

FITZGERALD HIGH SCHOOL

23200 Ryan Road, Warren, MI 48091



Student / Parent Handbook 2025-2026

Updated July 2025

Fitzgerald Public Schools

Vision Statement



Mission Statement



ADMINISTRATION

Gary Stevens, Principal	garste@myfitz.net
Paul Hrycaj, Assistant Principal	pauhry@myfitz.net
Chris Sandberg, Assistant Principal	chrsan@myfitz.net
JuWan Shakespear, Athletic Director	juwsha@myfitz.net

OFFICE DIRECTORIES

High School Administration	(586) 757-7070
Athletic Department	(586) 757-7072
Counseling Center	(586) 757-6433
Health Center (Registration Required)	(586) 759-9070

MAIN OFFICE

Phones in the offices are not for general student use. The phones can be used for emergencies only. The office closes at 3:15 pm each day. Students should arrange transportation in advance.

MAIN OFFICE STAFF

Shana Ramsey, Principal's Secretary sharam@myfitz.net
Elijah Williams Assistant Principals' Secretary eliwil@myfitz.net

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	Ms. Lindsey Newell
10 th -12 th Grade Last Names K-Z	Ms. Vashon Strong
9 th Grade All Students	Mrs. Beth Pope
Social Worker All Students	Mr. Cameron Rasmussen
School Psychologist All Students	

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 and presented to the counseling secretary.

WELCOME

Welcome to Fitzgerald Public Schools. We are thrilled that you have chosen our schools to partner with you to educate your student(s). We look forward to working with you to provide the best education possible for your students through our rigorous academic programs. Our staff is committed to helping your students reach their full academic potential during their time with us.

This handbook has been prepared to provide parents and students pertinent and essential information regarding policies and procedures for high school students in the Fitzgerald Public School District. We encourage you to read this document as well as the District Student Code of Conduct as they contain information essential to your student's continued success. If you have any questions about any information found in this document please do not hesitate to contact one of the administrators or counselors.

Sincerely,

Gary Stevens, Paul Hrycaj and Chris Sandberg

HIGH SCHOOL HOURS

The school building will open each day at 6:30 am. Students are not to report before that time as supervision is limited.

All offices open at 7:00 am and close at 3:10 pm

SCHOOL ENTRY/EXIT TO THE BUILDING

Students must enter the building using the Main Entrance only. Students entering early must report to the cafeteria or Commons area until the bell rings. Students are only allowed to proceed upstairs after **7:20 am** in the morning. Students must exit the building by 2:45 pm unless supervised by a teacher/coach.

Students are not to congregate or loiter during hall passing time. Students should not open any doors for anyone to allow entrance into the building during the school day. Students who block hallways on a continual basis will be subject to consequences.

LUNCH TIME

Fitzgerald High School is a **closed campus**. Students in all grades are to remain in the cafeteria in the building during lunch. Students are scheduled into the lunchroom and must eat during their assigned lunch time only and may only proceed to an additional assigned area with a signed pass which is shown to the supervising staff in the lunchroom.

- Students may not leave the building or go to their cars/parking lot 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 or service.
- Students may not leave the cafeteria to go to the vending machines.
- Student restrooms are monitored and are also located within the cafeteria. Students may use this restroom area during lunch so as to prevent tardiness after lunch heading to class.

GRADUATION CREDIT CHART

Total Credits Possible/Year	6
Credits Needed to Graduate	22
Total Credits Possible/4 Years	24

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. M-STEP AND SAT TESTING:

All high school students must attempt all parts of the State Assessments 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 the deadline 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 the specified deadline 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](#).

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, athletic items 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:

GRADE SCALE

Traditional Grade Point Scale			Honors** Grade Point Scale	
A+	4.33		A+	5.33
A	4.00		A	5.00
A-	3.67		A-	4.67
B+	3.33		B+	4.33
B	3.00		B	4.00
B-	2.67		B-	3.67
C+	2.33		C+	3.33
C	2.00		C	3.00
C-	1.67		C-	3.67
D+	1.33		D+	3.33
D	1.00		D	2.00
D-	0.67		D-	1.67
F/NC	0.00		F/NC	0.00

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)
 Honors Algebra II
 Principles of Engineering
 AP Calculus

AP Biology
 Honors Geometry
 Chemistry II
 AP Government

Physics
 Pre-Calculus
 All MMSTC Courses

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.

