements, Recordkeeping, and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701

et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101

et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL

37.1101 et seq., 37.2101 et seq.

Date revised: 12/16/24

3115A Definitions for 3115 Series

A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:

1) "Appeals Officer" means a person who is designated to hear a determination appeal, a dismissal appeal, or a challenge to a Supportive Measures decision. The Appeals Officer must be a District employee and may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.

2) "Complainant" means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Unlawful Discrimination.

3) "Complaint" means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.

4) "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or romantic relationships between students and District employees, volunteers, or contractors, regardless of age or consent, are prohibited.

5) "Coordinator" means the person(s) designated by the District to coordinate the District's compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.

6) "Day" means a day that the District's central office is open for business, unless otherwise indicated.

7) "Decisionmaker" means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.

8) "Disciplinary Sanctions" means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.

9) "Grievance Procedure" means the process outlined in Policy 3115E. 10) "Informal Resolution Facilitator" means the person designated to facilitate an

informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.

11) "Investigator" means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

12) "Key Role" means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.

13) "Party" means a Complainant or Respondent.

14) "Relevant" means related to the allegations of Unlawful Discrimination under investigation as part of the Grievance Procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged Unlawful Discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged Unlawful Discrimination occurred.

15) "Remedies" means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after the District determines that Unlawful Discrimination occurred.

16) "Respondent" means a person who is alleged to have violated the District's prohibition on Unlawful Discrimination.

17) "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.

18) "Supportive Measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or

Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

a. Restore or preserve that Party's access to the District's education program or activity, including measures that are designed to protect the safety of the Parties or the District's educational environment; or

b. Provide support during the District's Grievance Procedure or during an informal resolution process.

19) "Unlawful Discrimination" means to treat a person differently or less favorably due to the person's race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1) ***Race, Color, or National Origin Harassment,*** which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2) ***Disability Harassment,*** which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

3) ***Sex-Based Harassment,*** which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

a. Quid Pro Quo Harassment

An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

b. *Hostile Environment Harassment*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact- specific inquiry that includes consideration of the following:

i. The degree to which the conduct affected the Complainant's ability to access the District's education program or activity;

ii. The type, frequency, and duration of the conduct;

iii. The Parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;

iv. The location of the conduct and the context in which the conduct occurred; and

v. Other sex-based harassment in the District's education program or activity; or

a. Specific Offenses

i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

ii. "Dating violence" means violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

iii. “Domestic violence” means felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person’s safety or the safety of others; or (ii) suffer substantial emotional distress.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701

et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL

37.1101 et seq., 37.2101 et seq.

Date revised: 12/16/24

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators. In general, building principals will serve as the decision maker and the investigation will be conducted by the Coordinator or the Decision Maker. The superintendent will act as the Appeal Officer. Therefore, coordinators, principals, and the superintendent are responsible for up-to-date training.

Designated Title IX Coordinator Director of Teaching and Learning 5 Memorial Drive

Fennville, MI 49408

(269) 722-3347

Second Title IX and 504 Coordinator Elementary Assistant Principal

8 Memorial Drive

Fennville, MI 49408

(269) 722-3935

Third Title IX and 504 Coordinator Secondary Assistant Principal

4 Memorial Drive

Fennville, MI 49408

(269) 722-3442

Civil Rights Coordinator Supervisor of Specialized Instruction

5 Memorial Drive

Fennville, MI 49408

(269) 722-3348

A Complaint against one of the Coordinators listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701

et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL

37.1101 et seq., 37.2101 et seq.

Date revised: 12/16/24

3115C Supportive Measures

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party. 1) Examples of Supportive Measures

Supportive Measures may include, but are not limited to:

a. District-provided counseling;

b. Course-related adjustments, such as deadline extensions;

c. Modifications to class, extracurricular, or work schedules;

d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;

e. Training and education programs; and

f. Mutual no-contact orders.

Any Party may seek modification or termination of a supportive measure applicable to them if circumstances materially change.

The District must not disclose information about any Supportive Measures to persons other than the person to whom they apply, unless necessary to provide the Supportive Measure or to restore or preserve a party's access to the education program or activity, or as otherwise authorized by law.

B. Challenging Supportive Measures

For allegations of Title IX Sex Discrimination, any Party may seek modification or reversal of a decision to provide, deny, modify, or terminate Supportive Measures applicable to them. To request a modification to Supportive Measures, the Party must submit a written request to the Title IX Coordinator. The Title IX Coordinator will designate an impartial employee as an Appeals Officer to review the challenge. The Appeals Officer must be an employee, must not be the person who made the challenged decision, and must have the authority to modify or reverse Supportive Measures. The Appeals Officer will only modify or reverse a decision about Supportive Measures if the Appeals Officer determines that the initial decision to provide, deny, modify, or terminate the supportive measure is inconsistent with the definition of Supportive Measures in this Policy.

C. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee must consult with one of more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 34 CFR 106.1 et seq. Date revised: 12/16/24

3115D Informal Resolution

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may instead elect to participate in an informal resolution process. This process is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 34 CFR 106.44 Date revised: 12/16/24

3115E Grievance Procedure and Remedies

A. Grievance Procedure 1) Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Individuals serving in a Key Role for a Title IX Sex Discrimination Complaint must meet the additional training requirements in Policy 3115H.

The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

a. Grievance Procedure Stages and Timeframes: The District has established the following stages and, where applicable, timeframes for the Grievance Procedure:

i. Evaluation

Upon receipt of a Complaint, the Coordinator will determine whether to proceed with an investigation or dismiss the Complaint consistent with Policy 3115F. For Title IX Sex Discrimination Complaints, this determination will occur within 5 days.

ii. Investigation

If the Complaint proceeds to the Investigation phase, the Coordinator will appoint an Investigator to conduct the investigation and provide notice of the allegations. The Coordinator may serve as the Investigator.

For Title IX Sex Discrimination Complaints, the notice of allegations will be provided within 5 days. For Title IX Sex Discrimination Complaints, the Investigator will endeavor to complete the investigation within 60 days.

iii. Evidence Access (Title IX Sex Discrimination Complaints Only)

For Title IX Sex Discrimination Complaints only, upon completion of the Investigation phase, the Parties will have 5 days to access and respond to the evidence as further explained below.

iv. Decision

Upon completion of the Investigation, the Decisionmaker will endeavor to promptly issue a decision as to whether Unlawful Discrimination occurred. For Title IX Sex Discrimination Complaints, the decision will be issued within 10 days.

Unless otherwise determined by the applicable Coordinator based on unique circumstances, the Investigator will also serve as the Decisionmaker.

v. Appeal Decision

If an appeal is permitted under Policy 3115F, that appeal must be submitted within 5 days from a Party's receipt of the determination.

At any point, the Coordinator, Investigator, Decisionmaker, or Appeals Officer may reasonably extend timelines on a case-by-case basis for good cause. If good cause exists, the Coordinator, Investigator, Decisionmaker, or Appeals Officer will notify each Party in writing within 5 days of the decision to extend the timelines. Such notice will include the reason and length of the extension. Good cause may include absence of a Party or witness; concurrent law enforcement activity; complexity of the underlying allegations; or the need for accommodations (e.g., language assistance or accommodation of disabilities).

2) Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure. The Parties may not engage in retaliation, including against witnesses.

3) Evidence Considerations

The Decisionmaker will objectively evaluate all evidence that is Relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as

a Complainant, Respondent, or witness. For Title IX Sex Discrimination Complaints, the Decisionmaker must attempt to independently question and evaluate the credibility of Parties and witnesses if credibility is in dispute and Relevant.

4) Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

5) Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

a. The Grievance Procedure and any informal resolution process;

b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s);

c. Retaliation is prohibited; and

d. For Title IX Sex Discrimination Complaints, the Parties are entitled to an equal opportunity to access the Relevant and not otherwise impermissible evidence or an accurate description of the evidence. If the District provides a description of the evidence, the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon request.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

6) Investigation

The District will provide for adequate, reliable, and impartial investigation of Complaints. The burden is on the District — not on the Parties — to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. The Investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Throughout the investigation, the Investigator must determine, what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

7) Title IX Sex Discrimination Specific Evidence Rules

a. Access to Evidence: For allegations of Title IX Sex Discrimination, the District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of Title IX Sex Discrimination and not otherwise impermissible, in the following manner:

   i. The Investigator will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the Investigator provides a description of the evidence, the Investigator will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;

   ii. The Investigator will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and

   iii. The District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the Grievance Procedure. Disclosure of such information and evidence for purposes of administrative proceedings or litigation related to the Title IX Sex Discrimination Complaint is authorized.

b. Impermissible Evidence: The following types of evidence, and questions seeking that evidence, are impermissible regardless of whether they are relevant:

   i. Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege is owed has voluntarily waived the privilege or confidentiality;

   ii. A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless the District obtains that Party's or witness's voluntary, written consent for use in the Grievance Procedure; and

   iii. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and

Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Impermissible evidence will not be accessed or considered, except by the District to determine whether one of the above exceptions applies. Impermissible evidence will not be disclosed or otherwise used in the investigation.

