DISCOVER ALL YOU CAN
ABOUT MANY CAREERS

- Ask family & friends about their jobs and the skills they use
- Explore careers and career pathways
- Develop your Educational Development Plan (EDP)

Write SMART goals to help you make plans
- S = Specific
- M = Measurable
- A = Action Oriented
- R = Realistic
- T = Includes a timeframe

Use your planner to record important dates such as homework deadlines, test dates, and career opportunities such as Reality Store.

Use Career Cruising to learn about careers:
www.careercruising.com **

Career Cruising Username: fenton
Career Cruising Password: tigers
EDP Username: fent-______ (six digit student ID#)
EDP Password: contact the counseling office
Welcome 6th, 7th, and 8th Grade Students.

Andrew G. Schmidt Middle School serves as a bridge to Fenton High School. The staff has developed a special program to assist you as you develop academically, socially, emotionally, and physically. The transition to middle school can be difficult; however, the staff at A.G.S. is ready to help you through the many exciting challenges that emerge during this time. Have a great year!

Heidie Ciesielski  Eric Rettenmund
Principal  Assistant Principal

Board Of Education
Through the efforts of the board of education and the people of the Fenton area, your school facilities, equipment and staff are provided. Board members are elected by residents of the school district to develop the policies that guide the educational program of the school district.

Board of Education Members:
Daniel Carter  Elizabeth Geib
Richard Koester  Drew Shapiro
Dana Jones  Tamara Valley
Lynn Hopper

Andrew G. Schmidt Middle School  591-7700
① Office Hours: 7:00 A.M.-3:00 P.M.
② Please call in absences by 9:00 A.M.
Fenton Area Public Schools Administration Office  591-4700
② Office Hours: 8:00 A.M.-4:30 P.M.
Fenton Area Public Schools Transportation  591-8900
Southern Lakes Park and Recreation  591-8360

Learning Today, Leading Tomorrow
Fenton Area Public Schools

Foreword
This student handbook was developed to answer many of the commonly asked questions that you may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook, and is meant as a guide to school expectations; however, school administration reserves the right to act on things not directly addressed.

Fenton School District Mission Statement
Believing all students can learn, Fenton Area Public Schools, in partnership with our community is committed to educational excellence. Our goal is to develop lifelong learners who are responsible citizens in a global society.

Andrew G. Schmidt Middle School Mission Statement
A.G.S. Middle School staff in collaboration with parents and community will provide a quality education for all students. Through high expectations our students will strive to become knowledgeable thinkers and communicators. We shall enable them to successfully transition into young adulthood as inquiring, reflective and principled global citizens. Adopted January, 2009

Equal Educational Opportunity
It is the policy of this District to provide an equal education opportunity for all students. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extra-curricular activities. Any questions concerning Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, and/or Section 504 should be directed to:

Doug Busch, Director of Personnel
Fenton Area Public Schools
3100 Owen Road
Fenton, Michigan 48430
(810) 591-4700

Approved: June 12, 1990


Daily Schedule
1. If you enter the building before 7:15, you must remain in the cafetorium or designated area until you are released to go to your lockers.
2. You must be out of the building each day by 2:40, unless you are staying for an after school activity or are under the direct supervision of an adult.
3. Please plan to wait until 7:30 to do business in the office.

Bell Schedule
Students are released from the cafetorium at 7:15 a.m. At this time students may go to their lockers. A warning bell at 7:23 a.m. will signal that first hour is about to begin. The students must arrive to their first hour class and be seated prior the first hour bell. Students have five minutes to pass from class to class.

Daily Time Schedule 7:25 A.M. - 2:11 P.M.
* See webpage for Bell Schedule

STUDENTS ARRIVING TO SCHOOL MORE THAN 10 MINUTES AFTER FIRST HOUR BEGINS MUST REPORT TO THE OFFICE TO SIGN IN AND TO RECEIVE AN ADMISSION SLIP.
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 needs and available class space. Any changes in a student's schedule should be handled through the counseling office. 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 should be approved with a pass or schedule change.

Students 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 and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before 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 student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students must arrive on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor and/or principal.

Student Well Being
Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately. State law requires that all students must 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. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Lost And Found
Books, clothing, and other items found in the school are turned in to the office. Items not claimed will be donated to a charitable organization.

Textbooks and Fees
All textbooks are furnished by the school district. The student and teacher check their condition at the beginning and the end of the school year. If there has been any misuse or abuse of the book resulting in more than the normal amount of wear, you are charged for excess wear. If the student does not pay the charge for excess wear by the beginning of the next school year, legal action may be pursued against the student and parents/guardian for failure to pay the charge.
Hall Traffic and Passes
To be in the hallways while classes are in session, you must have teacher permission/hall pass.

Cafetorium
You must eat lunch in the cafeteria. You may bring a lunch from home or purchase a lunch. Students may not use pizza or other food delivery services for lunch. Milk is available for purchase to all students. You are under the supervision of cafeteria personnel while eating lunch. When leaving the cafetorium all students must clean up the area in which they were seated including the chairs, table, and floor. Students shall conduct themselves with self-restraint and good manners, and are not to yell or shout. No open food packages or drinks shall be taken from the cafetorium during the lunch hour. In addition, no food or drinks shall be consumed at any time while in the hallways, or other common areas.

Telephones/Cell Phones/Electronic Communication & Storage Devices
A student may possess a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities, and at school-related functions provided that:

1. The device remains off during the school day (including lunch periods and passing times) unless prior consent has been given by a teacher or administrator.
2. The device is not used to communicate or access information during school hours - during class, assemblies, or testing situations.
3. The cell phone and other ECD/ESD is stored away out of sight. Students may, however, carry cell phones or ECD & ESD’s in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc.
4. The audio or video recording capacity is not to be used to ensure there is a reasonable expectation of privacy. This includes whether at AGS or at another school district where a school activity or event is occurring.
5. It is not disruptive or distracting to the educational process, scheduled activity, or other participants.
6. The audio or video recording capacity is not used to capture the image, likeness, voice, or work of an individual(s) without their knowledge and consent.
7. The audio or video recording capacity is not used to distribute and/or post an individual(s)’ image, likeness, voice, or work publicly (via flyers, internet, webpage, social networking sites, etc.) without the individual’s knowledge and consent.

Usage of Cell Phones & Electronic Devices
Students using a cellular phone and/or electronic devices (ECD/ESD) during school hours without permission may be asked to turn the device over to a staff member. “Using” refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD/ESD for any other purpose (text messaging, taking pictures, etc.). Failure to turn an electronic device over to the adult making the request will result in an automatic out-of-school suspension.
Students participating in extracurricular activities and athletics must contact their coach and/or sponsor for rules involving cell phone or ECD/ESD’s use after school hours or on after-school bus trips. The student who possesses a cellular phone or ECD/ESD shall assume responsibility for its care. At no time shall the district be responsible for preventing loss, theft, damage, or vandalism to cell phones or ECD/ESD’s brought onto school property. Students should not leave them unattended or unsecured. Possession of a cellular phone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who engages in misuse of this privilege. Misuse will also be subject to disciplinary action (see Section on Student Conduct (page for more information). Remember: Cell phones, ECD’s & ESD’s, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police.

Telephone
During school hours, the office will call home for students in case of emergencies, such as illness or injury. There will be no charge for these calls. However, students may use the office phone, before and after school, for school related reasons.

Student Fund Raising, Selling Of Goods and/or Services
The principal must approve all students fund raising activities. Fundraising will follow any district guidelines set forth. The selling of any type of goods and/or services is prohibited on the school buses or school grounds unless approved by the principal.

Bicycles, Skateboards, and In Line Skates
All bicycles must be parked in the bicycle rack. Since the school is not responsible for thefts or damage, every bike should be locked to the rack. No skateboards, in line skates, or heelies are permitted in school or on school property. Skateboards are not permitted on school transportation.

Search and Seizure
Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board authorizes administration or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. School administration shall not be obligated to, but may request the assistance of a law enforcement officer in conducting a locker search. Search of a student and his/her possessions, including vehicles and electronic devices, 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 may be in possession of illegal, unauthorized (stolen), hazardous, or contraband materials and is in violation of the law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. The extent of the search will be governed by the seriousness of the alleged infraction and the student's disciplinary history. Students are provided
lockers, desks, and other equipment in which to store materials. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to the building administration. In accepting a locker assignment and in using the assigned locker, the student agrees that the building administration has joint use and control of and may open the locker and examine any of the items of contents at any time if there is reasonable suspicion that a student has violated the law or school rules. The opening and examination of the locker will be made only in the presence of another staff member or law enforcement officer. The student should understand that the locker may be opened when the student is not present and its contents examined. When conducting searches, anything that is found in the course of a search that may be evidence of a violation of school rules or the law or which may be deemed as a potential threat to the safety or security of others may be taken, held, or turned over to the police. The school reserves the right not to return items which have been confiscated, to hold items as evidence in disciplinary proceedings, and/or to turn items over to law enforcement officials. In the course of any search, students’ privacy rights will be respected regarding any items that are not illegal or against school policy.

All technology located in classrooms, labs, media center, 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.

Personal Property
Students are responsible for the care of their own personal property. The school is not responsible for any personal property that is damaged or stolen including items left in the hallway or locker room lockers. 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 to personal valuables.

Locks, Lockers, Outer Clothing and Book Carrying Bags
The student is assigned to a specific locker for the storage of books and outer clothing. All outer clothing and book carrying bags are to be stored in your locker during the school day. Keep the locker locked. Do not abuse or vandalize the locker in any way. There will be no outside locker decorating and no tape is to be used on the inside of the lockers. Valuables should not be left in your locker at any time. Students should be aware that lockers are subject to unannounced inspections. The locker is the property of the school, not the student. A locker search may be necessary to maintain the integrity of the school environment and the educational process and to protect the members and property of the school community. A trained dog may be used to assist the school administration in search of controlled substances on school property. Students should not reveal
their locker combinations to other students as new locker combinations will not be assigned. Students should stand directly in front of their locks when they open their lockers so others can’t see them.