GRADE CHANGES

Grade means a grade given for a final examination or a grade given at the conclusion of a marking period (or semester). The proponent of a grade change must submit a written request for a grade change to the principal, setting forth reasons for the change within 10 days after the student received the grade. If the teacher who gave the grade does not agree with the change proposed, the principal, after consulting with the teacher who gave the grade and the proponent of the grade change, may cause a review with the Superintendent to convene to consider a grade change.

CREDIT/NO CREDIT

Student Enrollment Cut Off Dates for Credit 2025-2026

Enrolled during weeks 1-10 Full Credit, with a grade enrolled during weeks 11-20 will earn CR or NC, not a grade
→ Students enrolled weeks 11-20 will earn CREDIT if they are able to EARN a grade of 70% (C-) on the End of Course Exam → If they do not, they will get an NC.

Semester One:

August 25, 2025 - January 16, 2026

Quarter 1 August 25 - October 30

Quarter 2 November 3 - January 16, 2026,

S1 FINAL EXAM DATES: January 14th, 15th and 16th

Semester Two:

January 20, 2026 - June 5, 2026

Quarter 3 January 20 - March 27, 2026

Quarter 4 April 6 - June 5, 2026

S2 FINAL EXAM DATES: June 3rd, 4th and 5th

TESTING OUT

Michigan law provides opportunities for high school students to demonstrate mastery of a particular course by successfully completing and scoring well on a single test or series of tests created by the subject area department. These tests will be given twice each school year at the high school. Students are required to satisfy the Michigan Merit Curriculum (MMC). This legislation mandates that these students receive high school graduation credit for “testing out” of a course at a level of content mastery determined by the subject area department. Dates for the application window can be found on our website.

TEST OUT PROCEDURE AND DEADLINES

- The intent of “testing out” is to provide exceptionally able students options beyond what they might have if required to take courses in which they have already mastered the material. Students **may not** take a test for a class they have already taken and failed.
- Teachers *will not* provide any instruction to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and additional items (demonstrations, research papers, portfolios, etc.) that will be required as part of the comprehensive evaluation. The syllabus will include a list of reading materials and a copy of the curriculum.
- Study materials will also be available for student use, and students will be contacted by administration when they can pick up these materials. Students **must** return all school materials on the day of the test-out exam.
- Test out exams will be scored as soon as possible after the test date.
- Students and counselors will be notified by mail as soon as results are available.
- Students who pass the assessment will have their results recorded on their transcript and be promoted to the next course in the academic sequence (if applicable). Students should make an appointment to see a counselor to make a schedule change as needed.
- The maximum number of tests a student may request each testing session is two.

STUDENT IDENTIFICATION CARDS

ALL Students must HAVE their identification cards (STUDENT ID’S) on them at all times

In addition, ID cards will be needed for:

- Admittance into the classroom
- Cafeteria purchases using the register system.
- Dances/School Activities/Sporting Events
- Student Identification
- Lost cards will be replaced for a \$3.00 fee at the front security desk. (\$3.00 will be charged to the student account if the student does not have cash.)

WORK PERMITS

Work permit applications may be obtained in the High School Office.

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 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.

VISITOR PASSES

To maintain a high level of safety, all visitors to schools must report to the main office before proceeding to another area of the school and be prepared to show a photo ID card for admittance.

Visitor must:

- Enter using Parents/Visitors Entrance and Sign In.
- Receive a visitor's identification badge which contains their name, date, and location visiting.
- Be reminded that they need to return to the main office to sign out upon leaving.
- Stay at the Main Entrance until someone escorts them to their location (or wait in the Main Office if needed).

The staff member at the desk/office must make contact with whoever the visitor is to see, or send the visitor to the main office for the secretary to contact. It is recommended that a staff member come down to escort the visitor to their location and back to the main entrance to sign out. In the event that a staff member is not available, contact security to escort the visitor to their destination.

