

FOWLER HIGH SCHOOL

STUDENT HANDBOOK

2023-2024



“Home of the Fowler Eagles”

Patrick O’Rourke, Principal/Superintendent
Kris Ernst, Athletic Director/Assistant Principal
Sarah Sills, School Secretary

700 S. Main Street | P. O. Box 407

Fowler MI 48835

Phone: 989-593-2250

Fax: 989-593-2358

www.fowlerschools.net

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Fowler Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subject to discrimination during any program or activity or in employment.



August 2023

Dear Students and Parents,

I would like to welcome you to Fowler High School for the 2023-2024 school year. On behalf of the entire teaching and support staff of the high school, I am happy to welcome you to our school family. This handbook was developed to answer many of the commonly asked questions that parents and students have during the course of a school year. I hope that the information it contains will prove helpful in creating the caring, purposeful partnership necessary to assure a successful school experience for each student. I am also hopeful that this will be the first step in assuring the open, effective communication needed to create healthy and productive relationships among all stakeholders for our school family.

This new school year presents opportunities and challenges that I welcome as we reaffirm our commitment to teaching and learning. I have great confidence in our ability to accomplish this through the efforts of a dedicated, high quality staff that will provide meaningful, engaging instruction. The entire staff looks forward to working with you to provide a positive and productive educational experience for our students this year.

Students: I sincerely hope that each of you are excited about the possibilities that this new school year will bring. While your stature as a high school student brings many freedoms and opportunities, it also presents related responsibilities and challenges. Together, these freedoms and responsibilities permit you the opportunity to create the type of school year you would like to have through your choices and decisions. I look forward to working with you and your families to make sure you have a safe, successful and enjoyable school experience.

Parents: I can assure you that the responsibility you entrust to our staff here at Fowler High School is one that we take most seriously. If you have any questions or concerns about your student's education or well being, please contact me or your student's teacher. If there is any way that I can be of assistance to you, please do not hesitate to contact me at the school office at 989-593-2250; on my cell phone at 989-640-4128 or via email at patrick.orourke@fowlerschools.net.

I wish everyone a great school year!

Patrick O'Rourke, Principal
Fowler High School

Go Eagles!

FOWLER HIGH SCHOOL DIRECTORY

Phone: (989) 593-2250

Fax: (989) 593 2358

Office Staff

Patrick O'Rourke
Sarah Sills
Joel Mero
Kris Ernst

Title

Principal
Secretary
Counselor
Athletic Director/Assistant Principal

Phone 989-593-2250

patrick.orourke@fowlerschools.net
sarah.sills@fowlerschools.net
jmero@fowlerschools.net
kernst@fowlerschools.net

Teaching Staff

Kari Engel
Sarah Lewis
Bethany Hughey
Andrea Pohl
Jesse Schneider
Cole Wittenberg
Marc Mowry
Melissa Klamer
Jake Roorda
Mike Spicer
Deanna Stark
Darci Schulze

Subject

Science
Math
Business/Computers/Eng
Special Education
Industrial Arts/CAD
Social Studies
Math/Science/Robotics
Lang Arts/Yearbook
Band
Physical Education/Health
Art/Computers
American Sign Language

kari.engel@fowlerschools.net
slewis@fowlerschools.net
bhughey@fowlerschools.net
andrea.pohl@fowlerschools.net
jesse.schneider@fowlerschools.net
cwittendberg@fowlerschools.net
mmowry@fowlerschools.net
melissa.klamer@fowlerschools.net
jake.roorda@fowlerschools.net
mspicer@fowlerschools.net
dstark@fowlerschools.net
darci.schulze@fowlerschools.net

Business Office and Administration

Patrick O'Rourke
Teresa Pline
Tiffany Martin

Superintendent
Business Administrator
Secretary to the Superintendent

Phone 989-593-2296

patrick.orourke@fowlerschools.net
plinet@fowlerschools.net
tiffany.martin@fowlerschools.net

Transportation / Custodial

Stan Sillman
Doug Smith
Mandi Moore

Supervisor
Custodian
Custodian

Phone 989-593-2360

stan.sillman@fowlerschools.net
doug.smith@fowlerschools.net
mandi.moore@fowlerschools.net

Paraprofessionals / Food Service

Kortnie Fox
Bill Kramer

Para/Library
Kitchen

Phone 989-593-2250

kfox@fowlerschools.net
kitchen@fowlerschools.net

Waldron Elementary & Middle School Office

Paul Minns
Vicki Schlak

Principal
Secretary

Phone 989-593-2160

pminns@fowlerschools.net
vicki@fowlerschools.net

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students/parents may have during the course of a school year. (Each student and parent is responsible for understanding the contents of the handbook as it contains information regarding students rights and responsibilities.) Please take time to become familiar with the following information and keep the handbook available for student/parents use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your high school principal who you will find listed in the staff directory section of the handbook. The handbook serves as a guide to be used by the Fowler High School students, staff and building administrator. Circumstances may occur, when an administrative decision supersedes the handbooks terms and/or guidelines. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION OF THE FOWLER PUBLIC SCHOOLS

Fowler Public Schools, in partnership with the surrounding community, will work to provide all students and staff with a safe educational environment that focuses on a well-rounded, technology oriented curriculum. Our staff will help create responsible citizens by giving all students the opportunity to develop the skills essential for success in family, life, work, and community.

MISSION STATEMENT OF FOWLER HIGH SCHOOL

The Fowler High School staff believes that all students can reach their maximum potential and become productive, responsible citizens. Parents, students, and staff are personally committed to providing an environment that develops caring, capable, confident, life-long learners.

SECTION I - GENERAL SCHOOL INFORMATION

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting. The school has a central bulletin board located in the hallway next to the office which may be used for posting notices after receiving permission from the principal.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact Patrick O'Rourke, Superintendent at 989-593-2296.

CLUBS AND ACTIVITIES

Fowler High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related

activity may be for credit, required for a particular course, and/or contain school subject matter.

The School has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must

provide equal opportunity to participate. Non-district-sponsored organizations may not use the name of the school or school mascot without the permission of the school superintendent.

COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk due to casual contact with communicable diseases or pests. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Other diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

In the case of non-casual-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

COMPUTER TECHNOLOGY & NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. By signing the parent signature page of the student handbook you are agreeing your child

will follow the school's acceptable use policy for technology.

DAILY SCHOOL SCHEDULE

7:55	1 st Bell
8:00 – 8:50	1st Hour
8:54 – 9:44	2nd Hour
9:50 – 10:40	3rd Hour
10:44 – 11:36	4th Hour
11:36 – 12:06	Lunch
12:07 – 12:57	5th Hour
1:01 – 1:51	6th Hour
1:55 – 2:45	7th Hour

DRESS AND GROOMING

Appropriate dress and good grooming are important to everyone. Recognizing and adapting to expectations for appropriate dress are important career and life skills. Student appearance should be clean and neat and should not distract classmates from the important business of learning. Students are expected to exhibit good taste, and dress in a suitable manner for the school environment. While certain fashions and apparel may be very appropriate for other settings, some are not appropriate for school. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within the general guidelines that follow.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. While dress and grooming issues are typically not considered disciplinary issues, students are expected to comply with the request or direction of staff members to correct their appearance to be within the guidelines. Students who refuse to do so, or who repeatedly refuse to heed warnings regarding their appearance will be subject to the disciplinary process.

The guidelines are as follows:

We do not allow extremely tight garments, halter tops, single or spaghetti strap tops, exposed midriff styles, cut-off sleeveless shirts or tank tops. Straps must be at least 3 inches wide. Appropriate clothing must be worn to ensure cleavage is not visible. Clothing with sexually suggestive or derogatory pictures or phrases or advertising of alcohol, tobacco, or drugs may not be worn. Hats, sweatbands, bandannas, heavy outdoor clothing, or ragged clothing also is not permitted. Exceptions may be made by the principal for school sponsored

spirit weeks. Shoes are to be worn at all times and places in the building. Shorts must be long enough where an individual's fingertips can touch the bottom fringe when arms are relaxed. Students who are representing Fowler High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

This policy will be reviewed yearly by the school board and administration.

DRIVING AND PARKING PRIVILEGES

Driving to and parking at school is a privilege which can be revoked at any time. It is the student's responsibility to drive and park in a safe manner. Any student determined to be driving recklessly or carelessly on school grounds, or on the way to or from school, by school staff will be subject to the disciplinary code and loss of driving and parking privileges. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided for.

DROPPING AND ADDING CLASSES

The dropping and adding of classes will be considered only if it is part of the students career pathway choice. The dropping and adding of classes with no penalty to the student will be allowed for the first week of a semester only. After this date students will not be allowed to change classes unless by teacher request. The principal or school counselor must approve all changes in the schedule. Check with the office for the proper procedure.

