

**FITZGERALD
HIGH SCHOOL**

23200 Ryan Road Warren, MI 48091



**Student Handbook
2017-2018**

Updated August 2017

VISION AND MISSION STATEMENTS

Fitzgerald Public Schools Vision Statement

Fitzgerald Public Schools...continually improving the framework for academic and social excellence, while meeting the challenges of an everchanging world.

Fitzgerald Public Schools Mission Statement

Fitzgerald Public Schools, in partnership with parents and the community, will advance the intellectual, social, emotional, and physical development of all students while providing a relevant, rigorous, and engaging education.

OFFICE DIRECTORIES

High School Administration	757-7070
Athletic Department	757-7072
Counseling Center	757-6433
Attendance Reporting Line	758-0875
Spartan Information Line	757-7287
Health Center (Registration Required)	759-9070

Phones in the offices are not for general student use. The phones can be used for emergencies only. The office closes at 3:30 pm each day. Students should arrange transportation in advance.

GUIDANCE AND COUNSELING SERVICES

The Counseling Department assists students with academic planning, career concerns, family problems, student-student concerns, student-teacher concerns and testing information. Counselors also consult with parents and teachers and make referrals to other social agencies.

Students are assigned to a counselor alphabetically and by grade

10 TH -12 TH Grade	Last Names A-J	Mr. Chioke Bracy
10 th -12 th Grade	Last Names K-Z	Ms. Jennifer Horn
9 th Grade	All Students	Mr. Phill Holm
Social Worker	All Students	Ms. Jaime Haddon
School Psychologist	All Students	Dr. Sherry Smith

Students who wish to see their counselor must make an appointment before or after school or during lunch. Your pass must be brought to counseling.

HIGH SCHOOL HOURS

The school building will open each day at 7:00 a.m. for students. Students are not to report before that time as supervision is limited.

All offices open at 7:00 a.m. and close at 3:30 p.m.

SCHOOL ENTRY/EXIT TO THE BUILDING

Students must enter the building using the Main, South or D-Wing entrance only. Students entering early must report to the cafeteria until the bell rings. Students must exit the building by 2:45 p.m. unless supervised by a teacher.

Students are not to congregate or loiter during hall passing time. Students who block hallways on a continual basis will be subject to discipline.

LUNCH TIME

Fitzgerald High School is a **closed campus**. Students in all grades are to remain in the building during lunch. Students are scheduled into the lunchroom and must eat during their assigned lunch time. Students may not leave the building or go to their cars during any time of the school day without authorization from the Main Office and/or administration. Students are not permitted to have food delivered from an outside establishment.

DEPARTMENT AWARDS

Each year the departments select an outstanding Senior to receive their Department Awards. This is an honor you must begin to strive for as a freshman. Students may also speak with their counselors to receive information about department awards.

Graduation Credit Chart

Class of	2018	2019 and beyond
Total Credits Possible/Year	6	6
Credits Needed to Graduate	23.5	22

Total Credits Possible/4Years	25.5	24
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ADDITIONAL GRADUATION REQUIREMENTS:

For students who wish to complete a special career-path curriculum which culminates in special certification, endorsement of occupational mastery, or expanded dual-enrollment with post-secondary institutions; one additional academic credit beyond the student's completed credits of the Board established maximum is necessary for graduation and receipt of diploma. If such credit is completed within the previous semester, the diploma will reflect the year of graduation being the last full year of enrollment in high school. If enrollment continues an additional semester, the diploma will reflect the year of graduation being the final date of that academic year.

A. MSTEP AND SAT TESTING:

All high school students must attempt all parts of the SAT and MSTEP State Assessment in order to be eligible for graduation, unless indicated otherwise in an IEP (Individualized Education Program).

B. COMMUNITY SERVICE/SERVICE LEARNING REQUIREMENT:

Each high school student will complete a community service requirement before June 1st of their senior year in order to receive a diploma with their peers and participate in the commencement ceremony. That requirement will be 40 hours of service. Service may begin the summer prior to a student's freshman year. This service must be performed outside of school hours unless under the supervision of a teacher or administrator and directly tied to the curriculum. Seniors who earn 100+ hours of service by **March 31st** of their Senior Year will be recognized with a Community Service/Service Learning Medal.

*The Community Service Learning Policy and Procedures can be found on the high school website. <http://fitz.k12.mi.us>

C. COMMENCEMENT PARTICIPATION:

In addition to district, State, and Board of Education requirements, students must also fulfill the following in order to participate in Commencement activities:

1. Completion of the Board of Education required credits for graduation (Including mandatory state assessments)
2. Completion of Community Service.
3. Return all school materials and pay all fines in full.

D. HONOR GRADUATES:

Honor Graduates receive special recognition at commencement. Students will graduate with honor if they maintain the following grade point averages:

Highest Honor	3.75 +
High Honor	3.50 – 3.74
Honor	3.00 – 3.49

GRADE POINT AVERAGES

GPA is calculated by grades received in grades 9-11, and first semester of the 12th grade year. Grades are valued as follows:

A+	4.33	B+	3.33	C+	2.33	D+	1.33	F	0.00
A	4.00	B	3.00	C	2.00	D	1.00	NC	0.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67		

A student's G.P.A. is calculated by adding the course grade values and dividing by the number of grades added together. Please refer to the G.P.A. calculation worksheet located on page 30.

