

Fulton High School Student Handbook

2009-2010

All information contained in this handbook is to be used as a guide for the students and building administrator to follow. The building administrator can vary from this handbook regarding decisions and applications, when deemed appropriate

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GRADUATION REQUIREMENTS AND CURRICULUM

Twenty-seven (27) units of credit are required for graduation.

SUBJECTS REQUIRED OF ALL STUDENTS

- A. **English:** 4 units. (1 unit in each year of high school)

- B. **Mathematics:** 3 units, including Algebra and Geometry for the Class of 2010. 4 units for the class of 2011, including Algebra, Geometry, Advanced Algebra and Senior math).

- C. **Science:** 3 units, including Physical Science, Earth Science and Biology. 4 units for the class of 2011 includes Chemistry or Physics

- D. **Phys. Ed-Health:** 1 1/2 units, including Health (1/2) and Phys. Ed (1).

- E. **Computers or Careers / On-line Experience:** 1/2 unit.

- F. **Social Studies:** 4 units, including Am History/Geography, Government, and Economics. Class of 2011 includes World History/Geography

- F. **Technical Education** 1 unit. (Either ABT, Drafting, Manufacturing, Structures or Power) Not required for classes of 2011 and after.

GENERAL GUIDELINES FOR ALL STUDENTS

Each student must carry a minimum of eight (8) units of credit each year in high school and must give an honest effort on the Michigan Merit Exam in an attempt to pass all areas.

It is expected that a number of students will have well in excess of the number of credits required for graduation and 30 or more credits would not be uncommon.

No student will be allowed to receive a diploma or to participate in graduation ceremonies who has not met all the requirements for graduation as set forth by the Fulton Board of Education, including the successful completion of any correspondence courses which will be deemed complete by the notification by the correspondence school to the high school of assigned credit.

Students transferring to Fulton will have their transfer credits prorated with the following formula: $\text{credits earned} / \text{credits possible} = \text{Fulton credits} / \text{possible Fulton credits}$. Example: a student who earned 10 of 12 credits at their former school at the end of their sophomore year would be prorated to 13 total credits upon enrollment at Fulton ($10/12 = 13.3/16$)

CORRESPONDENCE, MVHS, SUMMER COURSES

1. Correspondence Courses may be used to make up work for failed classes by Seniors only. The Final Exam will be taken at the high school when appropriate. Students are responsible for all costs involved in taking the course. (Limit of 2 total credits.)
2. Arrangements for enrollment in any of these classes must be completed through the counseling office. All correspondence courses should be completed by May 1 to count in the current semester total. Credit earned after May 15 may be counted in the summer semester.
3. Summer School and MVHS summer classes may be taken after the Freshman year to repeat a failed course or an elective course not offered at Fulton. Students are responsible for all costs involved. (no total credit limit)

EARLY GRADUATION/EARLY OUT

Any senior who has fulfilled the requirements for graduation at Fulton High School, as set forth by the Board of Education, and has done so by the end of the 2nd or 3rd marking period, may be allowed to graduate at the end of that marking period. Once a student applies for early graduation and is accepted, that student will be an alumnus at the end of the appropriate marking period, will be **ineligible for all extracurricular activities, will be ineligible for honor student status** and will be considered an adult in regards to admission to school activities.

There will be no graduation ceremonies in January or March, and the diplomas will not be issued until the graduation ceremonies in the Spring. If the student wishes to take part in the graduation ceremonies, the student may do so.

Any student who wishes to graduate at the end of the student's 2nd marking period of their senior year, must apply in writing to the high school principal before the end of the 1st marking period. For graduation at the end of the 3rd marking period, students must apply before the end of the 2nd marking period. The student must present written evidence of acceptance at an institution of higher education (full time status- 8 or more credits), job employability (full time-30 hours per week), entrance into military service, or extreme hardship at home and have parental permission if under 18 years of age. The final decision will be made at the administrative level. **Students must complete all work, including any correspondence courses, by the end of the appropriate marking period.**

DETERMINATION OF VALEDICTORIAN, SALUTATORIAN & HONOR STUDENTS

Determination of individual honors will be made based upon a cumulative GPA after completion of 15 quarters of work (the final quarter will not be used in determining honors.) Students must be enrolled in Fulton High School for a minimum of four consecutive semesters to qualify for honors. To attain honor student status, an individual must have attained a cumulative 3.2 average. GPA will be calculated using the scale listed in the Board of Education policy (A=4.0, A-=3.67, B+=3.33, etc.)

"ACADEMIC LETTER"

- I. Only 10-12 graders are eligible.
 - A. 10th graders must have a cumulative 3.50 GPA or above after their 6th quarter.
 - B. 11th & 12th graders must have a cumulative 3.20 GPA or above after their 10th quarter.