8) Determination

Following the investigation and evaluation of all relevant and not otherwise impermissible evidence, the Decisionmaker will:

a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred. The Decisionmaker must evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Decisionmaker is not persuaded by a preponderance of the evidence that Unlawful Discrimination occurred, whatever the quantity of the evidence, the Decisionmaker will not determine that Unlawful Discrimination occurred.

b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.

c. Not discipline a Respondent for Unlawful Discrimination unless there is a determination at the conclusion of the Grievance Procedure that the Respondent engaged in unlawful discrimination.

d. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9) Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;

b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent. For a Title IX Sex Discrimination Complaint, notify the Complainant of any such Disciplinary Sanctions; and

c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10) False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

The District will not discipline a Party, witness, or others participating in a Title

IX Sex Discrimination Complaint Grievance Procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701

et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL

37.1101 et seq., 37.2101 et seq.

Date revised: 12/16/24

3115F Complaint Dismissal and Appeals

A. Complaint Dismissal

The District may dismiss a Complaint if:

1) The District is unable to identify the Respondent after taking reasonable steps to do so;

2) The Respondent is not participating in the District's education program or activity and is not employed by the District;

3) The Complainant voluntarily withdraws any or all of the allegations in the Complaint, the applicable Coordinator declines to initiate a Complaint, and the District determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute Unlawful Discrimination even if proven; or

4) The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination. Before dismissing the Complaint and if necessary, the District will make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the

allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

The District will notify a Complainant alleging Title IX Sex Discrimination that a dismissal may be appealed and will provide the Complainant with an opportunity to appeal the dismissal of a Complaint. If the dismissal occurs after the Respondent has been notified of the allegations, then the District will also notify the Respondent that the dismissal may be appealed.

B. Complaint Dismissal Appeal – Title IX Sex Discrimination Only

1) Complaint dismissals may be appealed within 5 days of receipt on the following bases:

a. Procedural irregularity that would change the outcome;

b. New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and

c. The Title IX Coordinator, Investigator, or Decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

2) If the dismissal is appealed, the District will:

a. Notify the Parties of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;

b. Implement appeal procedures equally for the Parties;

c. Ensure that the Appeals Officer did not take part in an investigation of the allegations or dismissal of the Complaint;

d. Ensure that the Appeals Officer has been trained consistent with the applicable federal regulations;

e. Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and

f. Notify the Parties of the result of the appeal and the rationale for the result.

The Appeals Officer will affirm the dismissal if it met any of the above-listed standards for dismissal, unless the Appeals Officer determines that dismissal will result in unremedied Unlawful Discrimination.

C. Determination Appeal Procedure – Title IX Sex Discrimination Complaints Only

Any party may appeal the determination to the Title IX Coordinator, who will appoint an Appeals Officer to hear the appeal. The appeal must be filed within 5 days of receipt of the determination. The Appeals Officer will offer each Party the opportunity to submit a statement in support of the appeal or in support of the original determination. The Appeals Officer will issue a written decision on the appeal within 5 days of the deadline for the Parties to submit statements.

D. Determination Appeal Procedures – Other Complaints

Unless expressly stated in writing by the Decisionmaker, other determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq. Date revised: 12/16/24

NOTE: Form Available with 3115 F-1 and Sample Notice for Handbooks with 3115 F-2 are located in the Guidelines.

3115H Training Requirements, Recordkeeping, and Policy Notice

A. Title IX Training Requirements

The following individuals must receive training related to their duties under Title IX. Training may not rely on sex stereotypes.

1) All Employees

All District employees must be trained upon hiring and annually on:

a. The District's obligation to address sex discrimination;

b. The scope of conduct that constitutes sex discrimination under Title IX and its implementing regulations, including the definition of sex-based harassment;

c. The obligation to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination;

d. The obligation to provide a possible Complainant with the Title IX Coordinator's contact information and information about how to make a complaint of sex discrimination; and

e. Notification requirements for pregnant students.

2) Key Role Training

a. All Key Roles: Any individual who serves in a Key Role under Title IX must be trained upon hire, when Key Role duties change, and annually thereafter on:

i. All training requirements applicable to all employees;

ii. The District's obligations in responding to allegations of sex discrimination;

iii. The District's Grievance Procedure;

iv. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and

v. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.

b. Informal Resolution Facilitator

Individuals who serve as an Informal Resolution Facilitator must be trained upon hire, when Key Role duties change, and annually thereafter on:

i. All training requirements applicable to all employees;

ii. All training requirements applicable to Key Roles;

iii. The rules and practices of the District's informal resolution process; and

iv. How to serve impartially, including by avoiding conflicts of interest and bias.

c. Title IX Coordinator

Individuals who are designated as a Title IX Coordinator must be trained upon hire, when Key Role duties change, and annually thereafter on:

i. All training requirements applicable to all employees;

ii. All training requirements applicable to Key Roles;

iii. All training requirements applicable to the Informal Resolution Coordinator;

iv. The Coordinator's obligation to coordinate the District's efforts to comply with its responsibilities under Title IX;

v. Supportive Measures;

vi. The District's recordkeeping system;

vii. Recordkeeping requirements; and

viii. Any other training necessary to coordinate the District's Title IX compliance.

