



*Regular
Board Meeting*

Board Room

June 26, 2023



Fruitport Community Schools
BOARD OF EDUCATION MEETING
Board Room
3255 E. Pontaluna Rd, Fruitport 49415
Monday, June 26, 2023 - 7:00 p.m.

- I. CALL to ORDER**
- II. PLEDGE of ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. PRESENTATIONS**
 - a. End of Year Goal Reporting and Data Review Update - Allison Camp
- VI. COMMUNICATIONS**
- VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS**
 - a. Review of Community and Staff Survey Results
 - b. Draft Template of Strategic Action Plan
 - c. 2023-2024 School Calendar
- VIII. REMARKS FROM THE PUBLIC***
- IX. CONSENT AGENDA**
 - 1. Approval of Bill Listing (attachment IX-1)

<u>Fund</u>	<u>Amount</u>
General Fund:	\$293,616.10
Other Funds:	
Early Childhood Center	\$481.34
Food Service	\$261,478.47
Cooperative Education (ISD) – Tech Millage	\$5,327.37
Capital Projects – Bond (2021)	\$87,394.99
Total Bill List:	<u>\$648,298.27</u>
 - 2. Acceptance of Monthly Financial Report (attachment IX-2)
 - 3. Acceptance of Student Activity Summary Report (attachment IX-3)
 - 4. Acceptance of Credit Card and Utilities Report (attachment IX-4)
 - 5. Approval of Transfers and ACH Transactions Report (attachment IX-5)
 - 6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers) (attachment IX-6)
 - 7. Approval of Regular Meeting Minutes: May 15, 2023 (attachment IX-7)
- X. GENERAL BOARD BUSINESS**
 - 1. MASB Annual Membership Dues (attachment X-1)
 - 2. MHSAA Annual Membership Resolution (attachment X-2)

XI. BUSINESS & FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

Elroy Buckner, Chairperson

1. Report of Committee Meeting held June 19, 2023 (attachment XI-1)
2. General Fund Budget Amendment for 2022-2023 (attachment XI-2)
3. School Service Fund Budget Amendment for 2022-2023 (attachment XI-3)
4. Budget Appropriations Act of the 2023-2024 General Fund (attachment XI-4)
5. Budget Appropriations Act of the 2023-2024 School Service Fund (attachment XI-5)
6. Bus Engine Replacement for Two (2) Busses Recommendation (attachment XI-6)

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS

Steve Kelly, Chairperson

1. Report of Committee Meeting held June 19, 2023 (attachment XII-1)
2. Non-affiliated Employee Salaries for 2023-2024 (attachment XII-2)

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

Susan Franklin, Chairperson

1. Report of Committee Meeting held June 19, 2023 (attachment XIII-1)
2. Overnight field Trip Requests
 - a. 8th Grade Trip to Washington, DC (attachment XIII-2)
 - b. Cross Country State Finals Trip (attachment XIII-3)
 - c. Track and Field Spring Break Trip to Myrtle Beach, SC (attachment XIII-4)
3. Spanish Textbook and Resource Purchase Request (attachment XIII-5)
4. Health Education Textbook Purchase Recommendation: First Reading (attachment XIII-6)
5. Fruitport Community Schools Identity and Branding Requirements (attachment XIII-7)
6. Athletic Handbook for Parents and Coaches (attachment XIII-8)
7. Graduation Date for Class of 2024 (attachment XIII-9)

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

XV. AGENDA ITEMS FOR FUTURE MEETINGS

The Board will need to confirm the following dates and times:

1. Business & Finance Committee Meeting: To be scheduled
2. Personnel Committee Meeting: July 10, 2023 at 5:00 p.m.
3. Student Affairs Committee Meeting: July 10, 2023 at 5:30 p.m.
4. Board of Education Meeting: July 17, 2023 at 7:00 p.m.

XVI. REMARKS FROM THE PUBLIC*

XVII. ADJOURNMENT

*Time is provided for members of the audience to address the Board of Education regarding any topic including items on the agenda. The Board is providing two opportunities for the public to comment during the meeting. The first is for people who wish to bring issues to the Board of Education for board consideration. At the end of the meeting, the Board will provide a brief opportunity for community members to comment on activities and/or discussion that took place during the Board meeting. Time limits may be placed if a large number of individuals would like to address the Board.

Note: Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.



2023 - 2024 SCHOOL CALENDAR

2023

AUGUST 22: Secondary Open House (MS and HS) 4:30 p.m. - 6:00 p.m.

AUGUST 23: Meet, Greet, Find Your Seat (Elementary) 4:30 p.m. - 6:00 p.m.

AUGUST 28: First Day of School; Half Day of School

AUGUST 29: Half Day of School

AUGUST 30: Full Day Schedule; No Delayed Start

AUGUST 31 - SEPTEMBER 4: No School - Labor Day Break

SEPTEMBER 6, 13, 20, 27: Delayed Start (school starts 1 1/2 hours later)

OCTOBER 4, 11, 18, 25: Delayed Start (school starts 1 1/2 hours later)

OCTOBER 16 - 20: Parent Teacher Conferences (4:00 p.m. - 7:00 p.m.)

OCTOBER 20: Half Day of School

OCTOBER 27: No School; Teacher Professional Development Day

NOVEMBER 1, 8, 15, 29: Delayed Start (school starts 1 1/2 hours later)

NOVEMBER 22 - 24: No School - Thanksgiving Recess

DECEMBER 6, 13, 20: Delayed Start (school starts 1 1/2 hours later)

DECEMBER 22 - JANUARY 5: No School - Winter Recess

2024

JANUARY 8: School Resumes

JANUARY 10, 24, 31: Delayed Start (school starts 1 1/2 hours later)

JANUARY 15: No School - Teacher Professional Development Day

JANUARY 17: No Delayed Start

JANUARY 18: Half Day of School

JANUARY 19: Half Day of School

FEBRUARY 7, 14, 21, 28: Delayed Start (school starts 1 1/2 hours later)

FEBRUARY 16 -19: No School - Mid-Winter Break

MARCH 6, 13, 20, 27: Delayed Start (school starts 1 1/2 hours later)

MARCH 8: No School - Teacher Professional Development Day

MARCH 11 - 15: Parent Teacher Conferences (4:00 p.m. - 7:00 p.m.)

MARCH 15: Half Day of School

MARCH 29 - APRIL 5: No School - Spring Break

APRIL 10: No Delayed Start

APRIL 17, 24: Delayed Start (school starts 1 1/2 hours later)

MAY 1, 8, 15, 22, 29: Delayed Start (school starts 1 1/2 hours later)

MAY 27: No School - Memorial Day Holiday

JUNE 5: No Delayed Start

JUNE 6: Half Day of School

JUNE 7: Last Day of School - Half Day of School

Fruitport Community Schools
2023-2024 SCHOOL CALENDAR FOR TEACHERS

August 21	Teachers Return; 8:00 – 3:30 pm; 1 Hour District Meeting, 1 hour FEA and rest in their classroom
August 22	Elementary 8:00 – 3:00 pm in classroom; Secondary 10:30 – 4:30 pm in classroom and 4:30 – 6:00 Open House
August 23	Teacher Professional Development Day: Secondary 8:00 – 3:00 pm; Elementary 10:30 – 4:30 pm; and 4:30 – 6:00 Open House
August 28	Students First Day; ½ Day of School for Students (morning); ½ day classroom (afternoon). The building principal can use 1 hour
August 29	½ Day of School for Students (morning); ½ day for Teachers
August 30	Non Delayed Start
August 31 – Sept 4	Labor Day Break
September 6, 13, 20, 27	Delayed Start (school starts 1 ½ hours later)
October 4, 11, 18, 25 Oct. 16 – Oct. 20	Delayed Start (school starts 1 ½ hours later) Parent Teacher Conferences for K-12 (2 night of conferences 4-7pm) 1 virtual and 1 in-person
October 18	Elementary Teachers will use Delayed Start morning for conferences
October 20	½ Day of School; ½ Day for Teachers
October 27	Teacher Professional Development Day (7 hours including ½ hour lunch)
November 1, 8, 15, 29 November 22-24	Delayed Start (school starts 1 ½ hours later) No School; Buildings Closed for Thanksgiving Recess
December 6, 13, 20 Dec. 22 – Jan. 5	Delayed Start (school starts 1 ½ hours later) No School; Holiday Recess
January 8 January 10, 24, 31 January 15 January 17 January 18 January 19	School Resumes Delayed Start (school starts 1 ½ hours later) Teacher Professional Development Day (7 hours including ½ hour lunch) No Delayed Start ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon) ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)
February 7, 14, 21, 28 February 16, 19	Delayed Start (school starts 1 ½ hours later) No School; Mid-Winter Break
March 6, 13, 20, 27 March 8 March 11 – March 15 March 13 March 15 March 29 – April 5	Delayed Start (school starts 1 ½ hours later) Teacher Professional Development Day (7 hours including ½ hour lunch) Parent Teacher Conferences for K-12 (2 nights of conferences 4-7pm) 1 virtual and 1 in-person Elementary Teachers will use Delayed Start morning for conferences ½ Day of School; ½ Day for Teachers No School; Spring Break
April 10 April 17, 24	No Delayed Start Delayed Start (school starts 1 ½ hours later)
May 1, 8, 15, 22, 29 May 27	Delayed Start (school starts 1 ½ hours later) No School; Memorial Day Holiday
June 5 June 6 June 7	No Delayed Start ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon) Last Day for Students; ½ Day of School for Students (morning); ½ day Records Day for Teachers (afternoon)

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachments # IX-1 through IX-7

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

- Bill Listing
- Monthly Financial Report
- Student Activity Summary Report
- Credit Card and Utilities Report
- Transfers and ACH Transactions
- Personnel Report
- Regular Meeting Minutes – May 15, 2023

Background Information:

See attached

Financial Impact:

See attached

Recommended Action:

To approve the Consent Agenda, as presented.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg



**FRUITPORT COMMUNITY SCHOOLS
BILL LIST
Month of May 2023**

<u>FUND</u>	<u>AMOUNT</u>
GENERAL FUND	\$293,616.10
EARLY CHILDHOOD CENTER	\$481.34
FOOD SERVICE	\$261,478.47
COOPERATIVE EDUC (ISD) - TECH MILLAGE	\$5,327.37
CAPITAL PROJECTS (BOND)2021	\$87,394.99
GRAND TOTAL	<u><u>\$648,298.27</u></u>

Fruitport Community Schools Monthly Financial Report 5/31/2023

		GENERAL FUND	SCHOOL SERVICE FUNDS			CAPITAL PROJECTS							Totals
			Food Service	Tech/Security	ECC	Bldg & Site	Capital Projects 2017	Capital Projects 2021	2010	2012 Refund	2017	2021	
Beginning Fund Balance:		4,919,342	956,865	219,790	794,024	1,534,325	1,676,883	5,449,435	171,531	120,946	513,451	144,289	
Revenues:													
Budgeted revenues:		35,984,057	1,421,404	552,500	854,900	-	-	-	-	-	-	-	
Actual revenues:													
	Jul.	884,199	39	142	55,649	1,606	2,945	7,695	4,264	-	16,346	3,908	976,794
	Aug.	206,070	10,500	8,948	68,880	2,394	4,009	10,719	70,824	-	271,525	64,918	718,788
	Sep.	1,320,334	36,708	45,106	75,210	2,566	3,926	9,592	188,407	-	722,318	172,698	2,576,865
	Oct.	3,424,854	46,772	88,106	318,320	731	3,804	3,714	568,234	-	1,680,497	401,787	6,536,818
	Nov.	3,017,362	213,757	69,178	68,572	882	3,740	3,308	20,589	-	78,936	18,872	3,495,198
	Dec.	2,691,618	159,874	2,234	53,519	929	4,197	3,603	270	-	1,034	247	2,917,525
	Jan.	2,922,314	253,084	167,806	85,334	3,446	6,904	9,396	93,327	-	357,797	85,545	3,984,953
	Feb.	3,597,656	34,415	178,425	73,567	8,071	3,505	21,586	22,269	-	85,375	20,412	4,045,280
	Mar.	4,070,602	140,976	95,679	83,036	15,803	-	42,220	32,414	-	124,267	29,711	4,634,708
	Apr.	4,627,365	173,698	465	69,233	2,129	3,453	17,387	137,921	-	30,757	7,354	5,069,762
	May	3,358,221	205,591	230,234	83,677	1,598	-	18,772	1,479	-	5,672	1,356	3,906,599
Total Actual Revenues		30,120,597	1,275,414	886,323	1,034,995	40,155	36,483	147,993	1,139,997	-	3,374,524	806,808	38,863,289
Pro Rated budget Variance to date: Rev		2,864,788.98	27,539.29	(379,864.66)	(251,336.83)								
Expenses:													
Budgeted expenditures:		(35,999,653)	(1,978,416)	(428,740)	(928,399)	-	-	-	-	-	-	-	
Actual expenditures:^													
	Jul.	(787,565)	(33,229)	(42,786)	(83,954)	-	-	-	-	-	-	(500)	(948,034)
	Aug.	(1,212,778)	(30,556)	(8,687)	(66,614)	-	(157,481)	(444,244)	-	-	-	-	(1,920,359)
	Sep.	(3,814,810)	(150,308)	(15,183)	(102,880)	(48,912)	(234,535)	(613,404)	-	-	-	-	(4,980,031)
	Oct.	(2,684,566)	(157,662)	(9,511)	(89,308)	(67,435)	(266,658)	(447,897)	(154,500)	-	(1,121,000)	(118,175)	(5,116,713)
	Nov.	(2,743,437)	(156,474)	(3,917)	(79,912)	-	(82,931)	(45,589)	-	-	-	-	(3,112,260)
	Dec.	(2,735,157)	(188,580)	(18,940)	(97,034)	-	(53,403)	(181,239)	(1,000)	-	-	-	(3,275,354)
	Jan.	(2,880,045)	(106,890)	(10,178)	(72,426)	-	(2,707)	(257,953)	-	-	(500)	-	(3,330,698)
	Feb.	(2,602,890)	(142,805)	(27,055)	(98,370)	-	(699,322)	623,316	-	-	-	-	(2,947,125)
	Mar.	(3,941,601)	(194,653)	(7,359)	(116,912)	(74,690)	-	(176,432)	-	-	(500)	-	(4,512,147)
	Apr.	(2,507,102)	(144,030)	(11,263)	(73,714)	-	(216,329)	397,578	(1,154,500)	-	(2,201,000)	(733,175)	(6,643,536)
	May	(2,759,723)	(320,780)	(167,826)	(77,829)	-	-	(135,125)	-	-	-	-	(3,461,283)
Total Actual Expenses		(28,669,674)	(1,625,966)	(322,705)	(958,953)	(191,037)	(1,713,366)	(1,280,988)	(1,310,000)	-	(3,323,000)	(851,850)	(40,247,538)
Pro Rated budget Variance to date: Exp		(4,330,007.65)	(1,657,073.54)	(70,306.79)	107,920.44								
Ending Balance to date:		6,370,264	2,232,279	783,408	870,066	1,383,443	-	4,316,441	1,528	120,946	564,975		
Projected Ending Balance:		4,903,746	399,853	343,550	720,525	1,534,325	1,676,883	5,449,435	171,531	120,946	513,451		
Revenues over(under) Expenses to date:												(1,384,250)	

^Fifth Third Bank auto deductions have been included in actual expenditure totals

Fruitport Community Schools
 Student Activity Summary Report
 Month ending May 31, 2023

Student Activity Sub Totals	BEGINNING BALANCE	NET CHANGE	ENDING BALANCE
District Wide Student Activity Accounts	58,712.28	(3,041.54)	55,670.74
Beach Elementary Student Activity Accounts	28,907.31	(6,722.80)	22,184.51
Edgewood Elementary Student Activity Accounts	54,431.46	22,926.42	77,357.88
High School Class of Student Activity Accounts	7,554.47	(300.00)	7,254.47
High School Athletic Student Activity Accounts	95,593.24	(22,541.16)	73,052.08
High School Student Activity Accounts	206,062.45	23,009.19	229,071.64
Middle School Student Activity Accounts	39,976.98	3,496.88	43,473.86
Shettler Elementary Student Activity Accounts	30,730.57	3,817.95	34,548.52
Alt. High School Student Activity Accounts	600.44	-	600.44
Millionaire Party Accounts	15,954.53	18.43	15,972.96
Total Student Activity Fund	\$ 538,523.73	\$ 20,663.37	\$ 559,187.10

Credit Card and Utilities Detail
For the month ending May 31, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	Total
Utilities:													
Consumers	\$ 643.35	\$ 612.41	\$ 932.65	\$ 238.57	\$ 1,103.11	\$ 474.89	\$ 665.31	\$ 609.35	\$ 308.78	\$ 578.79	\$ 740.00		\$ 6,907.21
Frontier	\$ 45.44	\$ 46.64	\$ 46.80	\$ 46.80	\$ 46.27	\$ 46.27	\$ 46.27	\$ 47.29	\$ 47.29	\$ 47.29	\$ 46.82		\$ 513.18
MISEC	\$ 20,984.57	\$ 22,461.53	\$ 19,381.06	\$ 23,316.47	\$ 2,827.30	50,660.01	\$ 24,935.67	\$ 59,751.99	\$ 27,687.16	\$ 14,989.98	\$ 35,489.69		\$ 302,485.43
Total Utilities	\$ 21,673.36	\$ 23,120.58	\$ 20,360.51	\$ 23,601.84	\$ 3,976.68	\$ 51,181.17	\$ 25,647.25	\$ 60,408.63	\$ 28,043.23	\$ 15,616.06	\$ 36,276.51	\$ -	\$ 309,905.82
Credit Cards:													
General Fund	\$ 66,527.66	\$ 114,824.97	\$ 163,715.45	\$ 113,830.18	\$ 92,257.34	\$ 105,155.52	\$ 52,713.21	\$ 67,756.45	\$ 90,889.37	\$ 51,653.11			\$ 919,323.26
Early Childhood	\$ 2,202.70	\$ 3,950.38	\$ 4,280.13	\$ 18,112.31	\$ 4,675.53	\$ 4,768.59	\$ 3,320.43	\$ 2,260.43	\$ 5,423.82	\$ 2,445.97			\$ 51,440.29
Food Service	\$ -	\$ -	\$ 5,990.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17.98			\$ 6,008.13
Tech/Security Millage	\$ 1,444.80	\$ 5,818.73	\$ 7,572.60	\$ 1,889.74	\$ 1,193.92	\$ 25,506.71	\$ 2,297.83	\$ 6,390.61	\$ 1,468.33	\$ 4,434.79			\$ 58,018.06
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,179.76	\$ -			\$ 33,179.76
Student Activities	\$ 6,540.48	\$ 25,787.45	\$ 15,275.97	\$ 36,710.54	\$ 40,871.80	\$ 29,738.46	\$ 20,531.04	\$ 31,612.32	\$ 24,798.41	\$ 20,218.48			\$ 252,084.95
Total Credit Card Charges	\$ 76,715.64	\$ 150,381.53	\$ 196,834.30	\$ 170,542.77	\$ 138,998.59	\$ 165,169.28	\$ 78,862.51	\$ 108,019.81	\$ 155,759.69	\$ 78,770.33	\$ -	\$ -	\$ 1,320,054.45