EMERGENCY CLOSINGS AND DELAYS

Parents and students are responsible for knowing about emergency closings and delays. If the school must be closed or the opening delayed because of inclement weather or other conditions, such announcements will be posted on the banner of the school website at www.fowlerschools.net and the school will notify the following radio and television stations:

WILX-TV-10
WLNS-TV 6
FOX-47
WFMK - 99.1
Q-106
WQLZ-92.7
WJIM – 97.5
WMMQ - 94.9

WITL – 100.7
Z-101.7

EMERGENCY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted using the procedures provided by the state. State required drills for emergency lockdown will also be conducted as required by state law and in accordance with the district's crisis management plan.

EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the high school secretary to discuss any legal requirements and obtain any needed documents.

ENROLLING IN THE SCHOOL

All students who reside in the district, or who have a parent or guardian who reside in the district, are eligible to attend Fowler Public Schools as a resident student.

If enrollment is an option through schools of choice, or other arrangements need to be made to attend a school outside of the student's home district, it should be done through the home school. Students that are new to the Fowler Public Schools are required to enroll with their parents or legal guardian.

When enrolling as a resident or schools of choice student, parents will need to bring:

- 1) a birth certificate or similar document,
- 2) custody papers from a court (if appropriate),
- 3) proof of residency
- 4) proof of immunizations

In some cases, temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Students enrolling from a non-accredited school will have to be interviewed and/or tested for correct grade placement. Additional materials may be required to formulate a decision. The decision for grade placement will be

made by the building principal in conjunction with the counselor. Fowler High School will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer. The officer is the district Superintendent, phone number 989-593-2296. The complaint will be investigated in a manner determined by district policy. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

FACILITIES AND EQUIPMENT

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe keeping of any equipment or facility they are allowed to use.

FEES, FINES, AND CHARGES

Fowler High School charges specific fees for the following non curricular activities and programs; athletic events, plays, concerts, specific projects, personal athletics, musical supplies and field trip expenses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be

needed by others. Failure to pay fines, fees or charges may result in the withholding of grades, schedules, credits and graduation diploma.

FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the principal.

No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

No house-to-house canvassing is allowed by any student for any fundraising activity.

Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

Students will receive a parent permission form to participate in school fundraising events at the high school. All responsibilities and safety requirements listed in the handbook must be followed and are the responsibility of the parent/guardian of the participating child.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the principal.

Unless given a waiver, students must meet the following requirements:

- Diphtheria: Four (4) or more doses of DTP (Diphtheria, Tetanus, Pertussis) or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Polio: Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Measles/Mumps/Rubella (MMR) : Two (2) doses on or after 12 months of age.
- Hepatitis B: Three (3) doses of the Hepatitis B vaccine are required.
- Varicella: Two (2) doses required of the Varicella vaccine if received on or after the 1st birthday or current lab immunity or reliable history of disease.
- Meningococcal: One (1) dose for children 11 years or older upon entry into 6th grade and up.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school. Instructional observations will only be permitted for a reasonable length of time which will be determined by the building principal.

LEAVING THE BUILDING

Students must receive permission from the principal or secretary to leave the building during the school day, and then must sign-out. The student must also sign back in upon his return. Before leaving, the school office must have contact with the parent.

If students do not follow the above procedures they are considered unexcused and may have to make up missed time. For the safety of our students, they will not be allowed to travel with another student

unless they are immediate family members or have mutual parent permission to allow them to ride together.

LIBRARY/ONLINE LEARNING CENTER

The L/OLC is available to students throughout the school day. Books on the shelves and back issues of periodicals may be checked out for a period of fourteen (14) days. All materials checked out of the L/OLC must be returned on time or overdue notices will be issued. Lost materials must be paid for.

The L/OLC is for students' use in online instruction, research, study, and recreational reading, listening, and viewing. It is also for the use of teachers in order to assist them in accomplishing the goals established for their classes.

Students using the L/OLC computers must have signed a Fowler Acceptable Use Policy form and use the computers in accordance with its policies. Netbooks may be signed out on a class period basis and are to be used in approved areas only. Gaming is not allowed on the computers in the L/OLC or on netbooks before school, after school, or during the lunch hour.

Codes of conduct in the L/OLC are the same as those expected in any area of school, respect for public property and consideration of others, which includes no food or drink in the carpeted areas of the L/OLC. Food and drink in other areas of the L/OLC may be permitted by school staff, but are a privilege that will be revoked if not managed responsibly. At the discretion of the library staff, students abusing the rules may be barred from the L/OLC unless accompanied by a teacher.

Students assigned to the L/OLC for a part of their school day to complete work associated with online or blended coursework will be deemed unexcused if not present in the L/OLC at their assigned time and will be subject to any related attendance and disciplinary policies.

LOCKERS

Each student is assigned a locker with a confidential combination. Lockers are provided to assure each student a safe place to secure their belongings. Lockers are to be used appropriately for this purpose. Lockers are to be closed and locked both during the school day and after hours. Students are prohibited from jamming the workings of their locker to keep them open. Students misusing their locker in this way will lose the privilege of having a locker.

LOST AND FOUND

The lost and found area is in the high school office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

LUNCH PROGRAM

The school participates in the National School Lunch Program and makes lunches available to students for free. Ala carte items are available. Charging of extra lunches is permitted. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the School's Free and Reduced-Priced Meal program are available to all students. If a student does not receive one and believes that s/he is eligible, contact the high school principal.

MEDICATIONS AND HEALTH ISSUES

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, except asthma inhalers, are to be delivered to the high school office and taken only with adult supervision. If any medication is to be taken during school hours a permission form for prescribed medication must be filled out by the parent and family doctor to allow the school office or student to administer medication. A blank form can be picked up in the office. The high school principal is available to discuss the procedure for medications and treatments. Asthma inhalers can be carried by a student but need to be registered in the high school office with permission form for prescribed medication. No medications or medical treatments are to take place in school without doctor/principal approval.

Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. All medications must be registered with the principal's office. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by

transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for asthma, allergies and/or reactions. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without permission from the parent/guardian.

NOON HOUR REGULATIONS

- 1) Fowler High School operates as a closed campus. Students are not permitted to leave the school grounds or occupy a vehicle during noon hour or at any other time unless special permission is granted from the office. Students must sign out and receive permission to leave from the principal or secretary. Contact with parent(s) must be made at this time. Upon return, student must sign in.
- 2) All classrooms are to be locked and off limits during noon hour unless authorized for activity with a staff member present.
- 3) Students will be allowed to use the halls as long as the privilege is not abused. No running or horseplay will be allowed in the hall at any time.
- 4) The high school athletic field is not to be used except by permission and under supervision of a staff member.
- 5) The gym is available for basketball and volleyball during lunch. Shooting is to be from the 3 pt arch and in.
- 6) Tennis shoes should be worn by students participating in games. Dodgeball and similar games are not permitted during the noon hour.

RENAISSANCE PROGRAM

Fowler High School participates in a county-wide Renaissance Program. Students who earn a GPA of 3.0 or better for the semester receive a Renaissance Card. Students who increase their GPA by .5 are also eligible for a card. Card holders may receive benefits from area businesses and rewards will also be offered by the Renaissance Committee.

RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression, association, and fair treatment as long as they respect those rights for their fellow students and staff. Students are expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) when a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the high school counselor.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's career goals and available class space. Any changes in a student's schedule should be handled through the counselor. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation must be

approved as a schedule change by the school counselor. Student schedules are available to view using the web based grading program via the internet at <http://ps.fowlerschools.net/public/>. A user ID and Password is required to gain access to individual student accounts. Please contact the office secretary for this information.

STUDENT PROPERTY AND VALUABLES

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Students are encouraged NOT to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage. School staff may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the student discipline code.

STUDENT RECORDS

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records -- directory information and confidential records.

Directory information may be provided to persons or organizations for non-profit making purposes when deemed appropriate by the building principal, unless the parents of the student restrict the information in writing to the building principal. Directory information includes: A student's name; picture; major field of study; participation in recognized activities and sports and related information; grade placement; honors, grade point average, class rank and awards received; and telephone numbers (for military recruiters only).

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the high school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

Material cannot be displayed if it:

- is obscene to minors, libelous, indecent or vulgar, advertises any product or service not permitted to minors by law,
- intends to be insulting or harassing
- intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not

blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

STUDENT SAFETY

Student safety is a responsibility of the staff and requires the cooperation of students. All staff members are familiar with emergency procedures such as fire, tornado, and lockdown drills and accident reporting procedures. All students are expected to cooperate fully and immediately with all instructions given by staff during any emergency or drill. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the high school principal. Violation of this may lead to disciplinary action.

TELEPHONES AND CELL PHONES

Office telephones ARE NOT TO BE USED FOR PERSONAL CALLS. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class or in case of emergency. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. A \$0.50 fee will be placed on a student making frequent long distance calls.