School Closing/Two-Hour Weather Delay Plan
School closing information will be sent home with students during the first weeks of school. The Instant Alert System is used during the school year. If there is a two-hour delay, the middle school will begin with third (3rd) hour classes. Starting time will be 9:31 a.m. The buses will be running two hours later than normal. Whenever school is canceled, all school activities are also cancelled.

Visitors
Visitors are welcome at AGS. To monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, an appointment is required, to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal.

Dress and Grooming
Fenton Schools, in carrying out its responsibility for creating a proper learning environment, encourages and expects good taste in dress and grooming. While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, hairstyle, or accessory) that disrupts the educational process or presents a safety risk will not be permitted.

Examples include:
• Hats, caps, visors, hoods, bandanas, and sunglasses are not to be worn in the classroom or building while school is in session unless approved by the building administration or his/her designee. These items should be left at home or in the locker, not carried throughout the day.
• Mutilated or torn or ripped clothing;
• Pajamas & slippers;
• Fashion which is too revealing clothing; (ex. underwear showing, cleavage exposed, halters, or tops that expose the midriff of the body, shorts or skirts which are shorter than fingertip level, etc.)
• Fashion with profane or obscene suggestions;
• Fashion which is sexually suggestive
• Fashion which is representative of hate and/or a lack of tolerance or is inflammatory;
• Fashion which advocates the use of illegal substances, or that advertises drug, alcohol, or tobacco related messages;
• Fashion which displays illegal activities or those that are prohibited for minors.
• Fashion which causes excessive wear or damage to the school (wheel shoes, chain wallets, etc.)
• Fashion which incites violence, advocates the use of force, is discriminatory toward protected classes, or urges violation of the law.
• Fashion or personal grooming habits which interfere with or disrupt the educational process

Footwear shall be worn at all times. Specific religious customs or health situations may be accommodated at the discretion of the administration. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process, they may be removed from the educational setting. The judgment of the building administration will be final in determining inappropriate dress.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, senior students at graduation, and other such groups.

Energy Drinks
It is expected that parents not allow their child to bring these drinks to school. (Monster, Red Bull, Amp, etc) These drinks contain high quantities of caffeine, among other things, which is not good for your child. Use of such products at school may lead to disciplinary action.

School Activity Participation
Students who are suspended from school or are absent three or more hours on the day of an extra-curricular activity should not expect to participate in that event. However, if the counselors or principal has approved arrangements, a student may be allowed to participate or attend.

School Dances/Fun Nights
Informal dances may be held after school or in the evening for approximately two hours at the middle school. School dress code rules apply. Students who are permitted to enter the after school dances are:
1. Those attending Andrew G. Schmidt Middle School. (No visitors are allowed.)
2. Passing most of their classes at the time of the dances.
3. Displaying good behavior at school. (Students on suspension may not attend.)
4. Students that have displayed poor behavior or that have been suspended may be prohibited from attending the next dance at the discretion of the administration.
5. Students are not allowed to leave the school prior to the dance.

Important! Students will not be allowed to leave the dance unless a parent has requested, in person or in writing, an earlier departure for his/her child.

Advertising Outside Activities
Announcements or postings of outside activities will not be permitted without the approval of the superintendent. A minimum of one week’s notice is required to ensure that the superintendent has the opportunity to review such material.

Non-School-Sponsored Clubs and Activities
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 proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

AGS Academic Honesty Policy
The purpose of the academic honesty policy is to create a supportive environment of principled students and teachers working together to create a climate of productive, supportive teaching and learning. This policy describes the responsibility of both students and teachers in creating and sustaining academic integrity in our school.

Student Responsibility:
Ultimately, the responsibility for academic honesty belongs to the student. Students should understand their responsibility to themselves, their peers, their teachers and their world to accurately represent their own knowledge and efforts. This includes (but is not limited to):

- Giving credit for all ideas that are not original to the student through the use of proper attribution
- Preserving their own academic honesty, and that of their peers’, by not providing homework, papers or tests to other students
- Protecting the academic honesty of others by not asking for homework, papers, or tests
- Respecting the academic effort of others by not stealing, damaging or altering their papers, computer files, art work, etc.
- Ensuring that work done collaboratively with others still reflects the student’s own effort and understanding
- Refraining from turning in work created in another class for a grade or credit

Students should also understand the many offenses that could be defined as academic dishonesty, including, but not limited to:

- Using information from books, databases, magazines, or other sources without making reference to the source
- Taking ideas, images or information from websites without providing the appropriate URL
- Using the exact words written or spoken by another person or publication without placing quotation marks around the material
- Fabricating or falsifying data
- Using unauthorized calculators, electronic devices or other materials during an assessment
- Communicating with other students during an assessment
• Using online translation programs (online dictionaries are preferred)
• Splitting work, (for example, one student answers odd questions and the other answers even questions) rather than working collaboratively on a task
• Using the internet to find the answers to book work
• Buying papers from the internet, or from other students
• Copying another person’s class work
• Giving accurate reports when monitoring another student’s performance on a task
• Stealing other students’ work
• Stealing tests or exams

Consequences for Academic Dishonesty:
The Fenton Area Public School Student Code of Conduct states that the following consequences are possible based on the particular incident of academic dishonesty:
  • 5 days suspension and/or
  • Loss of credit for an assignment and/or
  • Loss of credit for a course

Teacher Responsibility:
  • Encourage students to make appropriate and ethical choices related to academic honesty
  • Review student work in a thorough manner, with an attempt to recognize any great variation between the student’s typical work and the work in a particular assignment
  • Define expectations for students’ roles in group work, including the difference between collaboration and collusion
  • Administer tests and assessments with awareness of procedure and a diligence toward the process
  • Authenticate test and assessments when necessary
  • Cooperate in investigations into alleged academic malpractice
  • Be familiar with the school’s policy on academic honesty

Homework
It is important for you to develop the habit of independent study. Homework can be expected. Grades will reflect the completion of assignments, including homework. A parent may request homework through the office. Teachers request 24 hours notice. The work may be picked up in the office.

Extra Help
The middle school staff is ready to assist you when you need extra help. Each teacher will let you know when he/she is available for extra help. It is your responsibility to seek assistance when you need it and make transportation arrangements. In some instances your teacher may ask you to stay after school so that you can make up a test or get the extra academic help you need. It is to your advantage to get extra help so that you do not get too far behind in a subject. If you are not sure how you are doing in a subject, ask the teacher or see the counselor.
Make-up Work
A student may make-up units of study/work with a properly certified teacher if prior approval has been granted by the principal.

A. With prior approval and if available, evening school attendance for makeup work may be permitted.
B. Students will be given the opportunity for making up work missed due to absences. The length of time for completion of make up work shall be one day for each day missed. All pre-arranged assignments are due the first day of return unless other arrangements are made.
C. Students will be given the opportunity to make-up work missed due to suspension. Tests missed during the period of suspension may be made up by the students by contacting the teacher. The teacher, at his/her convenience, may administer the test of assign alternate written work in lieu of the test missed.
D. It is the student’s responsibility to get the assignments, complete them and turn them in to the teacher.

Field Trips
Various field trips are arranged for students of AGS Middle School. These trips offer experiences and information which support classroom learning. Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. For some field trips there will be costs involved. If a student cannot afford these costs, the office may provide scholarships. If a student is not permitted to attend the field trip, all costs will be refunded.
Based on a student’s past behavior, the principal or assistant principal may deny a student the opportunity to attend a field trip.

Examinations
Tests, quizzes and examinations are given during the semester especially at the conclusion of each semester at the discretion of the teacher. These are methods of measuring your progress in a subject. It is the student’s responsibility to be ready for these tests, quizzes and examinations.

Marking System
You will receive a letter grade on your report card. This grade tells you your level of achievement. You may interpret them as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>E</td>
<td>Not Passing</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Interim Reports
At any point during the marking period a parent or student will be able to access student academic progress on Powerschool. Printed reports may be requested by parents or students.

Report Cards
A non-returnable report card will be issued to you following the close of each marking period. The final report card will be mailed to your home in June. Your parents are encouraged to contact the school if they have questions regarding your progress. Conferences with the principals, counselors, or teachers can be arranged by calling the school office at 810-591-7700.

**Changing Student Grades** - No district employee shall change a student's grade given to that student by a teacher unless the grade change is made in compliance with the following procedures.

Definitions as used in these procedures, the following terms shall be defined as follows:

**Grade**: The letter or numeric evaluation given a student by a teacher for a final examination or given at the conclusion of a marking period, term or semester.

**Student**: A student enrolled in the district who is 18 years-of-age or older or the parent(s) or legal guardian of a student who is under the age of 18 years.

**Superintendent**: The superintendent or person(s) designated by the superintendent to act on behalf of the superintendent.

**Review Panel**: A panel composed of one board member appointed annually by the board, three teachers employed by the district and appointed annually by their bargaining unit, and the superintendent who shall act as chairperson of the review panel. A person who causes the review panel to convene shall not serve as a member of the panel, nor shall a teacher who is involved in a proposed grade change.

A student seeking a grade change shall submit to the building principal within 30 calendar days after receipt of the grade a written request for a grade change stating the reason(s) for the proposed grade change:

(a) Within ten calendar days of receipt of the request, the building principal shall submit the request to the teacher of record and meet with the teacher to review the request.

(b) Within ten calendar days of the meeting, the teacher shall submit to the building principal a written response to the request, unless the teacher concurs in writing with the grade change.

(c) The building principal shall notify the student that the teacher has concurred and that the grade has been changed or provide the student with a copy of the teacher's response and inform the student that the principal will convene the review panel within ten calendar days. The superintendent shall notify the teacher, the student and the review panel members of the time date and place for the review panel meeting.

The superintendent shall notify the teacher, the student and the review panel members of the time, date and place for the review panel meeting.

At the review panel meeting:

(a) The teacher shall present the reason(s) for the grade, provide a copy of any written procedure pursuant to which the grade was determined and state the educational rationale for the grade.