***Credit cards are always a month behind

Payment Date	Debit Account Desc	May Transfers Credit Account Desc	Amount
5/1/2023	Checking - General Fnd Inv - USD	Checking - HRA - USD ***HRA Account Low	\$ 10,000.00
5/2/2023	Checking - General Account - USD	Checking - Debt Retirement Acct - USD ***Deposit correction	\$ 471.34
5/2/2023	Checking - Trust and Agency - USD	Checking - General Account - USD ***Misc Items - Trust & Agency owes General Fund	\$ 86,856.78
5/11/2023	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***5/12/23 Payroll & ORS Transfer	\$ 891,122.67
5/26/2023	Checking - General Fnd Inv - USD	Checking - Payroll - USD ***5/26/23 Payroll, ORS, & 147c Transfer	\$ 1,331,276.26
5/31/2023	Checking - General Account - USD	Checking - Debt Retirement Acct - USD ***Deposit correction	\$ 6,812.48
5/31/2023	Checking - Trust and Agency - USD	Checking - General Account - USD ***Misc Items - Trust & Agency owes General Fund	\$ 43,481.20
Total Transfers in May			<u>\$ 2,370,020.73</u>

Personnel Report – June 19, 2023

It is recommended that the following candidates be offered contracts and/or salary increases pending final approval from the Board of Education:

Alexia Davis – STEM Teacher
Taylor Eacker – Middle School Science
Jerry Mobrito – Middle School Math/Technology
Josh Moskalewski – ESU Social Worker at Shettler
Kenneth Houk – Transportation
Kimberly Kovalak – Transportation
Heidi Bajewa – Long Term Substitute

The following staff members will Resign/Retire/Reduce Hours/Transfer:

Emily Basse – Edgewood Assistant Principal
Brenda Dorrman – Transportation
Elizabeth Dennie – English as a Second Language
Jason Gustin – Elementary / Middle School STEM Teacher
Macy McDonald – Kindergarten Teacher at Edgewood
Lynn Urban – Physical Therapist

The following positions are currently posted:

Assistant Principal – Edgewood Elementary
Bus Driver - Transportation
Behavior Services Coordinator
Elementary Teacher – Kindergarten
Elementary Reading Interventionist and Premier Sub
ELL and Middle School Spanish Teacher
Heavy Duty Bus Mechanic
Instructional Assistants – Multiple Positions
Middle School Volleyball Coach
Physical Therapist
School Psychologist
Elementary Special Education Teacher for Students with Autism
Year Round Child Care Assistant
Year Round School Age Care and Summer Fun Camp Assistant
Varsity Bowling Coach

Memo

To: FCS Board of Education
From: Allison Camp, Curriculum Director
Date: June 5, 2023
Re: Recommendation for Hire

On May 15, Janelle Duffey, Jason Bogue, and myself completed the first round of STEM interviews for the open position at Beach and Shettler. We had 11 people apply for the position. We brought in 3 candidates to interview for the first round and narrowed that down to 2 people for the second round teaching interviews on May 19. From there the team chose Alexia Davis as the top candidate. Alexia is a recent graduate from Grand Valley State University. She has an elementary teaching certificate with an additional endorsement in the area of math.

Just after the STEM interview process was completed, a team from FMS completed two rounds of interviews for the open science position at the middle school. We had 12 people apply for the open position (most did not have the correct certification). We ended up bringing in 3 candidates for our first round of interviews and narrowed it down to 2 for the second round teaching interviews. From there, the team of Monte Kelly, Trista Stingle, Dina Woodard, and myself chose Taylor Eacker as best fit for Fruitport. Taylor has taught the last 4 years at Orchard View Middle School. She has a Bachelor of Science degree in Integrated Science and Education from Grand Valley State University.

Alexia K. Davis

alexiaofdavis@gmail.com | (586) 854 – 2413

Objective:

To obtain the K-8 STEM Teacher position at Fruitport Community Schools.

Education:

Grand Valley State University

Bachelor of Arts

Majors: Mathematics & Education

Minor: Elementary Certification

Graduated: April 2023

GPA: 3.80

Certifications: **ZG, EX**

Recent Experience:

Teacher Internship: GVSU; Premier Building Substitute

January 2023 – Present

4th Grade; North Elementary, Godwin Heights Public Schools

- Built and maintained relationships with students to create a positive learning environment
- Enhanced and tailored curriculum to effectively engage students and improve learning outcomes
- Led small groups daily based on student assessment data to strengthen reading and math abilities
- Collaborated with my PLC to develop strategies to promote students' academic growth
- Encouraged student behavior using the school-wide PBIS system
- Lead students through the STEM design thinking process

Teacher Apprenticeship Abroad: GVSU

November 2022 – December 2022

Colexio Padre Feijoo-Zorelle; Ourense, Spain

- Implemented classroom management procedures successfully
- Improved Spanish speaking skill in listening and speaking with natives
- Created lessons and differentiated instruction for students of varying grades and ability levels

Teacher Apprenticeship: Grand Valley State University

August 2022 – October 2022

2nd Grade; West Elementary, Grandville Public Schools

- Designed engaging games for the class from scratch to support given common core standards
- Successfully took over the classroom and procedures in the first few weeks
- Assessed student's reading abilities based on their accuracy, fluency and comprehension
- Analyzed a struggling student's behavior patterns then developed an intervention plan

Drop-in Tutor

January 2022 – October 2022

Math Tutoring Center, Grand Valley State University

- Monitored as students arrive, help them to check in and find them an appropriate tutor
- Assisted struggling students one-on-one, helping them to develop and improve their math skills

Substitute Paraprofessional; Substitute Special Education Teacher

April 2019 – August 2022

Macomb Intermediate School District

- Began as a substitute paraprofessional, applied and started as a substitute teacher in June 2021
- Responded quickly to dangerous behaviors to keep students safe from themselves and others
- Directed CI, EI and AI classrooms of up to sixteen students and three paraprofessionals
- Gave feedback to students one-on-one which enabled them to meet their IEP goals

Substitute Teacher

November 2020 – June 2022

EDUStaff

- Taught in a variety of different grade levels in the following counties and school districts
 - Ottawa County: Allendale, Coopersville, Hudsonville, and West Ottawa
 - Kent County: Grand Rapids, Grandville, Kenowa Hills, Kentwood, and Wyoming
 - Macomb County: Chippewa Valley, Fraser, and L'Anse Creuse
- Accepted a job as a building substitute at Coopersville South Elementary School
- Worked as a long term substitute in a 3rd grade classroom in Fraser Public School District

Math Circle Mentor

August 2021 – April 2022

Department of Mathematics, Grand Valley State University

- Coordinated monthly meetings with four beginning women math majors
- Provided students with advice and guidance on a variety of topics regarding college life
- Accompanied advisors in running monthly Math Circle meetings

Student Grader, MTH 222

September 2021 – December 2021

Stocking Elementary, Grand Rapids Public Schools

- Observed the college students teach their lesson to groups of 1st and 5th graders
- Discussed feedback and offered suggestions for improvement after assessing student lessons

Student Manager

September 2019 – October 2020

Campus Dining, Grand Valley State University

- Managed necessary materials to ensure that the shift would run smoothly
- Delegated tasks to as many as twenty employees based on their skill level and abilities

Student Musician

November 2018 – March 2022

Athletic Pep Band, Grand Valley State University

- Performed a large variety of music to support athletes and entertain thousands of students

Extracurriculars:

- Laker Marching Band
- Rock Climbing Club
- Grand Valley Winter Guard
- Sigma Alpha Iota: *Music Service Fraternity – Secretary*
- Pi Mu Epsilon: *National Mathematics Honor Society*
- Math In Action Conference – *Presenter*

Awards, Additional Certifications & Skills:

- Spanish: *Intermediate*
- CPR, AED, First Aid Certification
- I am Grand Valley Award
- Certificate of International Teaching Experience
- Mathematics and Community Service Award
- Department Senior Award in Mathematics

References:

Kelly Compher

Mentor Teacher, *Godwin Heights Public Schools*
(269) 207-5653, compher@godwinschools.org

Steve Minard

Principal, *Godwin Heights Public Schools*
(616) 252-2010, minard@godwinschools.org

Carley Ballou

Mentor Teacher, *Grandville Public Schools*
(985) 290-7579, cballou@gpsbulldogs.org

Dr. John Golden

Professor of Math & Education, *GVSU*
(616) 331-2449, goldenj@gvsu.edu



TAYLOR EACKER

taylorhall111207@gmail.com | 231-286-2524 | Muskegon, MI 49442

Summary

Hardworking and dedicated Middle School Science Teacher who is passionate about fostering a love of learning for each student with a background in Project Based Learning.

Teaching Certifications

- ZG - Elementary Education
- DI - Integrated Science

Skills

- Parent and Student Communication
- Verbal and Written Communication
- Hands-On Learning
- Proficient in Google Classroom
- Proficient in PowerSchool
- Project Based Learning
- Organized
- Collaboration with Others

Experience

Orchard View Schools | Muskegon, MI
Middle School Science Teacher
08/2019 - Current

- Taught science concepts through inquiry, project based learning, and hands-on activities.
- Integrated technology such as simulations and interactive slideshows to enhance instruction.
- Used different learning and teaching techniques to meet the needs of all learners such as student-led projects and self-paced learning.
- Used IQWST curriculum to teach all science disciplines.
- Collaborated with other teachers and school leaders to give each student the best possible education.
- Built relationships with students to create a more inviting, productive, and safe learning environment.

Muskegon Public Schools | Muskegon, MI
Student Teacher
01/2019 - 04/2019

- Collaborated with cooperating teachers and another student teacher to plan and achieve instructional goals and objectives.
- Developed deeper understanding of teaching strategies with increasing responsibility for student learning through feedback.
- Managed classroom procedures and organized resources to promote safety and learning.
- Adapted teaching methods and materials to meet students' varying needs and interests.
- Offered students personalized educational, behavioral and emotional support.
- Built and strengthened positive relationships with students, parents and teaching staff.
- Used ClassDojo to communicate with families on a regular basis.

WESCO | Muskegon, MI
Sales Associate/Operations Manager
07/2014 - 06/2019

- Worked with and lead employees to work together to carry out daily functions and meet service objectives.
- Monitored and trained new employees, and reported progress to supervisors.
- Completed thorough opening, closing and shift change functions to maintain operational standards each day.
- Monitored inventory levels and placed new orders for merchandise to keep supply well-stocked.
- Handled large amounts of cash and balanced cash drawer daily within prescribed balancing guidelines.

Education and Training

Grand Valley State University | Allendale, MI
Bachelor of Science in Integrated Science And Education
04/2019

Muskegon Community College | Muskegon, MI
Associate of Science in Health Sciences
04/2016

Memo

To: FCS Board of Education
From: Allison Camp, Curriculum Director
Date: June 15, 2023
Re: Recommendation for Hire

On June 1, Monte Kelly, Trista Stingle, and myself interviewed 3 candidates for our open Math/Technology position at Fruitport Middle School. We brought 2 of those candidates back for a 2nd round interview and added Colleen Robison and Amanda Gaeth to the interview team. In addition to answering typical interview questions, both candidates presented a proposed elective class idea based on responses our students provided when they were asked what type of elective they would like to take. After much consideration, the team decided to hire Gerald (Jerry) Mabrito.

Jerry has Bachelor's degrees from Excelsior College and Grand Valley State. Additionally, Jerry has Master's degrees from University of Maryland and from Grand Valley State University. He has previously volunteered or worked in Fruitport as a wrestling coach, school counselor, and instructional assistant. He comes to us with 7 years of teaching experience from Muskegon Catholic Central. We are very excited to have him join the team.

GERALD M. MABRITO

5842 Chandonnet Dr Muskegon, MI 49444
231-720-5867 jerry.mabruto@icloud.com

OBJECTIVE: Help student explore technology use and help them to go from users of technology to makers that use technology to impact the world around them.

EDUCATION & CERTIFICATIONS

B.S., Mathematics & Computer Science – Secondary Education, Grand Valley State University, Allendale, MI April 2016
Graduate Teacher Certification Program (Secondary Education), Grand Valley State University, Allendale, MI April 2016
MEd, School Counseling, University of Maryland, Bowie State, Bowie, MD, GPA 3.923, 2012
B.S., Cum Laude, Psychology, Excelsior College, Albany, NY, GPA 3.6, 2003
A.A., With Honors, General Program, University of Alaska Anchorage, Anchorage, AK, GPA 4.0, 2002
Secondary Education Teacher (Math, Computer Science, Psychology), Michigan Department of Education (Exp. 6/2026)
School Counselor, Michigan Department of Education (Exp. 6/2027)
Journeyman Electrician, Michigan Department of Labor (Exp. 12/2023)

TEACHING EXPERIENCE

TEACHER (2016 - PRESENT) – MUSKEGON CATHOLIC CENTRAL (MCC) HS/MS **MUSKEGON, MI**

- Teach a variety of classes including computer programming in Java, introduction to computer science, introduction to technology, tech lit classes in digital media and office applications, psychology, SAT Prep, Inquiry Based Learning (Project Based) STEAM course, Personal Finance, and AP Calculus. Creating most courses from the ground up.
- Developed an introduction to computer science course based on Code.org and created lesson plans, summative and formative assessments, and individual and group activities based on Code.org materials and state standards geared towards a collaborative learning environment and differentiated instruction.
- Developed an advance computer science course (AP CS) and an introduction to technology classes based on the ZyBooks Advance Computer Science and Computing Technology for All digital textbooks and created lesson plans, summative and formative assessments, and individual and group activities based on a variety of materials and state standards.
- Developed and integrated a 3D printing unit into my technology classes that engages the students the design process, problem solving, and integrates math, science, and engineering principles. Collaborated with teachers throughout the building to integrate 3D printing into their classrooms and curriculum.
- Collaborated with the art teacher and the American Foundry Society to provide students with an introduction to the processes used in foundries and metal casting and many of fields that require those skills while highlighting educational opportunities.
- Created a school news program where students would put together two short news cast each week.

STUDENT TEACHER (2016) - CREEKSIDE MIDDLE SCHOOL **ZEELAND, MI**

- Developed lesson plans, summative and formative assessments, and individual and group activities based on classroom materials and state standards geared towards a collaborative learning environment and differentiated instruction.
- Collaborated with the cooperating teacher on initiatives to increase student use of technology as a tool in math. Initiated activities to prepare students for web-based standardized testing, including the M-STEP.
- Put together a voluntary lunch-time Homework Club to provide students with another resource of instruction and assistance with the materials covered in class. Provided them with a safe and stress-free environment outside of the classroom.

TEACHER AID (2015) - LAKESHORE MIDDLE SCHOOL **GRAND HAVEN, MI**

- Planned and taught a literacy skills lesson to demonstrate the power of prior knowledge in helping math students succeed in their math classes as well as their other classes.
- Assisted classroom teacher in the development and presentation of lessons throughout the placement.
- Put together and taught an Hour of Code computer programming introduction lesson to five 7th grade technology classes.

GUEST TEACHER (2014) - MONA SHORES MIDDLE SCHOOL **NORTON SHORES, MI**

- Planned and taught four sections of computer programming classes for 7th graders over an eighteen-week period.
- Utilized both online resources and offline lessons to challenge each student's view of technology and provide them with a glimpse of their potential as computer programmers.
- Incorporated team/individual learning and problem-solving experiences, which demonstrated key principles in computer programming. Highlighted the incredible scope of influence and opportunities that computer science has in the world.

4-H TECH WIZARDS YOUTH MENTOR (2013 – 2014) – MSMS **NORTON SHORES, MI**

- Guided group of 5 students through multiple projects while providing thought provoking social experiences in a supportive and safe environment in which learning, and exploration was admired.
- Developed programs to help students explore projects focused on STEM topics of solid-state electronics, robotic, remote operated underwater vehicle (ROV) technology, hydraulics, pneumatics, hydroponics, and wood working/construction.

SUBSTITUTE SCHOOL COUNSELOR (2013) – MSMS

NORTON SHORES, MI

- Provided compassionate, comprehensive counseling and educational/career services in line with district and state curricula/assessment processes. Worked as a student advocate while working to satisfy the interest of all parties involved.
- Initiated a lunchtime group for young men with limited social skills to experience and learn from social interactions/conflicts.
- Assisted in Calling All Colors group aimed at increasing student understanding/appreciation for diversity and commonalities and counteract stereotypes, improve self-confidence and self-esteem, and promote collaborative/cooperative learning.

LONG-TERM SUBSTITUTE TEACHER (2012 - 2013) - FRUITPORT HS

FRUITPORT, MI

- Planned/taught in High School Cognitively Impaired (CI) classroom.
- Developed multifaceted total classroom behavioral control plan which focused on positive behavior rewards. Allowing me to increase the number of positive interactions with students while providing them with opportunities to practice money skills.
- Successfully lobbied for the inclusion of a CI student with great artistic potential in a general education art classroom.
- Managed the annual US Marine Corps Toys-For-Tots drive, providing the CI students with an opportunity to help others.

COACHING EXPERIENCE

CROSS COUNTRY & MIDDLE SCHOOL TRACK COACH (2017 - 2021) – MCC

MUSKEGON, MI

- Volunteered and worked in multiple capacities with the high school & middle school cross country and track programs.

VOLUNTEER WRESTLING COACH (WINTER 2012 & FALL 2013) – FRUITPORT MS/HS

FRUITPORT, MI

- Volunteered in multiple capacities at high school & middle school home wrestling tournaments.
- Assisted the high school & middle school coaches by providing one on one instruction to students new to their program.