HONOR POINTS

It is the belief of the Fitzgerald School Board that students should strive to take the most rigorous classes of which they are capable. Students who take certain courses that meet Advanced Placement standards or would be considered Honors courses will be awarded an extra grade point for each of the following classes:

Honors/AP English (all grades)	AP Biology
Honors Algebra II	Honors Geometry
Pre-Calculus	Chemistry II
AP Calculus	Principles of Engineering
All MMSTC Courses	AP Government

Honor Point System:

A+ = 5.33	C+ = 3.33
A = 5.00	C = 3.0
A- = 4.67	C- = 2.67
B+ = 4.33	D+ = 2.33
B = 4.0	D = 2.0
B- = 3.67	D- = 1.67
	F = 0.0

HONOR ROLL

To be listed on the Honor Roll, a student must have a Grade Point Average of 3.00 with no grades of D, F, or NC.

FINAL EXAM EXEMPTION PROGRAM

Students who meet the following criteria during the first or second semester may be excused from taking their semester final exam in the class in which all of the following criteria listed below are met.

- 1.) Students must earn a semester one (Q1 + Q2) or semester two (Q3 + Q4) grade average of 87% or higher.
- 2.) Students must have 5 or less absences (excused or unexcused) during the 20 week semester.
- 3.) Students must have less than 4 tardies during the 20 week semester.
- 4.) Students must have no more than 4 minor behavioral writeups (hall sweeps, dress code, etc) during the 20 week semester.

A snapshot of student grades, attendance, and discipline records will be taken at 3:00pm on the dates listed below in order to determine student eligibility for the exam exemption. Please share this information with your students.

- The first semester cutoff date for meeting the criteria listed above is **January 12, 2018**.
- The second semester cutoff date for meeting the criteria for SENIORS is **May 18, 2018**.
- For students in grades 9-11, the second semester cutoff date is **June 1, 2018**.

STUDENT IDENTIFICATION CARDS

ALL Students must WEAR their identification cards around their neck at all times. In addition, ID cards will be required for:

- Cafeteria purchases using the register system.
- Dances/School activities/Sporting Events
- Student Identification
- Lost cards will be replaced for a \$3.00 fee in the media center.

WORK PERMITS

Work permit applications may be obtained in the High School Office. A student must provide a birth certificate and driver's license with the application.

CANINE SEARCHES

Periodic unannounced searches by trained dogs will be used to keep our students safe. The dogs are able to detect the presence of alcohol, illegal drugs, and weapons. None of these items belong in school. Searches are also conducted of vehicles in the parking lots.

VENDING MACHINES

Students are not to use vending machines if they cause tardiness to class. Teachers will not write agenda passes to use vending machines. Vending machines are a privilege and should not be abused. Refunds are limited and can be obtained after school from the secretary in the Athletic Office.

ELECTRONIC DEVICES

Fitzgerald High School recognizes that technology is constantly evolving and that many technology tools exist to help support students in their learning. The Fitzgerald Public Schools have long prided itself on the instructional technology it provides for its students, further exemplifying that commitment with the development of 21st century classroom. To that end, this policy seeks to help educate students on the effective and appropriate uses of electronic communication devices such as cell phones, mp3 players, etc. The key points of this policy are as follows ...

- ❖ The high school buildings will be divided into instructional and non-instructional areas.
- ❖ Student use of electronic communication devices in instructional areas will be at the discretion of the teacher supervising that classroom or area. The teacher will designate their classroom as a "YELLOW" or "RED" room at their discretion.

In a "YELLOW" classroom, students can be permitted to use cell phones, mp3 players, etc. for supervised educational purposes at the discretion of the teacher. In a "RED" classroom, students will not be permitted to use any electronic devices and may face disciplinary consequences if they fail to meet that expectation.

Student personal digital devices that are brought to school or en route to or from school or any school sponsored activity:

- Remain the sole responsibility of the owner.
- The school is not liable for damage, loss, or theft.
- At the high school level can be used responsibly during non-instructional time and/or during instructional time for educational purposes when requested and supervised by a staff member.
- During instructional time, staff members have the authority to require students to keep electronic devices out of sight. Non-instructional time is defined as: before or after school, the 5 minutes between classes, or during lunch; however, not while in the hallways with a pass during class time.
- Students may not charge electronic devices in a classroom or during instructional time
- With video or picture taking ability may not be used at any time or place where individuals have an 'expectation of privacy' such as restrooms or locker rooms.
- Photographs or images of individuals may not be taken or recorded without the person's knowledge and permission
- May not be used to harass, intimidate, or bully anyone, at any time.
- May not be used to take or store video, audio, or pictures of other people during school hours unless requested/approved and supervised by a staff member.
- May not be used in any way that detracts from the learning environment of the school.

The use of electronic communication devices is prohibited at all times in school offices. If a student is found to be in violation of the Electronic Device Policy, he/she would immediately surrender the device to the staff member that makes the request. The staff member will deliver the device to the main office area where it will be held until a documented adult family member can pick it up. A student that refuses to surrender the device will be subject to discipline at the discretion of the administration.

"Selfie Sticks" will not be allowed on school grounds.

VISITOR PASSES

Visitors are described as those individuals that are not enrolled or employed at Fitzgerald High School. Visitors must check-in at the main office at all times. Students are not allowed to have visitors accompany them in classes. The school cannot accept responsibility for visitors.

LOCKERS

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The building principal or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the advance approval of the principal or her designee. The Board authorizes the principal or her designee to search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent.