(b) The student shall state the reason(s) for requesting the change. Such written information as may be deemed appropriate by the chairperson will be accepted for review by the review panel.

(c) The review panel shall determine, by majority vote, whether or not to change the grade. The review panel shall issue its decision in writing.
within 15 calendar days stating a brief summary for its decision. The decision of the review panel shall be given, in writing, to the teacher and student.

The board shall set a time, date and place to meet to hear the objection of the teacher or the student to the review panel’s decision. The board shall rule on the appeal, but shall not identify the student or teacher by name and shall comply with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, with regard to the confidentiality of student records. The board shall direct the superintendent to furnish written notification to the teacher and the student of its decision within five calendar days and which decision shall be final and binding upon the teacher and the student.

**Review Of Instructional Materials And Activities**

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 must contact the principal prior to coming to the school. Parents have the right to review the teaching materials, and instructional activities that are used. They are subject to reasonable restrictions and limits.

**Library Overdue Policy**

Overdue notices will be sent to students who have overdue library materials. The student should locate and return the overdue item as soon as possible. Students with three or more items overdue or with items overdue by more than one month will lose their borrowing privileges until the overdue items are returned or paid for. Any student who has lost borrowing privileges for longer than one week will have his/her parents contacted concerning the problem that is occurring with overdue books. Borrowing privileges will be reinstated when problem has been resolved.

**Retentions**

If you fail two or more academic courses, for three or more marking periods, you will be recommended for retention. In such cases, your parents are informed by letter and are invited to discuss the situation with the counselor and the principal. The decision will be made by the principal after discussion with the student, parent, counselor and appropriate staff.

**Scholastic Honors and Awards**

The middle school gives recognition to students for scholastic honors and other notable achievements. Awards will be presented to students at various times and in various ways yet to be determined. Examples of the types of honors, awards, and criteria are listed below:

1. **Highest Scholastic Honors** - All A’s for the first three marking periods.
2. **Scholastic Honors** - Have been on the honor roll for the first three marking periods.
3. **Spelling Bee** - champion spellers in each grade that may participate in countywide competitions.
4. **Various Curriculum Awards** - students are recommended for their performance by their teachers in the various subject areas:
Attendance and Absences
The value of regular attendance at school cannot be overemphasized. It is essential to maximum scholastic achievement, as well as helping the student to develop relationships with members of the school community in becoming a responsible, conscientious adult. A student must be present at school and in the classroom to participate in the school/classroom activities in order to benefit from the middle school experience.

When a student is absent, the parent or guardian must call the school office between 7:15-9:00 a.m. If the office has not received your call by 9:00 a.m. we will call you at home or work to verify the absence. Your cooperation is greatly appreciated. Patterns of habitual absence and/or tardies will be investigated by the administration for possible violation of the compulsory school attendance law (truancy). Absences for the following reasons are excused:

1. Illness of student
2. Death in immediate family
3. Emergency situations
4. Bad Weather
5. Religious Holidays with parent notification
6. Take Your Daughter/Son to Work Day
7. Any others deemed appropriate by school administration

Securing an Admit Slip
1. Excused - An excused absence will be given if the student brings a note or calls from his or her parents or the parents call the school on the day of your absence. In such cases the student will be expected to make up the work missed and receive credit. You can expect time, equal to the time missed, in which to make up your work. However, if an assignment due date was given before you were absent, that assignment is due on the day of your return. (Unusual circumstances, e.g., severe medical injury/illness, death in the family, should be dealt with by contacting the teacher or office.)

2. In truancy and suspension cases it is the student's responsibility to contact the teachers for assignments missed. The make-up of tests and quizzes will be left up to the discretion of the teacher. Students may have to spend time before/after school for additional help.

Absences by Pre-Arrangement
The administration and teachers recognize that there are occasions during the school year when an absence from school is unavoidable. Whenever an absence is anticipated, a note should be presented at the office in exchange for a prearranged absence form at least one week before the student is to leave school. The student presents this form to his/her teachers and they will advise you of any concerns they have regarding the absence. At the end of the school day the student will take the completed pre-arranged absence form to the office so a copy can be made. We encourage your parents to take into consideration the teacher's comments before they make their final decision on taking you out of school. The pre-arranged absence form must be signed by the parents and returned to the office on the following day where it will be kept on file. In family
emergencies an absence may be pre-arranged by a phone call to the counselors or administration. All assignments that are given to the student, by a pre-arrangement, are due on the day of their return. Some work will not be able to be made up due to the nature of the teaching method-group work; teacher/student interaction and videos-to name a few.

Leaving School during School Hours
No student, having reported at school, may leave school before the regular time for dismissal without permission from the office. If a student becomes ill at school and is sent to the office by a teacher, the student or office person will call home. No student becoming ill at school will be allowed to go home unless parents are at home or some responsible person can be reached. The student will either go home or return to class. Ill students will only be allowed to stay in the office if no one can be reached to pick them up and they are deemed too ill to return to class. All students must be picked up and signed out from the office.

Student Attendance at School Events
The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

K - 8 Attendance Intervention Plan
This policy covers students who are absent due to an unknown reason, believed to be truant, or excessive undocumented illness. The principal will decide if there is a need for initiation of this policy. At each step, the actions of the process are entered into a log.

- Student accumulates 5 unknown absences during the course of one year.
- A letter is sent home to parents. A student truancy file is started.
- Student accumulates 8 unknown absences.
- Another letter is sent home to parents.
- Student accumulates 10 absences not due to illness.
- The liaison officer and/or counselor and/or social worker will make a home visit.
- Student accumulates 15 absences not due to illness.
- Superintendent, Police Chief, or Courts get involved.
- A Truancy Petition is begun.

Withdrawal From School
Students withdrawing from school should notify the school and return all school property

Tardiness
Every period of the day you are scheduled to be in some definite room or place. You have five minutes to change classes; this should be ample. Tardiness to school or to an individual class is a disruptive activity and interrupts the orderly performance of classroom operation. In case of emergencies that may cause you to be tardy, a parent or guardian may sign you in at the office, otherwise, go to the class first and arrange with your teacher to enter the class late.

Definition of Tardiness: Any student who arrives to class after it has started is tardy under this policy, if not excused by the guidelines below.

Guidelines on Tardiness
1. Oversleeping and simply running late are not acceptable excused. Students will be marked for an unexcused tardy.
2. Arriving to school after attending a doctor, dentist, or orthodontist appointment is considered excused. However, a note from the doctor/dentist/orthodontist may need to be presented to office staff.
3. Students who arrive on a late school bus will have an excused tardy.
4. If a student enters class tardy without a pass, the student will not be sent back for a pass during class time. It is the student's responsibility to obtain an excuse for tardiness on his/her own time.
5. If a student is detained by the office, a teacher, or counselor, they will be given a pass and this absence or tardy is excused unless marked unexcused.
6. Each period, teachers will record all tardies.
7. Unexcused tardies in excess of 5 minutes will count as an absence.

Penalties for Excessive Tardiness
Teachers will assign a 15-minute detention after three (3) unexcused tardies per marking period in the same class. Upon receiving a 4th unexcused tardy the student will be referred to the administration for a one- (1) hour detention. Each subsequent unexcused tardy will result in a one hour detention. Students who do not attend the teacher-assigned detention will receive an administrative detention.

During the detention period, students will be expected to do one or more of the following:
1. Arrive on time and report to the office or other designated room,
2. Stay quietly seated for the entire period,
3. Bring some written work or reading to do during the period,
4. Community service, or
5. Go through a Ripple Effects session of a computer
If any of these expectations are not met, the supervisor will have the authority to assign an additional administrative detention. Students who do not attend the administrative detention will be subject to discipline as provided in this handbook.

Truancy ( Skipping School)
Compulsory School Attendance: Every parent, guardian or other person in this state, having control and charge of any child between the ages of 6 and 16 years, shall send such child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled. Regular attendance at school
is important for the development of the student. After the tenth absence, written notification will be mailed to the parent's/guardian's home.

Student Conduct
The staff and administration believe that every student of the Andrew G. Schmidt Middle School has a right to an education without interference. Maximum achievement requires that you be able to listen, think, speak, and write without interference from other students. Disruptions to the educational environment will not be tolerated and will not be allowed. Teachers are not all alike and neither are the many people with whom you will come in contact during your lifetime. You will have to adjust to a variety of demands from a variety of personalities. These adjustments are an important step toward becoming a responsible, constructive adult.

Philosophy of Discipline
The primary objective of student discipline is to produce a school environment in which complete attention may be directed to teaching-learning activities. Discipline includes the entire program of adapting the individual to life in society and involves two major areas of emphasis:

1. Each student must be dealt with according to individual age and maturity, experience, and abilities within the context of applicable school and school district rules, regulations and policies.
2. Even though the best discipline is preventive in nature rather than regulatory and restrictive, and while a student's behavior in school may be related to many internal and external factors, a student is responsible for, and will be held accountable for his or her behavior.

Since students are motivated to learn and to meet standards of acceptable behavior, the role of teachers and other school employees should be one of guiding students in understanding, establishing, and maintaining these standards of acceptable behavior. The public schools have a responsibility for retaining each student as long as he or she can contribute to his or her own growth and development without interfering with the growth and development of other students or the educational environment. When a student does not conform to rules, regulations, and policies, it may become necessary to remove this student from the group.

Standards of Behavior
The school will take disciplinary actions if misconduct occurs (such as violation of student handbook, classroom or school rules, or school district policy) in the school building, on school property, at school-sponsored activities, or going to and from school, or school related activities. Standards of behavior require that each student:

1. Respect public, private and school property, and demonstrate pride in the school by keeping it clean and free of debris or defacement.
2. Display conduct with self-restraint and good manners, showing proper respect for teachers, fellow students, and all others. Judge people by their merits, regardless of race, religion or nationality.
3. Regard honesty as the best policy, both scholastically and socially, and show respect for the achievements of others.
4. Follow rules of courtesy and sportsmanship at all school events. PBIS Positive Behavior Intervention and Supports
At AGS we hope to encourage good behavior by reinforcing good behavior which includes academics as well as traditional behavior standards. PBIS should not be viewed as a punitive system, but a system where good behavior and academic performance is strongly rewarded and encouraged and poor behavior/academic performance is dealt with in a series of interventions with the emphasis on correcting the behavior. With the emphasis on the positive, we have periodic drawings for “caught being good”. All staff has the opportunity to enter students into the drawings when the students display good positive behavior.