Parent/Guardian Classroom Visitations

Parents/Guardians must formally request to visit their child's classroom in writing to the building principal with at least 72 hours notice prior to the requested visitation date. The written request must include: date of visitation, start/end time of visit, and reason for visit.

- Visitors must check in on the day of the observation with a photo ID and wear a "Visitor's Badge" for the duration of the visit. A staff member will escort the parent to the necessary locations during the visit.
- The building principal must confirm the date/times with the teacher(s) at least 48 hours prior to the requested visitation date. If the teacher has a planned test or quiz, the building principal will contact the parent/guardian requesting the visitation to reschedule for a different date.
- Observations are only for classes/teachers that their child is enrolled and present.
- Visitations should not cause undue disruption to a class and must be non obtrusive to the learning process and students. At the secondary level, visitors must arrive at the beginning of class and stay until the end of class. At the elementary level, visitors must arrive and leave class at the agreed upon times.
- A follow up conference with the Principal or their designee must be arranged prior to the observation.
- All visitors must respect the rights and privacy of all students in the building.
- Visitations shall not be audibly or visually recorded out of respect for the other students in the classroom.
- Visitors are only to observe in the classroom. Engaging with students or teachers is not allowed unless agreed upon prior to the visit.

Community Member Visitations

- All community members must check in with a photo ID at the Main Office of the school.
- Meetings with community members must take place in the Main Office or a secure location with a staff member.
- Students shall not be present at these meetings unless prearranged with parents/guardians.
- Visitors must check in on the day of the observation with a photo ID and wear a "Visitor's Badge" for the duration of the visit.

Educational Visitations

- Educators from other districts must arrange visitations through the building principal.
- Visitors must check in on the day of the observation with a photo ID and wear a "Visitor's Badge" for the duration of the visit. A staff member will escort the visitor to the necessary locations during the visit.

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 their designee. The Board authorizes the principal or their 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.** No food, snacks, or materials should be stored in student lockers (or backpacks) with the intent for personal sales. Personal fundraising is prohibited in school unless the student is a part of a club or organization and has prior approval from administration. 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.

FPS Student Code of Conduct

We are happy to present you with the Fitzgerald Public Schools - Students' Rights, Responsibilities and Code of Conduct (also known as the Student Code of Conduct). This booklet contains the rights, rules and responsibilities for all students, in grades PreK-12, who attend Fitzgerald Public Schools. Under Michigan law, every school district is required to adopt a student code of conduct. Pursuant to the State Board of Education directive, the Fitzgerald Board of Education, on April 22, 1971, adopted a policy on Conduct and Discipline of Students and a Code of Student Conduct. The Fitzgerald Public Schools Student Code of Conduct was established to ensure that every student in every school will be provided with a safe and secure environment in which to pursue the excellent educational opportunities available in the Fitzgerald District. This Student Code of Conduct governs student behavior at all Fitzgerald schools or programs, including career technical and alternative schools. School administrators and staff are responsible for addressing student behavior and administering the code of conduct at their locations. Disciplinary action taken at a student's home school extends to career and alternative attendance and all other Fitzgerald programs. Michigan students, in all of their diversity, must be educated in a safe and supportive environment that fosters academic success and healthy development. Schools create those environments by fostering student connectedness, establishing clear behavioral expectations, and employing preventative measures with constructive discipline that prioritizes keeping students in school through graduation.

Please review and reference to find out more about expectations, policies, and procedures:

[25-26 Student Code of Conduct](#)

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 / Vape 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 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 **\$25.00** will be charged for each permit. Parking permits are good for the **current** school year only. **Students with valid parking permits are to park in "B" lot and "B" lot 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.**

Electronic Device Policy - Enhancing Classroom Engagement and Reducing Distractions

Fitzgerald High School is committed to fostering an optimal learning environment that prioritizes face-to-face social skills, minimizes distractions, and prevents cyberbullying. To achieve these goals, the use of electronic devices is strictly prohibited in all classrooms from bell to bell.

