

FULTON ADULT AND ALTERNATIVE EDUCATION

MISSION STATEMENT

The students, staff, parents, and community of Fulton Adult and Alternative Program, in alliance with our communities, is committed to our students becoming productive citizens. Our mission will be achieved by the following strategies:

- * Educational and social opportunities
- * Career choice exploration
- * Safe and caring environment
- * Individualized instruction
- * Self-esteem building

With individual teaching, counseling, guidance, and administration, it is hoped that each student will gain and grow both academically and personally in this educational environment. The goals emphasized below are those that all educational staff expects a student to achieve in the program.

1. Acquire and improve their basic skills and attendance patterns.
2. Earn credit towards a diploma or promotion to a higher grade.
3. Develop socially desirable behavior patterns such as:
 - a. Self-discipline
 - b. Dependability
 - c. Sound judgment and decision-making skills
 - d. Respect and acceptance of others
4. Develop self-confidence.
5. Attain competence for entry into the world of work and/or college.

GRADUATION REQUIREMENTS AND CURRICULUM SUBJECTS REQUIRED FOR GRADUATION

ADULT AND ALTERNATIVE EDUCATION

24 units of credit are required for graduation through the Fulton Adult and Alternative Education Program with a Fulton High School Diploma. Below is a list of required subject and units required for graduation.

SUBJECTS REQUIRED OF ALL STUDENTS

- A. English-----4 Credits
- B. Mathematics-----3 Credits
- C. Science-----3 Credits
- D. Social Studies-----1 Credits
- E. US History-----1 Credits
- F. Government-----1 Credits
- G. Economics-----1 Credits
- H. PE/Health-----1 Credits
- I. Computers-----1 Credits
- J. Vocational Preparation-----1 Credits
- K. Electives-----7 Credits

Total: 24 required credits

GRADUATION REQUIREMENTS AND CURRICULUM SUBJECTS REQUIRED FOR GRADUATION

ADULT EDUCATION

19 units of credit are required for graduation through the Fulton Adult and Alternative Education Program with an Adult High School Diploma. Below is a list of required subject and units required for graduation.

SUBJECTS REQUIRED OF ALL STUDENTS

- A. English-----4 Credits
- B. Mathematics-----2 Credits
- C. Science-----2 Credits
- D. Social Studies-----1 1/2 Credits
- E. US History-----1 Credits
- F. Government-----1/2 Credits
- G. Economics-----1/2 Credits
- H. PE/Health-----1/2 Credits
- I. Computers-----1/2 Credits
- J. Vocational Preparation-----1 Credits
- K. Electives-----5 ½ Credits

Total: 19 required credits

CHANGE IN DIPLOMA

A student that decides to change the type of diploma that they want to receive when they graduate must do so by completing a change of diploma form. The following is included:

1. A request for any change in diploma must be submitted to the Director by the 1st Friday of March each school year.
2. A student must be 18 1/2 years of age to earn an Adult High School Diploma.
3. Any diploma change after submitting a request to graduate MUST include an approval from the Director.

GENERAL GUIDELINES FOR ALL STUDENTS

All students must take (2) two credits through the Fulton Adult and Alternative program before graduation. These credits must be earned in the classroom. Listed are credits that will not be applicable towards this requirement.

Below is a list of credits that a student will not be able to apply towards the (2) two-credit classroom requirement.

1. Life Experience
2. Work Experience
3. Co-op,
4. Credit earned on the GED prior to fall 1993,
5. Educational Diagnostic Services, (EDS) testing
6. Military Service
7. Correspondence Courses
8. Credit earned from any other educational institution

All units of credit earned by a student shall be entered on his or her permanent record whether pertinent to graduation or not.

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

ENROLLMENT AND RE-ENROLLMENT

A student must complete one school calendar year in the Fulton Adult and Alternative Education program to re-enroll into Fulton High School. Any student who decides to enroll or re-enroll into Fulton High School will need to complete a request for transfer form to the following school personnel listed below:

1. Fulton High School Principal.
2. Director of the Fulton Adult and Alternative Program.

All requests need to include the following:

1. Classroom performance/grades.
2. Attendance.
3. ***Written reason for enrollment into Fulton High School.***

Note: Educational Diagnostic Testing is non-transferable to the Fulton High School.

CORRESPONDENCE COURSES

Correspondence courses may be used to:

1. Make up work for failed classes if the class is unable to be scheduled at one of the Fulton Consortium site(s).
2. Arrangement for enrollment in any correspondence classes must be completed through the counseling office.
3. All correspondence courses must be completed by May 1 to count in the current semester's totals.

Credits earned after May 1 will be counted in the summer semester.

CREDIT EARNED FROM COLLEGES

A student that has earned credit in a college course will be able to apply this credit towards graduation. The student will need to have the transcript from the college sent to the Counseling Office. This credit will then be computed as a Carnegie credit. For more information on this credit the student should contact the Counseling Office.