PROFESSIONAL DEVELOPMENT

Mathematical Association of America (2015 – present)

Member Michigan Counseling Association (2012 – present)

Member American School Counselor Association (2010 – present)

Participant & Volunteer, Math-In-Action Conference hosted by GVSU (2013 - 2016, 2018, 2022 - 2023)

COMPUTER EXPERTISE & HOBBIES

Software: JAVA, Visual Basic, SQL, Microsoft Office Suite (Access, Excel, Outlook, PowerPoint, Word), Google Education Suite, ITIL® version 3 certification.

Hobbies: Learning, science experiments, space, robotics, electronics, DIY projects, green energy, technology, computers, math, listening to podcast & audio books, and gardening with hydroponics. I am also an Assistant Scout Master for Troop 1023 in Fruitport, MI.

REFERENCES

ANDY MANN, EDUCATIONAL TECHNOLOGY CONSULTANT / DIRECTOR REMC 4, MUSKEGON AREA ISD, 630 Harvey Street, Muskegon, MI 49442, OFFICE: 231-767-7242 CELL: 231-736-6362

KATHLEEN STEUDLE-SCHWANDER, INDUSTRIAL TECHNOLOGY TEACHER, FRUITPORT HIGH SCHOOL, 357 N. SIXTH ST., FRUITPORT, MI 49415, OFFICE: (231) 865-4100 x6129

AMY HULKA, AP CS, Algebra, Personal Finance Teacher, MONTAGUE HIGH SCHOOL, 4900 STANTON BLVD, MONTAGUE, MI 49437, OFFICE: 231-894-2661, CELL: (231) 557-2736, AMYHULKA@GMAIL.COM

MEMORANDUM

To: Jason Kennedy

CC: School Board,

From: Greg Bodrie

Date: 05/23/2023

Re: **School Social Worker-Shettler**

On May 17, 2023 two candidates were interviewed for a School Social Worker position at Shettler Elementary. The committee unanimously selected Joshua Moskalewski. Joshua has worked in the social work field for the past 8 years. His reference checks were exemplar. It is recommended that Joshua's employment begin with the 2023-24 school year. He will be placed on the MA Step 1 salary scale. Upon successful completion of his program requirements in December of 2023, he will be moved to MA-30-step 1.

Joshua Moskalewski

11790 Haymeadow Court Ravenna, Michigan 49451 | ph. 231-638-9554 | joshua.moskalewski@uky.edu

EDUCATION:

Grand Valley State University | Allendale, Michigan
Bachelor of Science in Psychology, 2014

University of Kentucky | Lexington, Kentucky
Masters Degree in Social Work: School Social Work Certificate - Graduating December 2023
Practicum Placement: Beach Elementary Intern
ESU Early Childhood Special Education Intern

PROFESSIONAL EXPERIENCE:

HealthWest - Muskegon County Community Mental Health | Muskegon, MI

Youth IDD Supports Coordinator (January 2017 - April 2022)

- provided case management services to youth (ages 0-26) diagnosed with intellectual and/or developmental disabilities
- established relationships with schools by participating in IEP and staffing meetings to create a safe and healthy learning environment for children
- communicated with school counselors to provide emotional support for managing challenging behaviors
- coordinated medication management by scheduling and attending medication review appointments and psychiatric evaluations
- facilitated therapeutic groups for children emphasizing social skills and emotional regulation

Youth Mobile Crisis Stabilization Specialist (August 2021 - April 2022)

- provided after-hours crisis management and support to youth (0-18) and families experiencing mental health crises in the community
- engaged in safety planning for high-risk behaviors

Hope Network Center for Autism | Grand Rapids, MI

Registered Behavior Technician (January 2015-December 2016)

- utilized ABA (Applied Behavioral Analysis) therapy to address behaviors in children diagnosed with Autism ages 1-6 years old
- supported children in learning activities of daily living, routines and appropriate social engagement

Pine Rest Psychological Consultation Center | Grand Rapids, MI

Psychometrist

- administered and scored various psychological assessments specific to ADHD
- worked alongside licensed psychologists and observed treatment strategies

REFERENCES:

Katie Teichmer - School Social Worker, Ravenna Public Schools | Ravenna, MI ph. 231-750-5335 |
kteichmer@ravennaschools.org

Kathryn Forbes - School Social Worker, Fruitport Community Schools | Fruitport, MI ph. 517-202-9545
kforbes@fruitportschools.net

Jacob Scott - Supports Coordinator, HealthWest | Muskegon, MI
ph. 231-563-3590 | jacob.scott@healthwest.net

06/01/2023

To the Board of Education of Fruitport
School District

I am writing to inform you that I am retiring
from my position as a bus driver with the
transportation department at the closing
current school year

June 16, 2023 .

Official retirement date therefore will be
06/17/2023 .

Brenda Dorrman

Brenda Dorrman

Accepted

Joseph Lemaire

6/1/2023

Elizabeth Dennie
1505 Marcoux Ave.
Muskegon, MI 49442

May 19, 2023

Allison Camp
Director of Curriculum & Instruction
Fruitport Community Schools
3255 E. Pontaluna Rd.
Fruitport, MI 49415

Dear Ms. Camp:

Please accept this letter as my formal notice of resignation as ESL Coordinator with Fruitport Community Schools. My last day will be Friday, August 18, 2023, in conjunction with the pay agreement.

Thank you for your support and the opportunities that you have provided during my time at Fruitport Community Schools. It has been a pleasure and I am grateful for the knowledge gained from this working environment and experience.

Sincerely,

Elizabeth Dennie

Elizabeth Dennie

Emily Basse
1061 Edinborough Drive
Norton Shores, MI 49441
231-557-7261
embasse@gmail.com

June 16, 2023

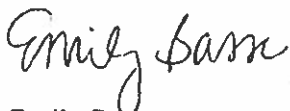
Dear Mr. Kennedy,

It is with bittersweet emotion that I write this letter to formally notify you of my resignation from my position as Assistant Principal at Edgewood Elementary School. My last day will be Friday, June 23, 2023, as that is the last day of my pay agreement.


Thank you so much for the opportunity to work in this position for the past two years. Words cannot express how much I have enjoyed working with the amazing team at Edgewood, and how much I value all the things I've learned from you and our administrative team. I am so proud of all the things Fruitport Community Schools are accomplishing together, and Edgewood will forever hold a place in my heart. I am fortunate to be able to take my experiences here in Fruitport with me throughout my career.

During the rest of my time in Fruitport Community Schools, I will do everything possible to wrap up my duties and responsibilities. Please let me know how else I can help during this transition.

Sincerely,



Emily Basse

Accepted
6/16/2023




Kennedy, Jason <jkennedy@fruitportschools.net>

Notice of Non-Renewal of Contract

Gustin, Jason <jagustin@fruitportschools.net>

Tue, Jun 20, 2023 at 6:40 PM

To: Jason Kennedy <jkennedy@fruitportschools.net>, Allison Camp <acamp@fruitportschools.net>

Cc: Tom Hamilton <thamilton@fruitportschools.net>, Monte Kelly <mkelly@fruitportschools.net>

I am writing to inform you that I will not be returning to the STEM position at Fruitport Community Schools next school year. I have accepted a position with Muskegon Catholic Schools which is where my children attend. It has been a pleasure to have been a part of the Edgewood/Middle School family, if only for a year. The decision was not easy but being able to teach where my children attend was very desirable for me and my family.

Thank you very much for all of the opportunities and experiences that you have given me this past school year.

Blessings,
Jason Gustin

Accepted
Jason Gustin
6/21/2023



Kennedy, Jason <jkennedy@fruitportschools.net>

Kindergarten Position

1 message

Macy McDonald <macymmcdonald7@gmail.com>

Tue, May 30, 2023 at 4:24 PM

To: Jason Kennedy <jkennedy@fruitportschools.net>, Tom Hamilton <thamilton@fruitportschools.net>

Dear Jason and Tom,

First, I want to express how grateful I am for the opportunity to be your kindergarten teacher next school year. I was so excited to be back at the school that I completed my student teaching and also teach where my step dad had worked for his whole career. I learned so much from the staff and students and will forever hold that experience close to my heart.

Unfortunately, I will no longer be able to accept the Kindergarten teaching position for the 2023-2024 school year at Edgewood Elementary. This was not an easy decision and I wish you the best of luck in finding the best candidate for this position. Thank you again for the opportunity.

Best wishes,
Macy McDonald



Fruitport Community Schools
REGULAR BOARD MEETING MINUTES
Monday, May 15, 2023 – 7:00 p.m.

Meeting Location:

Fruitport Community Schools Central Office
Board of Education Meeting Room
3255 E. Pontaluna Rd.
Fruitport, MI 49415

- I. **CALL TO ORDER:** The Regular meeting of the Board of Education was called to order at 7:01 p.m. by Board President, Dave Hazekamp.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited by those in attendance at Regular Meeting.
- III. **ROLL CALL:** Present – Elroy Buckner, Tim Burgess, Kris Cole, Dave Hazekamp, and Steve Kelly. Absent - Susan Franklin and JB Meeuwenberg

Designation of Kris Cole (Vice President) as Acting Secretary, per Board of Education Policy #2406 - Board Officers' Duties.

IV. **APPROVAL OF AGENDA**

Item 23-68. MOTION by Buckner, SECOND by Cole to approve the agenda, as presented

MOTION CARRIED: 5-0; 2 absent.

V. **PRESENTATIONS:**

- Mark Mesbergen reviewed a slide presentation and had a discussion with the Board on the completion of the 2016 Bond Project.

VI. **COMMUNICATIONS:**

- A communication was received by the MAISD indicating that they were offering to purchase some student artwork for their permanent collection that was

showcased at Expressions 2023, the 41st Annual Muskegon Area Student Art Exhibit at the Muskegon Museum of Art. The MAISD would purchase the artwork directly from the student, provide the student with a color print of their work, provide the student with a set of notecards with their artwork on it, and the student would sign an Agreement to Purchase document.

VII. SUPERINTENDENT/ADMINISTRATIVE REPORTS:

- **Technology and Security Enhancement Millage Update**

An update was provided to the Board pertaining to the Regional Technology and Security Enhancement Millage renewal that was on the ballot on May 2, 2023. The MAISD will be providing a copy of the certified Canvass of Votes in the next few days to Districts; with the unofficial vote tally indicating that the ballot question had passed.

- **Update on OK Conference Realignment**

A copy of the approved OK Conference Realignment for 2024-2028 was provided to the Board, along with a communication from the OK Conference Commissioners indicating that the realignment vote had been passed by the Conference.

VIII. REMARKS FROM THE PUBLIC: None

IX. CONSENT AGENDA

Item 23-69. MOTION by Burgess, SECOND by Buckner to approve the Consent Agenda as listed below:

1. Approval of Bill Listing in the amount of \$431,966.57
2. Acceptance of Monthly Financial, Bond, and Capital Projects Report
3. Acceptance of Student Activity Summary Report
4. Acceptance of Credit Card and Utilities Report
5. Approval of Transfers and ACH Transactions Report
6. Approval of Personnel Report (includes confirmation of new hires, resignations, retirees, and transfers)
7. Approval of Special Meeting Minutes: April 17, 2023

MOTION CARRIED: 5-0; 2 absent.

X. GENERAL BOARD BUSINESS:

1. **MAISD Biennial Election of Board Members Resolution**

Item 23-70. MOTION by Buckner, SECOND by Cole to approve the MAISD Biennial Election of Board Members Resolution, as discussed. The Board designates Kris Cole as its representative to serve on the 2023 electoral body, and Tim Burgess as alternate representative. The Board supports candidates Kathy Six and Wanda Lee Suits, at least on the first ballot taken at the June 5, 2023 election, for a term of six years, ending on June 30, 2029, on the Muskegon Area Intermediate School District Board of Education.

MOTION CARRIED: 4-0; 1 abstain; 2 absent.

Roll Call Vote:

Ayes: Elroy Buckner, Kris Cole, Dave Hazekamp, and Steve Kelly

Nays: None

Abstain: Tim Burgess - Conflict of Interest

Absent: Susan Franklin and JB Meeuwenberg

2. MAISD 2023-2024 General Fund Budget Resolution

Item 23-71. MOTION by Cole, SECOND by Burgess to approve the MAISD 2023-2024 General Fund Budget Resolution, as discussed. Dave Hazekamp represented the Board at the General Fund Budget Review on May 4, 2023. A copy of the General Fund Budget and the presentation shared with district representatives on May 4th was provided to the Board.

MOTION CARRIED: 5-0; 2 absent.

Roll Call Vote:

Ayes: Elroy Buckner, Tim Burgess, Kris Cole, Dave Hazekamp, and Steve Kelly

Nays: None

Absent: Susan Franklin and JB Meeuwenberg

3. Staff Appreciation Week Resolution (May 8-12, 2023)

Item 23-72. MOTION by Buckner, SECOND by Cole to approve the Staff Appreciation Week Resolution, recognizing the week of May 8-12, 2023 as Staff Appreciation Week in Fruitport Community Schools, as discussed and presented.

MOTION CARRIED: 5-0; 2 absent.

Roll Call Vote:

Ayes: Elroy Buckner, Tim Burgess, Kris Cole, Dave Hazekamp, and Steve Kelly

Nays: None

Absent: Susan Franklin and JB Meeuwenberg

XI. BUSINESS AND FINANCE COMMITTEE REPORTS & RECOMMENDATIONS

1. Report of committee meeting held on May 9, 2023

Elroy Buckner reported on a Business and Finance Committee meeting held on May 9, 2023 at 5:30 p.m. Kris Cole, Dave Hazekamp, Jason Kennedy, Elroy Buckner, and Mark Mesbergen were present. The Committee discussed the MAISD Biennial Election of Board Members, was presented with a proposal for audit services from Rehmann, was presented with a recommendation from Kyle Nielsen to purchase chromebooks for the upcoming year, discussed the compensation recommendation for non-affiliated employees, and was presented with the L-4029 for the upcoming fiscal year. The meeting was adjourned at 6:13 p.m.

2. District Audit Proposal - Contract Extension with Rehmann

Item 23-73. MOTION by Buckner, SECOND by Cole to approve the 5-year audit proposal from Rehmann in the amount of \$21,500 for the first year, and increasing by \$700 for each year, as discussed.

MOTION CARRIED: 5-0; 2 absent.

3. Chromebook Purchase Recommendation

Item 23-74. MOTION by Buckner, SECOND by Kelly to approve the purchase of 588 Chromebooks and 428 Chromebook cases using the REMC Bid consortium, in the amount of \$154,546.92, using Technology-Security Millage proceeds, as discussed.

MOTION CARRIED: 5-0; 2 absent.

4. L-4029 2023 Tax Rate Request Form

Item 23-75. MOTION by Buckner, SECOND by Cole to approve the L-4029 for the fiscal year 2024, as discussed.

MOTION CARRIED: 5-0; 2 absent.

XII. PERSONNEL COMMITTEE REPORTS & RECOMMENDATIONS:

1. Report of committee meeting held on May 8, 2023

Jason Kennedy reported on a Personnel Committee meeting held on May 8, 2023 at 3:00 p.m. Dave Hazekamp and Jason Kennedy were present. The Committee discussed the May 2023 Personnel Report, discussed the need to consider a resolution to designate a representative from the Board to serve on the 2023 electoral body for electing members to the MAISD Board of Education, and discussed an increase in compensation for the non-affiliated employees of the District equivalent to the same percentage increase as provided to other bargaining units across the District. The meeting adjourned at 3:24 p.m.

2. Non-affiliated Employee Compensation Increase Recommendation

Item 23-76. MOTION by Burgess, SECOND by Cole to approve the increase in compensation for the non-affiliated employees of the District, as discussed and presented.

Financial Impact

- Non-affiliated Employees: FY 2023: \$15,157; FY 2024: \$43,920

MOTION CARRIED: 5-0; 2 absent

XIII. STUDENT AFFAIRS COMMITTEE REPORTS & RECOMMENDATIONS

- The meeting scheduled for May 8, 2023 was canceled. As such, there were no recommendations coming out of the Student Affairs Committee.

XIV. BOARD MEMBER REPORTS AND DISCUSSIONS

Tim Burgess expressed his appreciation to Pam Gustafson for always helping his daughter bring library books home.

Dave Hazekamp provided an update on the Instructional Council meeting for the month of May 2023.

Kris Cole shared a robotics update with the Board of Education. This included information on a fundraiser at Buffalo Wild Wings for robotics, information on STEAM on the Lakeshore at the Fab Lab, and an update on the team's appearance in the championship game for the West Michigan Ironmen as the team's robot delivered the game ball to the officials to begin the Arena Football Championship game. Kris also shared information about a fundraiser for the senior secret getaway at Buffalo Wild Wings.

XV. AGENDA ITEMS for FUTURE MEETINGS & SCHEDULING OF ANY SPECIAL MEETINGS

1. The Business and Finance Committee will meet on June 19, 2023 at 6:00 p.m.
2. The Personnel Committee will meet on June 19, 2023 at 5:00 p.m.
3. The Student Affairs Committee will meet on June 19, 2023 at 5:30 p.m.
4. The Truth and Taxation Public Hearing will take place on June 26, 2023 at 6:30 p.m.
5. The Organizational Meeting will take place on June 26, 2023 at 7:00 p.m.
6. The Board of Education will meet on June 26, 2023 at 7:00 p.m.

XVI. REMARKS FROM THE PUBLIC:

Pam Gustafson addressed the Board of Education and shared concerns that she has with middle school students taking Chromebooks home. Pam stated that middle school students do not take care of the Chromebooks, and that many of the students are on their second or third Chromebook due to damage and lack of care. Pam would like the District to re-think the way in which it deploys Chromebooks to students at the middle school.

XVII. ADJOURNMENT

Item 23-77. MOTION by Buckner, SECOND by Burgess to adjourn.

MOTION CARRIED: 5-0; 2 absent. The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Kris Cole, Acting Board Secretary (Vice President)

Danielle VanderMeulen, Recording Secretary

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # X-1

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
MASB 2023-2024 Annual Membership Dues

Background Information:
See attached

Financial Impact: \$5,851.98 coming out of the General Fund

Recommended Action:
To approve payment of the MASB 2023-2024 Annual Membership Dues invoice in the amount of \$5,851.98, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

INFO@MASB.ORG | MASB.ORG | 517.327.5900
1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249

*****AUTO**MIXED AADC 493 276/415 4/5

May 12, 2023

Jason Kennedy, Superintendent
Fruitport Community Schools
3255 Pontaluna Rd.
Fruitport, MI 49415-9600



Dear Jason,

On behalf of your Association’s Board of Directors and staff, I want to thank you for the opportunity to support, promote and enhance the important service and leadership you provide for Michigan’s public schools and students.