ALTERNATIVE EDUCATION

Students transferring to the alternative high school program accept the following provisions:

- enrollment will be for a minimum of one calendar year
- loss of athletic eligibility in the regular high school program
- participation in the Alternative graduation ceremony only
- upon re-enrollment in the regular high school, credit assignment will be determined after review by the counselor, but will be limited to core academic classes.

DUAL ENROLLMENT / TESTING OUT

Students may qualify to participate in classes that earn college and high school credits through dual enrollment. Interested students should contact the high school office for details as deadlines apply (May 1 and November 1 for student application). All students may apply to test out of any course if they are interested in being placed in a higher level course in that department. Again, see the high school office for details as more than one deadline applies.

OUT-OF-DISTRICT STUDENT ENROLLMENT

Students applying to transfer to Fulton from another district without establishing residency must meet the following guidelines:

- Students living in the Gratiot-Isabella RESD boundaries may apply through the “Schools of Choice” program for acceptance between June and August.

- Students living outside the GI-RESD boundaries and/or once school begins, enrollment will be with the building principal and Superintendent's permission only. The student must have a written release from their resident district and enrollment must take place before the student audit enrollment date in the appropriate semester.

ADDITIONAL ACADEMIC INFORMATION

Grades are reported to parents and students eight times during the school year, four times each semester. Report cards will be sent out on the Friday following the end of each marking period. The purpose of the report card is to have the student and the student's parents informed of his or her progress. It will not be necessary to return this card to the school.

GRADES ARE AS FOLLOWS:

A - Excellent (90-100 %)	CR - Credit
B - Above Average (80 - 89 %)	NCR - No Credit
C - Average (70 - 79 %)	INC - Incomplete
D - Not satisfactory, but passing (65 - 69 %)	
F - Failing (64 % and below)	

An incomplete (INC) for any semester or marking period must be made up within two weeks of the issuance of the grade. Should extended illness or unusual circumstances arise, extension or reduction of this period must be approved by the principal. Failure to remove an incomplete satisfactorily or to make appropriate arrangements, within the allotted times, will result in a failing grade for the assignment missed. If an incomplete grade is issued at the end of the school year, the student will have two weeks from the end of that same school year to complete the assignment missed.

Graduation credit will be assigned to students quarterly (nine week marking periods). Quarter grades will be determined by the teacher using the work in that quarter as 80% of the grade and an end of quarter exam or other summary activity as 20% of the grade. A quarterly grade will be entered into the student's cumulative record for each class taken per semester.

Please note: the lowest passing grade is **65 %**!

PREGNANCIES

Any student who becomes pregnant may continue in attendance, provided that she presents a certificate from her doctor stating that it will not endanger her health to do so, or she may elect to finish her work for the semester or year by other means as arranged with the counselor.

GRADE CLASSIFICATION

High school grade assignments will be determined by the amount of credits earned at the end of the school year. Students will be assigned in accordance with the following:

- 0 - 3.99 Freshman Class
- 4.0 - 9.99 Sophomore Class
- 10.0 -15.99 Junior Class
- 16.0 -28.0 Senior Class

Students will participate in class meetings and activities with the class they are assigned to by this schedule.

Students not on line to graduate in four years will be referred to summer school, testing out procedures, seniors to correspondence courses, or to the Alternative Education Program to ensure graduation success can occur in the four-year time period.

ATHLETIC ELIGIBILITY

Athletic eligibility is determined weekly and includes all high school classes. Students recording two or more failing grades, including grades of No Credit or Incomplete, will be deemed ineligible for the following week's competition. Grades earned at the Career Center will count double for athletic eligibility due to the class being two blocks in length and through the MHSAA's definition of academic eligibility. Students may re-instate their eligibility by improving their grades.

A student failing two Fulton HS classes or one Montcalm Career Center course at the end of the marking period will be ineligible for athletics for the following nine weeks. If the failure(s) take place in the 4th quarter, the ineligibility will be enforced in the 1st quarter of the following school year. Summer school attendance may be used to reinstate eligibility, with the principal's permission.

Athletic eligibility for Career Center students will be determined through mid-term progress reports and at the end of the marking period. If a student

receives a failing grade, the school guidance counselor will contact the Career Center instructor weekly to determine if athletic eligibility may be reinstated.

Athletic eligibility in dual enrollment college classes will be determined at the end of the college semester in December and May. The grade earned at that time will be included in the determination of weekly eligibility for the remainder of the current quarter marking period.

STUDENTS' RIGHTS, RESPONSIBILITIES, & LIMITATIONS

STUDENTS' RIGHTS

Students in the school have rights such as those outlined in the Constitution and the laws of the United States and the State of Michigan, within the limitation of their age. There are, however, some rights which perhaps need to be emphasized.