B. Other Coordinator Training Requirements

All other Coordinators and individuals assigned to serve in a Key Role outside of Title IX investigations must be adequately trained.

C. Record Keeping

The District will maintain the following records for a minimum of seven years:

1) For each Title IX Sex Discrimination Complaint, records documenting the informal resolution process or the Grievance Procedure, and the resulting outcome;

2) For each notification to the Title IX Coordinator about conduct that reasonably may constitute sex discrimination, including notifications received from District employees, records documenting the actions the District took to meet its obligations in responding to sex discrimination; and

3) All materials used to provide training under Title IX. D. Nondiscrimination Notice Requirement

The District will prominently post on its website and otherwise provide notice of nondiscrimination to students, parents, employees, applicants for admission and employment, and all unions and professional organizations with collective bargaining agreements with the District. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701

et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL

37.1101 et seq., 37.2101 et seq.

Date revised: 12/16/24

APPENDIX B: ANTI-BULLYING

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1) Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

a. substantially interfering with a student's educational opportunities, benefits, or programs;

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 of 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

d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2) Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

Note: Because the Superintendent has absolute immunity from tort liability when acting within the scope of his or her authority, it is recommended by Thrun Law naming the Superintendent as the "Responsible School Official."

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1) “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2) “Telecommunications access device” means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3) “Telecommunications service provider” means any of the following:

a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Note: Anti-bullying was discussed at the public board meeting on December 18, 2023 and a public hearing was held on January 15, 2024 prior to the adoption of this policy as a part of the entire policy manual.

APPENDIX C: PROTECTION OF PUPIL RIGHTS

A. Surveys, Analyses, and Evaluations

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

"Invasive physical examination" means:

1) any medical examination that involves the exposure of private body parts; or

2) any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

"Personal information" means individually identifiable information that includes: 1) student's and parents'/guardians' first and last name;

2) home or other physical address; 3) telephone number; or

4) Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of: 1) this Policy and its availability upon request;

2) how to opt their child out of participation in activities as provided for in this Policy;

3) the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

4) the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and

5) how to inspect any survey or other material described in this Policy.

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

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

Student Privacy Policy Office

U.S. Department of Education 400 Maryland Avenue, SW

Washington, DC 20202

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

Series 5000: Students, Curriculum, and Academic Matters

5309-F-2 Directory Information and Opt-Out

Student's Name:_____

School:_____ Grade:_____

The Family Educational Rights and Privacy Act (FERPA) requires that [Fennville Public Schools] obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by [September 1, 2025].

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

a. student names, addresses, and telephone numbers;

b. photographs and videos depicting a student's participation in school-related activities and classes;

c. date and place of birth;

d. major field of study;

e. grade level;

f. enrollment status (e.g., full-time or part-time);

g. dates of attendance (e.g., 2023-2027);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Fennville Public Schools *may not* disclose my student's directory information for the following purposes:

☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.

☐ For School or District auto-dialer system to communicate School or District information.

☐ To news media outside the School or District.
☐ To the School PTO or District Parent organization.

☐ To other groups and entities outside of the School or District, including community, advocacy, and/or Parent organizations.

☐ On official school-related websites or social media accounts.

☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.

☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

_____ _____
Parent/Eligible Student Signature Date

APPENDIX E: ACCEPTABLE USE AGREEMENT

Agreement for Acceptable Use of Technology Resources

Middle School/High School

_____ _____

Building Name Student Name

This Agreement is entered into on: _____

This Agreement is between _____ (Student Name)

and _____ (School Name).

The purpose of this Agreement is to grant access to and define acceptable use of the school's technology resources ("Technology Resources").

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school's Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the school's Technology Resources is a privilege that may be revoked by the school at any time and for any reason.

B. You have no expectation of privacy when using the school's Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.

D. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;

2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;

3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or

4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

F. If you misuse Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.

4. Bullying and cyberbullying (as defined in paragraph E).

5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.

8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.

13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.

16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.

G. You must promptly disclose to your Parent or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You will return all Technology Resources to the school in good working order immediately on request.

M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

_____ _____

Student Signature Date

F: Athletic Code of Conduct

Participation Fennville Public School's athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Tony Stennett

(269) 722-3331

Tony.Stennett@fennville.org

For a full view of the Athletic Code of Conduct, see the Athletic Handbook.

Note: 6th grade s.ports may fall under the jurisdiction of the Fennville Recreation rather than Fennville Public Schools Athletics.