STRIPES - Safe, Trustworthy, Respectful, Involved, Positive, Encouraging = SUCCESS

Level I Behaviors are minor rule violations that will result in an immediate verbal correction. Continued violation will result in the following consequences. All consequences (1-3) are to be imposed by the classroom teacher or other supervisory adults. He or she will record on the STRIPES roster. Referral to the assistant principal follows.

Level 2 Behaviors are major rule violations that are significant to endanger the security, safety, and well being of others such as, infractions that are illegal, serious fighting, or major damage to school property. Insubordination, harassment, and verbal abuse violate the emotional dignity and well being of another person.

<table>
<thead>
<tr>
<th>Level 1 Behavior</th>
<th>Level 1 Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Disruptive behavior</td>
<td>1. Verbal Warning</td>
</tr>
<tr>
<td>2. Disrespectful behavior</td>
<td>2. Yellow Card - entered in</td>
</tr>
<tr>
<td>3. Failure to follow area rules (e.g. PBIS roster)</td>
<td>After 3rd yellow card, student is moved to</td>
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<tr>
<td>4. Improper physical action</td>
<td>Level 2 consequences.</td>
</tr>
<tr>
<td>5. Inappropriate dress</td>
<td>3. Lunch detention</td>
</tr>
<tr>
<td>6. Inappropriate language (non-academic)</td>
<td>4. After School detention – Assistant Principal to call</td>
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<td></td>
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<tr>
<td>7. Littering home.</td>
<td></td>
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<tr>
<td>8. Non-participation/insubordination (non-academic)</td>
<td>5. Level 2 consequence- Parent Contact by Principal -</td>
</tr>
</tbody>
</table>
9. Not following cafeteria rules  Referred to Student
10. Out of assigned area  Assistance Team for a
11. Put-downs  Functional Assessment and
12. Repeatedly unprepared for class  Behavior Plan. Student may
progressive discipline using the Behavior Plan. AGS Behavior Referral Form to be used for additional behavior infractions.

Level 2 Behavior
Level 2 Consequences

15. Accumulation of PBS violations  1. After school detention
16. Biting
17. Bullying over time
18. Destruction of School Property
19. Directed profanity
20. Disrespecting Adults
21. Drugs/Alcohol
22. Fighting/Assault
23. Forgery
24. Plagiarism/cheating
25. Sexual Harassment
   /Inappropriate Physical Contact
26. Skipping class
27. Spitting
28. Stealing
29. Tobacco
30. Verbal threats
31. Using or possession of illegal substance

Re-entry procedure may include:
1. Review Functional Assessment and Behavior Plan
2. Self-reflection

Detention
Students may be kept during lunch or after school to receive extra academic help from a teacher or for misconduct. The parent will be given a one-day notice so that you can make arrangements for transportation home. The student must take a detention slip home for a parent's signature. The slip is to be returned to the teacher who issued the detention the next school day. In the case of a principal detention, the slip is to be returned to the principal.

Disciplinary Action Short Of Suspension
The following are suggestions for dealing with behavioral problems at an early stage in an attempt to solve such problems without requiring exclusion from school. Although these strategies are listed in a manner, which suggests a pattern of increasing severity, this does not mean to imply that teachers and administrators are required to proceed through these items in the order they are
listed. School personnel have the authority to select those strategies - if any -
which they feel are the most appropriate in each individual circumstance. This
list does not preclude the use of other strategies or approaches, which are
reasonable and purposeful.

1. Warning - A verbal or written notice to a student that a specific behavior
   is unacceptable and may result in stronger action if the behavior is not
corrected.
2. Student Conference - A conference involving a student and staff
   member(s) for the purpose of discussing and solving behavioral
   problems.
3. Parent Conference - A conference, either in person or by telephone,
involving the parent(s) and staff member(s) for the purpose of discussing
and solving behavioral problems. A teacher, a parent, the counselor, or
the principal may initiate such conferences. The emphasis is on enlisting
the assistance of the parent(s). The student may also be involved in a
parent conference.
4. Referral to a Resource Agency or Person - Referral to an in-school or
   external agency or person may be made by a counselor or principal
   whenever it is felt that such action may assist in solving a behavior
   problem. A referral should normally be made with the cooperation of the
   student and/or parent(s).
6. Removal from Class - A teacher may remove a student from class for
   the class hour when the seriousness of the offense, the persistence of
   the misbehavior, or the disruptive conduct disrupts the educational
   process of the other students in the classroom. The teacher may send
   the student to the counselor or the school office. When this action is
   necessary, the teacher will send the appropriate disciplinary form to the
   counselor or office with the student. As soon as possible, the teacher will
   contact the parent and report, in writing, to the principal or counselor the
   circumstances leading to the student's removal from class.
7. Detention - A student in violation of a school rule or policy may be
   required to spend a specific period of time after school, before school or
during an unassigned class period at a specific location assigned by the
principal or his/her designated representative or a teacher. A staff
member will actively supervise such detention, and parents will be
notified 24 hours in advance so that transportation arrangements can be
made.

Suspension Policy (One To Ten Days & Eleven To Thirty Days)
On the basis of present school law, the principals and assistant principals of the
Fenton Area Public Schools are delegated the authority to suspend a student
from school. The results of disciplinary actions are accumulative within and
across the categories, which may result in suspension or expulsion. The length
of suspension may vary from one to ten days depending upon the seriousness of
the charges. The principals may also ask to convene the disciplinary review
committee to request that a student serve an eleven to thirty day suspension due
to their past disciplinary record or the severity of the infraction. During the time
of any suspension, the student will not participate in any extra-curricular activity
or be present on school property unless accompanied by a parent or legal
guardian for a pre-arranged conference with an administrator. The student will
be carried on the rolls as an enrollee but will be recorded as absent during the period of suspension. In suspending a student from school, the principal or assistant principal shall adhere to the following precepts:

A. An investigation shall be conducted.
B. The student shall be informed of the charges and provision shall be made for the student to be heard and to present his/her view if he/she wishes.
C. The student shall be informed of the results of the investigation. If suspended, the length of the suspension, the conditions for reinstatement in school and the status during the time of suspension shall be disclosed.
D. The parent or legal guardian shall be notified (by phone or in writing), if possible, and informed of the charges, the length of suspension, and the conditions under which the student may be reinstated in school and his/her status during the time of suspension. If the parent or legal guardian cannot be contacted, the student shall be retained in the office until the end of the school day, unless the student's conduct is a threat to the safety and welfare of the members of the school community or to school property.
E. When an out-of-school suspension or an in-school suspension is implemented, a letter shall be sent to the parent or legal guardian as soon as possible stating:
   1. The charges
   2. The length of suspension
   3. The conditions under which the student may be reinstated in school
   4. The status of the student during the time of suspension.

Procedure for Appeal
Due process procedures for appeals of suspensions are available to the parents or legal guardians of suspended students. Appeals must be directed to the administrator directly superior to the person levying the suspension. The administrative structure is as follows:
A. Building Principal - An appeal to the building principal must be made within 48 hours of the parent being verbally notified of the decision of the assistant principal.
B. Superintendent of Schools - An appeal of the principal's decision must be made within 48 hours of parent being verbally notified of the principal's decision.
C. Board of Education Subcommittee - For suspensions of 10 days or less, an appeal of the superintendent's decision shall be to the Student Discipline Subcommittee of the Board of Education. Appeals to the Subcommittee must be made within 48 hours of the parent being verbally notified of the superintendent's decision. The decision of the Subcommittee shall be final and no further appeals shall be allowed for suspensions of 10 days or less.
D. During the appeal period, students may be permitted to attend school under the consent of the principal; however, they will not be allowed to participate in extra curricular activities.

Out-Of-School Suspensions and In-School Suspension
Depending on the offense, the school administrators may suspend a Student out-of-school or assign a student to in-school suspension.
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, parents, 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. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, sexual orientation, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors. Any student who believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal, or assistant principal, or may report it directly to the Personnel Director at 591-4700. Complaints will be investigated.

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.

In the case of sexual harassment, a grievance officer shall be appointed, not the superintendent, who shall be vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedures as outlined in the Board Policy Handbook (5517).

Definitions of Sexual Harassment

Sexual harassment can be unwelcome sexual advances; request for sexual favors; or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's educational development;
2. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individuals; and
3. Creating an intimidating, hostile or offensive learning environment, that would adversely affect either the educational or psychological well being of a reasonable student.

Sexual harassment is handled in two ways. First, it is thought of a part of general harassment. In this case, the regular discipline procedures are followed. If the offense warrants, or if incidents are ongoing, then a second step is appropriate. This second step would follow the formal sexual harassment procedure, as outlined in the Board Policy Handbook (5517).

Sexual harassment does not refer to behavior or compliments of a socially acceptable nature. It refers to behavior that is unwelcome; that is personally
offensive; that fails to respect the rights of others and that interfere with the education of others. Sexual harassment may include, but is not limited to, the following:

1. Verbal or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks with sexual or demeaning implications;
4. Unwelcome physical contact including, but not limited to, touching, pinching, patting, and brushing the body;
5. Sexually explicit magazines, sexual jokes, posters, cartoons;
6. Lewd or suggestive remarks;
7. Suggestive or insulting sounds;
8. Suggesting or demanding sexual involvement or favors accompanied by implied or explicit promises of preferential treatment or threats concerning one’s grades or safety.

Any student in the district who believes that he or she has been subjected to discriminatory and/or sexual harassment, insults or intimidation by a student, teacher, district employee or volunteer shall report any conduct or contact to his or her principal or assistant principal as well as to the student's parent or guardian.