1. The right of free speech. They have the right to express their opinions and seek answers to their questions. This is limited by common sense. For instance, if the teacher asks the class to be quiet and a student continues to talk, it ceases to be freedom of speech and becomes a disruption.
2. The rights of due process and legal representation. If a problem arises which must be dealt with by the office, students are protected by the due process procedure, and they do have the right to seek legal representation, especially in a situation where the consequences are important.
3. They have the right to expect the information given to a counselor, teacher, or administrator will remain confidential and be given only to those people to whom it is relevant.
4. Students have the right to expect their school records to remain confidential and to be open to the student and only those school employees who need to have access to them. Every student may expect a transcript upon request to be made available to them without due delay.

STUDENT'S RESPONSIBILITIES

Students, like everyone else in school, have the responsibilities of treating others with respect and fairness and to show common sense as situations may arise . There are, in addition, other areas in which students have specific responsibilities in the school setting. These include:

1. The responsibility of taking pride in and care of the building and school property. It is the responsibility of the current student body to carry on the fine tradition of proper care and respect for the Fulton High School building and grounds.
2. Students have the responsibility to keep themselves informed about school in general (rules, rights, policies, due process, and other information in the handbook). They have particular responsibilities to keep themselves informed concerning their current classroom situations. An online grading system is available for students and parents to utilize daily to monitor academics.
3. They have the responsibility of getting information and assignments missed due to absence.
4. They are responsible for their attendance in school and the classes in which they are enrolled.
5. Students have the responsibility to protect their private property and to respect the private property of others.
6. Students have the responsibility to get as much as possible out of this opportunity by putting forth appropriate effort in their studies.
7. Students are representatives of Fulton High School, and proper sportsmanship should be shown at all times during athletic contests. The same rule is true in assembly behavior or in expected general courtesy shown to visitors in our school.

LIMITATIONS OF STUDENTS

To establish the best possible learning atmosphere, as well as to provide for the health, safety and welfare of all students and employees of Fulton Schools, the following categories of misconduct have been adopted along with general guidelines for consequences when a student engages in such misconduct. These standards apply to all school students for all activities of Fulton Schools. This list is not intended to be exhaustive and is not limited to only the following areas. The rules and policies of Fulton Schools apply to any student who is on school property or school affiliated transportation, who is attendance at school or at any school sponsored activity, or whose conduct at any time interferes with the operations, discipline, or general welfare of the school, regardless of the location, date or time. The following activities are among those defined as criminal under the laws of the State of Michigan:

1. ARSON - The intentional setting of fire.
2. ASSAULT - Physical threats or violence to persons.
3. BURGLARY/LARCENY - Stealing of school or personal property.
4. EXPLOSIVES - Explosives or the threat to use explosives of any kind are not permitted on school property or at any school sponsored events. This includes fireworks of any kind.
5. EXTORTION, BLACKMAIL OR COERCION - Obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.
6. FIREARMS - Firearms are prohibited on school property or at school sponsored events.
7. MALICIOUS MISCHIEF - Defacing of property, including graffiti.
9. ROBBERY - Stealing from an individual by force or threat of force.

10. SALE, USE OR POSSESSION of alcohol, illegal drugs or tobacco.
11. TRESPASS - Being present in an unauthorized place or refusing to leave when ordered to do so.
12. UNLAWFUL INTERFERENCE with school authorities -Interference with administrators of teachers by force or violence, or by threat of force or violence.

The commission of, or participation in, such activities in a school building on school property, or at school sponsored events is prohibited. The police may be contacted and asked to assist in dealing with these activities. Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

DISCIPLINARY AREAS AND PROCEDURES

A. SMOKING

Students are strictly prohibited from smoking and participating as accessories in the smoking act, from chewing tobacco, from visibly carrying tobacco products in the school building, on school grounds, or at a school function away from the premises. Violators will be suspended from school for a period of three 5 days on the first offense, five 10 days on the second offense, and on the third offense will be suspended pending a referral to the superintendent for possible Board of Education action. Criminal charges will be pursued by school authorities. (Offenses are recorded cumulatively in grades 9-12.)

B. ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS

The sale, use, or possession of alcoholic beverages, non alcoholic malt beverages or mood or mind altering drugs in the school building, on school grounds, or at school functions away from school premises by students, and the appearance of students in school or at school functions who are to any degree under the influence of any of the above, is strictly prohibited.

Students displaying suspicious behavior may be requested to take a breathalyzer or field test by the Principal. The only drugs allowed are those prescribed by a doctor, and the student must follow the building procedure for dispensing medication from the office. Violators will be suspended from school for a minimum of 10 days and will be referred to the superintendent and/or Board of Education. Criminal charges will be pursued by school authorities and further disciplinary action will be considered.

A student suspended due to violation of the alcohol or illegal drug prohibition must undergo a alcohol and drug counseling assessment. An assessment appointment must be made and confirmed by school authorities prior to the student's return to school after his/her suspension has been served. If the student and family fail to seek treatment and/or follow the recommendation of the assessment team, the student will be recommended for permanent expulsion.

Second offenders of either of the above infractions will be referred to the Board of Education and permanent expulsion recommended. (Violations will be recorded cumulatively through grades 9-12.)