Each student is assigned an individual school locker for storing clothing, books, and school supplies. School locks only are to be used to secure lockers. All other types and makes of locks are prohibited and will be removed. School locker combinations will be assigned at the time students receive their schedules. Money, jewelry, purses, or other valuable items should never be kept in a locker. Students should make sure the locker is locked at all times. The school is not responsible for the loss of any items stolen from the lockers.

Lockers are the property of the Fitzgerald School District and are assigned and issued to students by administration. **Sharing lockers and/or locker combinations with other students or changing lockers without permission is prohibited.** Students are responsible for the care of their lockers and are not to deface or damage the inside or outside of their locker. Students are also required to keep the inside of their locker clean and free from litter, graffiti, and debris.

CITY ORDINANCES

The City of Warren has established several ordinances that may directly affect your child while in school. They are:

- Participating in a fight on school property.
- Possession or use of tobacco products on school property.
- Under 16 years old being anywhere in public when you should be in school. (This includes lunch time.)

Violation of any of these ordinances may result in a ticket and one or more of the following sanctions:

- Mandatory court appearance

- A fine in excess of \$100.
- Court costs and other sanctions
- Loss of driver's license

STUDENT DRESS CODE

The intent of the dress code is to promote good habits of cleanliness, neatness, and modesty while still providing the students with means of self-expression and general comfort. Students are permitted to determine their own dress and hair style as long as such dress and hair styles:

- ❖ Are clean and represent good habits of health.
- ❖ Are reasonably modest.
- ❖ It is expected students will wear clothing in a neat fashion.

The following types of clothing would be considered inappropriate for school because they include clothing and/or accessories that disrupt or present a potential health and/or safety problem or interfere with the educational process:

- ❖ Athletic, short-shorts or cut-off jeans. Students may wear walking shorts and/or any shorts that are acceptable for a professional place of learning. **Pajama bottoms are not allowed.**
- ❖ Skirts and dresses must be worn at the natural waistline and measure no shorter than 2" above the knee
- ❖ When tights are worn in lieu of pants, the length of the top worn must meet the same requirements of a skirt or dress measuring no shorter than 2" above the knee. Tights by themselves without the proper length top are not acceptable.
- ❖ Pants are to be worn at the natural waistline, not hanging low on the hips with legs dragging on the ground.
- ❖ Clothing, accessories, and/or backpacks that denote membership in a gang or promote gang activity, are profane, obscene, and/or suggestive, or reference "Mile" roads i.e.: 7 Mile, 8 Mile, 9 Mile, etc.
- ❖ Sheer, low cut, or tight-fitted blouses, bare shoulder blouses and shirts including tank tops, string tops, underwear tops, bare midriff blouses and shirts.
- ❖ Clothing that is potentially unsafe or hazardous to the student in his/her school activities.
- ❖ Footwear must be worn at all times. Footwear without soles, or bare feet are not allowed. Slippers are not appropriate for school.
- ❖ Clothing that Interferes with the student being able to do his/her best work because of blocked vision or restricted movement.
- ❖ Clothing that is distractive to the point that they interfere with the teaching and learning process.

- ❖ Headwear (hats, scarves, hoods, bandanas, sweatbands, skull caps, etc.) is not to be worn or carried in school between first and last hours unless required by religion or in certain classes for safety reasons. Headwear will be confiscated by school personnel.
 - ❖ Gloves or other hand coverings are not to be worn during school hours.
 - ❖ Sunglasses, headphones, headsets, and earplugs are not permissible dress, and should be kept in lockers. Items will be confiscated by school personnel during school hours.
 - ❖ Balloons, party accessories and other distracting items are prohibited inside the school building. Items will be confiscated by school personnel during school hours.
 - ❖ Coats and backpacks are to be kept in lockers and will be confiscated by school personnel if brought to class. Lightweight, nylon or mesh drawstring bags are allowed.
 - ❖ Chains, spikes, and other metal apparel cannot be worn at school.
- * It is administration's discretion to determine whether clothing and/or accessories disrupt or present a potential health and/or safety problem or interfere with the educational process.

STUDENT PARKING

It is required that persons electing to use their personal vehicle must be registered with the Main Office and display a valid parking permit at all times. A car registration fee of \$20.00 will be charged for each permit. Parking permits are good for the current school year only.

Students must park in student designated parking areas only. Any student violating rules, laws, or driving irresponsibly will be denied use of the parking lot. Cars that lack a visible, valid permit will be ticketed.

Fitzgerald Public Schools assume no liability or responsibility for students electing to use private transportation, or for any damage to cars or for items stolen from cars. The school reserves the right to inspect a vehicle when reasonable suspicion arises that something of illegal nature may be secreted there.

ATTENDANCE POLICY

This attendance policy is based upon following State of Michigan General School Law on compulsory school attendance, which states in part that “the child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.” (380.1561 M.S.A. 15.41561)