The district will investigate all such reports. A student who feels that he or she has been sexually harassed will have the opportunity to select an informal dispute resolution process that would result in the accused harasser receiving counseling to assist him or her in recognizing that sexual harassment is unacceptable behavior that will not be tolerated. The informal process will not necessarily result in discipline of the accused harasser. Anyone found to have violated this policy, or filed a false report, will be subject to disciplinary action up to and including expulsion from school as outlined in the Board Policy Handbook (5517).

Aggressive Behavior The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of harassment. Regular harassment procedures should be followed if aggressive behavior is suspected or reported.

Disciplinary/Behavioral Infractions
The penalties indicated below are the maximum penalties for the listed infractions. In instances of repeat offenses, more than five (5) school days may be given. It is important to note that all rules and regulations apply to all students while on the campus and grounds of their school, any other Fenton Area Public School property or at activities sponsored by the school district.

<table>
<thead>
<tr>
<th>I. Appropriate Learning Environment</th>
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<tbody>
<tr>
<td>Max. Days of Suspension</td>
</tr>
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</table>

24
| (5 days and/or loss of credit for course) | 1. Cheating/Plagiarism - the act of willingly and knowingly copying or using the work of others and representing it as one's own and/or the act of using books, notes, or other materials on a test without the knowledge or approval of the instructor. |
| (5 days and/or loss of credit for course) | 2. Copyrighted Material - A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material. |
| (5) | 3. Defiance of authority—deliberate and in defiance of the constituted authority of the school. |
| (5) | 4. Dissemination of unauthorized material - the act of distributing unauthorized materials on school property. |
| (5) | 5. Dress and appearance—must not be disruptive or present health or safety problems (See Dress Code for additional information). |
| (5) | 6. Forgery/Misrepresentation of Personal Information - the act of fraudulently using, any form the name of another person or otherwise falsifying school records (responding dishonestly to an informational request, falsifying progress reports, attendance notes, hall passes and medical records, (i.e., athletic physicals, immunization records, etc.) |
| (5) | 7. Gambling—the act of gambling for money or valuables. |
| (5) | 8. Gross Disrespect—to insult, call derogatory names, dishonor or in other manner abuse verbally any member of school staff or another student. |
| (5) | 9. Inappropriate sexual behavior including a lack of modesty or tact. |
| (5) | 10. Obscenity, profanity, pornography—the act of using obscene or pro-fane language, gestures or pictures on school property or the possession of pornographic materials. |
| (Expulsion) | 11. Rioting, unauthorized demonstrations or assemblies, or inciting others to violence or disobedience. To take the role of leadership or to overtly encourage activities which disrupt the normal educational process of the school. |
| (Expulsion) | 12. Unreasonable accumulation of infractions of school rules or repeated violations of rules, no one of which by itself is serious enough to warrant expulsion. |
13. Cell phones/Wireless Communication Devices (WCD) - Students may use WCDs before and after school, during lunch, and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. (see also General Information - Cell Phones & Electronic Devices - Search and Seizure section for additional information).

Incidents are cumulative over the school year

1st incident: Warning - WCD will be confiscated and taken to the office where it will be held until the end of the school day. Event will also be recorded as a behavioral infraction.

2nd incident: WCD is confiscated, held in the office, and parent is contacted to pick up.

3rd incident: Parent conference.

4th incident: In-school suspension for 1 day

5th incident: Out-of school suspension for 1 day

6th incident and beyond: Out-school suspension for 3 days

(Each violation will also be recorded as a behavioral infraction. Refusal to turn off the electronic device or to turn it over to a staff member making such request will result in an automatic one (1) day out of school suspension).

<table>
<thead>
<tr>
<th>II. Protection of Property</th>
<th>Infraction</th>
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</thead>
<tbody>
<tr>
<td>Max. Days of Suspension</td>
<td></td>
</tr>
<tr>
<td>Expulsion)****</td>
<td>1. Arson—setting or attempting to set unauthorized fires in or on school property (Refer also to Safe Schools Policy)</td>
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<tr>
<td></td>
<td>2. Computer misuse—the unauthorized/illegal use of computer software/hardware.</td>
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<tr>
<td></td>
<td>3. False alarms - the act of initiating or attempting to initiate a fire alarm, or initiating or attempting to initiate a report warning of a fire or an impending bomb or other catastrophe without just cause.</td>
</tr>
<tr>
<td>Infraction</td>
<td>Description</td>
</tr>
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<tr>
<td>4. Misuse of School Resources</td>
<td>School resources are not to be used for the production of inappropriate publications. School resources are not to be used for searching and/or accessing, viewing, printing, publishing material that is deemed &quot;disrespectful&quot;.</td>
</tr>
<tr>
<td>5. Possession of stolen property</td>
<td>Receiving and aiding in concealment of stolen property knowing it has been stolen, embezzled, and/or taken without proper authority.</td>
</tr>
<tr>
<td>6. Theft, burglary, robbery, larceny</td>
<td>The intent, attempt, or act of dishonestly acquiring the property of others.</td>
</tr>
<tr>
<td>7. Unauthorized computer telecommunications and/or Internet access</td>
<td>Students are not allowed use of telecommunications and/or access to the Internet without reading, agreeing to, signing, obtaining parent or guardian signature required for the Fenton Area Public Schools Telecommunications Use Agreement. Students are to be under reasonable supervision by Fenton Area Public School staff during all telecommunications and/or Internet access.</td>
</tr>
<tr>
<td>8. Vandalism</td>
<td>Willful destruction of property belonging to others.</td>
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<thead>
<tr>
<th>Max. Days of Suspension</th>
<th>Infraction</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Expulsion)</td>
<td>1. Assault - Assault - intimidation of students or staff; the act of verbally, physically, sexually or otherwise threatening the well being, health or safety of persons on school property.</td>
</tr>
<tr>
<td>(Expulsion)</td>
<td>2. Battery—physical threats or violence to persons. (See physical assault below for more details).</td>
</tr>
<tr>
<td>(Expulsion)</td>
<td>3. Bullying - intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, and put-downs, including ethnically-based or gender based verbal put-downs, pantsing, extortion of money or possessions, and exclusion from peer groups within school.</td>
</tr>
<tr>
<td>(Expulsion)****</td>
<td>4. Criminal Sexual Conduct (CSC) - the act of committing criminal sexual conduct as referred to in MSA 28.788, et seq; MCL 750.520, et seq; is prohibited and punishable by mandatory expulsion under the Revised School Code. Criminal sexual conduct includes, but is not limited to, forced sexual intercourse, sexual contact with the victim's or actor's intimate parts, or the act of having sexual intercourse with another.</td>
</tr>
<tr>
<td>(Expulsion)</td>
<td>5. Extortion, blackmail or coercion - obtaining money or property by violence or threat of violence or forcing someone to do something against his or her will by threat of force.</td>
</tr>
<tr>
<td>(Expulsion)</td>
<td>6. Fighting—engaging in hostile physical contact with intent to harm. (See section on physical assault and planning a fight also).</td>
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<tr>
<td>(Expulsion)</td>
<td>7. Fireworks, and disruptive items—the act of possessing, selling, using, threatening to use any device or facsimile of a device (toy gun) or instrument capable of inflicting bodily injury and possession of any item that causes a disturbance and or potential dangerous situation (lighters, laser pointer, pepper gas, stink bombs, knife, etc.)</td>
</tr>
<tr>
<td>Expulsion and/or police involvement</td>
<td>8. Indecency - a student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in videos or pictures, caricatures, gestures or text messages, which are offensive to the general standards of propriety (i.e. giving the finger, mooning, pantsing etc.)</td>
</tr>
<tr>
<td>(Expulsion)</td>
<td>9. Gross disrespect - to insult, call derogatory names, use racial slurs, dishonor or in another manner abuse verbally or physically, any member of school staff or another student.</td>
</tr>
<tr>
<td>(Expulsion)</td>
<td>10. Hazing - any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the district.</td>
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<tr>
<td><strong>Expulsion and/or police involvement</strong></td>
<td>11. Obscenity, profanity, pornography—the act of using obscene or profane language, gestures, videos or pictures, text messages on school property or the possession of pornographic materials. A person may be deemed guilty of a misdemeanor if the conduct is likely to cause public danger, alarm, disorder or nuisance (MCL.750.103, 750.337).</td>
</tr>
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</table>
| (Expulsion) | 12. Physical Assault - the act of physically threatening the well being, health, or safety of persons on school property or at a school sponsored event.  
   a) **Student on Student** - physical assault of a student on another student intentionally causing or attempting to cause physical harm to another through force or violence in violation of Public Act 102. (See Safe Schools Policy for additional information).  
   b) **Student on Staff** - physical assault upon school employees, volunteers, or contractors. Intentionally causing or attempting to cause physical harm to another person through force or violence in violation of Public Act 104 (See Safe Schools Policy for additional information). |
| (Expulsion) | 13. Planning or prearranging a fight or bringing in others (including non-students) to assist in a fight. |
| (Expulsion) | 14. Secret societies—the act of belonging to a secret society as defined by the laws of the State of Michigan. |
| (Expulsion) | 15. Sexual harassment - sexual harassment may include actions such as the following:  
   a) Sex oriented verbal “kidding or abuse”.  
   b) Subtle pressure for sexual activity.  
   c) Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.  
   (See District’s harassment policy for additional information). |
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| **16.** Verbal assault - the act of verbally (or in writing) threatening the well being, health, or safety of persons on school property or at school sponsored events and may include the following:  
   a) Any statement or act, oral or written, which can necessarily be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.  
   b) The use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.  
   c) A bomb threat (or similar threat) directed at a school building, other school property, or a school-related event.****  
   **Student on Staff** - (See section on Safe Schools Policy for additional information). |   |
| **17.** Weapon - The act of possessing, selling, or using a dangerous weapon.  
   Dangerous weapons: a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, brass knuckles or any object that is used to threaten, harm, or harass another person may be considered a weapon. Firearm: any weapon, or gun (including a starter gun) which is designed to or may readily be converted to expel any projectile by the action of an explosive, or the frame or receiver of any such weapon, or any destructive device which includes any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one quarter ounce, or mine. |   |
| **18.** Written or verbal slurs which tend to humble another's personal characteristics. |   |
| **19.** Inappropriate and/ unauthorized use of technology/electronic devices which: captures the audio and/or visual image and/or likeness, of an individual without consent and/or is used to distribute, transmit, or post audio, digital and/or photographic images of an individual(s) without his/her consent to other electronic devices, social networking sites, or printed material. |   |

### IV. Controlled Substances - Drugs, Alcohol, & Tobacco

<table>
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<tr>
<th>Max. Days of Suspension</th>
<th>Infraction</th>
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1. Possession and/or use of alcoholic beverages (including malt beverages), chemical agents, controlled substances, drugs, or drug paraphernalia, or substances purported (by student in possession) to be one of the aforementioned products. Alcoholic beverages: (including malt beverages labeled as "non-alcoholic", e.g. Sharp's, O'Doul's, Kingsbury Malt Beverage, Zing Malt beverage, etc.). Chemical agents: (including pep pills, caffeine pills, Energy Drinks, inhalants (glue, solvents, etc.) or other chemical agents, whether or not a prescription substance, used for causing a condition of intoxication, euphoria, exhilaration, or dulling of the senses or nervous system.