C. DRESS AND APPEARANCE

The intent of the Fulton High School dress code is to promote a good academic environment, maintain discipline, and prevent any disruption to the educational process. Any type of dress, behavior, or practice which creates a dangerous situation, infringes upon the rights or safety of others, is immodest, profane, portrays nudity, sexual innuendo or is otherwise disruptive to the school setting, will not be allowed.

Shirts and tops with sleeves are required. Full-length shirts and shoes are required of all students. Halters, hats, head coverings, low cut tops that reveal cleavage, "see-through" clothing, sunglasses, and tank tops are not considered proper attire for school. Undergarments should not be exposed. Hats or clothing that advertise the use or sale of alcohol, drugs or tobacco products are not appropriate for the school setting and will not be allowed. Shorts and skirts should be no shorter than approximately a 4" inseam.

A good measure for parents is the “fingertip” rule and “hands over head” test. Shorts and skirts should be approximately no shorter than the fingertips when a student’s arms are held at rest by the sides and shirts should not expose the midriff when the student raises their arms above their heads.

D. ELECTRONIC EQUIPMENT

Students are not allowed to use electronic toys, cellular phones, laser pens or like items that cause a disruption to the educational setting during the school day. Radios, headsets, music players, should be kept in student lockers unless teacher permission is given to use in their classroom. Cell phones can be carried for emergency purposes only, but must be turned off during the school day and kept out of sight. A first offense will cause the item to be confiscated and it will be returned to the student at the end of the day. A second offense in the same classroom will cause the phone to be taken away and the student’s parent will need to pick it up. If additional offenses occur, the item will be confiscated for one week by school authorities and will be returned to the student’s parent after this time period.

Inappropriate use of an Electronic Equipment Device includes receiving or sending abusive, profane, threatening, racist, sexist, or pornographic materials or messages during school hours or during school activities and is not allowed. A student inappropriately using any device to take or transmit images will face disciplinary action up to and including out-of-school suspension, loss of privileges, and may be recommended for expulsion in certain cases.

E. COOPERATION WITH SCHOOL PERSONNEL

Students must obey the lawful instructions of school district personnel, and students' actions will show respect for teachers and other personnel at all times. Students will display this cooperation in class by giving an honest effort to meet class requirements and to obey the teachers' requests. Failure to do so can result in suspension. Insubordinate behavior will not be tolerated.

F. REFUSAL TO IDENTIFY SELF

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.

G. CHEATING

Cheating and plagiarism is strictly prohibited. The first offense of cheating and plagiarism will result in an automatic zero for the work or test. The second offense will result in the lowering of the marking period grade by one full letter grade. A third offense may result in loss of credit for the semester or removal from the course.

H. INAPPROPRIATE DISPLAY OF AFFECTION

Displays of affection in the building and on the school grounds are in poor taste and are unacceptable. Hand holding during class changes and breaks is acceptable, further contact is not.

Violations will be dealt with in a three (3) step process. These include: 1st Offense- the students involved will be called in for a conference with the principal. 2nd Offense - the principal will make contact with the parents to explain and discuss the problem. 3rd Offense - discipline assignment.

I. STUDENT RESPONSIBILITY FOR BOOKS, LOCKS AND LOCKERS

When a student is assigned a book, lock or locker by the school, it becomes the student's responsibility to take care of that item. The student is responsible for damage or loss to them. Students are expected to keep their lockers locked throughout the day.

J. GLASS BOTTLES AND POP

Glass bottles of any type are prohibited in the school buildings and on school grounds before, during, or after school hours. Open pop containers are restricted to the commons area and hallways only, unless teacher permission is given for use in classrooms.

K. LOCKER ASSIGNMENTS

The school district owns all of the lockers in the school building. Students are assigned a locker for their use and should not change their locker assignment without office permission. Students are not allowed to attach stickers or to put writing in or on their lockers.

L. THEFT

Proper respect for the property of others is to be shown at all times. Theft will not be tolerated, and students caught stealing will be dealt with severely with the 1st offense calling for a minimum five (5) day suspension, and a 2nd offense a minimum ten (10) day suspension. A third offense will result in a possible recommendation for expulsion to the Board of Education. Criminal charges will be pursued by school authorities. Students are asked not to keep sums of money on their persons or in their locker. The office is available to keep valuables or money under secure conditions.

M. DESTRUCTION OF PROPERTY / VANDALISM

At no time will the damaging of property be tolerated. Extreme cases will result in suspension with the possibility of expulsion being recommended. The school will seek restitution in all cases of malicious damage of school property, including the defacing of property with graffiti. Criminal charges will be pursued by school authorities.

N. POSSESSION OF OR THREATS TO USE ILLEGAL FIREWORKS OR EXPLOSIVES ON SCHOOL GROUNDS

No student shall use or threaten to use, possess, sell, transfer, or ignite any explosive device at school or at school activities. Violators will be suspended with a referral to the police and recommended to the school board for long term suspension or expulsion. Threats include phone calls, written communication or verbal statements made to lead people to believe there is a concern for the safety of the students and staff at school. Such threats will be pursued to the full extent of the law.