EDS--EDUCATIONAL DIAGNOSTIC SERVICES

There are 20 tests in various subjects that when passed individually will earn (1/2) one-half credit towards graduation. Several guidelines on these tests are listed below:

1. The student will not be able to use these tests towards satisfying the (2) two-credit mandatory classroom requirement as previously mentioned.
2. The student cannot graduate before his assigned graduating class.
3. A student who takes these tests must be enrolled in the Fulton Adult and Alternative program, if they want to take these tests for free.

4. Any student from another program or school must have written and verbal confirmation of approval by their school administrator to permit the student to take the battery of tests for credit. This must be sent to the Director of the Fulton Adult and Alternative Consortium. A student will be charged a fee of \$5.00 per test taken. This will need to be presented to the test proctor before a test will be administered.
5. Should a student transfer to another school, the credits that a student has earned on these tests will be sent to the sending school. A copy of the testing results will be sent along with the transcript to signify that credit was earned through these tests.
6. The student will need to register for testing before the next scheduled test session. This is to confirm and reserve tests and seating.
7. Students will be notified on the times, dates, and test locations during each marking period of the school year.
8. A student must be 18 1/2 years of age to earn up to ten-credits towards graduation from the EDS program.
9. A student that has earned one-full credit in any course requirement will not be able to earn credit from the EDS program that is either equal to or similar in description. Therefore, a student that has earned one credit in Algebra, World History, Health, and so on from a school(s) cannot earn credit on these portions of the EDS program).

EARLY GRADUATION

Any senior who has fulfilled the requirements for graduation at the Fulton Adult and Alternative Consortium, as set forth by the Board of Education, and has done so by meeting the requirements of graduation may be allowed to graduate at the end of that marking period. Once the student applies for early graduation and is accepted, that student will be an alumnus at the end of the marking period of that school year.

Any student that requests to graduate before his/her graduation class must make an appointment with the Director for approval.

There will not be a graduation ceremony in January, and the diplomas will not be issued until graduation ceremonies in the spring.

If the student wishes to take part in the graduation ceremonies, the student may do so by contacting the office.

Any student who wishes to graduate at the end of the school year must apply in writing to the Director of the Fulton Adult and Alternative Consortium by March 1st.

Any new student must be registered and enrolled in the Fulton Adult and Alternative Education program by March 1st to graduate in spring from Fulton Schools.

A student who may need confirmation of completion of the program must present evidence of job employability (full-time 30 hours per week), military service, or for enrollment into a higher education institution will need to notify the Director in writing requesting confirmation.

A student who applies for early graduation must meet all requirements for graduation as specified by the Fulton Board of Education.

All adult students who apply to graduation must take the TABE test prior to March 1st of that school year.

COMMENCEMENT EXERCISES

All students that want to participate in commencement exercises will need to complete the necessary information before the end of the 7th marking period. This information is needed in ordering caps, gowns, diplomas, and making sure the student is moving towards graduation. A student can request this information at the end of the first semester.

DETERMINATION OF GRADE POINT AVERAGES

Determination of cumulative GPA, (Grade Point Average) is calculated at the end of each semester. The grade point scale is listed below:

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

ADDITIONAL ACADEMIC INFORMATION

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

GRADING SCALE

Grade	PERCENTAGE
A+	100-97
A	96-90
A-	89-87
B+	86-84
B	83-80
B-	79-77
C+	76-74
C	73-70
C-	69-67
D+	66-64
D	63-60
D-	59-57
E	56-Below

An, (I) or incomplete grade for any marking period must be made up within two weeks of the issuance of the grade. Should extended illness or unusual circumstances arise, an extension and/or reduction of this period must have prior approval by the Director. Failure to remove an incomplete satisfactorily or to make appropriate arrangements, with the allotted times, will result in 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 every marking period. The credit earned for that marking period is (1/8) one-eighth or (.125) one hundred and twenty fifths of a credit. These grades will be entered into the student's cumulative record for each class taken per semester.

In addition to the letter grades given on the report card, there is a column for comments. In this column, teachers' may select to write their comment(s) on this section of the report card.

GRADE CLASSIFICATION

A student who elects to earn a Fulton High School Diploma or Fulton Adult High School Diploma will be assigned grade status according to results from the TABE, (The Adult Basic Education Test).

STUDENT RECORDS/CONFIDENTIALITY

A student has the right to expect their school records will remain confidential as mandated and authorized by current Federal and State laws, i.e., Family Educational Rights to Privacy Act of 1974.

The Family Education Rights and Privacy Act, affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student’s educational records that a parent or eligible student believes are inaccurate or misleading. Information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Every student may expect a transcript upon request to be made available to him/her without due delay. Counselors, teachers, and administrators will treat student information as confidential in accordance with applicable legal and ethical requirements.