PHILOSOPHY

*GW cc`UthYbXUbW`Jg`Ua`Ucf`ZMfcf`fY`UHX`lc`UMUXYa`JWgi`WWWgg`H`Y`gH`XYbIgcZ`
:`Jm`f`YfUX`<`J`|`GW`cc`UfY`Yi`dYWHX`lc`UthYbX`gW`cc`cb`UfY`i`Uf`VUbg`Gh`XYbIgc`
a`i`gh`VY`df`YgYbh`JZH`Ym`j`bhYbX`lc`HJ`YZ`UX`j`UbHJ`Y`cZH`Y`cddcfh`b`J`H`Yg`cZZf`YX`lc`
H`Ya`Jb`H`Y`WUbgfcca`"FY`i`Uf`UthYbXUbW`UhgW`cc`hYUM`Yg`gYZX`JgWd`Jb`Y`UbX`
f`Ygdcbg`J`V`J`mzk`JW`UfY`W`Uf`UWHf`gH`J`Vg`cZf`Y`JUV`Y`UbX`Ya`d`cnUV`Y`UXi`lg`-h`j`g`H`Y`
f`Ygdcbg`J`V`J`m`cZH`Y`gH`XYbIgcZ`Uf`YbIgcZ`JW`mz`UbX`UXa`Jb`J`gH`U`j`c`b`lc`f`Y`Wc`[`b`J`n`Y`H`Y`
Ja`dcf`H`UbW`c`ZgW`cc`UthYbXUbW`UbX`J`g`Ja`dUM`icb`UMUXYa`JWUM`J`Y`Ya`YbH`*

Although a student may be absent from school with the approval of his/her parents, nevertheless, students must fully understand that it is the responsibility of the school to adhere to attendance guidelines.

The focus of the attendance program will be on maintaining accurate attendance records, identifying and resolving problems before they become of a serious magnitude and guiding students toward more responsible attendance attitudes and habits. Communication and cooperation will be imperative on everyone's part.

ATTENDANCE POLICY GUIDELINES (Grades 9-12)

A student will lose privileges to participate in extra-curricular events sponsored by Fitzgerald High School if his/her attendance meets any of the following:

- * An accumulation of 11 or more unexcused absences per class per semester.
- * 11 or more tardies per class per semester.

Tardies are counted separate from unexcused absences.

Once a student reaches maximum amount of absences or tardies, extra-curricular activities will be suspended until the end of the semester as determined by building administration.

After a student loses his or her privileges as result of violating the attendance policy, he or she may elect to perform (2) hours of approved school based service and/or attend an equivalent number of school study

hall hours OR Saturday School hours to waive one absence or tardy and become eligible again for the privileges listed.

Any specific community service hours used for this cannot be used also for credit towards any club or school-related community service requirement such as graduation requirements or school activity or club requirements. Students who demonstrate an unwillingness to conform to established absence guidelines will be subjected to progressive school discipline.

ABSENCES (Grades 9-12)

EXCUSED ABSENCES

It is critical that any absence be verified within forty-eight hours of a student's return to school following an absence. Absences cannot be waived after that time unless good cause is shown for failing to provide timely verification.

All verified absences from school **are** counted in determining if a student has exceeded the attendance guideline. Verified absences such as illness, professional appointments, family trips, including hunting, religious holidays and obligations, etc., must be verified by contacting the attendance/main office on or before 10:00 am the day of the absence or in advance by completing an "Advanced Absence Request" form. Parents and students are encouraged to complete Advanced Absence Request forms whenever possible.

Students are expected to be in school for at least half of the school day (3 class periods) in order to participate in extra- curricular activities scheduled on that day. Exceptions to this rule and special arrangements for absences must be approved in advance by the building administration.

UNEXCUSED ABSENCE All unexcused absences from school **are** counted in determining if a student has exceeded the attendance guideline. Any time a student misses school unbeknown to his/her parents, it will be treated as truancy. The skipping of one day or one class period is considered serious, and the student will be disciplined. Students may not receive credit for work missed during truancy, but may have the work provided, upon request, for future reference. Legal authorities will be contracted regarding persistent truancy as required by law.

DEFINITIONS (Grades 9-12)

Attendance Requirement: Having no more than six (6) absences in a single term. Waived absences are **not** charged against the six absences per term limit.

Bereavement Absences: Bereavement absences are absences due to the death of an immediate family member. Bereavement absences will be excluded from the six-day limit. Immediate family is defined as parents, brother, sister, grandparents, aunts, uncles and first cousins. Students **may** be asked to provide documentation.

School Business Absences: Any school related activity such as field trips, athletic competitions, student group meetings, etc. sanctioned by the principal is not charged against the six absences. Students are responsible for making up work missed in other classes while participating in the activity.

Tardy: A tardy is counted for any student that is not inside the classroom when the final bell rings for each class.

Suspensions: Students are responsible for making up work missed in classes while on suspension. An out of school suspension is considered a school related event and thereby cannot be counted negatively on a student's attendance. Also, any student work missed due to a suspension must be accepted and counted for full credit, (double jeopardy rule).

TARDINESS (Grades 9-12)

- Being more than 10 minutes late to class without a valid pass signed by authorized school personnel will result in a tardy absence (TAB). Missing class for an unexcused block of time exceeding more than 10 minutes will also result in a student being marked TAB. Appropriate disciplinary measures may be used by teachers in dealing with students late for class. In addition, a cumulative tardiness record for all classes will be maintained by the administration.
- Arriving late for school: Students arriving within the first ten minutes of the school day should report directly to their 1st hour class and will be marked tardy. Students arriving more than 10 minutes late for other classes must report to the attendance/main office and will be marked absent to their first hour class. Oversleeping and mechanical difficulty to a privately owned vehicle are not considered a valid excuse for being tardy or absent.
- Students who demonstrate an unwillingness to conform to established tardy guidelines will be subjected to progressive school discipline.