O. DETENTION POLICY

Detentions may be assigned for disciplinary actions before and/or after school. If a detention is missed, a second detention will be added. If a student fails to make up these assigned detentions, this will result in Saturday detention or suspension from school.

P. FORGERY

Students found to be utilizing forged communications will be assigned 3 days of in-school suspension. Involvement in forgery includes writing a communication for another student.

Q. PHYSICAL / VERBAL ASSAULT

Physical assault at school against a district employee, volunteer or another student which may or may not cause injury, may result in charges being filed and the student becoming subject to suspension and/or expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Verbal assault at school against a district employee, volunteer or another student or similar threats directed at a school building, property or school activity may result in suspension or expulsion. Verbal assault is a communicated intent and ability to act on the threat.

R. AIDING AND ABETTING VIOLATION OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making.

S. DANGEROUS WEAPONS AT SCHOOL

In accordance with Board policy and State regulations, Fulton is a "weapons free" school zone. There is zero tolerance for dangerous weapons to be in possession by any student, visitor or employee. Students found to be in possession of a weapon in a school building, on school property or at an event sponsored by the school, will be immediately suspended from school with a recommendation for expulsion to be made to the Board of Education. Criminal charges will be pursued by the school authorities.

Dangerous weapons are defined by the Board policy to include the following, but not limited to: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3 inches in length; a pocket knife opened by a mechanical device; iron bar; or brass knuckles.

Pocket knives or other possibly dangerous items are not allowed to be in possession of students at school. "Firearm" means (a) a weapon (including a starter gun) which may be converted to expel a projectile by gas or air; (b) the frame or receiver of any such weapon; (c) any device which will expel a projectile by the action of a propellant. A B-B gun is considered to be a "firearm."

Students who know of someone in possession of a weapon or of a student's plan to bring a weapon to school must report it immediately to the building principal, before the weapon is discovered. A student who fails to do this, will be charged the same as the student who is in possession of the weapon.

T. SEARCH AND SEIZURE

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

Student lockers and desks are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic, general inspection of lockers and desks may be conducted by school authorities at any reason. This can occur at any time, without notice, without student consent and without a search warrant.

A student's person or personal effects (e.g. - purse, car, book bag, or athletic gear) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband material. If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities. A student's failure to permit searches and seizures as provided by this policy will be considered grounds for disciplinary action.

Officers of the law, appearing with duly processed search warrants, should be accorded to the right to search or inspect according to the order. The Principal shall be notified of such search as soon as possible and the parents of the student shall be notified.

U. SATURDAY DETENTION

A Saturday detention is an alternative to either an in-school or out-of-school suspension. The kinds of violations that may call for a Saturday detention include, but would not be limited to:

Truancy, including failure to report to each class during the school day; show of disrespect to a staff member; minor altercations with another student; persistent disruptive behavior or misconduct; failure to display an effort to meet class requirements; Persistent tardiness - (3 unexcused tardies in any class in a marking period)

Failure to report for an assigned Saturday detention will call for a minimum (2 day) in-school suspension.

The Saturday detention affords students an opportunity to serve their discipline obligations for offenses that would normally result in suspension.

This alternative allows students to attend school full time and take advantage of the educational opportunities regular school attendance affords. It also gives students an opportunity to complete work usually done at home. All school rules in the student handbook apply to students while attending Saturday detention. If a student is sent home for poor behavior, a minimum three (3) day out-of- school suspension will be assigned.

SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION PROCEDURES

The principal of Fulton High School is delegated the authority to temporarily separate or suspend a student from school. Suspensions of more than ten (10) consecutive days require Board of Education action. In any suspension, the following precepts shall be adhered to.

1. A student shall be fully informed of the charges brought against him or her and will be given the opportunity to respond to charges and present information to refute them.
2. The student shall be informed of the resulting action and the rationale for the action.
3. When a student is under temporary separation or suspension from all classes for a full day or more, the following conditions shall apply:
 - a. During the exclusion, the student will not participate in any extracurricular activity, including athletic practices, or be present on school property, unless approved by the building principal.
 - b. The student is responsible for all work missed during the suspension period and should hand in this completed work upon return to class when possible.
 - c. If the period of exclusion extends beyond the current school year, the remaining period of suspension may extend into the following school year.
4. Parents shall be notified if a student is to be suspended from school. Written notification of such contact shall be in the student's cumulative file.
5. The superintendent shall be notified immediately of any suspension.