2. Possession and/or use of tobacco - violation of State and school rules related to tobacco products, cigarette lighters, matches, or other smoking paraphernalia.

3. Possession and/or use of a product represented to be a controlled substance, drug, or behavior-altering substance.

4. Distribution and/or selling of alcoholic beverages, (including malt beverages) chemical agents, controlled substances, drugs, or drug paraphernalia, or substances purported to be one of the aforementioned products.

5. The inappropriate/illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only in alignment with district medication policies.

Consumption or selling and possession of alcohol and drugs is wrong and harmful.

Standards of conduct are expected of students; failure to comply will result in:

**1st offense:** In grades 6-12 the consequences for using and/or possessing alcoholic beverages, controlled substances, drugs, drug paraphernalia, or substances purported to be one of the aforementioned products will result in an automatic 10 day suspension, unless the individual voluntarily involves himself/herself in a program of rehabilitation. An example of an approved agency would be Insight Recovery Center, 1110 Eldon Baker Dr. Flint, 48507 (810) 744-3600. Those who do will face a 5-day suspension on the first offense. If a portable breathalyzer test is offered and the student refuses, the charge will be treated the same as being intoxicated.
**2nd offense:** In grades 6-12 the consequences for using and/or possessing alcoholic beverages, controlled substances, drugs, drug paraphernalia, or substances purported to be one of the aforementioned products will result in a recommendation to the Board for a suspension up to 30 days or will result in a recommendation to the Board for expulsion. This entire policy is cumulative, meaning that the second violation "cumulatively" in grades 9-12 will result in a recommendation for expulsion to the Board of Education.

The consumption or selling and possession of tobacco is wrong and harmful. Standards of conduct are expected of students; failure to comply will result in:

**1st offense:** In grades 6-12 the consequences for using and/or possessing tobacco or tobacco related products will result in an automatic 3 day suspension, unless the individual voluntarily involves himself/herself in a program of rehabilitation. An example of an approved agency would be Connexion, 752 E. Hamilton Ave., Flint, Michigan 48505. (810 767-3750) Those who do will face a 1 1/2 day suspension on the first offense. The program will be offered after school. Successful completion of the program will result in reduction of the suspension by 1 1/2 days.

**2nd offense:** 5-day suspension.

**3rd offense:** 10-day suspension.

**4th offense:** The student may be taken to the Board of Education with the recommendation that he/she be excluded from school for the remainder of the school year.

**In accordance with board policy**

**1st offense:** In grades 6-12, the consequences for the sale and/or distribution of an alcoholic beverages, chemical agents, controlled substances, drugs, drug paraphernalia, and substances purported to be one of the aforementioned, will result in a recommendation to the Board of Education for expulsion.

***may result in mandatory expulsion.

Thirty Day Suspension Policy-Controlled Substance
The exception to the foregoing statements is in those situations where a student purchases a controlled substance on Fenton school property. On the first such offense in grades 6-12, the individual will be recommended for a suspension up to 30 days with the provision that the suspension could be reduced to 10 days should the individual agrees to a clinical evaluation and appropriate counseling. A second offense in grades 6-12 for purchasing a controlled substance on Fenton school property will result in a recommendation by the building administrator for expulsion.
NOTE: The preceding descriptive statements or designations identify the maximum days of suspension or expulsion for offenses listed. Students committing any offense that constitutes a violation of school rules and results in damage, theft, loss or destruction of school property subject themselves to disciplinary action, financial charge for recovery of loss, and/or legal action.

Expulsion from School
Authority to expel belongs solely to the Board of Education, which is vested with final authority in all cases of expulsion. Expulsion of a student by the Board of Education may require removal of the student from school attendance in the district. The school administration shall recommend the expulsion of a student to the Board of Education. Such a recommendation shall be supported by appropriate documentation, which cites the disciplinary infraction(s) considered being "gross misdemeanors" or "persistent disobedience." Parents shall be informed in writing by the superintendent or his/her representative of the recommendation to the Board of Education for expulsion, and shall be invited to appear before the Board, with legal counsel if desired, at the time expulsion is considered. The hearing is not a court proceeding and court rules other than those stated in this code shall not be enforced at such hearings. There may be present at a hearing: The principal, the Board of Education, attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case. Hearings before the Board of Education may be open or closed to the public based on the desires of the student(s) and/or his/her parents.
Within five (5) days of the conclusion of the hearing, the decision of the Board of Education shall be communicated in writing. In the event an offense has been committed which, following investigation, results in an administrative recommendation for expulsion, the superintendent may impose a suspension pending the expulsion hearing before the Board of Education.

Mandatory Permanent Expulsion of Students (State Law)
Students in possession of a dangerous weapon, or firearm, or who commit arson or rape on School District property, in a School District building or property used for school functions and events sponsored by the School District, or in a vehicle used by the School District to transport students to and/or from school property shall be expelled from the Fenton Area Public Schools. Students in grade 5 or below at the time of the expulsion shall be expelled for a minimum of 90 school days. Students in grade 6 or above at the time of the expulsion shall be expelled for a minimum of 180 school days. Depending on the age of the student at the time of expulsion, the School District shall report any incident involving the possession of a firearm or dangerous weapon or arson or rape on school property, in a school building or property used for school functions and events sponsored by the School District, or in a vehicle used by the School District to transport students to and/or from school property to the criminal justice or juvenile court system and to the appropriate county department of social services or county community mental health agency. The parent or guardian or an emancipated or 18 year-old student will be notified in writing of the referral.

Petition for Reinstatement
Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is unemancipated) may petition the Board for reinstatement to school. This action must be handled through the Superintendent of Schools.

Gangs
Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons which are disruptive to the school environment are not tolerated. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors which symbolize gang membership or participation in activities of intimidation will be disciplined.

Bus Safety Procedures
All bus inquiries should be directed to the Transportation Supervisor at 591-8911. No student is to ride a bus other than the one they are regularly scheduled to ride except in an emergency. A social visit is not an emergency. Walkers may not ride school buses. In order to receive permission to ride a different bus, the student must bring a note from home and the principal must approve it. Requests for students to ride a bus other than the one they are assigned will be denied, unless there is an emergency. The crowded condition on the buses is the reason for this policy.

The following procedures apply to all bus riders.
1. Previous To Loading (on the road and at school)
   A. Be at the school bus stop 10 minutes early.
   B. Stay off the road at all times while waiting for the bus.
   C. Do not move toward or attempt to enter the bus until the bus has been brought to a complete stop.
   D. If you are required to cross the street to or from your designated bus stop, this shall only occur when your bus driver displays "HAND SIGNAL".
   E. Bus students must not leave the school grounds after school is dismissed for the day.

2. While on the Bus
   A. Assist in keeping the bus safe and sanitary at all times.
   B. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention.
   C. Never tamper with the bus or any of its equipment. If you damage any part of the bus, you (your parents) will be held financially responsible.
   D. Do not leave your belongings on the bus.
   E. Keep books, packages, coats and all other objects out of the aisles. Remain in the bus in case of an emergency, unless directed by the driver to do otherwise.
   F. Be courteous to fellow pupils, the bus driver and the driver's assistant.
   G. While you are on the bus you must obey the driver.
   H. No student will leave or enter a bus through the emergency exit door except in an emergency.

3. After Leaving the Bus
   Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after looking to be sure that no traffic is approaching from either direction, and bus driver displays "HAND SIGNAL".
4. Extra-curricular Trips
   A. The above rules apply to any trip under school sponsorship.
   B. Pupils shall respect the wishes of a chaperon appointed by the school.
   C. Glass bottles will not be allowed on the bus at any time.
   D. When eating is allowed on an extra-curricular trip, all residues will be placed in the wastebasket provided and not thrown on the floors.

Consequences for Bus Violations*

1. First offense - Student receives a school bus incident report. Bus driver will contact parent.

2-A. Elementary school only - "Fenton Elementary School Bus Action Plan."

2-B. Second offense - Possible 1-3 day suspension of bus privileges.
   3. Third offense - Possible 3-5 day suspension of bus privileges.
   4. Fourth offense - Student will be excluded from bus service 1-9 days pending parent conference.
   5. Fifth offense - Student excluded from bus 10 or more days up to permanent exclusion.

Severe misbehavior (such as fighting, disrespect/self or toward the driver, or any incident, which could result in injury to others) may lead to an automatic suspension of bus privileges or exclusion as provided above.

Special Education
AGS 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, contact a counselor or the Director of Special Services.

Limited English Proficiency
Limited proficiency in the English language should not be a barrier to equal participation in the instruction or extra-curricular programs of the District. It is, therefore the policy of the District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Special Services Office to inquire about evaluation procedures and available programs.