As MASB remains committed to serving your district through advocacy, information sharing, legal service and more, we ask that you remain committed to MASB. The renewal period for your district’s MASB membership is now open.

Your district’s membership includes access to many members-only tools and cost savings such as:

- **SET SEG**—Health benefits consultation, a property/casualty pool, and workers’ compensation fund are all available. Last year, your district received \$50,208.90 .
- **Lobbying**—MASB Government Relations staff is advocating every day on behalf of public school districts to preserve the School Aid Fund and reduce unnecessary increases to your budget.
- **Legal Counsel Consultation**—MASB Legal Counsel Brad Banasik, J.D. and Assistant Director of Labor Relations and Legal Services Dan Feinberg, J.D. are available to work through any concerns.
- **Member Assistance Fund**—This service provides assistance to our most financially uncertain districts to access MASB training and services.
- **Board Development**—Member rates on Board Member Certification (CBA) classes, workshops and other learning opportunities and services.
- **Resources that will help your board and administrators**—*LeaderBoard* magazine, an Open Meetings Act Guide, timely legislative updates and more.

Your district's dues invoice has been sent to your Superintendent, and we request that it be approved by your board and submitted by June 30, 2023. Please note that this reflects a 4% increase to deal with the increased costs we are seeing as an Association.

We are committed to providing great value for your current and emerging needs. Our goal is to help you spend more of your time making a difference in your district and community and enhancing your ability to positively impact your students. We invite you to join your peers in maintaining a powerful voice in the education dialogue as members of MASB. If you have any questions, please call me at 517.327.5900.

Sincerely,



Don P. Wotruba, CAE
Executive Director





Michigan Association of School Boards
1001 Centennial Way, Suite 400
Lansing, Michigan 48917-8249

517.327.5900
EIN: 38-1323441

INVOICE

Invoice #	INV-118431
Customer #	61080
Date	04/15/23
SUBTOTAL	\$5,851.98

Jason Kennedy, Superintendent
Fruitport Community Schools
3255 Pontaluna Rd.
Fruitport, MI 49415-9600

2023-2024 Membership Renewal Notice

The Michigan Association of School Boards appreciates the membership of your school district for the 2023-2024 fiscal year which begins July 1, 2023.

Your MDE Audited Fall Pupil Count: 2666.49

MASB 2023-2024 Membership:	\$5,633.98
Legal Trust Fund Annual Contribution	\$218.00
DUES RENEWAL SUBTOTAL:	\$5,851.98

+ DUES PLUS ADD-ON Video QTY ____ * Price \$2,000 = \$

MASB can help you tell your district's story through the power of video.
See the enclosed flyer for details on this special offer.

ADD DUES RENEWAL SUBTOTAL TO DUES PLUS ADD-ON FOR **GRAND TOTAL PAYABLE TO MASB** \$

FINANCIAL BENEFITS OF MEMBERSHIP

One of the many benefits of membership with MASB is the ability for our members to participate in the SET SEG insurance pools. In addition to competitive rates, many of our member districts enjoy significant workers' compensation premium reductions and property casualty net asset returns.

Last year, your district received **\$50,208.90** in savings this past year.

Please forward payment and a copy of this invoice by no later than **June 30, 2023** to:
MASB • 1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249

Questions? Contact us at billing@masb.org or 517.327.5900.

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # X-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
MHSAA 2023-2024 Annual Membership.

Background Information:
See attached

Financial Impact: None

Recommended Action:
To approve the adoption of the 2023-2024 MHSAA Annual Membership Resolution as prepared by the MHSAA for participation. **Roll call vote.**

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin ___ Hazekamp
 ___ Kelly ___ Meeuwenberg



2023-24

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2023 — through July 31, 2024

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2023-24 must be listed on the back of this form)

Fruitport Community Schools _____ City/Township of Fruitport _____

County of Muskegon _____, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2023 and shall remain effective until July 31, 2024, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Fruitport Community _____ School(s), on the 26th day of June _____, 2023, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Fruitport Community Schools _____

(Governing Body Name)
3255 E. Pontaluna Rd. _____

(Address)
Fruitport, MI 49415 _____

(City & Zip Code)

jkennedy@fruitportschools.net _____

(Contact E-mail)

Board Secretary Signature
or Designee

Check if Designee

Schools Which Are To Be MHSAA Members During 2023-24

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Fruitport High School
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

If necessary, list additional schools for either column on a separate sheet.

Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. Fruitport Middle School
 Name of Member School _____
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8
 Provide anticipated 2023-24 7th and 8th-grade enrollment 415
 Provide anticipated 2023-24 6th-grade enrollment 210
 Grade levels for membership: 6 7 8

 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

2. _____
 Name of Member School _____
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2023-24 7th and 8th-grade enrollment _____
 Provide anticipated 2023-24 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

3. _____
 Name of Member School _____
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____
 Provide anticipated 2023-24 7th and 8th-grade enrollment _____
 Provide anticipated 2023-24 6th-grade enrollment _____
 Grade levels for membership: 6 7 8

 1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

Business and Finance Committee

Monday June 19, 2023

6:00 p.m., Superintendent's Office

Meeting Minutes

Attendance: Kris Cole, Dave Hazekamp, Jason Kennedy, Elroy Buckner, Jessica Wiseman, and Mark Mesbergen

1. MASB Annual Membership Dues
Jason talked the annual dues. This will be on the agenda during the organizational meeting.
2. Estimated State and Federal Programs Allocations
Jason gave an update on the annual federal allocations.
3. Final Budget Amendment 2022-23
Mark gave an update on the final budget amendments for all the funds. Mark presented the reasons for the changes in the current budget. The General Fund is projected to finish with a surplus for the current fiscal year.
4. Proposed Original Budget 2023-24
Mark presented the proposed original budgets for all of the funds. He shared the assumptions that were used. Mark will be presenting at the upcoming board meeting with more detail.
5. 2 Bus Engines Replacement Recommendation
Mark presented three quotes for engine replacements for two buses that are around 8 years old. The current busses have a great outside frame/shell so the transportation department is recommending to replace their engines as the engines are causing issues.

Meeting adjourned at 6:47 p.m.

Respectfully submitted by Mark Mesbergen

BOARD ACTION REQUEST FORM

Meeting Date: June 26,2023

To: Board of Education

Attachment #

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Approval of Budget Appropriations Act of the 2022-23 General Fund.

Background Information:

Budgets are reviewed periodically as funding information becomes available, and as events occur during the fiscal year. Budgets are amended to align with projected revenues and expenditures.

Financial Impact:

Provides for proper authority to expend these funds.

Recommended Action:

Approval of general fund budget amendment as presented in attached document. **Roll Call Vote...**

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin

___ Hazekamp ___ Kelly ___ Meeuwenberg

GENERAL APPROPRIATIONS ACT
Resolution for Adoption by the Board of Education of the
Fruitport Community Schools District

RESOLVED, that this resolution shall be the GENERAL APPROPRIATIONS ACT of the Fruitport Community Schools district for the fiscal year 2022-23, an ACT to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Fruitport Community Schools district.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the GENERAL FUND of the Fruitport Community Schools district for fiscal year 2022-23 is as follows:

<u>Code #</u>	<u>REVENUES:</u>	<u>Original Budget</u>	<u>Amendment</u>	<u>Proposed Final</u>
100	Local	\$ 3,519,950	\$ 3,525,920	\$ 3,584,687
300	State	\$ 26,258,139	\$ 27,697,191	\$ 30,180,601
400	Federal	\$ 3,742,004	\$ 3,243,625	\$ 3,367,656
500-600	Incoming Transfers	\$ 1,485,821	\$ 1,517,321	\$ 1,638,321
	Total Revenues	\$ 35,005,914	\$ 35,984,057	\$ 38,771,265
	EXPENDITURES:			
	Instruction -			
110	Basic Program	\$ 14,535,115	\$ 14,393,167	\$ 15,775,625
120	Added Needs	\$ 6,110,102	\$ 6,289,425	\$ 6,534,087
130	Adult & Continuing	\$ 89,221	\$ 94,893	\$ 101,103
	Total Instruction:	\$ 20,734,438	\$ 20,777,485	\$ 22,410,815
	Support Services -			
210	Pupil	\$ 3,502,317	\$ 3,462,426	\$ 3,641,175
220	Instructional Staff	\$ 1,513,194	\$ 1,583,042	\$ 1,686,277
230	General Administration	\$ 555,325	\$ 548,377	\$ 620,902
240	School/Building Administration	\$ 1,948,218	\$ 1,971,599	\$ 2,202,367
250	Business	\$ 629,263	\$ 623,207	\$ 661,774
260	Operations & Maintenance of Plant	\$ 3,087,430	\$ 3,304,828	\$ 3,413,170
270	Transportation	\$ 2,042,745	\$ 2,321,308	\$ 2,274,154
280-290	Other	\$ 474,031	\$ 499,285	\$ 685,892
293	Athletics	\$ 688,383	\$ 746,807	\$ 818,890
	Total Support Services:	\$ 14,440,906	\$ 15,060,879	\$ 16,004,601
300	Community Service	\$ 105,629	\$ 98,140	\$ 96,023
400-600	Outgoing Transfer & Fund Modifications	\$ 63,149	\$ 63,149	\$ 127,649
	Total Expenditures	\$ 35,344,122	\$ 35,999,653	\$ 38,639,088
	Excess Expenditures Over Revenues	\$ (338,208)	\$ (15,596)	\$ 132,177

GENERAL APPROPRIATIONS ACT
 Resolution for Adoption by the Board of Education of the
 Fruitport Community Schools District

	Original Budget		Amendment		Proposed Final	
Fund Balance Information						
Fund Balance 7/1/22						
Unassigned	\$ 4,438,259		\$ 4,919,342		\$ 4,919,342	
Assigned	\$ 49,357		\$ 38,185		\$ 38,185	
Fund Balance Impact Surplus/Deficit						
Unassigned	\$ (341,008)		\$ (18,396)		\$ 159,677	
Assigned	\$ 2,800		\$ 2,800		\$ (27,500)	
Projected Ending Fund Balance 2022-23						
Unassigned	\$ 4,097,251		\$ 4,900,946		\$ 5,079,019	13.1%
Assigned	\$ 52,157		\$ 40,985		\$ 10,685	

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted. Changes in the amount appropriated shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board of Education.

This act is to take effect on June 26, 2023.

MOTION by
 SUPPORT by
 ROLL CALL VOTE:

Motion _____

 President, Fruitport Board of Education

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Approval of the School Service Fund (Early Childhood & Preschool, Food Service Program and Technology and Security Millage) Budget Amendment for 2022-2023.

Background Information:

Budgets are reviewed periodically as funding information becomes available, and as events occur during the fiscal year. Budgets are amended to align with projected revenues and expenditures.

Financial Impact:

Provides for proper authority to expend these funds.

Recommended Action:

Approval of 2022-2023 School Service Fund budget amendment as presented in attached document. **Roll Call Vote...**

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin

___ Hazekamp ___ Kelly ___ Meeuwenberg

RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the SCHOOL SERVICE FUND of Fruitport Community Schools for fiscal year 2022-23 be adopted as follows:

Code #	Original Budget				Amendment				Proposed Final			
	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.
REVENUES:												
100 Local	\$ 303,000	\$ 784,500	\$ 7,500	\$ 465,000	\$ 303,000	\$ 822,500	\$ 7,500	\$ 550,000	\$ 322,500	\$ 857,000	\$ 7,500	\$ 550,000
300 State	\$ 49,948	\$ -	\$ -	\$ -	\$ 46,991	\$ -	\$ -	\$ -	\$ 46,991	\$ -	\$ -	\$ -
400 Federal	\$ 1,008,796	\$ -	\$ -	\$ -	\$ 1,071,413	\$ 32,400	\$ -	\$ -	\$ 1,254,102	\$ 245,877	\$ -	\$ -
500-600 Incoming Transfers	\$ -	\$ -	\$ 545,000	\$ -	\$ -	\$ -	\$ 545,000	\$ -	\$ -	\$ -	\$ 545,000	\$ -
Total Revenues	\$ 1,361,744	\$ 784,500	\$ 552,500	\$ 465,000	\$ 1,421,404	\$ 854,900	\$ 552,500	\$ 550,000	\$ 1,623,593	\$ 1,102,877	\$ 552,500	\$ 550,000

BE IT FURTHER RESOLVED, that the amount designated below of the total available to appropriate in the SCHOOL SERVICE FUND is hereby appropriated in the amounts and for the purposes set forth below:

	Original Budget				Amendment				Proposed Final			
	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.
EXPENDITURES:												
220 Instructional Staff	\$ -	\$ -	\$ 411,700	\$ -	\$ -	\$ -	\$ 389,700	\$ -	\$ -	\$ -	\$ 389,700	\$ -
250 Business	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -
260 Operations & Maintenance	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ -
270 Transportation	\$ 2,000	\$ 5,850	\$ -	\$ -	\$ 2,000	\$ 5,850	\$ -	\$ -	\$ -	\$ 6,750	\$ -	\$ -
280-290 Other	\$ 1,523,596	\$ -	\$ 34,205	\$ 485,000	\$ 1,926,416	\$ -	\$ 36,040	\$ 550,000	\$ 2,082,634	\$ -	\$ 36,040	\$ 555,000
300 Community Service	\$ -	\$ 823,188	\$ -	\$ -	\$ -	\$ 896,449	\$ -	\$ -	\$ -	\$ 994,599	\$ -	\$ -
400 Building Improvements	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -
600 Fund Modifications	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 25,000	\$ -	\$ -	\$ 65,000	\$ 25,000	\$ -	\$ -
Total Expenditures	\$ 1,575,596	\$ 855,138	\$ 448,905	\$ 485,000	\$ 1,978,416	\$ 928,399	\$ 428,740	\$ 550,000	\$ 2,147,634	\$ 1,028,149	\$ 428,740	\$ 555,000

Fund Balance Information	Original Budget				Amendment				Proposed Final			
	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.	Food Service	ECC	Tech Millage	Fiduciary Act.
Fund Balance 7/1/22												
Committed fund balance												
Undesignated	\$ 807,998	\$ 412,439	\$ 29,891	\$ 387,742	\$ 956,865	\$ 794,024	\$ 219,790	\$ 466,730	\$ 956,865	\$ 794,024	\$ 219,790	\$ 466,730
Total Beginning Fund Balance	\$ 807,998	\$ 412,439	\$ 29,891	\$ 387,742	\$ 956,865	\$ 794,024	\$ 219,790	\$ 466,730	\$ 956,865	\$ 794,024	\$ 219,790	\$ 466,730
Surplus/Deficit	\$ (213,852)	\$ (70,638)	\$ 103,595	\$ (20,000)	\$ (557,012)	\$ (73,499)	\$ 123,760	\$ -	\$ (524,041)	\$ 74,728	\$ 123,760	\$ (5,000)
Projected Ending Fund Balance 2022-23	\$ 594,146	\$ 341,801	\$ 133,486	\$ 367,742	\$ 399,853	\$ 720,525	\$ 343,550	\$ 466,730	\$ 432,824	\$ 868,752	\$ 343,550	\$ 461,730

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted. Changes in the amount appropriated shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board of Education. This act is to take effect on June 26, 2023.

MOTION by

SUPPORT by

ROLL CALL VOTE:

Motion:

President, Fruitport Board of Education

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # XI-2

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Approval of Budget Appropriations Act of the 2023-24 General Fund.

Background Information:

The Board of Education is required by law to adopt the General Fund budget for the ensuing fiscal year beginning July 1.

Financial Impact:

Provides for proper authorization for the expenditure of funds (see attached resolution).

Recommended Action:

Adoption of Budget Appropriations Act for 2023-24 General Fund as presented in the attached resolution.

Roll Call Vote...

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin

___ Hazekamp ___ Kelly ___ Meeuwenberg

GENERAL APPROPRIATIONS ACT
 Resolution for Adoption by the Board of Education of the
 Fruitport Community Schools District

RESOLVED, that this resolution shall be the GENERAL APPROPRIATIONS ACT of the Fruitport Community Schools district for the fiscal year 2023-24, an ACT to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Fruitport Community Schools district.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the GENERAL FUND of the Fruitport Community Schools district for fiscal year 2023-24 is as follows:

Code #

			<u>Proposed Original Budget</u>
	<u>REVENUES:</u>		
100	Local	\$	3,612,755
300	State	\$	30,111,196
400	Federal	\$	3,322,426
500-600	Incoming Transfers	\$	1,516,821
	<u>Total Revenues</u>	\$	38,563,198
	 <u>EXPENDITURES:</u>		
	Instruction -		
110	Basic Program	\$	15,414,596
120	Added Needs	\$	6,962,182
130	Adult & Continuing	\$	111,315
	Total Instruction:	\$	22,488,093
	 Support Services -		
210	Pupil	\$	3,905,490
220	Instructional Staff	\$	1,683,764
230	General Administration	\$	598,228
240	School/Building Administration	\$	2,125,081
250	Business	\$	662,933
260	Operations & Maintenance of Plant	\$	3,378,863
270	Transportation	\$	2,529,790
280-290	Other	\$	521,219
293	Athletics	\$	812,767
	Total Support Services:	\$	16,218,135
300	Community Service	\$	122,292
400-600	Outgoing Transfer & Fund Modifications	\$	127,649
	<u>Total Expenditures</u>	\$	38,956,169
	Excess Expenditures Over Revenues	\$	(392,971)

GENERAL APPROPRIATIONS ACT
 Resolution for Adoption by the Board of Education of the
 Fruitport Community Schools District

		Proposed Original Budget	
Fund Balance Information			
Fund Balance 7/1/23			
Unassigned	\$	5,079,019	
Assigned	\$	10,685	
Fund Balance Impact Surplus/Deficit			
Unassigned	\$	(395,771)	
Assigned	\$	2,800	
Projected Ending Fund Balance 2023-24			
Unassigned	\$	4,683,248	12.0%
Assigned	\$	13,485	

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted. Changes in the amount appropriated shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board of Education.

This act is to take effect on June 26, 2023.

MOTION by
 SUPPORT by
 ROLL CALL VOTE:

Motion _____

 President, Fruitport Board of Education

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # XI-2

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Approval of Budget Appropriations Act of the 2023-24 School Service Fund (Early Childhood & Preschool Programs, Food Service Program, Technology and Security Millage Fund, and Fiduciary Accounts).

Background Information:

The Board of Education is required by law to adopt the School Service Fund budgets for the ensuing fiscal year beginning July 1.