6. Parents shall be notified in writing of appeal procedures which shall include:
 - a. Parents may request a conference with the principal. Such requests shall be made within the period of suspension. The principal shall affirm or modify the term of his action within two (2) school days from the date of the conference. The principal's decision in case of suspension shall be final.
 - b. Within five (5) school days from the principal's decision, the parent may appeal such decision to the superintendent of schools or a designee. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.
 - c. The superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
 - d. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that said hearing shall be conducted under the following rules and procedures:
 1. Written notice shall be given of the time, date, and place of the hearing.
 2. The student or parent may be represented by an attorney or other advisor of his choosing.
 3. Witnesses may be presented at this time.
 4. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.
 5. There may be present at the hearing: the principal, the Board of Education's attorney, and such resource person as the president of the Board of Education deems essential to the proper adjudication of the case.
 6. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

EXPULSION PROCEDURES

Recommendation for the expulsion of a student from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal and accompanied by the student's cumulative file. Except in cases stemming from overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The following procedures shall be followed:

1. The student shall be under suspension pending the recommendation of the superintendent to the Board of Education.
2. The superintendent's recommendation to the Board of Education shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of same to parent or guardian at least five (5) school days before the day of the hearing.
4. The hearing procedure shall follow that set forth in 6-d of the Board Policy section entitled Suspension and Expulsion Procedures.

Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a student under an extended expulsion or suspension may continue his or her education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.

ATTENDANCE AND EXCUSES

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline, it is a relevant objective criterion which can be related to a pupil's course grade. The purpose of the attendance procedures is to help students develop those responsibilities and to maintain academic standards for earning credit.

1. Parents are requested to call the school as soon as possible when they know that their son or daughter will be absent. If this is impossible, parents are to send a note explaining their son/daughter's absence on the day the student returns.
2. In order for an absence to be excused, parents must make contact with the school within 48 hours of the student's return to school. Absences will be excused after that time only upon approval of the principal.
3. The following will be considered excused absences:
 - A. Illness or hospitalization verified by a written parental excuse. The school district reserves the right to require corroborative evidence when deemed necessary.
 - B. Serious illness or emergency in the immediate family verified by a written parental excuse.
 - C. Attendance at a funeral verified by a written parental excuse.
 - D. Absences due to disciplinary suspension.
 - E. Religious instruction and/or obligations (arranged in advance).

F. Professional appointments which cannot be made after school (dentist, doctor, court appointments, etc.)

G. Absence due to a school sponsored event (sports competition, field trip, etc.).

4. Realizing that some flexibility is needed, students may also be excused for miscellaneous reasons which may not fit into the above categories, but which are deemed excusable by the administration.

5. The following are some examples of absences which will **not** be excused:

- | | | |
|-----------------------|---------------------------------|-------------------|
| 1. Needed at home | 6. Baby-sitting | 10. Work Schedule |
| 2. Shopping | 7. Hair appointments | |
| 3. Oversleeping | 8. Personal business | |
| 4. Car wouldn't start | 9. Unexcused tardiness to class | |
| 5. Missed the bus | exceeding 10 minutes | |

6. One of the requirements for receiving credit is an acceptable level of attendance. "Acceptable" has been defined as less than 10 unexcused or excused absences per quarter (nine week marking period).

Decisions regarding a student's credit assignment due to excessive absences **may be appealed to the student's academic council**. The academic council shall consist of the student, the student's parents or guardians, the student's teachers for the current quarter, the counselor and principal. The student's academic council shall make decisions based on a majority vote. If the student's attendance exceeds the aforementioned acceptable level, the council shall have the right to determine whether the student should be denied or granted credit for the quarter in the class or classes involved.

Conditions for granting or receiving credit may be imposed by the council. Examples of conditions which may be imposed by the council include, but are not limited to, attendance at Saturday detention or an attendance contract. An attendance contract may only be used once in the student's high school career.

The student shall be denied credit in the event the student fails or refuses to satisfy any condition imposed by the council.

Absences due to in or out of school suspension will not count for purposes of determining whether the student's absences exceed the aforementioned acceptable level of attendance.

7. Absences due to truancy will call for a Saturday detention assignment equal to the amount of time the student was absent (2 hours per Block). Failure to attend the Saturday detention will result in a two day in-school suspension.

8. Students are expected to make up all work missed during their absences (excused or unexcused) and will receive full credit if completed within the proper time frame. (Number of days absent plus one day.)

9. In case of illness of over five (5) days, the parent is to contact the high school guidance department to make appropriate arrangements.

10. No student in attendance is to be absent from class without authorization from the teacher and/or the office. Violations of this policy will be subject to a Saturday detention or suspension. Assignments will be 2 hours for each block missed. Work missed during these absences will be recorded as zeros.

11. A student absent from school grounds without parent and school office authorization is truant and subject to Saturday detention or suspension.

12. Students absent (other than pre-excused) from school during the 2nd half of the day are not allowed to attend after school events, home or away.

13. Students who accumulate 10 or more absences per nine-weeks quarters may be denied access to off campus programs and dual enrollment opportunities.

14. Students are not allowed to congregate in the middle school hallway from room 104 to 101, or past your lockers. This area will be considered a high school student free area for middle school students.