Students may use cell phones during instructional time as directed by their teacher for educational purposes. Personal cell phones are allowed in school and can be used before school, during lunch, and after school dismissal. Students are prohibited from using cell phones or other personal communication devices during instructional time unless directed or during passing time. Students doing so will be subject to the school discipline code as prescribed by the building principal. If a cell phone/Ipod or other electronic device is used inappropriately it will be confiscated by school personnel and given to the building principal. The device will be returned to the student at the

principals discretion, and may be permanently confiscated if there are repeated violations. A student who uses a cell phone to cheat will permanently lose the privilege of having a cell phone at school.

Cell phone & electronic device issues may be treated as disciplinary violations, and students are expected to comply with the request or direction of staff members to immediately turn over their cell phone or device. Students who refuse to do so, or who are repeatedly found to be in possession of a cell phone will be considered to be insubordinate and subject to the disciplinary process. It is a crime in Michigan to use any electronic device to take photographs of or otherwise record individuals without the consent of the person entitled to privacy. Students engaging in this conduct will be subject to the school discipline code as prescribed by the building principal.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Fowler High School, the parent must notify the building principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

VISITORS

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to check in with office personnel. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school. Students are not allowed to bring visitors to school.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents.

SECTION II – ACADEMIC INFORMATION

ADVANCED PLACEMENT CLASSES

Calculus is the only class offered on an advanced placement basis. An A.P. test can be taken in May by students to receive A.P. Credit. All costs associated with the A.P. test will be the responsibility of the student. If any student is interested in taking A.P. credit in other areas, the school can schedule this through the Michigan Virtual High School. Arrangements can be made through the school counselor or building principal. All costs exceeding \$2300.00 for the school year will be the responsibility of the student.

ASSESSMENT PROGRAM

To measure student progress, students will be tested in accordance with state standards and district policy. Each student will be expected to take the appropriate Standardized Tests offered by the high school. These tests are but not limited to ASVAB, ACT PLAN and Michigan Merit Exam. They will be given once a year. Make-up dates can be scheduled, but unnecessary absences should be avoided. Additional group tests 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 given to identify particular areas of student interest or talent. These are often given by the guidance staff. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Fowler High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Students and parents have the right to opt out of all standardized student assessments except the Michigan Merit Exam or MI Access. All students must take the Michigan Merit Exam or MI Access as a junior. Students who do not achieve an endorsement must retake the test again during their senior year. Participation in the Michigan Merit Exam is a graduation requirement of the Fowler Public Schools and the State of Michigan.

CREDITS AND CLASS STATUS

A student's progress toward graduation and receiving a diploma is determined by completing required course-work and earning the necessary credits. A student is only promoted when the necessary requirements are met as listed below. It is the student's responsibility to keep in contact with

his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office, and the counselor will be pleased to answer any questions.

Senior Status: A student who has not earned a minimum of 17 credits by September 1 or 20-1/2 by February 1 of his/her fourth year in high school shall not be considered a senior for the purposes of any graduation activity. This means that only those students who have earned the minimum toward completing the necessary courses to earn 24 credits by May 1 will be allowed to march with their class at graduation, baccalaureate, and honors assembly. Students who are not meeting these standards may order announcements, and commencement wear, at the risk of not participating in the ceremony without refunds.

Junior Status: A student who has not earned 10 credits by September 1 shall not be considered a junior and therefore is not granted the privilege of participating in Junior Class activities.

Sophomore Status: A student who has not earned a minimum of 3 credits by September 1 shall not be considered a Sophomore and therefore is not granted the privilege of participating in Sophomore Class activities.

DUAL ENROLLMENT

Juniors or seniors may enroll in a post-secondary program (dual enrollment) providing s/he meets the requirements established by law and by the district. The ACT Plan must be taken prior to taking dual enrollment. Students seeking to participate in the Enhanced Dual Enrollment Program must meet the requirements established by the college or university, as well as those determined by the school that show their readiness for success in college coursework to participate. Sophomores interested in post-secondary classes must take the ACT Plan one year prior to taking the class and must have written parental/guardian permission. Fowler Public Schools pays the tuition only for administratively approved off campus classes that are passed. The school will pay up to \$2300.00 in tuition costs. If the tuition cost exceeds this amount the student will be responsible for the remaining amount. All course fees will also be the responsibility of the student. If a dual enrollment class is not passed for any reason, the student will be required to reimburse Fowler Schools for the cost of the tuition. Students interested in off campus classes need to contact the counselor for more information and approval to take the class.

GRADES

Students are encouraged to keep up to date on their student record and grade point average. Each student should be familiar with required courses and credits needed to graduate, and should be aware of any possibility of non-graduation because of course deficiencies, course failure, etc. Your counselor will assist you in those areas.

The classroom grading scale is as follows:

A	100 – 94.0%	C-	75.9 – 73.0%
A-	93.9 – 91.0%	D+	72.9 – 70.0%
B+	90.9 – 88.0%	D	69.9 – 67.0%
B	87.9 – 85.0%	D-	66.9 – 64.0%
B-	84.9 – 82.0%	E	63.9 – 0%
C+	81.9 – 79.0%		
C	78.9 – 76.0%		

GRADE POINT AVERAGE

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year or for a series of school years.

The chart below is used to calculate student G.P.A.'s through the office grading program.

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	.7
E	=	0
I	=	0

(Incomplete - If the work is not completed within a week, the grade becomes an "E".)

GRADUATION REQUIREMENTS

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all proficiency tests, meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special

education may not be exempted from the MEAP/MME tests. Accommodations will be made by the I.E.P.C. Team to assist the students. The student may still need to earn the required credits indicated by the I.E.P.

A total of 24 credits will be required to graduate. The following are specific requirements within the 24 total required:

Graduation Requirements State Certified Diploma

- 4 units English Language Arts
(English Language Arts 9,10,11,12)
- 4 units Mathematics (Algebra I, Algebra II,
Geometry and another math course)
1 unit of math must be taken during
the senior year
- 3 units Science (Physical Science, Biology,
Physics or Chemistry)
- 1 unit Physical Education/Health or Band
waiver equivalent to 2 yrs for P.E.
- 1.5 units Basic Core classes
- .5 unit Civics
- .5 unit Economics
- 1 unit US History Geography
- 1 unit World Studies Geography
- 2 units Foreign Language
- 1 unit Visual, Performing or Applied Arts,
Vocational Education
- Online Learning Experience (incorporated into
each core class)
- Participation in the Michigan Merit Exam

Graduation Requirements for Certificate of Completion

The Certificate of Completion Program is designed for Fowler High School students with disabilities as determined through an IEP or 504 Plan who are not seeking a State of Michigan Endorsed diploma. Students successfully fulfilling the requirements of the program will receive the district authorized certificate and will graduate with their classmates.

- 4 units ELA
- 4 units Math(any math class or math
related course)
- 2 units Science(no specific course
requirement)
- 2 units Social Studies(no specific
course requirement)
- .5 unit P.E. (band waiver available)
- .5 unit Health
- 1 unit 9th Basic Core(Computers 1,
Personal Finance)

- 2 units Arts
- 2 units Work-based education or CTE
(co-op or CCRESA)
- No Foreign Language Requirement

24 credits required for graduation, same as all students. All required subjects or their substitutes must be passed.

All students are eligible for accommodations and modifications as consistent with a Personal Curriculum or as appropriate for their disability as determined by their IEP or 504 Plan.

Each semester's grade is final. (Example: A "C" for semester II will not compensate for an "E" in a given course for semester I) In the high school only final grades for each semester are recorded on permanent records.

The student must take all available courses provided at Fowler High School first before taking any similar outside courses unless approved by the principal. Only an equivalent or higher level course determined to satisfy the state certified diploma requirements may be substituted for a required course with the permission of the principal. Online or correspondence courses may be approved by the principal as a means of earning credit toward graduation and grades toward GPA. Students will only be allowed to earn 3.5 outside credits to make-up for failed classes in order to meet the minimum graduation requirements, unless approved as an exception by the administration and Board of Education. Correspondence and online make up course credits will be counted but grades will not be counted toward a student's cumulative GPA. Board waiver credits will also be counted but grades will not be counted toward a student's cumulative GPA.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the Michigan Merit Exam and graduation. Homework will be used to enhance the student's learning and failure to complete and turn in homework will cause a student's grade to drop.

Homework and assignments that are late will be graded as follows:

1. Assignments or projects turned in on the due date earn credit based on the total points available.

2. Assignments or projects turned in on the day after the due date will earn credit based on 75% of the total points available.
3. Assignments or projects turned in on the 2nd day after the due date will earn credit based on 50% of the total points available.
4. Assignments not turned in by the 2nd day after the due date will be scored as a 0 and cannot be made up for a grade.