Financial Impact:

Provides for proper authorization for the expenditure of funds (see attached resolution).

Recommended Action:

Adoption of the 2023-24 School Service Fund as presented in the attached resolutions. **Roll Call Vote...**

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg

RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the SCHOOL SERVICE FUND of Fruitport Community Schools for fiscal year 2023-24 be adopted as follows:

<u>Code #</u>	Proposed Original Budget			
	Food Service	ECC	Tech Millage	Fiduciary Act.
REVENUES:				
100 Local	\$ 343,500	\$ 866,500	\$ 7,500	\$ 550,000
300 State	\$ 58,000	\$ -	\$ -	\$ -
400 Federal	\$ 1,183,796	\$ -	\$ -	\$ -
500-600 Incoming Transfers	\$ -	\$ -	\$ 550,000	\$ -
<u>Total Revenues</u>	\$ 1,585,296	\$ 866,500	\$ 557,500	\$ 550,000

BE IT FURTHER RESOLVED, that the amount designated below of the total available to appropriate in the SCHOOL SERVICE FUND is hereby appropriated in the amounts and for the purposes set forth below:

	Proposed Original Budget			
	Food Service	ECC	Tech Millage	Fiduciary Act.
EXPENDITURES:				
220 Instructional Staff	\$ -	\$ -	\$ 277,200	\$ -
250 Business	\$ -	\$ 300	\$ -	\$ -
260 Operations & Maintenance	\$ -	\$ 1,200	\$ -	\$ -
270 Transportation	\$ -	\$ 6,750	\$ -	\$ -
280-290 Other	\$ 1,689,666	\$ -	\$ 38,210	\$ 555,000
300 Community Service	\$ -	\$ 988,055	\$ -	\$ -
400 Building Improvements	\$ -	\$ -	\$ 3,000	\$ -
600 Fund Modifications	\$ 50,000	\$ 25,000	\$ -	\$ -
<u>Total Expenditures</u>	\$ 1,739,666	\$ 1,021,305	\$ 318,410	\$ 555,000

Fund Balance Information	Proposed Original Budget			
	Food Service	ECC	Tech Millage	Fiduciary Act.
Fund Balance 7/1/23				
Committed fund balance				
Undesignated	\$ 432,824	\$ 868,752	\$ 343,550	\$ 461,730
Total Beginning Fund Balance	\$ 432,824	\$ 868,752	\$ 343,550	\$ 461,730
Surplus/Deficit	\$ (154,370)	\$ (154,805)	\$ 239,090	\$ (5,000)
Projected Ending Fund Balance 2023-24	\$ 278,454	\$ 713,947	\$ 582,640	\$ 456,730

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted. Changes in the amount appropriated shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board of Education. This act is to take effect on June 26, 2023.

MOTION by

SUPPORT by

ROLL CALL VOTE:

Motion:

President, Fruitport Board of Education

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #

From: Mark Mesbergen

Subject to be Discussed and Policy Reference:

Recommendation to replace two bus engines

Background Information:

The district has two buses (2015) that have engines that are starting to causes issues. These engines are the last engines before the new cummins engines were installed moving forward. The district reached out to multiple repair facilities to find a solution, the facilities stated that the district should replace those engines. The two buses have great frames so that is the reason why the district is recommending to replace those engines. The district received three quotes and is recommending West Michigan International. Even though they are not the low bidder, they are the only one to provide a 2 year warranty compared to one year warranties offered from the other two companies.

Financial Impact:

\$67,994.70 coming out of the general fund. (\$33,997.35 times two buses).

Recommended Action:

To approve the quote provided by West Michigan International to complete the work to replace two engines.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin

___ Hazekamp ___ Kelly ___ Meeuwenberg



trimmer engine

2yr warranty

274 SHERMAN BLVD.
 MUSKEGON, MI 49444
 P: (231) 733-2157
 F: (231) 739-4277
 Facility Lic F163854

28,997.35 - 30,497.35 After Core

BILL TO
 FRUITPORT COMMUNITY SCHLS - 11039
 3255 PONTALUNA RD
 FRUITPORT MI 49415
 P: (231) 865-4069
 F: (231) 865-1340

DELIVER TO
 FRUITPORT COMMUNITY SCHLS - 11039
 3255 PONTALUNA RD
 FRUITPORT MI 49415
 P: (231) 865-4069
 F: (231) 865-1340

SERVICE ESTIMATE: E102001648

DATE ARRIVED	DATE INVOICE	SALES TYPE	ADVISOR	TERMS	CUSTOMER REFERENCE				
5/19/2023 1:48:31PM		SRET	David Blank	AR					
YEAR	MAKE	MODEL	VIN	Unit ID	CUST UNIT #	ENGINE HOURS	IN SERVICE	Component Serial #	ODOMETER
2015	IC CORPORATION	3000	4DRBUAAN8FB029624	181431	15-3	769	10/6/2014466HM2Y351574		0

Estimate Operations

JOB #1 12 ENGINE
COMPLAINT R & R ENGINE
CAUSE
CORRECTION

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	102N/1666747C2	BRACKET CONDENSER AIR COND	20.95	20.95
1	102N/1883022C91	TEE ASSY M12	57.08	57.08
1	102N/3016259C91	SENSOR, ASSY PRESS	109.17	109.17
1	102N/3828747C2	PLATE CLIPPING	60.15	60.15
1	102N/5010940R91	ENGINE,REMAN 466 230HP OR LESS	21,250.00	21,250.00
1	102N/5010940R91-CO1	ENGINE,REMAN 466 230HP OR LESS	4,000.00	4,000.00
40.00	LABOR 12-10	ENGINE / INSPECT		7,000.00
	C	MISCELLANEOUS FITTINGS, HOSES, OR COMPONENTS	0.00	
1	DISP	THAT MAY BREAK ON REMOVAL *ONLY IF NEEDED	1,500.00	1,500.00
Prepay: 0.00 Parts: \$25,497.35 Labor: \$7,000.00 Misc: \$1,500.00 Sublet: \$0				\$33,997.35
Estimate Operations Totals				\$33,997.35

RENEWED™ ENGINE WARRANTY COVERAGE

- ❖ All RENEWED replacement trimmed engines carry a 24-month parts / unlimited mileage nationwide limited warranty.
 - Fuel pumps, fuel injectors, turbocharger, high pressure fuel pump, sensors, electrical harnesses, glow plugs, and block heaters are covered for 12 months.
 - Labor is covered 100% when the part is installed by an International® service location or an authorized fleet customer with an approved in-house warranty agreement.

- ❖ All RENEWED short block and long block partial engine assemblies carry a 12-month parts / unlimited mileage nationwide limited warranty.
 - Labor is covered 100% when the part is installed by an International service location or an authorized fleet customer with an approved in-house warranty agreement.

- ❖ Claims for RENEWED engine parts whether sold over the counter or installed by an International dealer are handled the same way: the dealer is required to contact the RENEWED supplier to gain claim authorization prior to repair. A claim tracking number will be issued, and a repair plan agreed upon to include any agreed upon parts and labor coverage.

*** For Warranty Concerns:**

- Call SRC at 1-800-327-2253 (provide serial # for I6 and Big Bore Engines).
- Call CAT at 317-346-3300 (provide serial # for V6 and V8 Engines).



Exit 16 Fleet Repair
 595 O'MALLEY DRIVE
 COOPERSVILLE, MI 49404
 PH 616-997-0400
 MI REPAIR FACILITY F167426

Trimmed engine
1 yr parts labor
32,208.37

Estimate	E 1-2017
Date	//
Date Open	06/06/2023

Sold To : 865-3156 231

Ship To :

FRUITPORT COMMUNITY SCHOOL
 3255 E PONTALUNA RD
 FRUITPORT MI 49415 USA

Written By RYAN	Terms EST	Time 13:47:26	Customer Po #	Promised	Phone	Ship Via	
Unit # 15-3	Plate #	Year	Make	Model	Mileage/Hrs 0/0.0	VIN FB029624	Engine

Qty	Description	Price	Amount
2.500	Work Requested : *DIAGNOSTIC CUSTOMER STATES ENGINE HAS BAD BLOW BY - CHECK AND ADVISE - VERIFY REBUILD OPTIONS		350.00
1.000	SERDIAGNOSTIC DIAGNOSTIC SERVICE	79.00	79.00
	SubTotal		429.00
40.00	Work Requested : *POWER PLANT TRIMMED IH REPLACEMENT ENGINE - REMOVE AND REPLACE ENGINE - SWAP ALL NEEDED PARTS - FILL ALL FLUIDS AND TEST		5200.00
1.000	INT2596574C92 ENGINE DT466 TRIMMED 06 REMAN	24709.30	24709.30
32.00	P66FS15W40B FLEET SUPREME EC 15W40 OIL	5.90	188.80
20.00	P66R10280D RED COOLANT 50/50 EL	3.30	66.00
1.000	MISPART PARTS: HARDWARE, CLAMPS, GASKETS, HOSES, FITTINGS	1000.00	1000.00
1.000	INT3532799C1 FILTER,ELEMENT AIR CLEANER	156.34	156.34
1.000	INT3532993C4 HOSE RAD INLET	87.20	87.20
1.000	INT3581807C2 RADIATOR OUTLET HOSE	63.94	63.94
1.000	INT2513522C1 BELT	85.79	85.79
	SubTotal		31557.37

I authorize this repair work to be done with necessary materials. You and your employees may operate vehicle for purpose of inspection, testing or delivery at my own risk. An express Mechanics Lien is acknowledged on listed vehicle to secure the amount of repairs. Stjohn truck will not be held responsible for loss or damage to above listed vehicle or contents. Your entitled by law to inspection or return of all old parts, except those that have core required. Only goods purchased in the prior 30 days may be returned and are subject to 20% restocking fee. old cores must be returned in 10 days. It is agreed that the seller will not be held responsible in any way for delay or failure to complete repairs. It is understood and agreed that until full payment of the purchase price, the title to parts sold shall remain and be with the seller, a finance charge will be calculated at the rate 1.5% per month, which is 18% annually on any amount unpaid after 30 days. Any controversy or claim arising out of this contract shall be settled in accordance with the rules of the American Arbitration Assc. This invoice is due upon receipt, otherwise a late fee will be assessed.

Parts..... 26436.37
 Labor..... 5550.00
 Shop Supplies 222.00

Thank you for your business and we look forward to serving you again.

Authorized By

TOTAL 32208.37

Accurate Truck Service LLC
 Muskegon
 951 East Barney Avenue
 Muskegon, MI 49444
 Muskegon@accuratetruck.com
 616-570-7401



Estimate 9037
 Date: 5/25/2023

32,054.03 *frimmed engine*
1 yr parts

Bill To
 FRUITPORT COMMUNITY SCHOOLS
 3255 East Pontaluna Road
 Fruitport Charter Township, MI 49415

Remit Payment To
 Accurate Truck Service LLC - Grand
 Rapids
 4525 Clay Avenue Southwest
 Grand Rapids, MI 49548

Service Order	Purchase Order	Authorizer		
9037				
Item	Description	Quantity	Rate	Amount
Labor	R&R ENGINE	30.00000	\$132.00	\$3,960.00
Parts	REMAN ENGINE	1	\$25,025.00	\$25,025.00
Parts	MISC PARTS, HOSE, BELTS, ENGINE MOUNTS,	1	\$1,200.00	\$1,200.00
Parts	15W40 OIL - GALLONS	8	\$17.6715	\$141.37
Parts	EL Antifreeze	8	\$13.3015	\$106.41
Parts	air filter	1	\$101.25	\$101.25
			Subtotal	\$30,534.03
Labor	SWAP PARTS FROM OLD ENGINE TO NEW REPLACEMENT	10.00000	\$132.00	\$1,320.00
			Subtotal	\$1,320.00
Shop Supplies				\$200.00
Unit: 624 VIN: 4DRBUAAN6FB029623		Labor		\$5,280.00
2015InternationalPB105		Parts		\$26,574.03
Chassis: 0 Miles		Subtotal		\$32,054.03
		Michigan (6.0000% of \$26,774.03)		\$1,606.44
		Total		\$33,660.47

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

ACCURATE TRUCK SERVICE (F170318): The details and the estimate for the repairs provided above are based on our first inspection and do not constitute a guarantee that no further work or parts will be required. The estimate is not a guarantee of the final price of the repairs. The total bill of work and final price will be as per the details available on completion of the repairs. Other terms and conditions as applicable. If you authorize us to perform the above repairs,



Personnel Committee
Monday, June 19, 2023
5:00 p.m.

MEETING MINUTES

Meeting Location:

Fruitport Community Schools Central Office
3255 E. Pontaluna Rd.
Fruitport, MI 49415

Attendance:

The meeting was called to order at 5:00 p.m. Dave Hazekamp, Steve Kelly, and Jason Kennedy were present.

1. June 2023 Personnel Report

The Committee reviewed the Personnel Report for June 2023. This report included each of the recommendations for new hire, resignations, retirement notices, and positions that are still posted and vacant in the District.

2. Non-affiliated Employee Salaries for 2023-2024

The Committee discussed the compensation recommendation for non-affiliated employees of the District for fiscal year 2024.

3. Other:

- a. The Committee reviewed items from the other Board Committee meetings that will be discussed at the Regular Board Meeting on Monday, June 26, 2023.

4. Public Comment: None

5. Adjournment: The meeting was adjourned at 5:29 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment # XII-2

From: Jason Kenendy

Subject to be Discussed and Policy Reference:

Non-affiliated salaries for 2023-2024

Background Information:

Annually, the Board of Education sets the salaries for the non-affiliated employees of the District. These salary increases are consistent with the same percentage increases as other employee groups across the District.

Financial Impact: \$80,420.37 coming out of the General Fund

Recommended Action:

To approve the non-affiliated salaries for the 2023-2024 school year at a cost of \$80,420.37, coming out of the General Fund, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg



Student Affairs Committee
Monday, June 19, 2023
5:30 p.m.

MEETING MINUTES

Meeting Location:

Fruitport Community Schools Central Office
3255 E. Pontaluna Rd.
Fruitport, MI 49415

Attendance:

The meeting was called to order at 5:30 p.m. with Susan Franklin, Dave Hazekamp, and Jason Kennedy present.

1. Overnight Trip Requests:

- a. 8th Grade Trip to Washington, DC** - The Committee discussed a request for an overnight trip from Tammy Ruch for 8th grade students to participate in the annual Washington, DC trip. Additional details will be provided in the Board packet.
- b. Cross Country Trip to the State Finals** - The Committee discussed a request for an overnight trip from Cross Country Coach Randy Johnson in preparation for those who qualify for the MHSAA state championship meet during the fall 2023 season. The trip will only take place if student athletes qualify to participate in the state championship meet to be held at Michigan International Speedway in Brooklyn, MI. Additional details will be provided in the Board packet.
- c. Track and Field Spring Break Trip to Myrtle Beach, SC** - The Committee discussed an overnight trip request from the track and field program to take student athletes to Myrtle Beach, SC over the spring break week in 2024. Additional details will be provided in the Board packet.

2. 2023-2024 School Calendar

The school calendar for the 2023-2024 school year was discussed, and a copy of the calendar has been posted to the District's website for the community.

3. End of Year Goal Reporting - Section 98c

Allison Camp will provide an update on the end of year goal reporting form at the Board meeting on June 26th that the District is required to present to the Board of Education prior to June 30, 2023.

4. Spanish Textbook and Resource Purchase

The Committee discussed the need to purchase new Spanish textbooks and resources to support the implementation of the new Spanish program. The team met on March 7th to review resources from four (4) publishers, then narrowed it down to two (2) for a pilot. The programs being piloted were Vista: Senderos and McGraw Hill. The Board will be asked to approve a cost not to exceed \$120,000 for the purchase of Vista: Senderos, as recommended by the foreign language department, with funds coming out of ESSER to support this expenditure.

5. Health Education Textbook and Resource Purchase Recommendation

The Committee discussed the need to purchase new health education textbooks and resources. The Sex Education Advisory Board reviewed each of the resources reviewed by the health education teachers in the District. The team selected text resources from Goodheart-Wilcox, which was approved and recommended by the District's Sex Education Advisory Board. The Board will conduct two public hearings (June 26, 2023 and July 17, 2023) before being asked to approve a cost not to exceed \$45,000 for the purchase of Goodheart-Wilcox health education textbooks, with funds coming out of ESSER to support this expenditure.

6. Fruitport Community Schools Identity and Branding

The Committee discussed the addition of the winged emblem to its football helmets and adding that emblem as an approved logo to be used on District equipment to the Identity and Branding guide.

7. Athletic Handbook for Parents and Coaches

The Committee discussed the Athletic Handbook for Parents and Coaches, and discussed the only changes being to the dates specific to the 2023-2024 school year.

8. **Graduation Date for the Class of 2024**

The Committee discussed moving graduation from Friday, May 31, 2024 to Thursday, May 30, 2024 due to issues with the venue on Friday nights in downtown Muskegon.

9. **Draft Strategic Action Plan**

A copy of the draft Strategic Action Plan will be provided to the Board on June 26, 2023 for review.

10. **Public Comment:** None

11. **Adjournment:** The meeting was adjourned at 5:58 p.m.

Respectfully submitted by Jason Kennedy, Superintendent

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #: XIII-2

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: 8th Grade Trip to Washington, DC

Background Information:

8th grade students electing to attend the trip will visit various monuments, memorials, museums, and places of interest in and around Washington, DC. The trip will extend the US history learning targets, as well as foster relationships amongst students and staff. Students will experience hands on learning, while learning about the branches of government, the founding fathers and documents, among other content. The trip will include air transportation and three (3) nights hotel lodging. Overnight bussing is no longer an option due to bus driver shortages. Students will leave on April 25, 2024 and will return on April 28, 2024. A day by day itinerary has been provided in the packet.

Financial Impact:

The cost of the trip, including airfare and hotel accommodations is \$1,354. The cost of the trip is to be covered by students with multiple scholarship and fundraising opportunities planned.

Recommended Action:

To approve the overnight trip request by Tammy Ruch for 8th grade students to Washington, DC, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg



Fruitport Community Schools Overnight Field Trip Request

The details for this overnight trip are as follows:

Background Information

Group Requesting Permission: 8th Grade

Staff Person(s) in Charge: Tammy Ruch

Start of Trip Date 4/25/2024

End of Trip Date 4/28/2024

Funding Sources: WorldStrides provides income based scholarships, a personal fundraising link, and extended payment plans. FMS will offer two school fundraisers. WorldStrides will offer 10 \$100 scholarships. Students will receive a \$75 discount if signed up by June 1, 2023.