STUDENTS’ RESPONSIBILITIES

Students should treat others with respect and fairness and should act with common sense. Student’s responsibilities at school-related activities include, but are not limited to:

1. The responsibility of every student is by taking pride in the building and school property. It is the responsibility of the current student and student body to care and respect to the facility that is set aside for theirs and others’ education.
2. 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 informed concerning current classroom situations.
3. For getting information and assignments missed due to absence.
4. Protect their private property and to respect the private property of others.
5. For their attendance in school and the classes in which they are enrolled.
6. To get as much as possible out of this opportunity by putting forth maximum effort in their studies.
7. Students are constant representatives of the Fulton School District, and therefore, general courtesy is to be shown to visitors in our school.

DISCIPLINARY AREAS AND PROCEDURES

A. TOBACCO PRODUCTS

Students are strictly prohibited from smoking and from possessing, carrying, or using tobacco products in the school building, on school property, or at school-related functions. Violators will be suspended from school for a period of (5) five days on the first offense, (10) ten days on the second offense, and on the third offense will be suspended for the remainder of the marking period.

Michigan Law prohibits tobacco use in all buildings owned by public schools and restricts tobacco use on school property before 6:00 p.m. on regularly scheduled school days. These restrictions apply to all persons -- students, employees, and visitors. Violators are subject to a criminal misdemeanor charge, punishable by a fine of not more than \$50.00. In addition, the Youth Tobacco Act; makes it unlawful for persons under age 18 to possess, buy, or use any type of tobacco product and prescribes penalties and violations.

B. ALCOHOL BEVERAGES AND/OR ILLEGAL DRUGS

The manufacture, distribution, sale, possession, use, or being under the influence of the following substances:

1. Alcohol or any alcoholic beverage, including non-alcoholic malt beverages.
2. Illegal drugs.
3. Any abuse of glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation,
4. In accordance with the school's authorized use of medicine procedures. Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, pep pills, no-doze pills, cough medicines, cold medicines, laxatives, stomach or digestive remedies, depressants, and sleeping pills may not taken.
5. Steroids, human growth hormones, or other performance enhancing drugs.
6. Substances purported to be illegal, abusive, or performance enhancing, i.e., "Look-alike drugs".

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a health care professional for which permission to use in school has been granted.

These standards of conduct apply to all students while on school property, in school transportation, or school-sponsored activities regardless of location, date, or time.

Violators will be suspended from school for a minimum of (3) three days and will be referred to the Director. Further disciplinary action, up to and including expulsion, may be imposed for first or repeated offenses. Violators may be referred for a student assistance program assessment. Legal authorities may also be notified when appropriate.

C. DRESS AND APPEARANCE

Students shall not wear clothing or accessories which interfere with the operation of the school or which impinges upon the general health, safety and welfare of other students and school employees.

The intent of the Fulton Schools in enacting a dress code is to promote a good academic environment maintain discipline and prevent disruption of the educational process. While the School District recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited.

1. Students are prohibited from wearing distracting clothing that is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
 - A. "Fish net" or other "see-through" clothing;
 - B. Clothing which exposes the midriff, pubic or genital area;
 - C. A bottom garment (worn at the waist) if it does not cover at least mid—thigh. A bottom garment will be of acceptable length if it touches or is below the longest tip of the hand when the student stands erect and places arms and hands straight down at his/her side; and
 - D. Garments that provoke or distract students of school employees.
2. For safety and health reasons, students are required to wear shoes and soled footwear.
3. Clothing, patches, or buttons displaying profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar or obscene suggestions include, but are not limited to, descriptions or representations of sexual acts, excretory functions, or nudity; and swear words, or expletives.
4. Students with hair or wearing apparel that substantially interferes with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
5. Hair or wearing apparel that constitutes a threat to health or safety is prohibited.
6. Coats and hats shall not be worn indoors unless as necessary to fulfill religious obligations.
7. It is the policy and obligation of the School Board to encourage a drug-free environment in the school setting, to reduce the pressures to use drugs and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly educational environment. Clothing that promotes drug, tobacco, or alcohol use or abuse, or particular drug, alcohol, or tobacco merchandise or paraphernalia, is prohibited.

If a student violates the dress code the student will be given an opportunity to correct the attire or style of hair that violates the dress code. In addition, school personnel will arrange to meet with the student and his or her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

D. DISRUPTIVE CONDUCT

Any conduct that materially and substantially interferes with the educational process is prohibited. Recorders or radios, including headphone sets, pocket pagers, electronic communication devices, or other personal communication devices in school except for health or other unusual reasons are not to be played or carried by students until the end of the day. The disruptive item will be confiscated and placed in the Office until the end of the day, at which time it will be returned. Further occurrences will result in contact with the parent/guardian and/or other disciplinary action.