Food Service
The school participates in the National School Lunch Program and makes lunches available to students for a fee of $2.50. Ala carte items are available. 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 distributed to all...
students. If a student does not receive one and believes that s/he is eligible, contact the school kitchen staff or office.

MEAL MAGIC
Meal Magic is an automated system that allows parents to deposit money into a students account. The student then uses their student identification number to access their account. Parents may request a copy of their student’s account information at any time or access their account information via the Internet at www.lunchdeposit.com.

Homebound Instruction
Homebound and hospitalized service is designed to help students, who are unable to attend school due to a medical condition, to keep up with their studies and to progress to the extent possible given their medical condition. These services are designed to help the classroom teacher(s) communicate with the student while away from school. It is not the purpose of these services to replace the classroom teacher(s) nor are students necessarily carrying a full classroom load while receiving this service. The district or intermediate district may provide these services. Individuals interested in this service should contact their counselor to verify eligibility, program requirements, and expectations.

Eligibility for Homebound Instruction
A district is responsible for providing instructional services when:
1. The student is enrolled in the school district and assigned to an appropriate regular or special education program.
2. The student is unable to attend school because of illness or injury.
3. The student's attending physician certifies a medical condition that requires the student to be confined to the home or hospitalized during regular school hours. Written documentation must be submitted to school personnel.
4. The student is physically able to participate in instructional activities while at home or in the hospital.
5. It is anticipated the pupil will be homebound or hospitalized for at least five (5) consecutive school days.

Delivery of Homebound Service
The district has options for making arrangements including:
1. Assign the student's teacher(s) or other teacher(s) employed by the local district to provide the service.
2. The district may also meet this requirement through the employment of a substitute teacher to provide the service.
3. Contract with another local district or an intermediate district for the provisions of service.
4. Be unable to provide courses requiring special equipment or specialized skills (i.e. industrial-arts, music, world languages, science, and physical education).

Hours & Duration of Homebound Instruction
Regular education students could receive a minimum of two 45-minute periods of Homebound Instruction per week. Special education pupils could be seen a minimum of two non consecutive one-hour periods per week. Homebound services are only available when the school year is in session. For most
students, the program will begin in September and end in June with winter and spring breaks. Homebound instruction ceases when the attending physician indicates the student is able to return to school.

Parental Responsibilities
When a student is homebound, the parent(s) should:
1. Notify the school when a student has been hospitalized or confined to the home by a physician.
2. Provide written documentation from the attending physician verifying that the student has a medical condition that requires the student to be hospitalized or to be confined to the home during regular school hours for a period of longer than five school days. The certification must be by a physician who is either a M.D. or a D.O. Psychologists, chiropractors, or other professionals may not certify a person as eligible.
3. If the student is deemed eligible for services, provide access to the home (with an adult present), and help schedule teacher visits so they do not conflict with medical treatments.
4. Provide an appropriate environment and the necessary supervision for the student to complete assignments.
5. Help the student schedule time for study, ensuring appropriate instructional materials are available and at hand.
6. Support the student with the learning activities to the extent possible and as agreed upon with the teacher.

Student Responsibilities
The student must:
1. Ask for assistance and/or clarification as needed to complete assignments.
2. Attend to the class activities to the extent that they are physically capable.
3. Return materials and supplies after completing assignments.
4. Continue to work with the teacher(s) to do any extra work needed so that the student has minimum competencies needed to complete the subject or grade, after returning to school.

Counseling & Guidance Services
The middle school counselor is available to assist in areas of personal/social needs and skills, academic progress and career interests and development. Through exploration with a counselor, students develop insight and skills in these areas. The counselor is careful to protect confidentiality for students and their families. Students are encouraged to request time with the counselor to address their personal concerns, academic schedule, and other concerns. Appointments are set in such a way to minimize the impact on academic participation. Parents may contact the counselor to discuss their child(ren)’s academic program, to request brief solution focused counseling services for their student, and to discuss resources outside of the school setting. Teachers and administrators may also refer students to the school counselor. Counseling groups are formed based on needs of students for the purpose of insight development and for exploring solutions to common needs. Group participation reduces the feeling of isolation students often feel when facing a problem. Student success groups are formed to assist students in the area of motivation.
and organization. Developing familiarity with the services of the counseling office at the middle school level helps students increase their self advocacy skills as they enter high school.

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 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.

Immunizations
Students must 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 school secretary.

Emergency Medical Authorization
The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The form is available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student’s educational program.

Control of Casual-Contact 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. 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. Specific 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.

Control of Non-Casual-Contact Communicable Disease
In the case of non-casual-contact, communicable disease, 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 definite 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.
Athletics
AGS Middle School has athletic programs for its grade 7 and 8 students. The current list of sports and their seasons is below. Please use the “Athletics” button on the district web page, www.fenton.k12.mi.us to find the Middle School Sports folder. Here is additional information.

Academic Eligibility
Students must maintain a passing grade in all but one of his/her classes (passing is defined as a D- and above) for the second semester of the previous school year to be eligible for participation in a Fall Season AGS Middle School athletic activity. Students must maintain a passing grade in all but one of his/her classes (passing is defined as a D- and above) for the first marking period of the current school year to be eligible for participation in an Early Winter AGS Middle School athletic activity.

Students must maintain a passing grade in all but one of his/her classes (passing is defined as a D- and above) for the first marking period of the current school year to be eligible for participation in a Late Winter AGS Middle School athletic activity. Students must maintain a passing grade in all but one of his/her classes (passing is defined as a D- and above) for the third marking period of the current school year to be eligible for participation in a Spring AGS Middle School athletic activity.

** Sixth Grade students may not participate in inter-school athletics. Sixth Grade students will be allowed to have one E during the second semester of the previous school year to be eligible for participation during the Fall Season. Upon conclusion of the Fall athletic activities, students must follow the academic eligibility policies as set forth above.

General Limitations on Freedom
Because education institutions must be orderly in situations, the freedom in each school may be reasonably restricted to protect the rights of all.

1. No idea or belief may be communicated in such a way as to cause a disruption of normal school activities.
2. The advocacy of immediate action, as opposed to the advocacy of ideas or beliefs, is not permitted when such action would disrupt normal school activities, violate any laws or interfere with the rights of others.
3. Neither communication of commercial, obscene, or defamatory nature, nor any communication advocating racial or religious intolerance is permitted.

Freedom of Speech
Students are entitled to verbally express their personal opinions. Such expression shall not interfere with the freedom of others to express themselves or with the educational process. The use of obscenities or personal attacks is prohibited.

Freedom of Assembly
Students have the freedom to assemble peacefully. All student meetings or gatherings in school buildings or on school grounds may function only as part of the educational process as defined by the building principal. Building administrators must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies. Attendance at such meetings and assemblies is limited to students regularly enrolled in that building unless a building administrator gives prior approval.
Gatherings or assemblies, which interfere with or disrupt the operation of the school or a classroom, are prohibited.

Freedom of Petition
Any student has the right to petition. Individual students have the right to ask their teacher or an administrator for reconsideration of actions they believe to be unfair. The collecting of signatures shall not disrupt classroom procedures or interfere with the educational process. Students shall not be subject to disciplinary measures for initiating or signing a petition providing that the petition is free from vulgarities, obscenities, libelous statements and personal attack.

School-Sponsored Student Publications
The District will exercise editorial control over the content and style of school-sponsored or classroom produced publications, theatrical productions and other expressive activities reasonably related to legitimate educational concerns. School-sponsored publications include those publications and newspapers created and developed as a part of the educational curriculum or classroom activity. All publications produced, as part of an academic class must have approval of the classroom teacher or sponsor prior to publication and distribution. Additionally, the Principal prior to publication may review each issue. School-sponsored publications will not restrict free expression or diverse viewpoints within the rules of responsible journalism. A complete description of the student publication policy can be found in the Board of Education policy manual. (Board Policy JHCA)

Right to Publish
To protect the educational process and school environment, printed material distributed within the confines of school property shall meet the following criteria:

1. Material shall be non-commercial.
2. Material shall not contain libelous, vulgar or obscene language.
3. Material shall not advocate illegal actions.
4. Material shall not contain false statements or innuendoes that would subject any person to hatred, ridicule, contempt or injury of reputation.
5. Material shall not advocate disruption or eminently threaten to disrupt the education process of the school.
6. Material shall not invade the lawful rights of others; distribution shall be non-coercive.
7. Material shall not advocate action that would endanger the health or safety of persons.
8. Material published, posted or otherwise distributed shall bear the name of the sponsoring organization or group and its advisor.
9. Material which seeks a donation or solicits funds, other than school approved publications, shall not be circulated.
10. Distributors of materials shall be held responsible for cleaning up litter caused by such distribution within a time period designated by the principal or his/her representatives.
11. Material shall not endorse tobacco products, alcohol or drugs. Prior to the distribution of materials, the principal or a designated representative shall meet with representatives of the publication sponsor to establish the time, place and manner of distribution of material. The responsibility
and authority for decisions based on the above standards are vested with the principal or his/her designated representative.

Administration of Medications

8670 Administration of Medications  The administration of medication and student self-administered medications shall be in strict compliance with the rules and regulations of the board as carried out by the district administrators. These rules and regulations are as recommended by the Michigan Department of Education (11-19-96).

8670-R Administration of Medications  Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized hereunder.

It is the policy of the board that the public school should not provide students with aspirin or any other medication. The decision as to whether aspirin is needed is a form of diagnosis, and the dispensing of this medication is a form of treatment. Any school personnel shall not practice unauthorized administration of aspirin or other non-prescription medications. In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. If a student plans to participate in an after school activity, special arrangements need to be made by the parents to ensure medication is available for their child.

Definitions: Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epipen), applied as drops to eye or nose, or applied to the skin.

I. Procedures for School Administered Medication

1. The student's parent/guardian must provide the school with written permission and request that the school administers medication.

2. Written instructions, which include the name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration must accompany the medication.

3. Except in an emergency that threatens the life of the student, medication must be ministered by one adult in the presence of a second adult, with both individuals being designated by the school administrator.