Are all students Participating? No

Chaperone/Student Ratio: 1/15

Destination Information

Destination: Washington DC

Destination Information: Various monuments, memorials, and museums in and around Washington DC

Purpose of Trip: This trip will extend the US History learning targets as well as foster relationships amongst students and between students and staff. During the trip students will learn valuable information from experienced and knowledgeable tour guides. They will gain hands on experience learning about the branches of government, the founding fathers and documents, and the FBI. Students will also visit museums, monuments, and memorials that honor people who served our country as well as groups that have historically been marginalized.

Lodging Information

Lodging Accommodations: Horel (3 nights)

Lodging information: Provided by WorldStrides approximately one month prior to departure.

Transportation Arrangements: Provided by WorldStrides approximately one month prior to departure.


We will fly there. overnight bussing is no longer available.

Emergency Information

Emergency Contact: Tammy Ruch 616-402-0952

Emergency Forms Complete? No

Parent Notification is Complete and Attached to this Form? Yes


Principal/Supervisor Signature

4/18/2023
Date

WASHINGTON, D.C.

Depart Date: 4/25/24

Return Date: 4/28/24

Student Price: \$1,354

**This price includes \$75 discount
when registered by 6/1/23.**

YOUR DAY-BY-DAY ADVENTURE

DAY 1

Arrive in **Washington, D.C.**

Arlington National Cemetery America's most famous military cemetery: Changing of the Guard, Tomb of the Unknown Soldier, Kennedy Gravesites

US Marine Corp War Memorial A tribute to all U.S. Marines based on the famous WWII photo by Joe Rosenthal

Dinner

9/11 Pentagon Memorial Honors the 184 victims of the 9/11 attack at the Pentagon

Hotel check-in

DAY 2

Breakfast

Alexandria One of America's oldest and most historic cities

Mount Vernon George Washington's home, plantation, and Education Center, which showcases life during colonial times, 18th-century treasures, and our first president as a farmer and businessman

Lunch

Smithsonian Institution The world's largest museum complex: National Air and Space Museum (by appointment), National Museum of Natural History, Smithsonian American Art Museum / National Portrait Gallery, National Museum of American History, National Museum of African American History and Culture (by appointment)

Dinner

Jefferson Memorial Dedicated to our third president and author of the Declaration of Independence

FDR Memorial In remembrance of former President Franklin Delano Roosevelt

MLK Memorial Honors the famous civil rights activist, Martin Luther King, Jr.

DAY 3

Breakfast

Ford's Theatre and Petersen House (by appointment) Where President Lincoln was shot and later died on that fateful day

White House (picture stop) Home of the U.S. president

National Archives (by appointment) Home of the original Constitution, Bill of Rights, and Declaration of Independence

Lunch

Capitol Hill Grounds Tour (external photo stop or by appointment) Capitol Visitor Center: Supreme Court, Library of Congress

Dinner

Lincoln Memorial In remembrance of former President Abraham Lincoln and the great nation he fought to preserve during the Civil War

Korean War Veterans Memorial Tribute to the men and women who defended South Korea in the Korean War

Vietnam Veterans Memorial Dedicated to the more than 58,000 men and women killed or missing in Vietnam

DAY 4

Breakfast and hotel check-out

Washington Monument (picture stop) The world's tallest stone monument, which honors our nation's first president

World War II Memorial Honors the 16 million who served — and 400,000 who died — in the U.S. Armed Forces during WWII, and all who supported the war effort from home

Holocaust Museum (by appointment) The museum provides the documentation, study, and interpretation of Holocaust history

Lunch

Tour of the **National Cathedral** (by appointment)

Embassy Row Houses more than 170 foreign embassies

Dinner

Depart **Washington, D.C.**, for home

The above represents a sample itinerary. Changes or substitutions may be made depending on your travel dates, arrival and departure times, national holidays, and events beyond WorldStrides' control at the discretion of WorldStrides as it deems necessary or desirable.

**AN ALL-
INCLUSIVE
EXPERIENCE**



**ROUND TRIP
TRANSPORTATION**



**ADMISSIONS & FEES FOR
SCHEDULED ACTIVITIES**



**HOTEL
ACCOMMODATIONS**



**EXPERTLY TRAINED
COURSE LEADERS**



**THREE MEALS DAY
(UNLESS OTHERWISE STATED)**



**24-HOUR
EMERGENCY SUPPORT**



**TRANSPORTATION TO /
FROM ALL ACTIVITIES**



ACADEMIC CREDIT

At a Glance

For a group like yours, it is critical that your travel provider has the resources and experience necessary to smoothly and efficiently coordinate a youth group in the areas that you will visit. We are confident that our decades-long history as student travel specialists provides us with this level of experience.

Educational travel requires special skills that go far beyond making simple hotel and airline reservations. When emergencies arise, this experience is important. We also realize that price is important, and our prices consistently provide the highest value for your students' money.

Not all companies have the same priorities or experience, and WorldStrides sets the bar high. In terms of safety, education, and passion for student travel, our team has consistently beaten all other competitors. WorldStrides is the standard by which every other company measures themselves.

Experience with Youth Groups

Number of years in student travel business	✓ 55+
Number of participants during this period	✓ 9 million+
Number of participants per year	✓ 550,000
Number of educators that partner with us each year	✓ 10,000+
Number of full-time staff dedicated to youth group travel programs	✓ 1,000+

Qualifications to Coordinate Your Program

Does your travel provider have a 24/7 Emergency Hotline staffed by specially trained company employees?	✓ Yes
Does your travel provider employ and train its own Course Leaders?	✓ Yes
Will a staff member stay at the hotel with the group?	✓ Yes
Does your travel provider provide detailed training for its staff on how to best work with students?	✓ Yes

Educational Focus

Does your travel provider employ a full-time Curriculum and Academics team?	✓ Yes
Does your travel provider offer students the opportunity to earn high school and college credit?	✓ Yes
Does your travel provider offer teachers the opportunity to earn professional development?	✓ Yes
Is your travel provider accredited by global and regional U.S. accrediting bodies?	✓ Yes
Who issues accreditation for the organization?	
› Cognia (formerly AdvancED)	✓ Cognia
› Middle States Association Commissions on Elementary and Secondary Schools	✓ MSA
› Western Association of Schools and Colleges	✓ WASC

Insurance and Consumer Protection

Does the organization maintain liability insurance?	✓ Yes
Does this coverage apply to the Program Leader (teacher)?	✓ Yes
What are the limits of this policy?	✓ \$50 million
What is the cost for supplemental medical and dental insurance?	✓ \$0
Who pays if an emergency mandates an itinerary change?	✓ WorldStrides
Does the organization maintain USTOA consumer protection?	✓ Yes
Amount of deposits covered by consumer protection	✓ \$1 million

These are some of the options WorldStrides offers to help travelers:

- **FLAG Scholarship**- This is first come first serve, but we still have funds available, and any parent interested in applying should call us soon. This is a partial scholarship but can really help to put a dent in the cost and anyone with an adjusted gross income of less than \$85,000 is encouraged to apply.
- **Extended Payment Plan**- Everyone is eligible for this offer and it allows parents to continue making payments even after the trip. If you speak to parents who are interested in either program, please ask them to call customer service at 1-800-468-5899 and our representatives would be happy to help them.
- **Gift of Education**- This is a great way for kids to raise money especially around the holidays. Parents can find out more by visiting <https://fundraising.worldstrides.com/> , where they will have the option to create an E-card, Facebook link or letter asking friends and family to help by giving the gift of education.
- If parents have any questions or need specific details on their accounts, please have them contact Customer Service at 1-800-468-5899. I'm here for you if you have any questions.

Learning beyond classroom walls Washington DC Trip Outcomes

Washington, D.C., is a city steeped in culture and history, yet alive with innovation and change. Experience the many sides of this great city during an exciting trip that blends education, adventure, and fun!

History

See lessons learned in the classroom come to life!

- Relive our nation's past tragedies and triumphs at the Vietnam, Korean, and WWII memorials.
- Visit the Tomb of the Unknowns at Arlington National Cemetery and remember the sacrifices of our fallen soldiers.
- Leave the United States Holocaust Memorial Museum with a newfound respect for one of history's most tragic events.

Government

Experience our nation's government in action!

- Tour the grounds of Capitol Hill, where lawmakers and representatives of Congress meet.
- Visit the home of some of our nation's most treasured documents at the National Archives.
- Visit the Supreme Court to see where our Constitution is interpreted and rulings are made.

Leadership

Walk in the footsteps of our nation's greatest leaders!

- Stand in the spot where Dr. Martin Luther King, Jr., delivered his "*I Have a Dream*" speech, and visit the new memorial dedicated to him.
- Pay tribute to the greatest leaders of our country at the Lincoln, Jefferson, and FDR memorials.

Adventure

Don't just visit D.C. – experience it!

- Flash a big smile as you and your friends pose for pictures in front of the White House.
- Check out pandas, elephants, and lions at the 163-acre National Zoo, home to more than 3,500 animals.
- See dinosaurs, the Hope Diamond, the original Wright 1903 Flyer, and the Apollo 11 command module at the Smithsonian museums.

Student Rules and Regulations Personal Behavior Contract

The WorldStrides tour you have elected to attend offers many unique opportunities and experiences. Beyond the educational benefits, the tour offers opportunities to form new friendships and to meet the challenges of independence.

We at WorldStrides promote a tour atmosphere where chaperones and students support one another with genuine respect. As a student participant, it is your responsibility to help make the tour a positive and enjoyable experience for yourself, fellow students, and chaperones. All participants are expected to demonstrate high standards of conduct and to accept personal responsibility and consequences for their actions. You are expected to exhibit honesty, courteousness and consideration toward others. This includes those in your group, as well as anyone else with whom you may come in contact, such as Motorcoach Drivers, guides and restaurant and hotel staff.

Our goal at WorldStrides is to make this trip an educational, safe, and enjoyable experience for everyone. We require your cooperation and commitment to the following behavior standards to help us meet this goal.

We expect the student/participant to obey the following rules of behavior:

- ❖ The student is to follow the directions and the rules and regulations established by the chaperones both prior to and during the tour.
- ❖ The student shall not be involved in any way with smoking, alcohol, illegal drugs, vandalism, theft, or any other type of behavior that is judged by the chaperones to be detrimental to the health, well-being, safety, or reputation of him/herself or anyone else in the group including the chaperones or WorldStrides.
- ❖ The student shall comply with all rules and regulations of the various governmental and vendor agencies (such as airlines, hotels, motorcoach companies, etc.).
- ❖ The student shall remain with the group at all times unless, and only if and when, the chaperones specifically allow you free time.
- ❖ The student shall follow the directions of the Program Leader, chaperones, and WorldStrides staff.
- ❖ The use of hotel facilities carries with it the responsibility of leaving them in the same conditions in which they were found. The student is responsible for any damage.
- ❖ Quiet hours at the hotel will be observed from 10:00 p.m. until 6:00 a.m. At 10:30 p.m. students must be in their own rooms. Students must remain quietly in their rooms until awakened by chaperones.
- ❖ The student may never leave the hotel unless accompanied by a chaperone.
- ❖ The student must sleep in his/her assigned hotel room each night.
- ❖ Good common sense, respect and consideration for others and their property should be practiced daily.

If the student should violate any of these rules, he/she may be sent home at the sole discretion of the chaperones. In such cases, the parent/guardian will be contacted and the student sent home at the parent's expense.

Student Contract

I have read, and I understand the behavior rules and regulations of WorldStrides. I agree to comply with all of these rules and regulations.

Student signature _____ Date _____

Parent Contract

I have read, and I understand and support the rules and regulations of the WorldStrides tour. I represent that my child or ward has read the rules and regulations and has agreed to comply with all of them. It is understood that the signature on this behavior contract of one parent or guardian implies the consent of the other.

Parent signature _____ Date _____

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #: XIII-3

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: High School Cross Country State Championship Meet

Background Information:

The boys and girls' cross country teams will be competing in the MHSAA State Championship Cross Country Meet held at the Michigan International Speedway in Brooklyn, MI on November 4, 2023. The team will leave on Friday, November 3, 2023 and stay the night at the Quality Inn and Suites in Coldwater, MI before competing in the state championship meet on Saturday, November 4, 2023.

Financial Impact:

None to the District. Costs will be covered through proceeds raised by the team at the Fruitport Cross Country Invitational, and students will bring a small amount of money to cover the cost of meals.

Recommended Action:

To approve the cross country teams' request for an overnight trip to participate in the MHSAA state championship cross country meet on November 3-4, 2023 at the Michigan International Speedway in Brooklyn, MI, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg



Fruitport Community Schools Overnight Field Trip Request

The details for this overnight trip are as follows:

Background Information

Group Requesting Permission: cross Country

Staff Person(s) in Charge: Randy Johnson

Start of Trip Date 11/3/2023

End of Trip Date 11/3/2023

Funding Sources: GMAA middle school invitational

Are all students Participating? Yes

Chaperone/Student Ratio: 1 adult to 10 athletes

Destination Information

Destination: Brooklyn, MI

Destination Information: 5090 Pontaluna Road 2316387205 Randy Johnson

Purpose of Trip: Purpose of the Trip: is to support our teammates who have qualified for the state and to motivate athletes to do the work over the years so they can get to this level of competition.

Lodging Information

Lodging Accommodations: Quality Inn & Suites

Lodging information: Quality Inn & Suites

1000 Orleans Bld

Coldwater, MI 49036

Transportation Arrangements: school vans

Emergency Information

Emergency Contact: Randy Johnson 231-638-7205

Emergency Forms Complete? Yes

Parent Notification is Complete and Attached to this Form? Yes

Principal/Supervisor Signature

Date

Athletes Name _____

The following are guidelines you must follow if you want to come along with us to the State Meet.

1. **Remember this trip is for the Qualifiers. We are going to have a good time, but we are going to support them. We will put them first in everything we do. We will make this trip very special for them.**
2. This is a school function, therefore, all school rules apply. This means the coach is in charge and what he says goes. This also goes for any coaches and parents who are on the trip with us.
3. You will need to bring money for your own food, about 40.00
4. You must bring and wear your uniform and Jacket on Saturday. You will warm up and jog the course just like any other runner competing. The cost to get in will be \$11.00. bring cash for this.
5. You will be in your assigned room and remain in your room after coach tells you to go to bed. Going outside your room after the curfew hour will result in this trip never happening again for those who violate this rule.
6. Girls will remain in their room and boys will remain in theirs. If you want to hang out, you will do so in the Hotel commons area by the pool. Once again, failure to follow this rule will result in this trip never happening again for those who can't follow the rules.
7. You will not go off anywhere without coaches permission. You must always travel in pairs.
8. At the state meet you will remain on the infield of the track, unless with a coach.
9. We will be staying at:
Quality Inn & Suites
1000 Orleans Bld
Coldwater, MI 49036
10. You can also reach us on my cell phone: 231-638-7205

I have read and understand the rules of this Trip. I give my son/daughter permission to go on this trip using school transportation.

Parent Signature _____ Date _____

State meet Trip Itinerary- (subject to change as needed.)

Friday

12 noon- get out of school
1:00 leave for Coldwater, MI from the middle school
3:00 arrive at Hotel
4:00 run at Coldwater high school
6:00 Dinner at Cottage inn Pizza
9:00 Movie at Coldwater Cinema
11:00 in rooms

Saturday

8:00 am Breakfast at Hotel
10:00 leave for MIS
11:00 arrive at MIS and run the course
1:30 Boys Race
2:50 Girls Race
4:00 Awards
4:30 head home
7:00-8:00pm arrive at home

Cost: \$ 40 per person- money will go toward food and gas.

Extras-

Food- 40.00- please get checks and cash to me before we go.

Entrance into MIS- 11.00- cash only

Movie- 20.00

-We will be taking 2 vans.

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #: XIII-4

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Overnight Trip Request: High School Track and Field Spring Break Trip to Myrtle Beach, SC

Background Information:

During the week of March 30, 2024 through April 6, 2024, the team and coaching staff will travel to Myrtle Beach, SC and stay overnight at a beachfront condo. They will get to know one another better as a team, and they will discuss and learn about team rules, expectations, experiences, goals, and dreams. The team will participate in a number of fun conditioning runs, which will help the team prepare for a successful season. Students will also learn a lot about personal responsibility, with all of this being designed to have fun and come together as a team. Additional details are included in the Board packet. Coach Randy Johnson has made this request.

Financial Impact:

None to the District. Costs will be covered by each athlete going on the trip. The trip will cost \$600, plus any additional spending money that the student would like to bring on the trip.

Recommended Action:

To approve the track and field teams' request for an overnight trip to participate in their team building and conditioning trip to Myrtle Beach, SC on March 30, 2024 through April 6, 2024, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg



Fruitport Community Schools Overnight Field Trip Request

The details for this overnight trip are as follows:

Background Information

Group Requesting Permission: Track

Staff Person(s) in Charge: Randy Johnson

Start of Trip Date 3/30/2024

End of Trip Date 4/6/2024

Funding Sources: track concession stand, Dad's Day 5K, parents

Are all students Participating? No

Chaperone/Student Ratio: 1 coach for 8 athletes

Destination Information

Destination: Myrtle Beach South Carolina

Destination Information: 5090 Pontaluna Road, 2316387205

Purpose of Trip: Every year we work for 3 weeks to get athletes out for track and begin their conditioning for the season. Then spring break happens. During this week students are gone on vacation and have little time to continue their training. When we come back from break, students are once again out of shape and some even quit. This trip will help solve this problem. Families and athletes will travel down to Myrtle beach to spend time in the warmer climate and workout. During this week the students get to know the coaches and each other on a very personal level. We discuss team rules, expectations, experiences, goals and dreams. We do a lot of fun conditioning runs which helps us prepare for a successful season. Students also learn a lot of personal responsibility. All of this is designed to have fun and come together as a team.

Lodging Information

Lodging Accommodations: Beach house condo- Livin' the Dream

Lodging information: Myrtle Beach, SC 1521 South Ocean Blvd North Myrtle Beach, SC 29582

Transportation Arrangements: school Vans

Emergency Information

Emergency Contact: Randy Johnson 231-638-7205

Emergency Forms Complete? Yes

Parent Notification is Complete and Attached to this Form? Yes

Principal/Supervisor Signature

Date

School rules and information:

1. You must have a parent permission form, physical and medical card turned in before you may go.
2. Follow all school rules for behavior in the athletic handbook.
3. Follow all House rules set up by the rental agency and coaches.
4. You must communicate with the coach at all times where you are going if you leave the beach house
5. No boys are allowed in the girls rooms and no girls are allowed in the boys rooms.
6. All group gatherings are in the common areas such as the kitchen, living room, pool, and game room.
7. Adults must drive the rental vans and chaperone all “away from the house” events.
8. All beach activities in the water must have an adult present.
9. Must be on the property by 10 pm in your room by 11 pm.
10. No jumping off the balcony into the pool.
11. Adults will not drink alcoholic beverages or smoke including vaping during the duration of the trip.