HONOR ROLL

An honor roll will be determined at the end of each marking period. The grades in all subjects are considered. Any student having a B (3.0) average and having no marks D+ or lower will be eligible for the Honor Roll.

MAKE-UP WORK

Students are responsible for communicating with their teacher to assure tests, quizzes and assigned work are made up promptly after an absence. The expectations for managing missed work due to absence are as follows:

1. Assignments due the first day of absence will be due the first day of return to school.
2. Tests and quizzes that were to be taken the first day of absence will be taken the first day of return to school unless other arrangements are made with the teacher on that day.
3. Unless specific arrangements are made with the teacher on the first day of return, all assignments given during the absence are due on the second day of return to school. If no arrangements are made, and the assignment is not turned in on the 2nd day, it becomes late. (See late work policy)
4. Unless arrangements are made with the teacher on the first day of return, any tests and quizzes scheduled for any date after the first day of absence must be completed by the 2nd day of return. If no arrangements are made, and the test or quiz is not made up by the second day of return, it can no longer be made up.
5. In general, teachers will make accommodations for students with lengthy absences, so long as students communicate with them on their first day of return to school to develop a plan for catching up.

PROGRESS REPORTS

Fowler High School provides student progress reports through the Parent Connect web based progress report system. Parents are urged to monitor their child's progress on an ongoing basis by accessing the Parent Connect site on the Internet. An individual activation code and instructions for creating an online account are

provided to students and parents at the beginning of the school year. This site allows students and parents to view student progress continuously as teachers update student progress in their gradebooks. Parents who do not receive or who misplace account information are asked to contact the school office.

In addition to the obvious advantage of accessing progress reports on a weekly basis, benefits include the ability of all parents to be aware of their student's progress, not just those with students in danger of failing. It also empowers students, as each of them has an individual account that allows them to monitor their own progress, just as parents and teachers can.

Parents who are unable to establish a Parent Connect account for the purposes of monitoring your student's progress, will be provided mid-term reports for their students at their request.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal/counselor.

Honor recognition during graduation will be limited to Valedictorian, Salutatorian and Top Ten for students who have been enrolled consecutively for two years as a junior and senior. Grades determining these Honors will be calculated upon the completion of the third marking period of the students senior year. Students receiving a 3.25 G.P.A. or higher by the end of the third marking period will receive honor cords.

REPEATING CLASSES

Students are required to repeat required classes which they fail. Students may also repeat classes in which they received a low grade. They will not receive credit for the class the second time but may choose the higher grade point. Repeating classes without failing must be approved by the building principal.

REPORT CARDS

Report cards are issued approximately every nine weeks or four times a year. Report cards are sent home with the students the Thursday after each marking period with the exception of the end of the school year when report cards are available upon

request four days following the last day of school. Student report cards are available to view using the web based grading program via the internet at <http://ps.fowlerschools.net/public/>. A user ID and Password is required to gain access to individual student accounts. Please contact the office secretary for this information.

SPECIAL EDUCATION

Fowler High School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the high school principal at 989-593-2250.

VOC TECH AND CCRESA COURSES

Any junior or senior may enroll in these classes provided that they are online to graduate and have not had any excessive tardies, absences or behavior problems. Poor attendance may cause a student to fail, lose credit and not return to the program. The school principal and counselor have the final word on what is deemed excessive. Fowler Schools will pay tuition only for all classes passed. If a class is not passed for any reason the student will need to reimburse Fowler Public Schools for the tuition cost. Students will sign up for VOC TECH and CCRESA classes in spring before the fall classes begin. Because of this the time to drop and add a class varies for each program. For example, the registration deadline for RESA classes is the middle of April and classes dropped after that date will be charged to Fowler Public Schools. Thus, if a student drops a RESA class in the summer they must reimburse the school for the cost of the tuition. For more information on drop and add deadlines please see the school counselor.

SECTION III - STUDENT CODE OF CONDUCT

A major component of the educational program at Fowler High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school,
- respect the civil rights of others,
- act courteously to adults and fellow students,
- be prompt to school and attentive in class,
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background,
- complete assigned tasks on time and as directed,
- help maintain a school environment that is safe, friendly, and productive,
- act at all times in a manner that reflects pride in self, family, and in the school, and
- refrain from the use of profanity during school and all functions.

RISE

An important component of the Fowler High School approach to positive school climate embodied in our RISE expectations. The school-wide behavior expectations to which all students are challenged to rise include Respect, Integrity, Strive, and Empathy. This approach includes communicating the expectations, monitoring and supporting positive student behavior, and providing student recognition and rewards for meeting those expectations.

RESPECT

Hallways –

- Access your locker only
- Report bullying
- Be courteous
- Recognize personal space
- Voice level 0-2

Cafeteria –

- Wait patiently in line
- Use polite manners
- Voice level 1-2

Library & Media Lab –

- Recognize personal space
- Use headphones for electronics
- Care for all property
- Voice level 0-1

Restrooms & Lockers –

- Clean up after yourself

- Care for school property
- Respect personal space
- Voice Level 0-2

Parking Lot –

- Park in the lines
- Park in student designated spots
- Care for all property

Gym & Events –

- Show good sportsmanship
- Clean up after yourself
- Voice level 0-5 appropriate for event

INTEGRITY

Hallways –

- Model good behavior
- Help those I need
- Use appropriate language

Cafeteria –

- Take only what you pay for
- Pay your bill
- Eat only in designated areas

Library & Media Lab –

- Do your own work
- Adhere to technology expectations
- Clean up after yourself

Restrooms & Lockers –

- Report restroom issues
- Return to class promptly
- Wash hands

Parking Lot –

- Take care of trash
- Obey traffic laws
- Report accidents

Gym & Events –

- Play by and respect the rules of the event and venue
- Celebrate appropriately
- Show respect for participants, officials, and guests

STRIVE

Hallways –

- Be neat
- Assure safe and efficient movement
- Maintain neat lockers inside and out

Cafeteria –

- Clean up after yourself
- Make healthy choices

Library & Media Lab –

- Always do your best
- Be in assigned location
- Meet deadlines
- Use time for academics

Restrooms & Lockers –

- Practice good hygiene
- Help maintain your school

Parking Lot –

- Take pride in your school grounds
- Embrace privilege of driving to school

Gym & Events –

- Work to improve and succeed
- Model class behavior
- Show hospitality
- Support teammates, coaches & officials

EMPATHY

Hallways –

- Initiate respectful conversation
- Report student concerns

Cafeteria –

- Help others
- Include others at table

Library & Media Lab –

- Demonstrate concern for others
- Include all interested in study group

Restrooms & Lockers –

- Demonstrate concern for others

Parking Lot –

- Report others' car problems
- Drive with caution

Gym & Events –

- Be considerate of others' safety and enjoyment
- Cheer positively
- Encourage positive participation
- Be inclusive

PART 1 – ATTENDANCE POLICY

Attending school is both necessary and the law. State law requires school attendance until the age of sixteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Fowler High School has an attendance policy to avoid these negative consequences.

The commitment to attend school on a regular basis is an important element of a student's educational experience. There is a positive correlation between attending school on a consistent basis and working up to one's potential in the classroom. Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

All students must be in attendance at least three (3) full class periods during the day in order to participate in any activities outside the normal school day.

Within limitations; a student's guardian has the right and responsibility to determine when it is appropriate for them to miss school. Students are allowed to miss 10 days per semester, without penalty, as long as the student's guardian contacts the school office (either by note or by telephone) within 48 hours of the absence. Following a student's 5th and 10th excused or unexcused

absences of a semester, a letter will be sent to the guardian listing the dates of the absences as well as a copy of the attendance policy. Telephone calls, checking on absences, will be made regularly.

ABSENCES

A student missing a class more than 10 times per semester will be assigned detention by the principal. Should the student feel that there have been extenuating circumstances as the cause of the absences, he/she may appeal having to make up the time in detention by submitting a letter to the principal (within two days of when the principal assigned the detention) requesting a meeting with the student's teachers to explain his/her absences. Upon receipt of this letter, the principal will convene a meeting (every effort will be made to conduct this meeting within five (5) days of the receipt of his/her letter of appeal) of the student's teachers to evaluate his/her appeal. This meeting will be conducted after school. The student is required to be in attendance at this meeting, and it is recommended that the guardians also attend. After evaluating the student's appeal, the teachers will determine the amount of time, if any, that the student would have to make up in detention.

Should detention be assigned to a student (being absent from class in excess of 10 times), he/she must complete this detention or forfeit his/her opportunity to earn credit in these classes, which may affect graduation requirements. Students will serve one hour of detention for each class where they have missed 10 or more times.