ATTENDANCE (ABSENCE) PROCEDURE

Student attendance is extremely important. Parents are to report all student absences by telephone **758-0875** (24 hour tape) on or before the day of absence. If that is not possible, **a note must be sent within 48 hours of the student's return**. Absences reported in accordance with this procedure will be considered excused. **Absences not reported will be considered unexcused.**

DUAL ENROLLMENT

Dual Enrollment provides students who qualify, in grades 9 and 12, the opportunity to attend courses at local colleges and universities. The school district is required to pay the lesser of the actual charge for tuition and fees or the student's State School Aid Foundation allowance, adjusted to the proportion of the school year they attend the post secondary institution.

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
EXPLORE	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PLAN	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	Science	Science	24
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME	Reading	Reading	1108
	Writing	Writing	1100
	Mathematics	Mathematics	1116
	Science	Science	1126
	Social Studies	Social Studies	1129
PSAT	Critical Reading	Reading	42
	Writing Skills	Writing	41
	Mathematics	Mathematics	44
SAT	Critical Reading	Reading	500
	Writing	Writing	500
	Mathematics	Mathematics	500

What is Career Cruising?

Career Cruising is an internet-based career exploration and planning tool that you can use to explore career and college options to develop a career plan. Career Cruising can be accessed from anywhere there is access to the internet. To find out more about Career Cruising, login using the school's access information:

Login: www.careercruising.com

Username: Fitzgerald

Password: Maccomb

To save information that is of interest to you, visit the Career Center at the high school to find out your personalized educational development plan username and password.

FAMILY VACATION PERMITS

Students who expect to be absent from school for more than one day for reasons other than illness must obtain an advanced absence form from the Principal's Office. Requests must be presented in writing at least two weeks prior to the absence. The completed form must be signed by the parent/guardian and returned to the Principal's Office at least one week prior to the absence for final approval or disapproval.

Students are strongly advised to schedule vacations during school designated vacation periods.

EXTRA-CURRICULAR ELIGIBILITY POLICY

In order to participate in a club, organization, or school sponsored event, students must have met each of the following requirements for the prior semester:

1. Pass five (5) out of six (6) classes
2. Maintain a grade point average (GPA) of 2.0 in the previous semester, or a 3.0 cumulative
3. Have satisfactory or better citizenship in 5 of 6 of their classes.
 - If the citizenship has not been obtained, the student will be ineligible for 1 week (including weekends) and will be placed on a behavioral contract.

- The student will have to obtain a behavioral progress report each Friday that displays satisfactory behavior in 5 of 6 classes in order to restore eligibility.

If the student does not meet the requirements as stated in standard 1 and standard 2, they will be declared ineligible for the following semester.

Ineligibility means that the student would not be able to participate in any extracurricular activities or school sponsored events. Students would not be able to participate in a club or organization until they become eligible again based on their semester grades and meeting the above requirements.

If a student meets the three (3) standards from the previous semester but then falls below these three standards at a progress report check, the following will occur:

1. The student is on probation for a period of 1 week (including weekends). At the end of one week, if a minimum 2.0 GPA is achieved, the student is removed from probation status.
 2. If the student does not achieve a minimum 2.0 GPA, then the student becomes ineligible. Eligibility may be regained if a minimum 2.0 GPA is achieved at the end of the next week.
 3. If the student does not achieve a minimum 2.0 GPA at the end of the second week of ineligibility, then the student is ineligible for the remainder of the official grading period or the end of the semester.
1. If a student is ineligible at the beginning of a semester, then the student may become eligible at the quarterly progress report check of 2.0 GPA is achieved.

ATHLETIC ELIGIBILITY POLICY

POLICY

The Board of Education encourages good sportsmanship and promotes maximum opportunities for participation by students.

PROCEDURE

It is the responsibility of the student to know and adhere to the athletic code of their school. Participation in extracurricular competitive interscholastic athletics is a student's privilege, not a right that can be removed at any time for failure to

meet the standards and requirements of Fitzgerald Public Schools. These are the standards which must be met in order to participate with any athletic team.

1. Have satisfactory or better citizenship in 5 of their 6 classes.
 - If the citizenship has not been obtained, the student will be ineligible for 1 week (including weekends) and will be placed on a behavioral contract.
 - The student will have to obtain a behavioral progress report each Friday that displays satisfactory behavior in 5 of 6 classes in order to restore eligibility.
2. Pass four (4) out of six (6) classes (MHSAA).
 - If the student does not meet this requirement they will be declared ineligible for one-half (1/2) school year without the option of probation per the MHSAA.
 - The student will not be allowed to sit on the bench or be in uniform at a game.
3. Maintain a grade point average (GPA) of 2.0 from the previous quarter or a 3.0 cumulative.
 - If the student does not meet this requirement, but does meet the requirements as stated in standard 2, he or she will have to sit out 1 quarter.
 - If a student can meet the 2.0 GPA standard by repeating a failed or no credit class during the next semester or summer school, he/she will be eligible to participate during the following semester.

If a student meets the three (3) standards from the previous semester but then falls below these three standards at a progress report check, the following will occur:

1. The student is on probation for a period of 1 week (including weekends). At the end of one week, if a minimum 2.0 GPA is achieved, the student is removed from probation status.
2. If the student does not achieve a minimum 2.0 GPA, then the student becomes ineligible. Eligibility may be regained if a minimum 2.0 GPA is achieved at the end of the next week.
3. If the student does not achieve a minimum 2.0 GPA at the end of the second week of ineligibility, then the student is ineligible for the remainder of the official grading period or the end of the semester.

4. If a student is ineligible at the beginning of a semester, then the student may become eligible at the progress report check at the end of the quarter if a minimum 2.0 GPA is achieved.