E. IDENTIFICATION OF SELF - COOPERATION AND INSUBORDINATION 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 teacher(s) requests. Failure to do so can result in suspension. Insubordinate behavior will not be tolerated.

All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events. Such behaviors may result in contact with the parent/guardian and progressive disciplinary action.

G. CHEATING

Cheating is strictly prohibited. The first offense of cheating 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 OR EXCESSIVE DISPLAY OF AFFECTION

Displays of affection in the building and on the school grounds are in poor taste and are unacceptable. Students may hold hands during class changes and breaks, this is acceptable but any other type of contact between students is inappropriate. Violations will be dealt with in a (3) three-step process. These include:

1. The students involved will be called in for a conference with the Director.
2. The Director will make contact with the parents to explain and discuss the problem.
3. Discipline assignment.

I. GLASS BOTTLES/POP/FOOD

Glass bottles of any type are prohibited in the school building and on school grounds before, during, or after school hours.

Open pop containers are restricted to the commons area only. Pop and food are not permitted in classrooms or hallways and will be confiscated by staff if found in these areas.

J. 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.

K. CRIMINAL ACTS

A student's commission of, or participation in, any acts prohibited by federal or state law or local ordinance also violates the school conduct rules when such acts affect the safe and orderly operation of schools, including but not limited to acts committed on school property, on school-sponsored transportation, or related to any school program, function or activity. School officials may take disciplinary action regardless of whether criminal charges result. Examples of such criminal acts include, but are not limited to the underlined areas listed below.

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 for a (5) five-day suspension, and a 2nd offense a (10) ten-day suspension. A third offense will result in a possible recommendation for expulsion to the Board of Education. 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/ARSON

At no time will destruction or damaging of property be tolerated. Extreme cases will result in suspension with the possibility of expulsion being recommended. It is the intention of the Fulton School District to seek damages in all malicious destruction or damage of school property (books, lockers, desks, etc.). Section 1311 (2) of the Revised School Code mandates permanent expulsion for a student who "commits arson in the school building or on the school grounds.

N. POSSESSION OR USE OF EXPLOSIVE DEVICES AND FIREWORKS ON SCHOOL GROUNDS

No student shall possess, sell, transfer, or ignite any explosive device at school or at school activities. Violators will be subject to discipline up to and including long-term suspension or expulsion. Additionally, legal authorities will be notified as appropriate or required by current law.

O. FORGERY

Students found to be utilizing forged communications will face disciplinary action. Involvement in forgery includes writing a communication for another student.

P. DANGEROUS WEAPONS AT SCHOOL

In accordance with Board policy and State regulations, Fulton Schools 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 a possession of a weapon in a school building, on school property, or at a school sponsored event will be suspended immediately.

A recommendation will then be made to the Board of Education for expulsion procedures. Students and parents may follow the due process procedure outlined in the Board policy to appeal decisions in this area. These are listed on the following page.

"Dangerous weapons", are defined by the Board policy to include the following:

1. A firearm,
2. Gun,
3. Revolver,
4. Pistol,
5. Dagger,
6. Dirk,
7. Stiletto,
8. Knife with a blade over (3) three inches in length,
9. A pocketknife opened by a mechanical device,
10. Iron bar,
11. Brass knuckles,
12. Nunchucks, mace, pepper spray, box cutter, razor blade or chains.

"Firearm" means:

1. A weapon (including a starter gun) which may be converted to expel a projectile by gas or air;
2. The frame or receiver of any such weapon,
3. Any device that will expel a projectile by the action of a propellant. A BB gun is considered to be a "firearm".
4. Look-alike gun.

As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of any object on school property or in a school vehicle that may be used to cause or threaten harm to others.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object that may be used to cause or threaten harm to others.

Q. OTHER INAPPROPRIATE/ILLEGAL--ACTIONS/ACTIVITIES OR BEHAVIORS

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 may be taken by the school regardless of whether or not criminal charges result. Students may be subject to discipline, up to and including expulsion, for other criminal conduct in addition to the offenses specifically referenced

R. PHYSICAL/VERBAL ASSAULT

Physical assault at school against a District employee, volunteer, contractor or any other student that may or may not cause injury may result in charges being filed and the student 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 any other student or similar threats directed at a school building, property or school activity may result in suspension and expulsion.

Verbal assault is a communicated intent and ability to act on the threat.

The Michigan School Code mandates that the Board of Education take the following disciplinary actions for student in grades 6-12 who engage in physical assault or verbal assault:

1. Physical assault of another student – Expulsion up to 180 days.
2. Verbal assault of a school employee, volunteer or contractor- suspension or expulsion in the District’s discretion.
3. Physical assault of a school employee, volunteer, or contractor – permanent expulsion subject to possible reinstatement by petition.
4. Any statement or act, oral or written, that can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

The Michigan School Code also mandated the expulsion of any student in grades K-12 who commit criminal sexual conduct which is defined as a “violation of Sections 750.520b,c,d,e, and g of the Michigan Penal Code”.