I. Scope of Policy:

This policy applies to all electronic devices, including but not limited to:

- Cell phones
- Personal laptops
- Earbuds/headphones

- Smartwatches
- Any other wireless communication device

II. Permitted Use:

Students are permitted to use electronic devices during:

- Before and after school
- Hall passing times
- Lunch periods

III. Device Storage During Class Time:

During classroom hours (bell to bell), electronic devices must be stowed in one of the following ways:

- Placed in the classroom cell phone holder.
- Stored securely in the student's locker.
- Kept out of sight within a backpack.
- Students may not remove electronic devices from pouches, lockers or backpacks when out on a smartpass.

Electronic devices found in a student's lap, under their legs, or turned over on their desk will not be considered stowed and will be subject to disciplinary action.

IV. Consequences for Non-Compliance:

Failure to adhere to this electronic device policy will result in the following escalating consequences:

- **First Offense (Within a single class period):** Teacher warning where student is asked to stow device.
- **First Infraction:** Device confiscated by the teacher. The student may pick up the device from the main office at the end of the school day.
- **Second Infraction:** Device confiscated by the teacher. A parent/guardian must pick up the device from the main office at the end of the school day.
- **Third Infraction:** Device confiscated by the teacher. A parent/guardian must pick up the device from the main office at the end of the school day. The student will also receive an after-school detention.
- **Fourth Infraction:** Device confiscated. Suspension from school.
- **Repeated Infractions:** Students would be subject to further discipline.

V. Legal Exceptions:

Fitzgerald High School recognizes and will accommodate students with documented needs as required by law. Exceptions to this policy will be made for students with electronic devices deemed necessary for:

- Americans with Disabilities Act (ADA) accommodations.
- Individualized Education Programs (IEPs).
- Section 504 plans.
- Documented medical needs.

Parents/guardians of students requiring an electronic device for any of the above reasons must provide appropriate documentation to the school administration for approval.

Student Cell Phone Use Policy – Emergency Access

While our school maintains guidelines that eliminate the use of personal electronic devices during instructional time, we recognize that in the event of an emergency, immediate access to communication may be necessary for student safety and well-being. Therefore, the following exception applies:

Emergency Access Clause:

Students are permitted to have access to their personal cell phones during class **in the event of an emergency** that requires immediate communication with family or emergency services. Teachers and staff are instructed to use their discretion in identifying such situations and will not penalize students for responsible, emergency-related phone use.

Examples of emergency situations include, but are not limited to:

- Natural disasters or campus safety threats
- Family medical emergencies
- Situations in which school communication systems are inaccessible or delayed

Guidelines:

- Students should inform the teacher if they need to use their phone in an emergency, when possible.
- Non-emergency use of cell phones during class remains prohibited and may result in disciplinary action.
- Misuse of this policy may lead to loss of emergency access privileges.

This policy is designed to prioritize student safety while maintaining a focused learning environment.

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

School attendance is a major factor related to academic success. The students of Fitzgerald High School are expected to attend school on a regular basis. Students must be present if they intend to take full advantage of the opportunities offered to them in the classroom. Regular attendance at school teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement.

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.

STUDENT ATTENDANCE POLICY GUIDELINES

Optimal educational benefits can only be achieved through a student's regular class attendance, active class participation, and serious commitment to the educational program. Setting an expectation of good attendance forms a habit of lifelong benefit, as school attendance is often repeated in the workplace.

Fitzgerald Public Schools considers absenteeism and tardiness a serious disruption to the educational process, not only for the student, but for the teacher and entire class. To protect the integrity of the classroom and to encourage students to establish good attendance attitudes and habits, students who are absent or tardy may be subject to disciplinary action by the school.

Attendance in school is the responsibility of the student and the parent/guardian. The school's task is to provide instruction, encourage attendance and notify the parent/guardian of absences from class. Exemplary class attendance should be the desired goal of students, parents/guardians, and teachers.

STUDENT RESPONSIBILITIES

- A student is to attend each scheduled class.
- A student is to be on time and prepared for class.
- A student is responsible for making arrangements if he/she is to be absent from a particular class. This involves obtaining permission from the office for outside activities (i.e., doctor/dental appointments) and obtaining permission from the teacher whose class will be missed for in- school activities, such as counseling appointments, student government activities, or completing class assignments.