Effective July 1, 2011

Conditions of Eligibility

Student eligibility to participate in athletic and other extra-curricular activities is subject to the following conditions:

- Students may not use any performance enhancing substances including, but not limited to: those banned by bylaw 31.22.3 of the Bylaws of the National Collegiate Athletic Association; and those that may be listed by the Michigan Department of Community Health.

Sunday Participation

Schools shall not sponsor Sunday athletic practices and contests.

Entrance into Athletics and Activities

Students may participate in attending school sponsored sporting events and activities. School rules and the behavior guidelines indicated in the Code of Student Conduct are in effect at all times. Students must present a current school year ID card or formal ID in order to enter all events, games and activities. Students will be permitted to enter if accompanied by a parent, but will not be given the student entry fee without a current FHS student ID.

ACTIVITIES

Research proves that students who are active in school activities earn better grades and have more fun in school. Refer to the *Athletic and Eligibility* policies so your student can participate.

Athletics

Boys' Teams

Bowling
J.V./Varsity Baseball
J.V./Varsity Basketball
J.V./Varsity Football
JV/Varsity Soccer
Swimming
Track
Wrestling

Girls' Teams

Bowling
Varsity Cheerleading
J.V./Varsity Basketball
J.V./Varsity Softball
J.V./Varsity Volleyball
JV/Varsity Soccer
Swimming
Tennis
Track

Student Organizations

Actors Creating Theater	Recycling
Color Guard	Robotics
Student Government	SWAG
Concert/Marching Bands	Skills USA
Generation of Promise	Drama Club
MultiCultural and Diversity Club	
National Honors Society	

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Students may participate in attending school sponsored dances if they qualify as written in the High School Extra Curricular Eligibility Policy. School rules and the behavior guidelines indicated in the Code of Student Conduct are in effect at all dances. Students must present a current school year ID card in order to enter all informal dances. A Fitzgerald student may bring a guest. The guest must have completed a Guest Application prior to the dance. Administration reserves the right to exclude guests from participation. Once a student has left a dance, the student is not allowed to return to the dance. Loitering in the school parking lots or in other areas around the school during dances or other school activities is not allowed. Proper attire must be worn to all dances.

Schedule Changes

Student schedules are final as of May 1st for the following school year. Schedules will only be changed for those students who are missing a course required for graduation. Staffing is predicated upon student course requests. Modifications after the fact affects more than just class size. If changes are allowed, the number of sections may be reduced and change teaching assignments.

Schedule changes in August or at the beginning of the school year will not be permitted – we simply no longer have that flexibility.

NOTE: A student registered for a full year course, must remain in the course both semesters. This includes consortium and AP classes.

TRANSFERS AND WITHDRAWALS

Students transferring or withdrawing to another school should:

1. See his/her counselor who in turn will contact the home for confirmation and give the student a clearance slip.
2. Present the clearance slip to each teacher to obtain an up-to-date grade and return all school owned books and materials to the proper teachers.
3. Return the clearance slip to the High School Office.

FIRE OR FIRE DRILL

SIGNAL – LONG STEADY BLAST ON THE FIRE HORN

Students and teachers are to walk quickly but quietly out of the building using the exits as directed. Students and teachers are to follow specific distance guidelines (500') away from the building. The ringing of the bell will signal re-entry (Code Green).

TORNADO OR TORNADO DRILL

SIGNAL – A SERIES OF SHORT BLASTS ON FIRE HORN

Students and teachers are to follow the written instructions posted in the classroom for taking cover away from windows. Teachers are to review these instructions with the students.

PLAGIARISM POLICY

Honest authorship is a primary value at Fitzgerald High School. Dishonestly claiming ownership is plagiarism, a form of cheating and lying or stealing.

PLAGIARISM TAKING IDEAS OR WRITINGS FROM ANOTHER AND PRESENTING THEM AS ONE'S OWN.

COPYRIGHT: A PROTECTION OF "ORIGINAL WORKS OF AUTHORSHIP" THAT ARE FIXED IN A TANGIBLE FORM OF EXPRESSION; STUDENTS SHOULD ASSUME ALL PRINTED WORK, HARD COPY, OR ELECTRONIC TEXT, IS COPYRIGHTED.

Acceptable Behavior in the Writing Process:

1. Discussing the assignment with another for clarification.
2. Discussing the ideas in a literary work in for understanding.
3. Exchanging drafts of papers for critical peer review.

4. Participating in classroom writing process activities:
prewriting, drafting, revising, editing, and publishing.

Unacceptable Behavior in the Writing Process:

1. Plagiarizing
2. Surrendering one's paper to another without ensuring that use will be consistent with the provisions of this policy.
3. Knowingly allowing another to plagiarize one's work.
4. Using additional sources not properly credited and identified.
5. Assuming the accuracy of the information on a web site without verifying accuracy of that information.

Consequences for Unacceptable Behavior:

Whenever a teacher reasonably believes, based upon evidence, that a student has plagiarized part or all of an assignment, infringed upon copyright protection, or assisted another student in plagiarizing all or part of an assignment, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and again warn the student that he or she is, or may be, subject to the penalties:

- Indicate in writing to the student and the student's parents, with a brief statement of the circumstances, that the teacher has a reasonable belief that the student has engaged in a violation.
- Reduce the credit the student would otherwise receive for the assignment by a degree commensurate with the severity of violation.
- Refuse to give the student any credit for the assignment, regardless of whether the loss of credit will lead to failure in the class.
- Require the student to rework the assignment entirely, using his/her own ideas and style.
- Refer the student to the administration for any additional discipline.