S. HARRASSMENT

Any behavior by a student that involves the activities such as stalking, bullying, name-calling, taunting, hazing, and general disruptive behaviors constitute “harassment” is subject to disciplinary action.

T. BOOKS AND BOOKWORK

It is unallowable for any student to take any book/copies of a book off school property at any time. Classroom books need to remain in the classroom and a student is required to complete all bookwork in the classroom.

It is required of a student to complete all classroom bookwork for credit towards graduation in school during regular school hours. Any bookwork completed outside of the classroom/school environment is inapplicable towards graduation credit.

U. INDEPENDENT STUDY WORK

A student needs to set up an appointment with the Director for all independent study work.

SEARCH AND SEIZURES

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, 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 for any reason. This can occur at any time without notice, without student consent, and without 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 in 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 Director shall be notified of such search as soon as possible and parents of the student shall be informed.

DISCIPLINARY POLICY

To establish the best possible learning atmosphere, as well as to provide for the health, safety and welfare of all students and employees of the 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 of conduct apply to all school students for all activities of the Fulton Schools. This list is not intended to be exhaustive, and includes, but is not limited to the following.

The rules and policies of the Fulton Schools apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless location, date, or time

A student's behavior is most important in the education environment. Below are possible steps that will be considered when a student's behavior is not acceptable in the school setting.

Step 1 -- A verbal warning will be given. Failure to correct the problem may result in the student being asked to leave the classroom and have a one-to-one discussion with the instructor and/or other educational staff.

Step 2 -- Unacceptable behavior may result in dismissal for the remainder of that day and/or the following day.

A conference with the student and parent/guardian may be held with educational staff before the student is re-admitted to the class. A, "Behavior Contract", will be mutually agreed upon by the student and the educational staff. This contract will be kept on file.

Step 3 -- Should unacceptable behavior(s) continue, the Behavior Contract, will be reviewed with the student, parent/guardian, and educational staff. Modifications may be made and/or stronger progressive disciplinary action result.

Note: The severity of the behavior or misconduct may result in skipping any of these steps and result in immediate suspension/expulsion and/or transfer to another program.

SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION PROCEDURES

For suspensions of less than (10) ten days:

A student faced with suspensions of (10) ten days or less need only be given notice of the charges and an opportunity to present his/her version of the events to the Director and the other staff making the disciplinary decision.

For suspensions of more than (10) ten days or expulsions:

A student will be given notice of the charges and a hearing date before the Board of Education regarding the imposition of the suspension or expulsion, if applicable. In such actions, 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 resulting action and the rationale for action.
3. When a student is under temporary separation or suspension for all classes for a full day or more, the following conditions shall apply.
 - a. The student will be carried on the rolls of the school but will be reported absent for the period of the exclusion. Students on in-school suspension are considered absent for the purpose of determination of perfect attendance.
 - b. During the exclusion, the student will not participate in any extra-curricular activity or be present on school property (unless with parent or guardian for a prearranged conference with an administrator or buy written permission of an administrator of the school district.
 - c. 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.
 - d. If the period of exclusion extends beyond the current school year, the remaining period of suspension may extend into the following school year.
4. The parents shall be notified if the student is to temporarily separated or suspended from school. Written notification of such contact shall be in the student's cumulative file. Notification shall include charges and conditions of suspension.
5. The Superintendent or administrative officer designated shall be notified immediately of any separation or suspension.
6. Parents and students shall be notified in writing of appeal procedures that shall include:
 - a. Parents may request a conference with the Director. Such requests shall be made within the period of separation or suspension. The Director shall affirm or modify the term of his/her action within (2) two-school days from the date of the conference. The Director's decision in case of temporary separation shall be final.
 - b. Within (5) five-school days from the Director's decision, the parent, may appeal such decision to the Superintendent of schools or his designee. The Superintendent shall affirm or modify the decision of the Director with (2) two school days from hearing the appeal.
 - c. The Superintendent's decision may be appealed to the Board of Education within (5) five school days of such decision.

d. The Board of Education shall schedule a hearing within (10) ten 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 and/or parent may be represented through an attorney or another advisor.
3. Witness may be presented at this time. The student or his/her representative may question the witness testifying against the student.
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 Director, the Board of Education's attorney, and such resource person as the President of the Board of Education deems essential to proper adjudication of the case.
6. The Board of Education shall render a written opinion of its determination within (2) two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
7. All Board meetings are conducted in open session. The student or his/her parent/guardian may request the hearing be held in closed session.

EXPULSION PROCEDURES

The expulsion of a student from school shall be made to the Board of Education by the recommendation from the Superintendent. Such action is generally taken upon recommendation of the Director. The Director's recommendation shall be communicated to the Superintendent in writing signed by the Director 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 exclusion 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 that shall be in writing. It shall include the essential elements that 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 the same to parent or guardian at least (5) five school days before the day of the hearing.
4. The hearing procedure shall follow that set forth in 6-d of the 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/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 that 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 on the morning that they know their son or daughter will be absent. Calls may be made from 8:00 a.m. on. 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 Director.