Rules governing detention to make up time for absences:

1. Should a student need to make up time in after school detention he/she must complete the time on the assigned date. Failure to complete the detentions by the end of the semester will result in a loss of credit (toward graduation) in the classes he/she has been assigned detention for.
2. If a student puts him/herself in a position of needing to make-up more hours of detention than there are detention scheduled, he/she will have to make-up this time at the first available time scheduled by the principal. Half-days when school is open, but students are not in attendance (such as semester exam days, in-service days, etc.), could be used for this purpose. Students will not get credit for their classes until the assigned time is completed.
3. Students will be admitted to detention at approximately 3:05 p.m. in the high school office and must adhere to all rules related to detention as explained in the discipline code.

Excused, Approved Absences

If a student is going to be absent, the parents must contact the school 989-593-2250 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. The school may contact parents by phone if no call is received. If the absence appears to be questionable or excessive, the school will help to improve attendance.

The following are legitimate reasons for not being in school:

- Illness
- Recovery from accident
- Required court attendance
- Medical appointments
- Death in the immediate family
- Various other reasons for absences when requested by the parent may be considered as excused at the discretion of the Principal. Just because a student has an excuse does not mean they are excused by the school.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Excused, Non-Approved Absences

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he will be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. If the absence is unexcused or unauthorized by the principal, a student will not be given the opportunity to make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and students are not entitled to make up missed work or tests. Disciplinary action will also follow.

TRUANCY

In all cases of truancy (skipping/unexcused), the student will be required to make up time missed. This may be done after school, or through community service at the discretion of the principal. The parents will be notified each time there is an offense. Additional suspension time will be required

along with a parent conference on the third offense. The CCRESA Truancy Policy will be enforced and followed for all absences. The policy requires letters to be sent home for the 10th, 20th & 25th absence which expresses the schools concerns. The truancy officer will also receive a copy of the letters and will petition the prosecuting attorney for a warrant when 30 absences occur.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 9 minutes shall be disciplined by the teacher or principal. This typically consists of serving a lunch detention for each time tardy. Students who are more than 10 minutes late will be considered absent for that instructional period.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. A pre-excused absence form needs to be completed two (2) days prior to vacation.

HUNTING

In order to be considered excused for hunting, the following things must be done before the date of absence.

- 1) Note from home saying that the parent is willing to excuse his child for opening day for hunting reasons. Attach the note to the pre-excused absence form.
- 2) Form signed by all teachers.
- 3) Necessary homework arrangements completed.
- 4) Students may be excused only one day per year under this provision. This provision may not be used for multiple opening days for various seasons.
- 5) Opening day is the only day considered excused.

MAKEUP OF TESTS AND OTHER SCHOOL WORK

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact their teachers as soon as possible to obtain assignments. Makeup work due to suspension must be completed by the time the student returns to school. Makeup work due to excused absence must be completed within 2 days after returning to school. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a MEAP Test or other standardized test, the student should consult with the counselor to arrange for taking the test.

PART 2 - DISCIPLINARY CODE

The Board of Education has adopted the following student discipline code. The code includes the types of misconduct that will subject a student to disciplinary action. The Code applies to all students while on school property or in school sponsored transportation, as well as to all students at a school sponsored activity or function regardless of location, date, or time. It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Fowler High School uses a progressive disciplinary system where the consequence increases based on the frequency and severity of incidents. Violations are divided into three levels with Level I infractions being the least severe, Level II being more serious, and Level III being the most significant. The following sections describe the violations associated with each level, and the prescribed consequences. The absence of a behavior or any specific action from the lists of violations does not mean that such conduct does not violate the discipline code or cannot be punished. Actual circumstances and the severity of those circumstances may dictate consequences not specifically outlined. The final determination of the appropriate consequence is at the discretion of the principal.

Fowler High School (Grades 9 – 12)	1st Offense	2nd Offense	3rd Offense
Level I Violation	<ul style="list-style-type: none"> Up to 3 hours of detention Parent notification 	<ul style="list-style-type: none"> Up to ½ to 1 day of in-school restriction or more than 3 hours detention Parent notification 	<ul style="list-style-type: none"> 1 to 3 day out-of-school suspension or Saturday Detention Parent conference Required behavior contract
Level II Violation	<ul style="list-style-type: none"> 2 – 5 day out-of-school suspension Parent conference Loss of school privileges for 7 days 	<ul style="list-style-type: none"> 3 to 10 day out-of-school suspension Parent conference Loss of school privileges for 15 days 	<ul style="list-style-type: none"> 10 day out-of-school suspension and possible referral for long-term suspension or expulsion Parent conference Loss of school privileges for 30 days
Level III Violation	<ul style="list-style-type: none"> 1 to 10 day out-of-school suspension and possible referral for long-term suspension or expulsion Suspension or expulsion as mandated by law Loss of school privileges for 30 days to 1 year. Parent conference/ student hearing 		

LEVEL I VIOLATIONS

Dangerous or Careless Behavior: Students are expected to behave in a mature and safe manner whenever on school premises or at school events. Students who engage in dangerous horseplay, physical contact, or run and chase carelessly in the school will be subject to discipline. Chronic violations of this rule can result in suspension or expulsion.

Demonstration /disorder: Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Disobedience/Insubordination: School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a direction by a staff member that does not endanger the student, the student is expected to comply. Chronic disobedience can result in expulsion.

Disrespect or Disruption: Any actions or manner of dress that interfere with school activities disrupts the educational process and are unacceptable. Such disruptions also include refusing to do as

directed by staff or delay or prevention of lessons, assemblies, or other events. Violations of this rule could result in suspension or expulsion.

Displays of Affection: Students demonstrating affection between each other is personal and not meant for public display. This includes any contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Driving/Parking: It is a privilege to drive and park on Fowler High School property. Students driving excessively fast or dangerously will lose this privilege. Students must park in student parking areas only, located in the front and back of the school building in designated parking spots only. Students parking out of lined parking areas or handicapped parking areas may be ticketed or have their vehicle towed.

Dishonesty/Cheating/Plagiarism: Lying to staff and forgery of hall/bus passes and excuses are forms of dishonesty and are not acceptable. Plagiarism and cheating are forms of academic dishonesty and subjects the student to academic penalties and disciplinary action. This also includes plagiarism and cheating through the use of electronic devices. Violations of this rule could result in suspension or expulsion. Dual enrollment students may have additional consequences administered by the college or university.

Gambling: Gambling includes casual betting, betting pools, organized- sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Possession of electronic equipment: Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, pagers, and the like without the permission of the principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

Profanity: Any behavior or language, which in the judgment of the staff or the administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

Refusing to accept discipline: The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Aiding or abetting violation of school rules: If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Substitute Teacher Report: Substitute teachers are guests in our school. They are to be treated with the utmost respect and courtesy. Lack of cooperation or respect toward a substitute teacher will result in discipline. Violations of this rule could result in suspension or expulsion.

Theft: (Less than \$100) When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The School is not responsible for personal property. Theft may result in suspension or expulsion.

Trespassing: Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the

principal. Violations of this rule could result in suspension or expulsion.

Truancy, persistent absence, or tardiness: Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absences or tardies could lead to suspension from school.

Unauthorized use of school or private property: Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and/or administrative guidelines. Violations of this rule could result in suspension or expulsion.

Vandalism/Property Damage: (Less than \$100) Vandalism of school property will not be tolerated. Violations could result in community service, suspension or expulsion.

Violation of individual school/classroom rules: Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

LEVEL II VIOLATIONS

Alcohol/Inhalants/Drugs: Students who unlawfully possess, use, or distribute alcohol, inhalants, and or illicit drugs or their look-alike, or synthetic variations on school premises or at any school activity or event will be subject to discipline up to and including expulsion and referral to the police for prosecution. Students may also be required to successfully complete an appropriate rehabilitation program.

Dangerous, Harmful or Hurtful Behavior: Students are to behave in a way that avoids injury to themselves or others. Behaviors, horseplay, or other carelessness that may injure or harm others will not be tolerated. Violations of this expectation may result in suspension or expulsion.

Extortion: Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.

False alarms and false reports: A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

Fighting: Students are expected to resolve conflicts and disagreements in a peaceful, appropriate manner. Students who incite or participate in a fight or other assaultive act will be subject to discipline up to and including suspension or expulsion.

Harassment/Bullying/Hazing: The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment, bullying, or hazing of other students or members of staff, or any other individual is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment could result in suspension or expulsion.

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board Members, persons or guests, contractors, vendors and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical or emotional well being. The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

- A. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the school district.
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the school district.
- C. The unwelcomed conduct or communication that interferes with the student's education, creates

an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

This would include harassment based on any of the legally protected characteristics, such as sex, race, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes harassment that would negatively impact students. Thus would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the superintendent at Central Office, phone 989-593-2296. Complaints will be investigated in accordance with Board Policy 8018.

Every student should, and every staff member must, report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or request to resign for Board Members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc., or
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

NOTE: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law. M.C.L.A. 722.621 et.seq.