PARENT RESPONSIBILITIES

Parents are requested to call the school before school begins or as soon as possible, if the student will be absent. Contact must be made within 48 hours to have the student's absence verified.

Fitzgerald High School
586-758-7070

Parents are asked to remind their child, when absent, that it is his/her responsibility to arrange for makeup work. As a reminder, students are generally given the same amount of time to make up work as the amount of time they were absent.

ABSENCES

Any and all unverified absences (UNV) in a semester may involve discipline for absenteeism and will be at the administration's discretion.

Students are not allowed to leave the building or school property without permission. Students who must leave school before their usual dismissal time must first get approval from one of the building administrators. Students

are required to sign in. A parent or guardian is required to sign out of the building.

A student taking part in extracurricular activities must be in school 3 school hours per day in order to participate in any activity beyond their regular scheduled classes. If the student has an appointment, he/she must pre-arrange this absence with the Athletic Director in the case of athletics and with one of the school administrators in other cases. Such arrangements must be made at least twenty-four (24) hours prior to the appointment, except in the case of emergency. Notification must be made as soon as possible. Arrangements will then be made for that day's practice.

PROCEDURES FOR REPORTING NON ATTENDANCE AND TARDY SITUATIONS

If a student must be absent (for any portion of the day) or tardy, parents and/or guardians are requested to call the school as soon as possible. The number has a 24-hour answering machine, so the call may be made at any time. Contact must be made within 48 hours to have the student's absence or tardy reported as verified. If the parent/guardian is unable to contact the school within 48 hours because of an emergency or other situation, please contact one of the administrators directly.

Definitions:

Verified Absence: Verified by parent and/or guardian within 48 hours

Unverified Absence: Not verified by parent and/or guardian or administration

● **Reasons for Verified Absence:** Could include, but is not limited to the following:

- Absence due to illness and/or a medical condition (a doctor's note is required if the illness extends for several days or over the course of term)
- Recovery from accident
- Death that directly affects the student
- Pre-approved family vacation
- Required court appearances
- Medical appointment for the student that cannot be scheduled for anytime except during (or before or after) the school day
- Family emergencies
- College Visits (Up to two visits per year in 11th and 12th grade) (Proof of tour registration must submitted prior to visit)

● **Reasons for Unverified Absence/Truancy:** Could include, but is not limited to the following:

- Attending school and leaving the building or grounds without permission
- Riding the bus to school and not reporting to class
- Being out of school or off school property for reasons not cleared with school administration
- Non-attendance of assigned classes
- A student is considered tardy to a class if not in the classroom area when the bell stops ringing (unless the student has received a pass from a teacher or administrator to arrive to class after the bell stops ringing).
- *Absolutely no skip days are sanctioned in Fitzgerald Public Schools. Skip days are considered unverified absences.*

**All absences (Verified and Unverified) are subject to student truancy if proper documentation (i.e. doctor's*

note, letter of court appearance, etc...) has not been submitted to the Main Office.

Reasons for an Activity (ACT):

- ❖ Not in scheduled classes due to a school sponsored activity (field trip, assembly, etc.)

Reasons for a Religious Holiday (RR):

- ❖ Religious Holiday

PRE-VERIFIED/EXTENDED ABSENCES

Absences for family vacations or travel during scheduled school days are discouraged; however, should it be necessary for a student to be absent for a family vacation or travel, a pre-verified absence form should be obtained from the school's main office and submitted at least one week prior to the leave. Extended absences will not be approved without proper documentation. Students that will be absent for 10 days or more for an extended vacation with proper documentation and pre-approval, must be re-enrolled in the district as long as the student has not enrolled in a different district while not in attendance at Fitzgerald Public Schools.

EXTENDED MEDICAL ABSENCES

In the case of a student who will be absent for extended periods due to physical disability or illness, the parent/guardian must obtain a doctor's note.

TARDY POLICY

Any and all Tardies (TDY) in a semester may involve disciplinary action and will be at the administration's discretion.