MAKE UP WORK

It will be the student's responsibility to contact the teacher and to arrange for make up of any work missed. Completion date of make-up work shall be equal to the length of the absence plus one day unless other arrangements are made with the teacher. Normally, all of the student's teachers are to be contacted the day the student returns to school after an absence to arrange make up work.

EXAMPLE: If you are absent three (3) days, you will have a maximum of four (4) days to make up the work. However, students absent the day of a test or presentation which has been announced in advance are to take the test or make the presentation the day of return. Students on out-of-school suspension are expected to hand in all possible make-up work upon the day of return to school.

TARDINESS

Tardiness of more than ten (10) minutes will be considered an unexcused absence. The teacher will notify the student when such tardiness is recorded as an absence. Each teacher is responsible for handling penalties for tardiness of less than ten minutes. This may include staying after school (the student is responsible for his or her own transportation home). Students earning three (3) unexcused tardies in a quarter will be assigned a two hour Saturday detention. Subsequent tardies in that class will call for additional two hour Saturday detention assignments during that quarter.

Tardiness is defined as not being in your seat when the bell begins to ring. Regular bus riders are not counted tardy if the bus is late. Since the school furnishes transportation, car trouble is not normally excused.

GENERAL INFORMATION

STUDENT COUNCIL

The student council is made up of two (2) students per grade and officers elected by their classmates. The group is representative of the student body and provides an advisory function to the principal and staff.

DRIVER EDUCATION

Driver education is open to Fulton School District students who have obtained the age of 15 by the set deadline, and who have met the eligibility requirements as set forth by the Board of Education (No more than one failure in the previous quarter.) Students must also meet the basic physical requirements set forth by the State of Michigan. A basic fee is charged to each student for participation.

STUDENT FEES

Students in grades 9-12 will be charged a \$10.00 book deposit fee to cover lost or damaged books and equipment. The deposit will be held throughout high school. If damage or loss occurs with regard to books or other equipment assigned to an individual, the amount of the damage will be subtracted from the \$10.00. The student will be expected to return his or her account to a \$10.00 balance, with no outstanding debts, at the beginning of each year.

GUIDANCE PROGRAM

The guidance office is open from 7:45 A.M. to 3:15 P. M. Information on careers, jobs, schools, and training opportunities are available for students and parents.

The counselor will talk with students and parents about school programs or problems, career and educational plans, and personal decisions such as dropping out, pregnancy, and family difficulties.

Applications for college, trade schools, and social agency referrals may be made through the guidance office.

Students who wish to go to the guidance office should see the counselor. Parents who wish to see the counselor for an appointment may call 236-7232. Evening appointments for parents who work during the day may be arranged.

ACADEMIC STUDENT ACTIVITIES

Science Honor Society
National Honor Society
Yearbook Staff
S.A.D.D.

Science Olympiad
Quiz Bowl Team
Student Leadership Forum
Voice of Democracy

Students must maintain academic eligibility, which will be based on the same guidelines as athletics.

DANCES

If a class or organization wishes to reserve a date for a dance, the proper forms are available in the office. Three adult chaperones will be needed in addition to the class advisors. High School Dances are open to 9th-12th graders only.

DANCE RULES

Entrance to dances is through the east doors only. Once a student leaves the building, he or she is through for the night and may not return. Students are not to remain between the ticket table and the east doors. Dances end at 11:00 P. M.

1. The general rules of dress, grooming, and behavior during school hours also apply to all athletic events and dances.
2. Students are not to remain in cars in the parking lot during the dance. They should either come in or leave school grounds entirely.
3. Attendance at dances is limited to 9th-12th grade Fulton High School students and their guests. (Guests may not include students below grade 9 or be older than 19 years old.)

4. Each student may bring one guest.
5. The guest's conduct is the responsibility of the host student and that student or alumnus will bear the responsibility for any problems.
6. Students are to sign up guests in the office before the end of the school day preceding the dance.
7. Students are requested to conduct themselves properly at all events and will be asked to leave if they do not do so.

ATHLETIC EVENT BEHAVIOR

During any athletic event, students are expected to exhibit sportsmanlike conduct at all times. Guidelines for proper behavior include (1) helpfulness and politeness to visitors, (2) respect toward other teams and officials, (3) no gross behavior, no negative cheering (booing, name calling, organized intimidation of the other team) no foul language, etc. Please remember to remove hats, stand quietly and face the flag during the National Anthem.

MISCELLANEOUS INFORMATION

AGE OF MAJORITY

Students living outside of their parent's home in the Fulton High School District, upon reaching the age of majority (18 years of age) are still considered students in every aspect and will be required to abide by all student rules and regulations. Students living with their parents must acquire written parent permission to be allowed to utilize the age of majority policy. If written permission is granted, the student may sign an affidavit, in duplicate, in the office, stating they will accept full legal responsibility for their absences from school. One copy will be forwarded to their parents by mail and one copy will be kept on file in the high school office. Information pertinent to the student's progress at school will continue to be sent to the parents.