Parents and Athletes:

We are planning a team trip to Myrtle Beach South Carolina during Spring Break of 2024. The total cost of the trip will be around 600 pp.

Fundraisers: We will not be doing any fundraising but will support you if you want to get donations on your own.

Food: Athletes will be responsible for their own meals. We recommend about 20 a day or 140 for the week. We will be providing snacks and breakfast for the week. This is in addition to the 600 for the trip.

Transportation: The school will be providing us 4 vans. We will need to pay for the gas. This is included in the cost of the trip.

Lodging: We are renting a 10 room house on North Myrtle Beach. The cost of the house is \$7500 for the week. The house is on the beach, has a pool and is located about 20 minutes from a community Track. There will be 6-8 coaches and spouses going and will be taking about 18 athletes. The house can comfortably hold 32 people. Below is a link to the house:

<https://www.northmyrtlebeachvacations.com/north-myrtle-beach-vacation-rentals/home/livin-the-dream/>

Training: We will be training daily to stay in shape for the season. We will be running on the beach and the community track. In the past, we have found spring break to be a problem area that ruins our training. By going on this trip we keep our training going and have a great season.

Extras: We will be doing some fun activities which will also cost money. Activities such as a ropes course, miniature golf, Escape room, Go Karts, and Shopping will all cost extra if they want to go.

If you have any questions please let me know,
Coach Johnson
231-638-7205
rjohnson@fruitportschools.net
5090 Pontaluna Rd.
Fruitport, MI 49415

Myrtle Beach 2024 Schedule

Friday, - 11:30 pack vans. 12:00 midnight Leave for Myrtle Beach

Saturday, April

4:00 pm arrive at Myrtle beach

Sunday, April

Relax and recover from the drive down.

Monday, April

8:00 Breakfast

10:00 Morning workout on the track

12:00 Lunch

1:00 Beach

4:15

Tuesday, April

8:00 Breakfast

10:00 Morning Run on the beach.

12:00 Lunch

1:00 Hit the beach.

5:00 Dinner

Wednesday, April

8:00 Breakfast

10:00 Morning workout on the track

12:00 Lunch

6:00 Team Dinner- Pirates Voyage

1:00 Hit the beach

Thursday, April

8:00 Breakfast

10:00 Morning Run on the beach.

12:00 Lunch

1:00 Hit the beach

6:00 Dinner

Friday, April

8:00 Breakfast

10:00 Morning Run on the Track.

12:00 Lunch

1:00 Hit the beach

6:00 Dinner

12:00 midnight leave for home

Saturday, April

We must leave before 10 am.

11:00 pm arrive at home. We will call with exact times.

All workout times are subject to change depending on weather and activities planned.

Contact Numbers: Coach Johnson's Cell: 231-638-7205 Coach Johnson's Wife (Lisa) 231-638-7208

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #: XIII-5

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Spanish Textbook and Resource Purchase Recommendation

Background Information:

The textbook replacement cycle calls for the purchase of new Spanish textbooks and resources. The foreign language department met on March 7th to review resources from four (4) publishers, then narrowed it down to two (2) for a pilot. The programs piloted were Vista: Senderos and McGraw Hill.

Financial Impact:

Cost not to exceed \$120,000 for the purchase of Vista: Senderos, with funds coming out of ESSER to support this expenditure.

Recommended Action:

To approve a cost not to exceed \$120,000 for the purchase of Vista: Senderos, as recommended by the foreign language department, with funds coming out of ESSER to support this expenditure, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg

Spanish Curricular Adoption Agenda

- Brainstorm your ideas and/or review the agenda and [notes from previous meeting](#)
 - What are the content qualities that are most important to us when making a selection?

Important Qualities	Location in book	Review
Senderos		
Culture/History/Geography	End of each unit, News & Cultural Updates(Online)	Very thorough, lots of options in the text and online. Multiple modes reading, listening and writing.
Current Events	News & Cultural Updates(Online)	Updated regularly.
Listening Activities/Speaking Activities	Throughout each chapter	Variety of listening activities online and in the workbook (can complete individually or as a class), vocab/grammar/culture Speaking activities are available, not as guided as Realidades
Relevant Videos	Each chapter	Several vocab/Grammar and Culture videos with supplemental resources
Pronunciation	Each chapter	Online & Workbook
Explicit Grammar Explanations	Each chapter	Grammar tutorials online, explanations in the textbook.
Vocabulary & Grammar Practice Activities	Each chapter	Many activities to choose from in textbook, workbook, and online.
Writing practice	Each chapter & Writing Proficiency Workbook	Several activities that progress in degree of difficulty.
Readers	?	No specific readers. There are reading practices throughout the chapter and online.

Asi se Dice		
Culture/History/Geography	Beginning of each unit, News & Cultural Points Scattered throughout Chapter	Not sure how current culture pts are? Will this be updated with updated version of textbook? Cultural Readings at end of chapter
Current Events	News & Cultural Updates(Online)Escape Newspaper(by Country)	Unsure of how often updated? Webquests available
Listening Activities/Speaking Activities	Throughout each chapter	Variety of options.Liked the listening activities that accompanied the whiteboard activities.
Relevant Videos	Each chapter	Students thought were outdated Video tutorials for Grammar Cultural videos to choose from with writing prompts.
Pronunciation	Each chapter	Oral Proficiency test at the end of each chapter. Practice speaking activities both online and in the book.
Explicit Grammar Explanations	3 pts Each chapter	Practice Activities in textbook and online Video Tutorials
Vocabulary & Grammar Practice Activities	Each chapter	Vocabulary lists are small. Video Tutorials and Slideshows online, Practice Activities both in workbook and online Practice Test at end of every chapter
Writing Practice	Each chapter	Practice for writing proficiency/various prompts given
Authentic Leveled Readings/Readers?	Online and in Book	Good for Differentiated Learning No Reader

- What are the usability features that are most important for you?

Senderos	Usability Feature	Asi se Dice
Getting students signed up was hard. Can the tech department sign them up for us? Does not currently link to Google Classroom.	Online Platform	Is there a way to get assignments to directly link to Google Classroom without the second step?
Can change assessments and give online. The printing format was wonky. Easy to differentiate assignments or give a retake. There is an assessment book that you can copy from.	Assessment Creator	E-assessment is available. Can make your own by pulling questions but did not try to print. There is an assessment book and can also print from online resources as well.
Need more training to try this part. Some are graded by the textbook.	Online speaking practice	Did not try, they are updating this piece
Can assignment to different students.	Ease of scaffolding/differentiation	All activities can be differentiated fairly easy. Material builds
Textbook well organized, workbook, listening and speaking activities in one book, all assessments in one book. Writing book easy to navigate.	Hard copy materials	Textbook outdated. Textbook organized similarly to Realidades. Workbook, listening and speaking activities all in one spot.

- How will the textbook purchase impact our current scope and sequence?

Current Topics

Spanish 1	Spanish 2	Spanish 3	Spanish 4
Intro/Alphabet	Family and Celebrations: <ul style="list-style-type: none"> • Tener • Possessive Adjectives 		
Basic Conversation	Restaurant and Physical Descriptions: <ul style="list-style-type: none"> • Yo-Go verbs • Ser/Estar • Gustar like Verbs 	Places in the City: <ul style="list-style-type: none"> • Preterite Review • Commands - affirmative and negative informal 	Food/Cooking: <ul style="list-style-type: none"> • Commands - Singular Formal/Informal
Likes & Dislikes <ul style="list-style-type: none"> • Infinitives • Cognates 	Rooms of the House and Chores: <ul style="list-style-type: none"> • Affirmative Tú Commands • Present Progressive • Stem-Changing Verbs(o-ue) 	Travel: <ul style="list-style-type: none"> • Irregular Preterite • Direct Object Pronouns 	Outdoors/Camping: <ul style="list-style-type: none"> • More Commands - Plural • Review of por/para
Numbers 0-5,000	Shopping and Clothing: <ul style="list-style-type: none"> • Number Review • Demonstrative Adjs • Stem-Changing Verbs(e-ie) 	Parties & Celebrations: <ul style="list-style-type: none"> • Imperfect Tense • Indirect Object Pronouns 	Travel in the Airport/Train Station: <ul style="list-style-type: none"> • Formation of Subjunctive & trigger phrases
Personality Traits <ul style="list-style-type: none"> • Adjective agreement 	Shopping and Accessories: <ul style="list-style-type: none"> • AR Preterite • Direct Object Pronouns 	Childhood Memories: <ul style="list-style-type: none"> • More Imperfect • Imperfect Progressive 	Tourism & Tourist Behaviors: <ul style="list-style-type: none"> • Subjunctive with Maybe, Adverbial Clauses and Conjunctions
School Day <ul style="list-style-type: none"> • Ordinal numbers • Ar present tense verbs 	Travel Vocabulary: <ul style="list-style-type: none"> • ER/IR Preterite • Preterite of IR/SER 	Weather/Natural Disasters: <ul style="list-style-type: none"> • Preterite Sandal Verbs • Hubo/Habia • Reciprocal Actions 	Jobs/Professions: <ul style="list-style-type: none"> • Conditional Tense • Conditional Perfect

<p>Breakfast & Lunch Foods</p> <ul style="list-style-type: none"> • Er & Ir present tense verbs • Nouns modifying nouns 	<p>Environmental and Volunteer Vocabulary:</p> <ul style="list-style-type: none"> • Hacer/Dar Preterite • Decir(Present/Past) • Indirect Object Pronouns) 	<p>Emergency/Medical:</p> <ul style="list-style-type: none"> • Preterite vs. Imperfect • Verbs that change meaning in the preterite/imperfect 	<p>Future:</p> <ul style="list-style-type: none"> • Future Tense • Future Perfect
<p>Dinner Foods & Health</p> <ul style="list-style-type: none"> • Suggestions • Plurales of adjectives 	<p>Daily Routine/Special Events:</p> <ul style="list-style-type: none"> • Reflexive Verbs • Possessive Adjectives 	<p>Sports/Competitions</p> <ul style="list-style-type: none"> • Emotion verbs • Por/Para 	<p>Art/Music/Dance</p> <ul style="list-style-type: none"> • Verb Review • Double Object Pronouns • Passive vs. Active Voice
<p>Colors</p>		<p>Movies:</p> <ul style="list-style-type: none"> • Present Perfect Tense • Past Perfect Tense • Verbs like Gustar 	
<p>Places</p> <ul style="list-style-type: none"> • Present tense forms of ir • Question words 			
<p>PastTimes</p> <ul style="list-style-type: none"> • Invitations • Ir + a + infinitive • Jugar 			

Senderos

Spanish 1	Spanish 2	Spanish 3	Spanish 4
Family is unit 3 in 1's	2nd part of Senderos 1 is similar to what is covered in Spanish 2	Senderos 2 similar to what we do in Spanish 3	Senderos 3 is similar to what do in Spanish 4
No food in the 1's curriculum	Commands not covered until Spanish 3		

Asi se Dice

Spanish 1	Spanish 2	Spanish 3	Spanish 4
Last two chapters repeat as the first two chapters in the next book.	Spanish 2: Level 1 Chapters 6-9, Level 2 Chapters 1-2	Spanish 3: Level 2 Chapters 3-7	Spanish 4: Level 2 Chapters 8-11, Level 3 Chapters 1-2
	Commands not covered until later Level 2 book		

- What is our recommendation to Instructional Council? Why?
 - Senderos - because the materials provide lots of options for teaching of the skills. The culture portions of Senderos were up-to-date. Senderos has options for differentiation for students that struggle and extensions for students who want to do more. The scope and sequence is similar to what we have done in the past but it builds nicely from class to class.
- Let's determine what we need to purchase?
 - Headphones - class set of headphones for each teacher with a way to easily store them
 - Senderos 1 (Spanish 1 & 2) - 40 classroom sets X 4 teachers (including middle school) + 4 teacher editions (assessment program, cuaderno de actividades, and writing proficiency notebook)
 - Senderos 2 (Spanish 3) - 40 classroom sets X 2 teachers + 2 teacher editions (assessment program, cuaderno de actividades, and writing proficiency notebook)

- Senderos 3 (Spanish 4) - 40 classroom sets X 1 teacher + 1 teacher edition (assessment program, cuaderno de actividades, and writing proficiency notebook)
- Online access: Prime -
 - Senderos 1 = 7 sections X 30 students = 210 of Spanish 1 + 5 sections X 30 students = 150 students of Spanish 2 = 360 licenses for Senderos 1
 - Senderos 2 = 5 sections X 30 = 150 students of Spanish 2 + 2 sections X 30 = 60 students of Spanish 3 = 210 licenses for Senderos 2
 - Senderos 3 = 1 section X 30 = 30 students of Spanish 4 = 30 licenses for Senderos 3
 - Listos F = 1 section X 30 = 30 students of Intro and 60 licenses + teacher edition and materials (are there student materials that go with this?)
- Are there readers with the program? (If the company says “yes,” reach back out to teachers to find out what they want)
- What support do you think you will need for implementation?
 - Look at early September for initial training
 - Release time throughout the year to check in on pacing and such
 - Look at diving into the online features Oct./Nov.

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #: XIII-6

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Health Education Textbook and Resource Purchase Recommendation

Background Information:

The textbook replacement cycle calls for the purchase of new health education textbooks and resources. The Sex Education Advisory Board reviewed each of the resources reviewed by the health education teachers in the District. The team selected text resources from Goodheart-Wilcox, which was approved and recommended by the District's Sex Education Advisory Board. The Board will conduct two public hearings (June 26, 2023 and July 17, 2023) before being asked to approve the purchase.

Financial Impact:

Cost not to exceed \$45,000, with funds coming out of ESSER to support this expenditure.

Recommended Action:

To approve a cost not to exceed \$45,000 for the purchase of Goodheart-Wilcox textbooks, as recommended by the health department, and approved by the Sex Education Advisory Board, with funds coming out of ESSER to support this expenditure, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg

Health Curriculum Adoption Agenda

[Link to 2/1/2023 Meeting Agenda](#) [Link to 2/1/2023 Meeting Notes](#)

- Review the agenda and notes from 2/1/2023
 - What are the content qualities that are most important to us when making a selection?

Important Qualities	Location in book (HS version)	Pos./Neg.
Goodheart-Wilcox		
Nutrition (food groups, serving sizes, meal planning, food labels, cost of food/meals, heart disease)	Ch. 8	-Covers body image -Food labels -Managing weight -Healthy eating patterns -Serving sizes -Choosing healthier options -No meal planning
Mental Health/Stress Reduction and Management (including: body image, inclusivity, anxiety/depression)	Ch. 6	-Includes social media -Identifying stressors -Stress effects on the body -Time management -Professional help -Middle school book talks about preventing suicide
Nicotine (VAPING!!)	Ch. 11	-Impact of nicotine -Vaping products -Chemicals -Health effects of vaping -Myths and facts of vaping
Social Media (healthy relationships with friends and family, managing screen time/sleep,)	Middle school: ch. 4 (Sleep unit) Ch. 9 HS book	-Cyberbullying -Screen time and effects on health -Bodies in the media

Reproductive health (healthy relationships, communication skills, contraception, STI/HIV, male/female diagrams)		
Alcohol/Drugs (refusal skills,	MS book Ch. 9	-”Learn to say no” unit -Mental, social, and legal consequences
Physical activity (benefits of exercise, lifelong fitness, exercise plans)	MS book Ch. 8	Middle school book: -Understanding physical activity and fitness -Benefits of physical activity -Physical activity guidelines -Types of fitness -Health and skill related fitness -How to stay safe during PA -Tips for being a good sport -Building your own PA program
HealthSmart	Unit	
Nutrition (food groups, serving sizes, meal planning, food labels, cost of food/meals)	Nutrition/Physical activity unit	-Influences on food choices -Eating healthy at fast-food restaurants -Food labels -Assessing eating habits -Overall a thorough unit -Body image (1 lesson)
Mental Health/Stress Reduction and Management (including: body image, inclusivity, anxiety/depression)	Emotional and Mental Health	-Being emotionally healthy -3 lessons on stress -Examine healthy vs unhealthy relationships

		-Expressing feelings in healthy ways -Nothing about inclusivity/empathy
Nicotine (VAPING!!)	ATOD	Little to no information on vaping
Social Media (healthy relationships with friends and family, managing screen time/sleep,)	Emotional and Mental Health	-1 lesson on social media -Nothing about screen time -Little to no information about technology or social media
Reproductive health (healthy relationships, communication skills, contraception, STI/HIV, male/female diagrams)		
Alcohol/Drugs (refusal skills,	ATOD	-"What's the truth" lessons -Refusal skills/role play -"The Truth about Teens and drugs" lesson is good
Physical activity (benefits of exercise, lifelong fitness, exercise plans)	Nutrition/Physical Activity	-Lessons on tracking progress/assessing PA -Does not talk about lifelong fitness or benefits of exercise

- What are the usability features that are the most important to us when making a decision?