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct.

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

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

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear 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 orderly operation of the school.

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

B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the

incident to one or more of the aforementioned individuals. Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

C. Investigation.

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official

The superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

G. Posting/Publication of Policy

Notice of this policy will be: (a) annually discussed with students/staff, and (b) incorporated into the teacher, student, and parent/guardian handbooks. The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

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 or not 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 District's control.

2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean 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.
- 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
- c. Radio transmissions, telecommunications, signals 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

- d. 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 that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean 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.
- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Hazing - Any type of initiation procedure for any school related activity, which involves conduct such as but is not limited to:

- illegal activity, such as drinking or drugs,
- physical punishment or infliction of pain,
- intentional humiliation or embarrassment,
- dangerous activity,
- activity likely to cause mental or psychological stress,
- forced detention or kidnapping, or
- undressing or otherwise exposing initiates.

Knowledge of Dangerous Weapon or Threat: Any student who has knowledge of another student who is in possession of a dangerous weapon or who presents an imminent threat to other students or staff is obligated to report it immediately to school staff or administration. Failure to do so will result in discipline up to and including suspension or expulsion.

Theft: (More than \$100)

Tobacco: Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

Use of Object as a Weapon: Use of an object as a weapon: Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for Civil action. This violation may subject a student to a minimal 180 day expulsion.

Vandalism/Property Damage: (More than \$100)

Verbally threatening a staff member/student/person associated with the District: Any statement or act, oral or written, which can reasonably be expected to induce in another person an apprehension of danger of bodily injury or harm.

LEVEL III VIOLATIONS

Arson: Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Explosives: Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Physically assaulting a staff member / student / person associated with the District: Intentionally causing or attempting to cause physical harm to another through force or violence. Injury to an individual may result in charges being filed and subject the student to expulsion. The School Board policy states that the Board shall permanently expel a student in grade six or above if that student commits physical assault against a District employee, volunteer, or contractor.

Physical Assaults Against Students, Verbal Assault Against Staff, Bomb Threats: The Board shall also expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student, commits verbal assault against a district employee, volunteer, or contractor or makes a bomb threat or

similar threat directed at a school building, property, or a school-related activity.

Possession of a Weapon: A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, pocket knives under three (3) inches and paintball guns. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion.

(Pocket knives under 3 inches or any object with a blade are not allowed on school grounds at any time. Students found with such an item or items may be suspended and the item will be confiscated and will not be returned.)

Possession of a Firearm, Arson, and Criminal Sexual Conduct: In compliance with State Law, the School Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a district building or on district property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with the Board Policy 8350 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with the guidelines which are available in the principal's office.

Sale of Drugs: The sale of drugs or other illicit substances on school property or at any school event will result in long term suspension and possible expulsion, as well as being reported to the police for prosecution.

CRIMINAL ACTS

Any student engaging in criminal acts at, or related to, the school will be reported to law enforcement officials as well as disciplined by school officials. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law

are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks (such as the boys and girls physical education lockers) each student must provide the lock's combination or key to the building principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are illegal or against school policy.

All computers located in classrooms, labs and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any

information contained on such systems is confidential or private.

Review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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

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

Ultimately, it is the principal's responsibility to assure an orderly school setting. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

INFORMAL DISCIPLINE

Informal discipline takes place within the school. It includes consequences ranging from seating changes, to loss of privileges, to detention.

Change of Seating or Location: Students may be assigned specific seats in class, the lunchroom, or any other area of the building at the discretion of the supervising staff member.

Assigned Tasks or Responsibilities Related to the Infraction: Students may be required to complete tasks to repair or correct a situation based on their infraction. This may include cleaning or repairing school facilities or property related to their behavior. Such activity will take place under the supervision of staff, and must not expose the student to any health or safety risk.

Writing Assignments: Students may be assigned reflective writing in response to conduct or rule infractions at the discretion of the supervising staff member.

Lunch-Time/ After-School / Saturday Detention: A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

Assigned students will attend a continuous one (1) hour period during which time they will be permitted one (1) 5 minute break. Saturday detention will consist of a three hour detention session with one 5 minute break each hour. Each student shall arrive with sufficient educational materials to remain busy during this time.

A student missing any portion of his/her assigned time during a detention may be given an additional one (1) hour period. Failure to timely serve a detention may lead to a suspension from school for a period not to exceed five (5) days. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

The following rules shall apply to in-school restriction and detention:

- Students are required to have class assignments with them;
- Students are not to communicate with each other unless given special permission to do so;
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise;

- Students shall not be allowed to put their heads down or sleep;
- No radios, cards, magazines, or other recreational articles shall be allowed in the room; and no food or beverages shall be consumed.

In-School Restriction: Students may be held out of their regular class schedule for a period of time and provided an appropriate place in the office to complete their school work. All rules related to detention apply to the in-school restriction as well. Students who are uncooperative or disruptive during in school restriction will be suspended for the remainder of the assigned time.

Loss of School Privileges: Students who lose privileges in accordance with the disciplinary policies will not be permitted to attend field trips, special school day events, or after school activities during that time. This includes attending dances, club activities, athletic events as a spectator, and voluntary athletic activities. This does not apply to the actual participation in required athletic practices or competitions as the appropriate consequence will be administered under the athletic code.

Behavior Contract: Students who repeatedly violate the code of conduct will be required to meet with the principal and their parent(s) to create a behavior contract that will guide their choices and behavior at school. Refusal to cooperate in the creation of an appropriate behavior contract will result in the alternative consequence of suspension or expulsion.

Fowler Public Schools reserves the right to impose similar discipline to what is listed, based on the appropriateness to the offense committed.

FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of

the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Suspension from School

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall be allowed to remain in school. The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board

of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make up work missed after the return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for long term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence
- the length of the recommended expulsion
- the time and place of the Board meeting
- brief description of the hearing procedure
- statement of student giving a testimony
- statement the student may bring to guardians
- a statement that the student may request attendance of school personnel who were part of the action

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within two days after notification of expulsion, the expulsion can be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Fowler Public Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the superintendent.

TEACHER INITIATED SUSPENSION

A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher will immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

SECTION IV – TRANSPORTATION POLICY

The school provides bus transportation for all students who live farther than 1 1/2 miles from school. The bus schedule and route is available by contacting the transportation supervisor at 989-593-2250.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the building principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request, the duration of the change and the principal approves.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students: Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (15 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;

- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.
- It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the Trip Each Student Shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc.;
- not tamper with the bus or any of its equipment.

Leaving the Bus Each Student Shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

BUS REGULATIONS

Rules for School Bus Riders - Regular Routes and Field Trips

- Bus riders must stay in their seats and in a sitting position when the bus is in motion.
- Bus riders should not move to board a bus until it is completely stopped and the door is open and they must enter or leave in a single line, using the front door.
- Be on time at the bus stop. Buses cannot wait.
- Bus riders may leave their seats only after the bus has come to a complete stop at their bus stop.
- Bus riders in the elementary grades who must cross a street or road at their bus stop should wait for the driver to signal them.
- No part of body is allowed outside of bus window.
- Loud talking or shouting profane or vulgar language or fighting is disturbing to the driver and other passengers and cannot be tolerated.
- Any damage to the bus shall be paid for by the person(s) inflicting the damage.
- All riders should help to keep the bus clean and sanitary on the inside. Eating, therefore, cannot

be permitted. All waste material is to be placed in the container provided.

- Be courteous and obedient to your bus driver. Your help and cooperation will enable him to make your school bus ride safer.
- Bus drivers may assign individual seats on buses.
- Please do not expect the school bus driver to perform taxi service.
- Bus driver has complete authority on all bus runs and will enforce all bus rules.
- Remember that bus riding is a privilege, not an absolute right, and students may be suspended from riding the bus if the above rules are not followed or if a student persistently misbehaves on the school bus.
- A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

CONSEQUENCES FOR VIOLATION OF SCHOOL BUS RULES

Minor (Level 1)	<u>Bus Consequences</u>	<u>School Consequences</u>
1st Offense:	Verbal Warning / Parent(s) called	None
2nd Offense:	1st Bus Conduct Report	2 days noon detention
3rd Offense:	2nd Bus Conduct Report	3-5 days noon detention
4th Offense:	3rd Bus Conduct Report and 1 – 5 day bus suspension	None
Subsequent Offenses:	Bus Conduct Report, Parent Meeting 5 Day Bus Suspension. May be suspended indefinitely by Superintendent	None
Major (Level 2/3)	<u>Bus Consequences</u>	<u>School Consequences</u>
1st Offense:	Bus Conduct Report 3-5 days bus suspension & Parents notified	½ day-3 days in school suspension; depending upon situation, severity, and age of student Possible expulsion
Subsequent Offenses:	Bus Conduct Report 5 days bus suspension Parents notified & meeting required w parents before student may return on bus Possible indefinite suspension by Superintendent	1-5 days in-school suspension depending upon situation, severity, may result in an out-of-school suspension for 1-5 days Possible expulsion when mandated by law

SECTION V –ATHLETIC HANDBOOK

Fowler High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information on family and individual athletic passes contact Athletic Director, Kris Ernst, at 989-593-2250.