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. Any absences resulting from a disciplinary suspension.

e. Religious instruction and/or obligations (arranged in advance).

f. Professional appointments that cannot be made after school (dentist, doctor, court appointments, etc.).

g. Absence due to a school sponsored event.

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

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

a. Needed at home

b. Baby-sitting

c. Shopping

d. Hair appointments

e. Oversleeping

f. Personal business

g. Car wouldn't start

h. Unexcused tardiness

i. Missing the bus

6. One of the requirements for receiving credit is an acceptable level of attendance. "Acceptable" has been defined as (3) three or less unexcused absences per (4) four-week marking period.
7. Absences due to school suspension will not count for purposes of determine whether the student's absences exceed the aforementioned acceptable level of attendance.
8. Absences due to truancy will call for an assignment equal to the amount of time the student absent. Failure to attend the assignment will result in an unexcused absence.
9. 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 (1) one day).
10. In case of illness of over (5) five days, the parent is to contact the main office and notify the Director to make appropriate arrangements.
11. No student in attendance is to be absent from class with violations of this policy will be subject to disciplinary action.
12. A student, who is absent from school grounds without parent and school office authorization is truant and subject to disciplinary action.
13. Students who fail to earn credit in a class may still be required to attend that class and all other classes. Failure to do so may lead to disciplinary action.
14. Any student registered and/or scheduled in the Fulton Adult and Alternative Education Program must meet these attendance requirements to earn credit towards graduation.

ASSIGNED WORK

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

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

TARDINESS

Tardiness of more than (10) ten 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/her own transportation home). Students earning (3) three unexcused tardies in a marking period will be assigned two-hour period with the instructor. Subsequent tardies in the class will call for additional assigned periods during the marking period.

Tardiness is defined as not being in your class and in your seat during the schedule class period. Regular bus riders are not counted tardy if the bus is late and students are not in their proper places when the class period begins. Since the school furnishes transportation, car trouble will not be excused.

GENERAL INFORMATION

STUDENT PROGRAMS -- STUDENT COUNCIL

The student council is made up of (4) four students and officers elected by their classmates. The group is representative of the student body and provides an advisory function to the Director and staff. The council will meet on a regular basis and is the student's voice in decisions made at school.

CLASS ELECTIONS

A student running for a student office will need to pick up a petition in the office each candidate will address the student population with a speech outlining their ideas and goals.

DRIVER EDUCATION

Driver Education is taught in the summer and is open to Fulton School District students who have obtained the age of 15 by June 1 of that school year. A student who has met the eligibility requirements as set forth by the Board of Education. (No more than one failure in the previous quarter) and have met the basic physical requirements set forth by the State of Michigan.

CADET TEACHING

Cadet teaching is an activity that allows a student to earn credit by assisting a teacher or a school staff member during the school day. This is a highly responsible assignment for students, and those high expectations placed upon a cadet teacher. A student who is selected for a cadet teaching assignment must continue to abide by the school rules pertaining to tardiness, absences, and daily work assignments.

The following rules will govern a student who is a cadet:

1. The program this year will be limited to seniors with a 2.0 grade point average. Juniors with a 3.0 average will also be eligible to cadet. Expectations will be made only with the permission of the Director. Cadets will receive credit or no credit rather than an actual grade.
2. Before admission to the program, the student will individually be screened by the guidance department.
3. The program will be limited to one period per day per student. Exceptions will be made only with permission of the Director.
4. If there are legitimate concerns, the guidance department reserves the right to refuse the program to any student.
5. Students are expected to be at their assigned cadet location every day, rain or shine. Abuse in terms of truancy, action and/or performance may result in removal from the program and loss of credit.

GUIDANCE PROGRAM

The guidance office is open during the school hours. 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 set up an appointment to meet with the Counselor. Parents who wish to see the counselor for an appointment may call (517) 236-5130. Evening appointments for parents who work during the day may be arranged.

ASSEMBLY BEHAVIOR

At any meeting, that involve groups during school scheduled activities, students are asked to particularly pay attention to their behavior. Even though, our assemblies will usually be held in one room, is reason for politeness and respect for the program participants as well as conducting the business or effective appreciation of the program. Students should follow the guidelines listed below:

1. Do not indulge in yelling, whispering, or excessive noise before, during, or after the program.
2. Please cease talking immediately when it is apparent that the speaker or program is about to begin.
3. Do not talk during the presentation.
4. Treat the participants with politeness and respect at all times.

Teachers are asked to sit with the students they bring to the assembly from class and to assume responsibility for student behavior at the assembly. Students that misbehave should receive a discipline assignment and persistent or gross problems referred to the Director.