CITIZENSHIP

Students are expected to use good manners at all times. Behavior is to be such that it does not interfere with the education of others. All students are expected to have the proper materials for each class and are responsible for completing assignments.

Students are to respect the privacy of other people's property. This shall include books, purses, clothing, all locker contents, teacher's desk, closets, and their personal property in the room.

DISCIPLINE

Suspension is a temporary exclusion from school for up to and including ten (10) days. Suspensions may include the following:

- A student is excluded from a class or classes but not from the building.
- A student is excluded from the building for the remainder of the day.
- A student is excluded from attendance at, or participation in, a school district sponsored activity.
- A student is excluded from the building pending a conference with the parents or guardian.

Expulsion is exclusion from school for up to the remainder of the semester and/or school year or other such period of time to be judged necessary due to circumstances. The Board of Education only has the authority to impose expulsion as a penalty.

HARASSMENT, BULLYING AND HAZING PROHIBITED

It is the responsibility of the District to provide a safe, nurturing educational environment for each student. Since harassment of students is contrary to this belief, it will not be tolerated and is prohibited in this District. 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 any harassment that would negatively impact students. This would include such activities as bullying, hazing, and other disruptive behaviors. The terms of the policy will apply to all activities on school property and to all school-sponsored activities whether on or off school Board property. This policy will also appear in the Student Handbook and shall be discussed with students each fall.

Bullying:

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "the repeated 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 limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by state or federal law.

Hazing:

Soliciting, encouraging, aiding, or engaging in “hazing” on any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited

“Hazing” means 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, affiliating 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. Students who engage in any act of hazing are subject to disciplinary action, up to and including suspension or expulsion.

SAFE SCHOOL STUDENT DISCIPLINE POLICY

Fitzgerald Public Schools’ Board of Education endeavors to ensure that Fitzgerald Public Schools 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.

Fitzgerald Public Schools will set clear and appropriate expectations and consequences, and equity in discipline policies. Our goal is to be proactive in building and managing relationships within our community, and resolve those relationships when they are harmed by conflict. The school may take swift and appropriate disciplinary action for the following infractions:

Physical Assaults Against School Personnel *

Any student in grade 6 or above who 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 related vehicle, or at a school-sponsored activity or event shall be permanently expelled subject to possible reinstatement after one hundred eighty (180) school days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Physical Assaults Against Students *

Any student in grade 6 or above who commits a physical assault against another student on school property, on a school bus or other school-related vehicle, or at a school sponsored activity or event shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) school days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

* This policy may also be applied to individuals who participate in the planning of an assault or who assist or participate in a physical assault. Examples may include, but are not limited to, solicitation, serving as a lookout or other conduct that facilitates or encourages an assault. The Board of Education shall have the discretion in these situations to impose discipline up to and including suspension or expulsion from Fitzgerald Public Schools.

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 vehicle, or at a school-sponsored activity or any event against a district employee or against a person engaged as a volunteer or contractor for the district shall be suspended or expelled for a period of time as determined by the discretion of the School Board. "Verbal assault" means a threat to inflict immediate injury upon another person, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable fear of such injury or a bomb threat or any serious 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.

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.

SEXUAL HARASSMENT

If you feel you have been a victim of, or subjected to, sexual harassment which includes, but is not limited to the following:

- Verbal and/or written harassment or abuse
- pressure for sexual activity and/or unwelcome touching
- repeated remarks and/or gestures to a person, with sexual or demeaning implications
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Conduct of a sexual nature made by one toward you or another person, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of your employment or education, or:
2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting you, or when:
3. Such conduct has the purpose or effect of substantially interfering with

your academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

SOCIAL MEDIA

Fitzgerald Public Schools does not take responsibility for users who access inappropriate resources, or for users who attempt to disseminate materials or information that would otherwise be impermissible or disallowed on school grounds or would violate any policy of the high school. Any student who violates the Social Media section of the Student Handbook could be given disciplinary action by administration.

1. It is unethical and unlawful to copy, install, take, or use software, music, media, data, or other intellectual property unless written permission has been obtained from its creator or publisher. Users will abide by all state and federal copyright laws.
2. All use of technology will be related to education as directed by teachers or staff. School technology and resources may not be used for private gain or any other commercial or political purposes.
3. No student will knowingly or negligently damage, vandalize, hack, alter, reconfigure, modify, or destroy school technology, while on or off campus. Activities that are considered vandalism include, but are not limited to: printing excessive copies; attempting to interrupt normal usage of the computers or networks; the creation, use, or installation of unauthorized devices or programs; the alteration or reconfiguring of technology
4. The use of any technology to access, publish, send, or display inappropriate, demeaning, obscene, intimidating, or harassing messages or material anywhere or to anyone is prohibited.
5. No personal information or passwords should be shared or revealed. Personal communications should not be reposted or shared without the original author's prior consent.

SEARCH AND SEIZURE

A search may be conducted whenever a school official has reasonable grounds. Any and/or all items, which may be used to disrupt or interfere with the safe, healthful and/or orderly conduct of school programs, discovered as a result of such a search may be seized. Students themselves, as well as their purses, book bags, cell phones, vehicles in the parking lot and all other such personal property may be searched; and personal items which are potentially dangerous, disruptive, or illegal may be seized.