- A student is considered tardy to a class if not in the classroom when the bell stops ringing.
- A student coming late to school at any time will be counted as tardy.
- A student will not be counted as tardy if upon coming to class they present a verified, signed pass from another teacher or from the office. Students who are tardy because of a late bus are verified.

Tardy Absent (TAB)

- A student will be marked (TAB) when more than 10 minutes late to class. Students should remain in the class for the remainder of the hour.

Regular attendance behavior is essential in achieving a quality education. Classroom attendance provides students the opportunity to participate in group activities, ask questions, participate in classroom discussion, and other related educational experiences. Positive attendance behavior is an important and necessary component to ensure academic success in school and career success in the ever changing global society. The district is committed to assisting those students who may demonstrate poor attendance behavior to understand the importance of regular and timely attendance.

- The Attendance Office monitors tardies daily.
- Students who are tardy to class may receive a detention
- Robo calls are made at the end of each day to parents of students with more than one (1) tardy.

Tardies are monitored weekly and students with excessive tardies and unverified absences will be identified and counseled by school personnel and parents will be notified. If tardies continue, parents are notified, detention assigned, and after school activities suspended until detention is served. Failure to serve detention will result in additional disciplinary action. If this conduct continues after all of the above actions have been taken, the student will be sent home until a parent meeting can be made and a solution to the problem has been reached.

STUDENT ILLNESS

A student who becomes ill during the school day should report to the office and his/her parent/guardian will be called. The student will remain in the office until an emergency contact is made. All classes missed will count toward the absence total.

EARLY PICK-UP

To ensure that student learning is not disrupted, in the rare case that you are not able to send a note in for an early pick-up, parents must call at least one hour prior to the student's release.

TRUANCY

A student shall be considered truant each day or part of the day he/she is absent from his/her assigned location. Absence is defined as non presence in the assigned location any time beyond the tardiness limit. Truancy demonstrates a deliberate disregard for the educational program and is considered a serious matter. The following procedures will be followed when truancy occurs:

- ❖ Students may request work missed as a result of truancy.
- ❖ No credit will be recorded for work missed as a result of truancy.
- ❖ A record of the truancy will be entered in the student's record / file.
- ❖ A parent / guardian conference may be held.
- ❖ A student may be considered to have an attendance problem when, in spite of warnings and/or his / her parent or guardian's efforts to ensure attendance, s/he has accumulated ten (10) absences per school year.

The 10 absences may be a combination of verified and unverified absences. Warning letters will be sent to parent(s) / guardian(s) after the student has five (5) absences. At ten (10) absences a letter will be sent to the parents and the student may be referred to the Macomb Intermediate School District Attendance Office.

STUDENT DROPS

From Consecutive Absences:

Students who have accumulated more than ten (10) consecutive absences may be dropped for non-attendance if absences are found to not be for medical reasons or other school/district approved absences. If students are dropped for non-attendance, parents must re-enroll students with the district.

Student No Shows:

Students who do not attend school within the first five (5) days of school, will be dropped from Fitzgerald Public Schools. If students are dropped for non-attendance, parents must re-enroll students with the district.

After an extended period of time of attempting to contact the parent/guardian, and without parent contact to the school, law enforcement will be notified to investigate the whereabouts of a student.

DUAL ENROLLMENT

Dual Enrollment provides students who qualify, in grades 9 through 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.

DUAL ENROLLMENT Qualifying Scores

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	Science	Science	24
	English	English	18
PSAT	Critical Reading	Reading	42
	Writing Skills	Writing	41
	Mathematics	Mathematics	44
SAT	Critical Reading	Reading	500
	Writing	Writing	500
	Mathematics	Mathematics	500

EXTRA-CURRICULAR ELIGIBILITY POLICY

In order to participate in a club and/or organization 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 1.8 in the previous semester, or a 3.0 cumulative
3. Have satisfactory or better citizenship in 5 of 6 of their classes.