COMPUTER/INTERNET/TECHNOLOGY

Use of the School District's education technology is limited to legitimate education purposes to support and enhance the School District's curriculum and in a manner which is consistent with the School 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 to include but not be limited to:

1. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
2. Unauthorized transfer, deletion, or duplication of a file.
3. Unauthorized use of another individual's identification or password.
4. Unauthorized access to telecommunications files or facilities.
5. Use of computing facilities that interfere with the work of another student, faculty member, or school official.
6. Use of computing facilities to draft, send, or receive inappropriate communication including but not limited to, communications which are indecent, obscene, profane, vulgar, threatening or otherwise prohibited by law.
7. Use of computing facilities, including telecommunications facilities, to interfere with the operation of the School District's computing system.
8. Violation of copyright, trademark trade secrets or licensing agreement.
9. Use of computing facilities for the purchase, sale, and/or advertisement of goods or services.
10. Use of computing facilities to interfere with the normal operation of the School 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.

ATHLETICS

EXTRACURRICULAR ACTIVITIES EVENTS

During any athletic event and/or extracurricular activities, students are expected to exhibit sportsmanlike and appropriate conduct at all times. Guidelines for proper and improper behavior include:

1. Be helpful and polite to visitors.
2. Respect toward other staff, students, teams and officials.
3. No gross behavior, i.e., (booing, verbal attacks, goading, etc.), during the extra-curricular activity or athletic event.

MISCELLANEOUS INFORMATION

AGE OF MAJORITY

Students who are 18 and older may have the same privilege as their parents/guardians to access their educational records. They may also represent themselves in disciplinary matters and receive their own grade reports. Information pertinent to the student's progress at school will continue to be sent to parents of dependent adult students, as defined by the IRS code.

USE OF FACILITIES

Students are not to use any room or equipment in the school without 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 not to be conducted over the phone. The phone is to be used only before school, during lunch, and after school is dismissed.

FREEDOM TO PUBLISH

DISTRIBUTION OF LITERATURE

The principal or designee shall regulate distribution of non-school sponsored material so that the educational process will not be disrupted. The display or distribution of certain written materials that subject a student to discipline include, but are not limited to, materials determined as:

1. Causing a material and substantial interference to the educational environment.
2. Obscene to minors or containing indecent or vulgar language.
3. Defamatory or libelous.
4. Invading the privacy of another person.
5. Offensive to a person's race, religion, ethnicity or gender.
6. Encouraging illegal activity or violation of school rules.
7. Promoting a product or service not permitted for minors as a matter of law.

MEDICATIONS

Students who are under the care of a medical professional and need to take medication during the school day must contact the Director. Information will be collected concerning the following:

1. The student's name address, and phone number of the medical professional. Confirmation by the parent/guardian that student is under a medical professional supervision.
2. The type of medication to be taken. Only two weeks of the medication will be allowable. The medication must be in the original container and have the name of the pharmacy, doctor, type of medication, and the time medication(s) are to be administered.
3. There will need to be two staff present during the administration of the prescribed medication.

The administration of non-aspirin products to students will be allowed according the following procedure listed below:

1. The student has the parent/guardian's signature and permission to take non-aspirin during school.
2. Only the amount prescribed on the container will be administered. A record of the dispensed medication will be logged.
3. There will need to be two staff present during the administration of the non-prescription medication.

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 lunchtime). Visitors to the classroom are limited to students whose parents are considering enrollment for students at Fulton Schools.

DROPS AND ADDS

Regular drops and adds will be teacher initiated only at the beginning of each marking period. Drops and adds other than this type must be authorized through the Director or Counselor.

AUTOMOBILES

Fulton has buses that provide transportation for all students. Therefore driving of individually owned vehicles is discouraged. Students who do drive must operate vehicles in a manner that 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 of the faculty or the administration, except at the end of the school day. Students will park their cars in the parking lot, and not in front of the dump reciprocal. Cars may not be occupied once students have parked in the lot, after regular classes have begun, or during lunch period. If you do not drive properly in the lot (including reckless driving, speeding, creating a disturbance with noise or music, and "smoking" tires), or 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 the school parking lot and report to the office for permission to be in the building.

FIRE DRILLS

1. Directions for fire drills are posted in a visible area near the door to each room, and procedures will be discussed with students.
2. Upon notification of staff, students should file out to the designated exit in an orderly manner and assemble 200 feet from the building. Students must remain in the area until the, "All Clear", is announced.
3. All doors and windows must be closed and lights are to be turned off.
4. Attendance will be taken when everyone is outside the building.

TORNADO DRILLS

1. Tornado Watch -- school will continue in normal session.
2. Tornado Warning -- students will go to assigned sheltered areas.
3. Windows and doors, away from the storm, should be left open.
4. Everyone will stay in the building as long as the warning is in effect.