The school retains joint custody of its lockers, desks, and other properties assigned to students for storage and other legitimate uses. Lockers, desks and other school properties are subject to search at anytime without student consent.

TERRORIST THREATS/ACTS

Definition: a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or cause serious public inconvenience, in reckless disregard of causing terror or inconvenience. A terrorist act shall mean an offense against property or involving danger to another person. A terrorist threat/act is prohibited at any time, either real or intended as a joke, regardless of whether school is in session, whether communicating or committing terrorist threats/acts. Any student who participated in terrorist threats/acts could be disciplined by administration.

1st Semester– TENTATIVE

September 5th-January 26th

September 5	School Begins – HALF DAY 7:30 - 11:25 a.m.	
September 6	Picture Make Up Day	
September 30	Homecoming Parade	11:00 a.m.
	Homecoming Game	1:00 p.m.
	Homecoming Dance	7:00 p.m.
October 11	Test Fest- High School Half Day	
October 13	Picture Retake Day	
October 18	PLC (1:03 pm Dismissal)	
October 19	Parent/Teacher Conferences (Half Day of class)	
	<ul style="list-style-type: none">● 12:30 pm- 3:00 pm● 5:30 pm – 8:00 pm	
October 31	½ Day (7:30 am - 11:25 am)	
November 7	No School For Students: Professional Development	
November 10	End of First Quarter	
November 15	PLC (1:03 pm Dismissal)	
November 22	½ Day (7:30 am - 11:25 am)	
November 23-26	Thanksgiving Holiday NO SCHOOL	
December 13	PLC (1:03 pm Dismissal)	
December 22	Half Day Students 11:25 Release	
December 22- January 2	Holiday Break No School	
January 15	No School for Students Professional Development	
January 17	PLC (1:03 pm Dismissal)	
January 25 TH -26 th	Final Exams Hours 1 st -3 rd Final Exams Hours 4 th -6 th	

2nd Semester– TENTATIVE
January 29th - June 15th

January 29	Second Semester Classes Begin
February 7	PLC (1:03 pm Dismissal)
February 19	Mid Winter Break Begins
February 26	Classes Resume From Break
March 7	PLC (1:03 pm Dismissal)
March 14	Parent Teacher Conferences
March 21	PLC (1:03 pm Dismissal)
March 30-	No School - Good Friday
April 2-6	No School - Spring Break
April 9-11	State Testing
April 13	End of Quarter
May 2	PLC (1:03 pm Dismissal)
May 16	PLC (1:03 pm Dismissal)
May 18	Prom @ Blossom Heath Inn
May 23	Senior Class Awards Dinner
May 25	Half Day (7:30 am - 11:25 am)
May 28	No School - Memorial Day
May 31	Senior Exams 4 th – 6 th
June 1	Senior Exams 1 st -3 rd <i>Seniors Last Day</i>
June 5	Underclassmen Awards
June 8	Commencement 7 pm- Ticket Required
June 14	Final Exams 1 st -3 rd Hours
June 15	Final Exams 4 th -6 th Hours

*** Dates and times are subject to change*

IMPORTANT TESTING DATES

All high school students are required to participate in the following testing events

Fall Test Fest:

Wednesday October 11th, 2017

9th Grade: Decommissioned PSAT Test + Writing

10th Grade: Decommissioned PSAT + Writing

11th Grade: PSAT Test + Writing

12TH Grade: ASVAB: Armed Services Vocational Aptitude Battery

Spring Assessments

Tuesday, April 10th:

9th Grade: PSAT

10th Grade: PSAT

11th Grade: SAT

12th Grade: After High School Seminar/Meeting

Wednesday April 11th:

11th Grade: Workkeys

9th, 10th and 12th: Late Start Day

11th Grade MSTEP Testing Window
April 19th – May 4th

FHS Semester Daily Bell Schedule

1 st Period	7:30 am – 8:30 am
2 nd Period	8:35 am – 9:35 am
3 rd Period	9:40 am – 10:40 am
4 th Period	10:45 am – 12:20 pm 10:40 am – 11:15 am (A) 11:15 am – 11:50 am (B) 11:50 am – 12:25 pm (C)
5 th Period	12:30 pm – 1:30 pm
6 th Period	1:35 pm – 2:33 pm

Half Day Schedule

1 st Period	7:30 am – 8:05 am
2 nd Period	8:10 am – 8:45 am
3 rd Period	8:50 am – 9:25 am
4 th Period	9:30 am – 10:05 am
5 th Period	10:10 am – 10:45 am
6 th Period	10:50 am – 11:25 am

Exam Schedule

1 st /4 th Period	7:30 am – 8:45 am
2 nd /5 th Period	8:50 am – 10:05 am
3 rd /6 th Period	10:10 am – 11:25 pm

PLC Schedule

1 st Period	7:30 am – 8:12 am
2 nd Period	8:17 am – 8:59 am
3 rd Period	9:04 am – 9:46 am
5 th Period	9:51 am – 10:33 pm
4 th Period	10:33 am – 11:08 am (A)
	11:08 am – 11:43 am (B)
	11:43 am – 12:18 am (C)
6 th Period	12:23 pm – 1:03 pm

PLC EARLY RELEASE SCHEDULE

Students will be dismissed at 1:03 pm on the following dates:

September 13, 2017
September 14, 2017
October 18, 2017
November 15, 2017
December 13, 2017
January 17, 2018
February 7, 2018
March 7, 2018
March 21, 2018
May 2, 2017
May 16, 2018