If the student does not meet all three standards 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 an 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 1.8 GPA is achieved, the student is removed from probation status.
2. If the student does not achieve a minimum 1.8 GPA, then the student becomes ineligible. Eligibility may be regained if a minimum 1.8 GPA is achieved at the end of the next week.
3. If the student does not achieve a minimum 1.8 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 quarterly progress report check of 1.8 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 five (5) out of six (6) classes

- 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 1.8 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 1.8 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 1.8 GPA is achieved, the student is removed from probation status.
2. If the student does not achieve a minimum 1.8 GPA, then the student becomes ineligible. Eligibility may be regained if a minimum 1.8 GPA is achieved at the end of the next week.
3. If the student does not achieve a minimum 1.8 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 1.8 GPA is achieved.

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 Bowling

Girls Bowling

J.V./Varsity Baseball

J.V./Varsity Boys Basketball

J.V./Varsity Girls Basketball

Varsity Cheerleading

J.V./Varsity Football

J.V./Varsity Softball

JV/Varsity Boys Soccer

JV/Varsity Girls Soccer

Swimming

Tennis

Track

J.V./Varsity Volleyball

Wrestling

Questions about athletics should be directed to FHS Athletic Director, Juwan Shakespear

Student Organizations/Clubs

Sponsors and contact information can be found at [FHS Clubs 25-26](#)

Art Club

Actors Creating Theater

National Honor Society

Color Guard

Fitz Grows - Urban Garden Club

Fitz Knits Club

Student Government

Concert/Marching Bands

HOSA

MultiCultural and Diversity Club

Recycling Club

Robotics

Skills USA

Generation of Promise

Women of Tomorrow

DANCES

Students may participate in attending school sponsored dances if they qualify as written in the High School ExtraCurricular 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.

DISTRICT PROPERTY

Students picking up their younger siblings at an elementary school may not enter the school property more than 5 minutes prior to dismissal.

SCHOOL SPONSORED EVENTS ELIGIBILITY (Homecoming/Prom)

In order to participate in a 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 1.8 in the previous semester, or a 3.0 cumulative
3. Have satisfactory or better citizenship in 5 of 6 of their classes.

Any senior that does not meet academic eligibility with zero behavior infractions has the right to appeal to the Building Principal.

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.

**** Marching band:** Because of the nature of this organization (high visibility-performance intensive) and the

importance of individual participation, the deadline for dropping this course will be ***before the first Friday*** following the opening of school.

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.

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

[Please refer to the district code of conduct for the comprehensive list of infractions and consequences.](#)

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 superintendent has the authority to impose expulsion as a penalty.

Important Dates

PLC EARLY RELEASE SCHEDULE

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

PLC Early Release Dates
September 10, 2025
October 8, 2025
November 12, 2025
December 10, 2025
January 7, 2026
February 4, 2026
March 4, 2026
April 8, 2026
May 6, 2026
May 20, 2026

Grading Windows

Dates:	Grading Windows:
October 24, 2025	End of 1st Quarter
January 16, 2026	End of 2nd Quarter/End of Semester 1
March 27, 2026	End of 3rd Quarter
June 5, 2026	End of 4th Quarter/End of Semester 2

Testing Dates/Windows

Dates:	Tests
September 15, 16, 17, 18 2025	Fall NWEA Testing
October 15, 2025	Fall PSAT Grades 9-11
December 1, 2, 3, 4 2025	Winter NWEA Testing
April 8, 2026	Official PSAT/SAT Spring Test
April 9, 2026	11 th Grade WorkKeys
April, 2026	MSTEP
April 27, 28, 29, 30 2026	Spring NWEA Testing

Additional Dates:	Holiday/Breaks:
October 15, 2025	Fall Parent Teacher Conferences
October 31, 2025	No School Staff Professional Development
November 26-28, 2025	Thanksgiving - NO School
December 22, 2025 - January 2, 2026	Holiday Break- NO School
January 14-16 2026	Final Exams- Half Day Schedule
January 19, 2026	MLK Day - NO School
January 20, 2026	PD Day - No School for Students
February 16 - February 20, 2026	Winter Break - NO School
March 12, 2026	Spring Parent Teacher Conferences
March 20, 2026	No School Staff Professional Development
March 30 - April 3, 2026	Spring Break - NO School
May 25, 2026	Memorial Day Break- No School
June 3-5, 2026	Final Exams- Half Day Schedule