SEVERE WEATHER

In case of severe weather, students should listen to the following radio and TV stations:

WFYC - Alma -----1280 & 104.9 FM
WPLB - Greenville -----1380 AM & 108 FM
WMMQ - Lansing ----- 94.9 FM
WCFX - Mt. Pleasant ----- 95 FM
WITL - Lansing ----- 1010 AM & 100.7 FM
WFMK - Lansing ----- 99.1 FM
WJIM - Lansing ----- 1240 AM & 97.5 FM
WUGN - Midland ----- 99.7 FM
WLNS - Lansing ----- Channel 6
WOOD - Grand Rapids ----- Channel 8
WILX - Lansing ----- Channel 10

If Fulton Schools' are closed due to severe weather, Fulton Adult and Alternative Education programs will be closed. When St. Louis and Shepherd Schools are closed those students from those sites will not have school. If you are a student from Carson City Crystal area schools, you will not need to report to school, even though Fulton Schools may have school.

Classes will be made up for school closings beyond the limit determined by the State Department of Education at the end of the school year.

IMMUNIZATION RECORDS

Programs that are affiliated with the Michigan Department of Education (MDOE) are required to submit records of immunizations on all students newly enrolled in the school district each year. All students will be asked to bring a copy of their immunization records before being enrolled. If immunizations are not up to date, they will be asked to do so before being able to attend our program.

DAILY SCHEDULE OF CLASSES

<u>Middleton</u>	
8:00 a.m.	
To	School Day
2:45 p.m.	
8:00 a.m.	Teachers Report
8:00 a.m.	Student Supervision
To	&
8:30 a.m.	Warm Up
11:00 a.m.	Lunch
To	&
11:55 a.m.	Student Supervision
<u>Carson City</u>	
2:30 p.m.	Dismissed when Bus Arrives
2:45 p.m.	Room
To	Clean-Up
3:00 p.m.	Staff Discussion

EXTENDED DAY AND EVENING SCHEDULES

Extended day and evening schedules vary at the evening centers from Monday through Friday. For more information, a student should contact the Middleton Office at 1 (989) 236 - 5130.

SEXUAL HARASSMENT POLICY

Sexual harassment of student or employees by other students or by employees of this District is unlawful under both Michigan and Federal law, and is contrary to the commitment of this District to provide a stable learning environment. The Fulton School District will not tolerate any sexual harassment of students or employees.

Sexual harassment includes: making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment.

If a student or employee has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a student, or by a member of the public, the person should immediately report this concern to the building administration.

All such reports will be investigated immediately by the District. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, or termination from employment if they are an employee.

It should be understood that this district is required by law to report child abuse to the Family Independent Agency.

Normal procedure will call for escalating discipline measures for students to be taken, depending upon the severity of the situation. Generally, the following process will be followed:

1. A first offense will call a conference with the Director and/or the student's Counselor.
2. A second offense will call for a second conference with the Director and contact made with the student's parents to inform them of a developing problem.
3. A third offense will call for an out of school suspension of (3) three days and continued parental contact.
4. Further offenses will call for escalating disciplinary measures up to and including expulsion.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report.

NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants and admissions and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Fulton Schools are notified that Fulton Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in any of its programs activities or policies. Any person having inquires concerning the Fulton Schools' compliance with the regulation implementing Title VI, Title IX, the ADA, or Section 504 is directed to contact:

Superintendent
Fulton Schools
8060 Ely Highway
Middleton, MI 48856

whom has been designated by the Fulton Schools to coordinate the School District's efforts to comply with Title VI, Title IX, the ADA, or Section 504.

Fulton Schools

8060 Ely Highway

Charles Mungall - Superintendent

Middleton, Michigan 48856

Philip Garcia - Director

Kelly Trefil - Board President

Brian Hazen L.P.C

Dear Parent/Guardian:

This form is to be filled out by the parent/guardian and eligible student who is attending the Fulton Adult and Alternative program. It is important that everyone, who has a son/daughter or who is attending our program, read and understands the guidelines, procedures, and rules that are contained in the handbook. Please sign below so this can complete the registration process in the program you may be attending. If there are any questions concerning any of the contents contained in the handbook, please feel free to discuss them with me.

Sincerely,

Philip Garcia (Director)

Fulton Adult and Alternative Education

Receipt of Student Handbook – Student/Parent

(Please Read and Sign Below)

Our signature below acknowledges receipt of the 2010-2011 Student Handbook for the Fulton Adult and Alternative Education program. We have reviewed this Handbook and acknowledge that _____ will abide by the Handbook's conduct standards. We also understand that question regarding any information in the Student Handbook should be posed to an appropriate school employee.

_____ Date: ____/____/____

Parent/Guardian Signature:

_____ Date: ____/____/____

Student Signature:

This student signature is required of any eligible student attending any Fulton Adult and Alternative Education Program.