4. Any staff person designated to administer medication will receive inservice training in all district policies and procedures related to this responsibility. Documentation of individual completion of this training will be maintained, and be available upon request by parent/guardian, physician, or school official.

5. Medication should be brought to school by the parent/guardian or other adult. Where a district has, or believes it might have, reason to verify amounts of medication brought to school, e.g. Ritalin or other controlled substances, the amount of drug received should be immediately counted and the count recorded by designated school staff.

6. All medication must be kept in labeled containers as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration. The parent should request a labeled container that will be kept at school. The parent should request that the pharmacy supply prescription oral medication in exact dosage
prescribed so that dividing pills is not the responsibility of school personnel.

7. Medication will be stored in a secure location with limited access.

8. A log of medication administered, by individual, will be kept. The log will contain the name of student, the name of the medication, the dosage to be given, and the time to be given. The person giving the medication will record the date and time of the administration of the medication and initial the log. The witness (second adult in attendance) should initial the log. If an error is made in recording, the person who administered will line out, initial the error, and make the correction in the log. The individual student log will be kept one year after the student's graduation from high school.

9. If an error is made in administering medication, such an error will be reported immediately to the building administrator. The building administrator or designee will report the medication error to the parent/guardian and suggest consultation with the physician/pharmacist/school nurse. A report of the error will be made and filed.

10. If any adverse reaction to the medication occurs, the parent/guardian will be notified, and if necessary, 911 will be called.

11. No dosage or time of administration changes will be instituted except by written instruction from the physician after the initial request.

12. Parental or guardian request/permission and physician's instructions will be renewed annually, or more often, if necessary.

13. Prescription and medication supply renewal is the responsibility of the parent/guardian.

14. Medication left after the end of the school year should be picked up by the parent/guardian or the school will appropriately dispose of the medication, and record this disposal on the medication log. A second adult will witness disposal.

15. The building administrator may choose to discontinue the administration of medication provided that he has first notified the parent or medical person in advance of the date of such discontinuance with the reason therefore.

16. It is permissible to administer medication with verbal parental permission on the first day. Subsequent administration will require written permission via the school form.

17. In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

18. Students who violate this conduct standard shall be subject to disciplinary penalties specified in the student code of conduct.

II. Procedures for Student Self-Administration/Self-Possession

It is the intent of the Fenton Area Public Schools to limit the quantity of prescription/non-prescription drugs available without adult supervision to students. Except under special circumstances described below, students are not allowed to possess or administer prescription or non-prescription medication on school grounds or during school sponsored activities. The Self Administered/Self-Possession policy assumes a high degree of personal responsibility and is intended primarily for secondary students. Elementary students may, with the permission of the building administrator, be allowed to possess/administer medication
under this policy. Student possession of inhalers is permitted when the building administrator has received written approval from the student's physician and parent. Definition: Self-administration means that the student is able to consume or apply prescription and non-prescription medication, other than Schedule II controlled substances, in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

1. The student's parent/guardian must provide written permission and request the school to allow student to self-possess and self-administer medication.

2. Written instructions which include name of student, name of medication, dosage, time to be administered, route of administration, duration of administration, and the physician/provider's instruction that student may self-possess and /or self-administer must be provided to the school.

3. The parental or guardian request/permission form and physician's instructions will be renewed annually, or more often, if necessary.

4. All medication will be kept in a labeled container as prepared by a pharmacy or pharmaceutical company.

5. The building administrator may discontinue the student self-administered privilege, except for inhalers, upon advance notification to the parent/guardian. If a student is under an Individualized Educational Program (IEP) or Section 504 plans that addresses medication; the action must be taken in accordance with Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act requirements.

School Records
Access to student records is governed by Michigan's Freedom of Information Act and Board of Education policy. Access to student records is available, in consultation with the school officials, to authorized school personnel, to the student's parents or legal guardian and to the student. Arrangements for review may be made through the principal, or, in the secondary schools, through the Guidance and Counseling Department. Under the provisions of the Family Educational Rights and Privacy Act (20USC Section 1232g) and the regulations adopted pursuant thereto, all parents and guardians of students under (18) years of age and all students eighteen (18) years of age or older have the right to examine "educational records" directly related to a student and maintained by the school district in accordance with the terms of the law and regulations. The Board of Education's policy and procedures for inspection, review and copying of "education records", with a description of the types of records maintained by the school district and the procedures seeking correction of "education records", is available from the office of the principal of each school in the school district or the office of the superintendent of schools. Complaints with regard to violations of rights can be submitted in writing to the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue, SW., Washington, D.C. 20201.

Other than in certain exceptional circumstances described in the Board of Education's policy and procedures concerning "education records", no personally identifiable information from the education records of a student shall be released to third parties without the prior written consent of the parent, legal
guardian or student over eighteen (18) years of age. Because it is unrealistic to require a release for routine information that may be used for such purposes as press articles, athletic rosters or other "directory" information, the Family Rights and Privacy Act allows the release of certain student information without prior consent. Information as to a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards achieved, the most recent previous educational agency or institution attended by the student, date of graduation and last grade completed will be disclosed without the prior written consent of the parent, legal guardian or student over eighteen (18) years of age unless and until a written objection to the designation of any or all of this information as directory information is received by the principal of the school which the student attends or last attended.

Computer/Internet - Terms and Conditions—Acceptable Use Policy Every student and staff member will sign an Acceptable Use Agreement. The student must have a parent signature on their AUP. Each person who turns in a signed AUP will be given a "Driver's License" to use Internet Accessible Computers. Without this "License" a person may be denied access to the computer.

1) Acceptable Use - Each user, with few exceptions, will be assigned an individual account. The use of an account must be in support of education and research and consistent with the educational objectives of the Fenton Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks or resources. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material (material appealing to prurient interests, or depicting sexual conduct, with no literary, artistic, political or scientific value), or material protected by trade secret. Except for approved student purposes, use for commercial activities, product advertisement, or political lobbying is prohibited.

2) Privileges - The use of Fenton Schools' technology and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Each student who receives an account will be part of an orientation pertaining to the appropriate use of the available technology and the network. A student will receive access to an account only after the completion of the Fenton Schools Technology and Internet User Application. Any member of the administration, faculty, or staff may deny access and/or close an account, if necessary. To the extent they apply in a given situation, rules of behavior listed in the Student Right and Responsibilities Handbook must be observed and will be enforced.

3) Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

A) Be polite. Do not get abusive in messages to others.
B) Use appropriate language. Do not swear; use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
C) Do not reveal other peoples' personal information, e.g., credit card number.
D) Note that electronic mail (e-mail) is not guaranteed to be private. Internet mail is not secure; it should be considered an open system. Local e-mail is subject to review by local network administrator(s). Messages relating to or in support of illegal activities may be reported to the authorities.

E) Do not use the network in such a way that would intentionally disrupt the use of the network by others.

F) All communications and information accessible via the network should be respected and treated as private property. The work of others shall not be plagiarized.

4. Security - Security on any computer system is a high priority, especially when the system involved many users. If a security problem is identified on the system or on the Internet, notify a member of the staff. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts by a student to log on to the Internet as a system administrator will result in cancellation of user privileges for that student. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

5. Vandalism - Vandalism of school computer systems will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, the Internet or hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism may constitute a criminal offense and may result in criminal prosecution.

6. Disclaimer - The Fenton Schools make no warranties of any kind, whether expressed or implied, for the service they are providing. The Fenton Schools will not be responsible for any damages suffered. This includes the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, or the user's errors or omissions. Use of any information obtained via the Internet, or the district's system is at the user's own risk. The Fenton Schools specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Fenton Area Public Schools Safe Schools Policy
The Fenton Area Public Schools Board of Education endeavors to ensure our school system is a safe place for teaching, learning and working. Physical and/or verbal assaults committed by a student against school personnel and/or other student(s) will not be tolerated. Student possession of any dangerous weapons will not be tolerated. The Fenton Area Public Schools will take swift and appropriate disciplinary action for the following infractions:

Weapons
Any student in possession of a dangerous weapon, as defined by law, or who commits arson or criminal sexual conduct on school district property or at a school sponsored event shall be permanently expelled from the school district/academy for a period of not less than one hundred eighty (180) days.

Physical Assaults against School Personnel (P.A. 104)
The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault against a district employee or against a person
engaged as a volunteer or contractor for the district on school property, on a school bus or other school's related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Physical Assaults against Students (P.A. 102)
The Board shall also expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assaults
Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicles, or at a school-sponsored activity or event against a district/academy employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. "Verbal assault" means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching, or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence; a bomb threat (or similar threat) directed at a school building, other school property, or a school related event. For purposes of this policy, the definition of assault also includes written threats.

Teacher Empowerment to Suspend (P.A. 103)
Pursuant to MCL & 380.1309(2), the type of conduct for which teachers may unilaterally suspend students in grades 6 and above from a class or activity for up to one day is expressly limited to misconduct defined in the attached document. Following a teacher initiated suspension; the teacher has specific responsibilities also outlined in the attached document. Suspended students under this section shall not be permitted, during the term of the suspension to attend other classes in the school building or extracurricular activities, unless the principal or designee permits the student to continue the school day under appropriate supervision. This policy does not negate the principal's discretion to impose a multiple day suspension or expulsion beyond the teacher's statutorily limited suspension period when the student’s conduct warrants more severe disciplinary action. This is the principal's sole discretion.

Application to Students with Disabilities
This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services. The superintendent shall develop written regulations for dealing with discipline of students authorized by this policy. The regulations shall include procedures for reporting violations of this policy to the students’ parent(s) guardian(s), superintendent and board, procedures for referring permanently expelled students to appropriate family independence agencies or county community health agencies and specifics for the reinstatement of students.
LEGAL REF: MCL 380.1311; 750.82; 750-235a; 752.891 (Weapons Free School Law). MCL 380.1309 (Teacher Suspensions; MCL 380.1311a (Physical and Verbal Assaults Against School Personnel); MCL 380.1310 (Physical Assaults Against Students).