ATHLETIC POLICIES

The following administrative guidelines will apply to all students participating in the Fowler Athletic Program:

As coaches and administrators, we feel that the Fowler Public Schools Athletic Program is an important part of our total educational program. We believe that the benefits derived from athletic competition are important to the future value of our youth. Athletic participation is a privilege granted to young men and women of high physical ability and, as with any privilege, certain obligations and responsibilities must be accepted by the athlete. Every athlete is a conspicuous ambassador of his/her team, school, and community. Because of this, the athlete is expected to adhere to a high level

of personal conduct. This conduct should continue regardless of whether or not his/her sport is in season.

The purpose of the following guidelines is to outline the responsibilities of the athlete. Each athlete has a special talent, and we wish for him/her to be given the opportunity to use and develop his/her talent. In order for us to extend this opportunity to the athlete, it will be necessary for the athlete to adhere to the following guidelines. The administration of this guideline will be carried out by the Athletic Council and the Board of Education. Our goal is to make winners of all student-athletes by teaching lessons that stay with a student for a lifetime.

ATHLETIC OBJECTIVES

1. How to win and lose.

Throughout life, everyone must deal with success and failure, and the early training students receive through school sports affects how they accept and react to positive and negative events as adults.

2. How to compete.

Athletes will learn to put forth their best efforts. Learning to give one's best effort gives them a competitive edge for life's later "contests".

3. How to cooperate.

Athletes will learn how to work together successfully. Learning cooperation is the first step towards understanding that team work is often necessary to achieve productivity and success as adults.

4. How to participate.

Participation in sports and fitness programs can help establish a pattern of good physical fitness habits for life.

5. How to develop self-discipline.

Self-discipline is the ability to regulate and correct one's own behavior. Discipline in school sports helps teach youngsters that, to a large extent, they control how much they achieve.

6. How to sacrifice.

Being a team player involves learning to put the team first. Being on a team also involves learning to set priorities and deciding how much time and effort are needed to reach a goal.

7. How to handle oneself in tense situations.

Basic ethics are taught concerning rules of conduct, good sportsmanship and self control.

ATHLETIC COUNCIL

All coaches and administrators shall be members of the Athletic Council. Voting members shall consist of all head varsity coaches and administrators.

STUDENT/ATHLETIC ELIGIBILITY

1. Athletes must meet the eligibility requirements of the Michigan High School Athletic Association, Inc. (Must pass 5 classes per semester)
2. Each athlete must have passed an athletic physical examination for the current year. A record of this examination will be on file with the Athletic Director. In addition, each athlete must have a concussion awareness form on file in the office.
3. Academic Eligibility: Eligibility must be maintained quarterly. Athletes must pass at least 5 subjects each quarter in order to participate in sports. Students on a 2-hour work program must pass a minimum of 3 subjects (work study not included) each quarter. Students failing to meet quarterly requirements will be suspended from play until mid-quarterly progress reports demonstrate the requirements are met.
4. For an athlete to participate in practice or a contest, he/ she must be in school for at least three full school periods on the day of the activity (excluding Dual Enrollment, Voc-Tech, and work study). Exceptions can be made only by the Principal or Athletic Director. Examples (may include) Death in the family or college visit. This decision is handled on an individual basis. Please advise all of your athletes to communicate with the building principal or athletic director prior to missing school.
5. If an athlete is suspended from school for any reason, he/she will not be permitted to practice or play in any game during said suspension. The suspension will terminate upon a student's re-admittance to class. This does not include any in-school suspensions.

ATHLETIC DEPARTMENT POLICIES

1. Travel Rules:
 - A. All athletes will travel both ways on the bus, unless released personally by the coach to the parent or guardian only.
 - B. All bus regulations will be adhered to by the athletes.
2. In case of school cancellations, high school athletic contests and practices will be dependent upon administrator decision. All middle school games/practices will be canceled.
3. Decisions for holding practices or competing in games will be determined on an individual basis. Activities may be conducted if it is determined by the administration: athletic director, principal, and superintendent, that there is no unusual danger to students involved getting to and from the scheduled practice or game. Practices (if held) will be during their prescheduled times.

Athletes will be considered excused if their parents deem travel to be unsafe for the practice or game.

4. During a tornado watch, school dismissal will occur at the usual time, but ALL extra-curricular activities (practices, games) will be canceled. If a tornado watch occurs during after school practices or games, students will be dismissed to go home immediately upon learning of the watch. If the tornado warning occurs after school, practices or games, all staff and students will take cover immediately and remain there until an "all clear" is given by weather officials. Students will be released during a warning ONLY if their parents actually come to the shelter area for them.
5. Practice schedules will be made available to the athletes by the coach.
6. Any athlete who misses a game or practice without the permission of his/her coach prior to the absence may be disciplined at the coach's discretion.
7. Vandalism, stealing, or other acts of misconduct in school or outside of school shall not be tolerated. The length of suspension (if any) will be in relation to the severity of the violation and determined by the coach and Athletic Director, or the Athletic Council. Students are permitted to appeal following procedures described in the Athletic Training Code.
8. Additional rules and regulations may be established by the coaches and communicated to the athletes in each sport. Discipline due to violation of these rules and regulations will be the responsibility of the involved coach.
9. A written copy of the Fowler Public School Athletic Guidelines shall be given and explained to the athletes at the start of every sport season by the coach of that team.
10. A "Letter" will be awarded to varsity athletes who meet the criteria established and communicated to the athletes by the varsity head coach. An athlete will receive only one letter. In addition to the letter, each letter winner will receive a pin for each sport in which he/she earns a letter.
11. Athletic Team Size and Cuts:
Varsity teams will be chosen by the coach, and be made up of the best student athletes in grades 9th-12th. If in a specified "cut sport" (see

below), at the end of a specified try-out period the team size is in excess of the predetermined maximum (see below), the coach will make cuts to this number. 11th and 12th grade student-athletes who are cut from a team may not play on a sub-varsity team. Fowler Public Schools recognizes two exceptions to this policy.

1. A foreign exchange student may compete for a Junior Varsity team if it is their first experience in the sport.
2. Juniors ONLY would be allowed to play Junior Varsity if, and only if the squad would not meet the minimum number of participants to field a team specified by the district below.

Sports Fowler High School has deemed sports in which we will cut and maximum/minimum team size:

Sport	Maximum for V	Minimum for JV
Varsity Volleyball	15	8
Boys Varsity Basketball	15	7
Girls Varsity Basketball	15	7
Varsity Baseball	18	11
Varsity Softball	18	11

*The cut policy sets the initial rosters for the season. Adjustments may be made throughout the season to adapt to circumstances that may occur.

ATHLETIC TRAINING CODE

- A. The athletic training rules will be in effect year round and will be as follows:
 - No drinking, or possession of alcoholic beverages.
 - No use or illegal possession of drugs or inhalants, synthetic or look-alikes, such as e-cigarettes.
 - No use or possession of tobacco products.
- B. Disciplinary Process:
 1. A violation of the Athletic Training Code occurs when a member of the Athletic Council, the Fowler Public Schools teaching staff, Fowler Board of Education, Law Enforcement Agency, self-admittance or the student's parent(s) or guardian(s) report said violation. Any student athlete who is suspected of using alcohol or being intoxicated on school grounds will be subject to a breathalyzer test performed by a school employee or the sheriff's department. If the athlete refuses to take a breathalyzer, they will be considered to be in violation of the athletic training code.