USE OF FACILITIES

Students are not to use any room or equipment in the school without approved adult supervision.

USE OF TELEPHONE

If it is necessary to use the school telephone, the student should first obtain permission from the office. Personal business is to be conducted over the hall phone. The hall phone is to be used only before school, during lunch hour, or after school is dismissed, unless special permission is granted otherwise.

VISITORS AT SCHOOL

Any visitor to the building is first required to check with the office and obtain permission to be in the school. Visitors are discouraged from any regular pattern of attendance (including before school and lunch time). Visitors to the classroom are limited to students whose parents are considering enrollment for students at Fulton and need to be arranged by the student's parents at least 48 hours in advance.

STUDENT SCHEDULE DROPS AND ADDS

Regular drops and adds will be teacher initiated only at the beginning of each school year. Drops and adds other than this type must be authorized through the principal and counselor.

AUTOMOBILES

Fulton has buses to provide transportation for all students. Therefore, driving of individually owned vehicles is discouraged. Students who do drive must operate vehicles in a manner which makes it unnecessary for us to place restrictions on their use. No student may remove his or her car from the student parking lot without the approval from the office, except at the end of the school day. Students will park their cars in the East parking lot only. On days where the lot is full, students may park in the SE corner of the elementary school lot. Cars may not be occupied once students have parked in the lot, after regular classes have begun, or during the lunch period. If you do not drive properly in the lot, including reckless driving, speeding, creating a disturbance with noise or music, failure to follow the posted traffic pattern or if you leave the lot without proper written permission during the school day, you may be suspended or lose the privilege of driving to school.

Visitors are asked to park their cars in the front of the school and report to the office for permission to be in the building.

TECHNOLOGY, COMPUTERS AND THE INTERNET

Use of the school district's education technology is limited to legitimate educational purposes to support and enhance the district's curriculum and in a manner which is consistent with the district's Mission Statement. The following uses are strictly prohibited and may subject the offender to restriction, suspension or termination of educational technology privileges and to appropriate disciplinary sanctions. Such conduct includes, but is not limited to: Unauthorized entry, transfer, deletion, or duplication of a file; the use of another's identification or password, access to telecommunications or facilities; the draft or delivery of inappropriate communications including indecent, obscene, profane, vulgar or threatening messages; interference with the district's computing system; violation of copyright, trademark or licensing agreements; use of facilities for purchase, sale or advertisement of goods or services; interference with the normal operation of the district's computing system.

Users are responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which they have not received training. Users may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.

THE DAILY SCHEDULE FOR GRADES 9 THROUGH 12 WILL BE AS FOLLOWS:

Block 1 - 8:00 - 9:27 (87 Min)

Block 2 - 9:37 - 11:04 (87 Min)

Lunch -11:04 - 11:34 (Grades 9 - 12)

Block 3 - 11:34 - 1:01 (87 Min)

Block 4 - 1:11 - 2:50 (87 Min + 12 Min for Channel One)

HARASSMENT

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 or disability. This policy, however, is not limited to these legal categories and includes such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to a teacher, the counselor or the principal, or may report it directly to the Superintendent. Complaints will be investigated in accordance with policy AG 5517.

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

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

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment.

Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

A. Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in terms, conditions or privileges of the School District;

C. The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

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

Bullying - intimidation of others by acts, such as:

- A. threatened or actual physical harm;
- B. unwelcome physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement.

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

BUS DISCIPLINE

In dealing with poor behavior by students on school buses, the following procedure will be used:

1. For minor offenses, an incident report will be filled out by the driver and filed appropriately.
2. On a second offense, the student will be called to the principal's office. This may result in a suspension from bus riding privileges for up to (5) days.
3. On a third offense, the student will be called to the principal's office. This may result in a suspension from bus riding privileges for up to (10) days.
4. Each referral thereafter will result in disciplinary action, including suspension from bus riding privileges of a minimum of (10) days.

*Some offenses may be of a serious enough nature to accelerate the assignment of suspension from the bus.

Students riding school buses are expected to follow the following rules;

- Observe the same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus, keep the bus clean.
- Cooperate with the driver, do not be destructive. Stay in your seat, Keep your head, hands and feet inside the bus. The bus driver is authorized to assign seats.

Fulton High School Mission Statement

The students, staff, parents, and community of Fulton High School are committed to providing a safe environment in which all students will become responsible, successful learners and be prepared to meet life's challenges and opportunities as productive members of society through the development and improvement of:

- essential academic and technological skills as defined by our curriculum
- student awareness of career and educational planning
- communication, problem solving and human relations skills

Nondiscrimination and Access to Equal Educational Opportunity

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities or employment.

Superintendent, R. Chuck Mungall, has been designated to handle inquiries regarding the non-discrimination policies of the Fulton School District or to address any complaint of discrimination.