2. In the case of any violation of the Athletic Training Code, the coach and/or Athletic Director will inform the parents or guardian of the athlete.
 3. When an athlete is suspended for part of a season, the athlete must attend practices, games and be part of the team. The athlete will not be allowed to be in uniform during the game. Trying out for a team for which you are not selected does not constitute any part of the suspension. The athlete will be required to complete the sport season in good standing or the athletic suspension will start over with the next season the athlete is involved in.
- C. Violation of the Athletic Training Code will result in the following action:
1. First Offense: Violation will result in suspension from thirty (30) percent of the current and/or next sport season. Participation in an approved risk assessment is mandatory for reinstatement to the athletic team. If the suspension cannot be completed in the current season, the remaining portion shall be pro-rated over the next season in which the athlete participates. The percent will be based on the regularly scheduled contests and will be mathematically rounded off to the nearest game.
 2. Second Offense: Violation will result in suspension from fifty (50) percent of the current and/or next sport season. Participation in an approved treatment is mandatory for reinstatement to the athletic team. If the suspension cannot be completed in the current season, the remaining portion shall be prorated over the next season in which the athlete participates. The percent will be based on the regularly scheduled contests and will be mathematically rounded off to the nearest game.
 3. Third Offense and Subsequent Offenses: Violation will result in suspension from athletics for one calendar year from the time of said violation. Successful completion in a treatment program approved by the athletic director or principal will be required for re-entry into the athletic program.
 - Suspension will not be served concurrently.
 - A violation of the Athletic Training Code must be reported within 180 days of the incident for it to be acted upon.
- If a violation occurs, the athlete is expected to report it to the athletic director, building principal, or team coach. The violation must be reported before the lesser of these three occurs:
 - The next competition
 - Three (3) school days
 - Five (5) calendar days
 - If the infraction is reported within the time frame stated above, then the athletic suspension offense will be reduced 10% of the step the student is currently at (i.e. 50% to 40% or 30% to 20%). If the infraction is not reported prior to the athlete taking part in competition, the suspension offense will be doubled from the date the infraction was discovered.
 - Appeal Process:
 - An appeal of a decision to suspend can be made by the athlete and/or his/her parents. An appeal can be made by contacting the principal or athletic director within three days of the suspension.
 - An appeal will consist of a meeting with the athletic council, the athlete, and/or parents. A decision will be made following the meeting.
 - An athlete and/or parents may appeal the decision of the athletic council to the Fowler Board of Education within three days by contacting the principal or athletic director.
 - An athlete will remain as an eligible member of the team until the appeal process is completed.
 - The athletic guidelines apply to all students, seventh grade through twelfth grade. However, the progression steps will start once again as the student begins high school. An assessment is an emotional/behavioral evaluation to determine the extent of an individual's chemical use, if any, and to recommend a plan for individual treatment or counseling based upon the degree of abuse or dependency. The assessment must be from a source approved by the administration and at no cost to the school. Treatment programs will vary depending on the specific needs of students. Programs may be sponsored by county agencies or regional health care providers. They may take place within the school but outside of school

time. The treatment program must be from a source approved by the administration and at no cost to the school. It is the responsibility of the student and parents to identify and seek

approval for an assessment or treatment program and assure the program is completed prior to reinstatement.

SECTION VI - FOWLER PUBLIC SCHOOLS ELECTRONIC INFORMATION ACCESS AND USE POLICY

Fowler Public Schools encourage and strongly promotes the use of electronic information technologies in educational endeavors. The district provides students and staff access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them to become responsible, self-directed, life-long learners.

District Responsibility

Fowler Public Schools is responsible for the management of the structure, hardware and software that the district uses to allow access to information technologies for educational purposes. These include:

- a) Assigning and removing of member accounts on the network
- b) Maintenance and repair of equipment that comprise the network
- c) Selection of software that the network will support
- d) Electronic Information Access and Use Policy
- e) Defining the rights/responsibilities of members
- f) Providing resources that support the mission of the school district
- g) Providing training opportunities on the use of application of information technology, including training and information on new technologies, software and media as they are acquired and put into use in the district.
- h) Implementing and enforcing the conduct standards for educational technology as stated in the Electronic Information Access and Use Policy.

The district does not take responsibility for resources located or actions taken by the members that do not support the purposes of the school district. The district makes no stated or implied guarantee regarding the privacy of electronic mail. The district makes no warranties of any kind, whether express or implied for the uses of its educational technology, including but not limited to the loss of data resulting from delays, non delivered, or any service interruption.

The district is not responsible for any damages caused to a user's hardware or software incurred from downloading computer viruses or other contaminants.

Fowler Public Schools Network Members

All account holders on the Fowler Public Schools Network will be granted access to all services the network offers. The following people may hold accounts on the Fowler Public School District Network:

- 1) **STUDENTS:** Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in this policy.
- 2) **FACULTY AND STAFF:** Staff members currently employed by the district may be granted a network account upon agreement to the terms stated in this policy.
- 3) **OTHERS:** Anyone may request a special account on the Fowler Public School District network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

PRIVILEGES AND RESPONSIBILITIES OF FOWLER PUBLIC SCHOOL DISTRICTS NETWORK MEMBERS

Privileges

In accordance with the terms set forth in this policy, members have the privilege:

- to use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- to access information from outside resources which facilitate learning and enhance educational information exchange.
- to access district networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

Members have the conditional right to sign up for listservs and newsgroups on the Internet which facilitate learning and enhance educational information exchange.

Responsibilities

Members are responsible for:

- utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purpose of the school.
- attending appropriate training sessions in the use and care of hardware, software, and networks and refraining from using any technology for which they have not received training.
- adhering to the rules established for the use of hardware, software, labs, and networks in the school or through remote access outside of the school.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- having all disks or videos scanned for virus, dirt, or other contamination which might endanger the integrity of district hardware, software or networks before they are used in district system.
- all material received via the Internet under their account. They accept responsibility for keeping all pornographic material, inappropriate files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet or from being reproduced in visual, digital or written format.
- making all subscriptions to listservs or news groups known to the system administrator and seeking prior written approval before requesting such subscriptions on the Internet.
- maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy and making only those e-mail contact which facilitate learning and enhance educational information exchange.
- adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.

ACCEPTABLE USE POLICY FOR INTERNET ACCOUNTS

All users are encouraged to make use of the school's facilities in pursuit of their academic goals, but are asked to remember that an Internet account is a privilege, not a right, offered each academic year to students, teachers and Administrative Staff.

Usage Guidelines

The Internet account holder is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network resources will be reported to the Network Administrator and Building

Principal and will result in restriction or suspension of these privileges. Repeat violators will be subjected to further disciplinary actions such as suspension. Some examples of unacceptable use are:

1. Using the network for any illegal activity, including violation of copyright or other contracts;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment, software or system performance; equipment includes but is not limited to computers, graphic calculators, scanners, cameras, printers, VCRs, TVs
4. Vandalizing the data of another user;
5. Wastefully using finite resources; such as the printer, scanner, etc.
6. Gaining unauthorized access to resources or entities;
7. Invading the privacy of individuals;
8. Using an account owned by another user;
9. Use of any e-mail system by a F.P.S. network member to another F.P.S. network member's District e-mail account.
10. Posting personal communications without the original author's consent;
11. Posting anonymous messages;
12. Accessing and/or participating in Chat groups
13. Downloading, promoting links to, storing and/or printing files or messages, including music lyrics, that are profane, pornographic, obscene, or use language that offends or tends to degrade others or encourage criminal activity;
14. Transmitting, executing, promoting links to, or strong malicious, threatening, or abusive programs or material;
15. Downloading, executing, or storing programs from the Internet on network drives or network directories. This includes files that end with an extension of exe, bat, zip, com and includes screensavers, desktop backgrounds and games. (Unless permission is given by instructor)
16. Violating the content guidelines as outlined below.
17. Violating the Student Electronic Information Access and Use Policy, which current users have already signed. Disciplinary measures will include, but will not necessarily be limited to, the following: Students may have their rights to use the District's computer system revoked for 2 to 9 weeks for minor offenses. Students may forfeit their rights to use the District's computer system for the balance of the school year for serious offenses or repeated minor offenses. In addition, students may also be suspended from school or placed on in-school suspension or given community service for violations of the

computer code. This also applies to violations of the INTERNET usage policy.

18. If a student inadvertently accesses an inappropriate site, (See 12 above) the student must immediately report this to the responsible teacher.

Content Guidelines

Students, as part of a valid classroom assignment, may be allowed to produce for electronic publications on the Internet. Teachers and the Network Administrator may monitor these materials to ensure compliance with content standards. The following restrictions apply:

1. No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
2. All student works must be signed with the student's full name.
3. Copyright laws need to be adhered to whenever possible or appropriate.
4. No text, movie or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

FOWLER PUBLIC SCHOOLS CONSENT AND WAIVER FORM

- Teachers, administrators, parents, guardians, and students share the responsibility of appropriate use of the Internet.
- By signing the signature page, the student and his/her parent(s) or guardian(s) agree to abide by the restrictions outlined in this Consent and Waiver policy. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities.
- To that end, Fowler Public Schools supports and respects each family's right to decide whether or not to sign below for Internet access for their student.
- Users should be aware that Fowler Public Schools does not have control of the information on the Internet, nor can it provide foolproof barriers to account holders accessing the full range of information available. Other sites accessible via the Internet may contain material that is illegal, obscene, profane, pornographic, defamatory, inaccurate, or potentially offensive to some people.
- Email forwarded to Fowler Public Schools network servers or workstations become the property of Fowler Public Schools and may be monitored to ensure that content falls within the Usage and Content Guidelines.
- I agree to abide by the above agreement.
- I have read the above agreement with my student and understand my student can lose his/her privileges if she/he breaks this agreement.