Important Qualities	Location in book	Pos./Neg.
Goodheart-Wilcox		
Abundance of resources to teach information (textbook, assessments, worksheets, online activities, workbook, powerpoints)		More complex to use - once comfortable easier to use
Topics covered in more depth		20 chapters
Skills based		More content

Different options to choose from while teaching lessons		Multiple options/activities to choose from while teaching
Differentiation resources		Teaching strategies, activities, assessments, etc.
HealthSmart		
Online resources only (powerpoints, student note page, student assignment for each lesson)		Easier to navigate because less resources
Variety of topics covered but surface level		20 lessons in each “category” with less time to cover topics in depth
Skills based		—
Repetitiveness in structure		Same format every lesson with only one option
No differentiation resources		—

- Let’s take a deeper dive into the Sex Ed Components (as taken from “A-K” Requirements in District Sex Education Curriculum Gap Analysis Document

Component		Location in Textbook	Alignment with SEAB (y/n)
A	Discuss the benefits of abstaining from sex until marriage and the benefits of ceasing sex if a pupil is sexually active.	MS: pg. 590, 623-624 HS: pg. 684-685, 673	
B	Include a discussion of the possible emotional, economic, and legal consequences of sex.	MS: Chap 19 Section 2 HS:	

C	Stress that unplanned pregnancy and sexually transmitted diseases are serious possibilities of sex that are not fully preventable except by abstinence.	MS: pg. 584-593 HS:	
D	Advise pupils of the laws pertaining to their responsibility as parents to children born in and out of wedlock.	MS: HS: p. 760	
E	Ensure that pupils are not taught in a way that condones the violation of laws of this state pertaining to sexuality, including, but not limited to, those relating to sodomy, indecent exposure, gross indecency, and criminal sexual conduct in the first, second, third, and fourth degrees (MCL 750.158, 750.335a, 750.338, 750.338a, 750.338b, and 750.520b to 750.520e).		
F	Teach pupils how to say "no" to sexual advances and that it is wrong to take advantage of, harass, or exploit another person sexually.	MS: pg 624-626 HS: pg. 528	
G	Teach refusal skills and encourage pupils to resist pressure to engage in risky behavior.	MS: 624-626	
H	Teach that the pupil has the power to control personal behavior. Pupils shall be taught to base their actions on reasoning, self-discipline, a sense of responsibility, self-control, and ethical considerations such as respect for self and others.		
I	Provide instruction on healthy dating relationships and on how to set limits and recognize a dangerous environment.	MS: CH. 15 HS: CH. 14.1	
J	Provide information for pupils about how young parents can learn more about adoption services and about the provisions of the safe	MS: p. 651-652	

	delivery of newborns law, chapter XII of the probate code of 1939, 1939 PA 288, MCL 712.1 to 712.20.		
K	Include information clearly informing pupils that having sex or sexual contact with an individual under the age of 16 is a crime punishable by imprisonment and that one of the other results of being convicted of this crime may be to be listed on the sex offender registry for 15 years, 25 years, or life. ¹ (§380.1507b)	MS: pg. 628 HS: pg. 528	
	Instruction in HIV/AIDS and sex education must stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy, and that it is the only protection that is 100% effective against unplanned pregnancy, sexually transmitted disease, and sexually transmitted HIV infection and AIDS.	MS: See “A”	
	Instruction in HIV/AIDS must include the principal modes by which dangerous communicable diseases are spread and the best methods for the restriction and prevention of these diseases (Condoms and other forms of birth control?)	MS: p. 589, 643-650 HS: Chap 21.4 & Chap 19 (p. 694 & 695)	
	Clinical abortion cannot be considered a method of family planning, nor can abortion be taught as a method of reproductive health.	Middle School: p. 652 High School: p. 763	

Questions for SEAB	Location in Textbook
Understanding Sexuality	Middle School: Chapter 19 - Section 1 High School: Chapter 23 - Sections 1, 2

Sexual Feelings and Behavior	Middle School: Chapter 19 - Section 2 High School: Chapter 23 - Sections 1, 2
Emergency Contraception	High School: p. 844 Middle School: p. 650

- What is our recommendation to the Instructional Council and SEAB? Why?
 - Goodheart-Wilcox Comprehensive
 - Skills-based material with an abundance of teaching resources including a textbook, lesson plans, assessments, activities, and differentiated instruction resources which are *all* also available online. These resources cover a variety of in-depth relevant health related topics in a middle and high school classroom setting such as social media, mental health, and vaping.
 - Skills-based instruction means that the content teaches kids why it is important and gives them the resources and practice to make healthy decisions
 - Goodheart-Wilcox Child Development
- Let's determine what we need to purchase?
 - Teacher Edition for both middle school and high school
 - 1 Classroom set of textbooks for students at middle school and high school
 - 5 student workbook copies for a master set
 - How does online student licensing work? How do students look at the textbook online - through the teacher or with their own account? What does "reflowable text" mean?
 - PD: Intro = after first week of August; In-depth: middle of the year
- What units do we commit to teaching?
 - Middle School
 - High School
- Child Development book - review for Reproductive Health

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #: XIII-7

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Fruitport Community Schools Identity and Branding Guide

Background Information:
The District Identity and Branding Guide has been updated to include the winged emblem used on the football helmets in the District. A copy of the updated Identity and Branding Guide is included in the Board packet.

Financial Impact:
None

Recommended Action:
To approve the updated Identity and Branding Guide to include the winged emblem as an approved logo representing Fruitport Community Schools, as discussed.

Action Taken:
Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg

FRUITPORT COMMUNITY SCHOOLS IDENTITY

Identity and branding are important for all Fruitport Community Schools sanctioned organizations including athletic teams. It is the district's expectation that these guidelines will be followed. Any exceptions to these guidelines must first be approved by the District Administration prior to use.

This document will provide information to assist all those who create or disseminate materials or messages in print or electronically that represent the district's image and brand, including:

- Faculty and staff members
- Outside graphic designers
- Printers and other vendors
- Athletic teams
- Student clubs or organizations

If you have any questions, please contact the Fruitport Community Schools Superintendent's Office at (231) 865-3154 or the Fruitport Director of Athletics at (231) 865-4035.

How to determine if you may use the District's logo:

If you are...

A faculty or staff member

- Yes, for district-related projects.

An individual student or alumni

- Yes, for school-related projects/assignments.
- No, for personal projects.

A registered student organization

- Yes, with approval. (Approval shall be granted by the building Principal)

A news/sports media organization





- Yes, with approval. (Approval shall be granted by the appropriate administrative staff)

A social media user

- No, unless for use on an official District social media site
- Individuals may use photography that represents the District in a positive light.

OFFICIAL TROJAN HEAD LOGO

There is one official Trojan Head logo. Any logo that represents the District must use the approved Trojan Head. There are three color versions that are acceptable for use:

			
Tri-Color	Bi-color Blue	Bi-color Black	White
This logo may be used with the two accepted shades of blue, gray, and white as detailed below.	This logo may be used with the two acceptable shades of blue and white as detailed below.	This logo may be used with black and white as detailed below.	This logo may be used on a dark background as detailed below.

			
Official	Acceptable	Acceptable	Not Acceptable

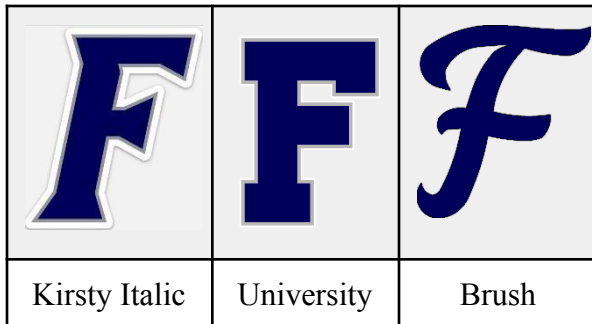
In the above graphic, you see examples of acceptable and unacceptable Trojan Head Logos. The first is an example of the official Trojan Head Logo. All other logos must be based on this design. The second logo is acceptable because it has a helmet, a similar style plume, and utilizes the correct colors. The third is acceptable as well, as it meets all the listed criteria and is utilizing the correct colors. The final one is not acceptable as there is no helmet and the plume is not consistent with the accepted style.

OFFICIAL ATHLETICS/CLUBS/ORGANIZATIONS “Block or Script F”

There are three accepted “Block or Script F” logos for the district:

1. The block or script F MUST be in one of the following fonts:
 - a. Kirsty Italic
 - b. University
 - c. Brush

If you are in need of an “Official” block or script F, contact the Director of Athletics or the Director of Technology.



OFFICIAL ATHLETICS/CLUBS/ORGANIZATIONS TROJAN HEAD LOGO/TITLES

While there is one accepted Trojan Head logo for the district, we are allowing some variation for athletic teams, clubs, and organizations, as long as they meet the following standards:

1. A variation of the Trojan Head logo must include a helmet.
2. The helmet must have a solid plume that looks similar to the official Trojan Head. It may not contain brushes or feathers.
3. For all teams, clubs, or organizations, when it comes to titles, we are “Fruitport Community Schools,” “Fruitport Trojans,” “Fruitport,” “Trojan,” or “Trojans.” The shortening of any name or title is prohibited (i.e: changing “Fruitport” to “The Port”).
4. Any Trojan Head logo (with the exception of the Techno Trojans) must be in approved school colors unless approved by District Administrative staff. Those colors are blue, gray, black or white.
5. Athletic logos/titles must be approved by the Athletic Director for athletic teams or the building Principal for clubs and/or organizations.
6. Any logo that is representative of the District, and does not include a Trojan Head must be approved before use.
7. If you are in need of an “Official” Trojan Head, contact the Director of Athletics or the Director of Technology.
8. Any changes to logos, uniforms, or equipment that has our logo on it, such as headgear, helmets, etc. must be approved by the administration and the Board of Education.

Examples: Different Trojan logo, F logo, or wings on helmets.

The image below is the approved logo for use on the District's football helmets.



OFFICIAL COLORS

Fruitport's official uniform colors are navy blue, gray, white, or a combination. Any exception must first be approved by the District Administration.

BLUE - Navy blue is the official shade.

The District will allow two (2) digital shades of blue as detailed below:

Navy Blue:

Hexadecimal #000080

CMYK 100% Cyan, 100% Magenta, 0% Yellow, 49.8% Black

Fruitport Blue (Our term):

Hexadecimal #203468

CMYK 69% Cyan, 50% Magenta, 0% Yellow, 59% Black

GRAY - Gray is a secondary color.

Hexadecimal #c6c8ca

CMYK 2% Cyan, 1% Magenta, 0% Yellow, 21% Black

WHITE - White is also a secondary color.

Hexadecimal #ffffff

CMYK 0% Cyan, 0% Magenta, 0% Yellow, 0% black

BLACK - Black is a tertiary color.

Hexadecimal #000000

CMYK 50% Cyan, 50% Magenta, 50% Yellow, 100% black

OFFICIAL FONTS/TYPEFACES

The following are the suggested complementary and contrasting typefaces for use in Fruitport Community Schools. It generally is preferable to use contrasting typefaces, and a maximum of three (3) per publication. Any font may be italicized or bolded, as needed.

Arial Fruitport Trojans	Calibri Fruitport Trojans	PT Sans Fruitport Trojans
Gotham Fruitport Trojans	Garamond Fruitport Trojans	Times New Roman Fruitport Trojans
Georgia Fruitport Trojans	Rockwell Fruitport Trojans	Baskerville Old Face Fruitport Trojans
Jackport College Fruitport Trojans	Kirsty Fruitport Trojans	

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #: XIII-8

From: Jason Kennedy

Subject to be Discussed and Policy Reference:
Athletic Handbooks for Parents and Coaches

Background Information:

The only changes to the Athletic Handbook for Parents and Coaches include updating the dates specific to the 2023-2024 school year, as discussed.

Financial Impact:

None

Recommended Action:

To approve the updated Athletic Handbook for Parents and Coaches for the 2023-2024 school year, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg

2023-2024

Parent-Student Handbook

**All Participants Grades
7-12**

**PREPARED BY
FRUITPORT HIGH SCHOOL
ATHLETIC DEPARTMENT**

TROJANS

***"Developing student athletes to reach their fullest potential as competitors and as people
by giving maximum effort every day."***

The Six Pillars of Character

From "Pursuing Victory With Honor", The Arizona Sport Summit Accord

TRUSTWORTHINESS

Be **honest**. Do not deceive, cheat, or steal. Be **reliable**—do what you say you will do. Have the **courage** to do the right thing. Build a good reputation. Be **loyal**—stand by your friends, family, and country.

RESPECT

Treat others with respect; follow the golden rule. Be **tolerant** of differences. Use good **manners**, not bad language. Be **considerate** of the feelings of others. Do not threaten to hurt anyone. Deal peacefully with anger, insults, and disagreements.

RESPONSIBILITY

Do what you are supposed to do. **Persevere**: keep on trying! Always do your best. Use **self-control**. Be **self-disciplined**. Think before you act—consider the consequences. Be **accountable** for your choices.

FAIRNESS

Play by the rules. Be **open-minded**; listen to others. Do not take advantage of others. Do not blame others.

CARING

Be **kind**. Show you care. Express **gratitude**. **Forgive** others. Help people in need.

CITIZENSHIP

Do your share to make this school and community a better place. **Cooperate**. Stay informed. Vote. Be a good neighbor. **Obey** laws and rules. **Respect** authority. **Protect** the environment.

The "Six Pillars" are a part of this guidebook with the intent that the principles and values they represent become a part of the framework of this organization, and be practiced by staff, players, parents, and fans that are associated with Fruitport Athletics.

Character is the foundation upon which one must build to win respect. Just as no worthy building can be erected on a weak foundation, so no lasting reputation worthy of respect can be built on a weak character.

R.C. Samsel

STAFF

JONNY MOREHOUSE 865- 4034
ATHLETIC DIRECTOR

LAUREN CHESNEY 865-3101 Ext. 2033
PRINCIPAL

TRICIA WINSKAS 865-4035
ATHLETIC SECRETARY

PHONE

HIGH SCHOOL (231) 865-3101
MIDDLE SCHOOL (231) 865-3128
ATHLETIC DEPARTMENT (231) 865-4035
ADMINISTRATION (231) 865-3154

School website: www.fruitportschools.net
Athletics website (Big Teams): www.fruitportathletics.org
Twitter: @FCS_Athletics **Facebook:** Fruitport Trojan Athletics

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FRUITPORT COMMUNITY SCHOOLS ATHLETIC CONSENT FORM (PARENT COPY)

Student _____ D.O.B. ____/____/____
LAST FIRST

As parent or guardian of the above named student, (or as an emancipated minor) I hereby grant permission for him/her to participate in the **2023-24** school year as a member of one or more Fruitport Community Schools athletic teams. I have read, understand, accept, and agree to support the school district's **year-round** athletic code and the related athletic policies found in the parent student handbook.

RESPONSIBILITIES OF PARTICIPATION

I will abide by all school rules and the coach's team rules. I realize that participants are responsible for the maintenance and proper return of all issued equipment and uniforms, and are responsible financially for damage due to loss, neglect or improper use. **I understand that I/we are responsible for player fees related to team membership.** I realize that uniforms/warm-ups are only to be worn for approved events. I give my permission for sport related photos, statistics, or rosters to be used for publicity or eligibility reporting purposes. **I consent to the disclosure of information that might otherwise be privileged under either FERPA or HIPPA for any purpose necessary for the determination of athletic eligibility, player fee waiver, or for compliance with athletic policy/procedures of the school or the MHSAA.**

CITIZENSHIP STANDARDS FOR PARTICIPATION

I understand that *participation in athletics is a privilege*, not a right. Athletes are to exemplify good citizenship, trustworthiness, and a proper public image in the greater community as well as in school-- in and out of season. **I understand the Athletic Code and citizenship expectations as given in this handbook also apply to postings on the internet.** *I realize that standards of participation for athletes often exceed minimum MHSAA and FHS regulations.*

SPORTSMANSHIP

I will demonstrate sportsmanship and exercise self-control to coaches, officials, opponents, and spectators. I understand that excessive display of temper, and the use of profanity in any form are not permitted. I understand that these sportsmanship guidelines apply **to parents** and spectators- as well as participants.

HEALTH AND SAFETY

I understand that in each sport the risk of injury or even death exists; and accept the risk in participation. Having been so cautioned and warned, I also realize the responsibility for reducing the chance for injury by obeying safety rules, following a proper conditioning program, inspecting one's own equipment regularly, and reporting physical problems and injuries to the coach or trainer.

I will abide by the decisions of the athletic trainer and other professionals that the school has contracted related to injuries and return to play. **I have read the enclosed material and understand the policy and procedures for when a student receives a suspected concussion.**

I give consent for Impact concussion management pre and post testing for collision sports (FHS). I give consent for and agree to comply with the "reasonable suspicion" drug- testing program as per school Board and Athletic Department policies (FHS).

I realize that it is my/our responsibility to pay for all medical treatment arising from participation in a school sport. **I understand that Fruitport Community Schools does NOT provide student medical insurance coverage for athletic injuries. I understand that coverage is available through the state of Michigan for those who qualify, and also for purchase through First Agency of Kalamazoo.**

Name of insurance carrier _____ Policy # _____

_____ Check here if the student athlete has **no health insurance**

Signatures below indicate comprehension of the policies and procedures in the Parent Student Athletic Handbook. Office copy of this form must be completed and on file prior to participation.

Parent/Guardian: _____ date _____

Student: _____ date _____



ATHLETIC CODE

1. All athletes are responsible to adhere to school regulations and athletic policies as they appear in the Student Handbook, MHSAA and Board policy, Student- Parent Athletic Handbook, and team training rules of individual coaches.
2. School obligations such as attending all classes, help sessions, detentions, completing homework, making up tests, etc. must be satisfied before participating in extracurricular activities. Athletes are expected to attend scheduled classes and have any and all absences excused prior to participation.
3. All participants must meet current MHSAA and FHS eligibility requirements. Under the semester schedule, students must be passing **5 of 6** classes concurrently to remain eligible. Current semester progress reports are received by Monday of each week. Any student who is not passing at least 5 of 6 semester classes will then be ineligible to participate in interscholastic competition immediately from a Monday through Sunday period. Students who do not receive credit for 5 subjects in ANY semester will be ineligible for the next semester or until deficiencies are made up. Student athletes that are over the allowed number of absences may be considered ineligible in that class. Additional participation requirements are outlined in the MHSAA handbook. NOTE: Ineligible athletes will be permitted to participate in practice only during their first period of ineligibility of the season. All FMS students must meet MHSAA guidelines for eligibility. MHSAA guidelines state middle school students must be passing 50% of their classes.
4. Athletes suspended from school may not participate in or attend games or practices held during the suspension. A suspension from school begins at the time of notification and ends at the last calendar date of the suspension. Participation is prohibited from the first date up to and including the last date of school suspensions. Athletic suspensions may begin following a school suspension or an ineligibility period. Athletes may be granted permission to practice [not compete] during long term Athletic Dept. suspensions.
5. Disciplinary problems at school or at extracurricular events (Home or away) may be a reason for the coach, athletic director, or administration to drop or suspend an athlete from a sport.
6. Whether in season or out of season, student athletes have an obligation to uphold and maintain a high standard of citizenship in the community. Violations of law and citizenship expectations are grounds for the coach or administration to immediately deny participation for part or all a sport season. Subsequent offenses, *including offenses involving illegal substances*, will result in increased penalties and the possible loss of eligibility for one's high school career.
7. It is expected that athletes attend all scheduled classes in order to participate that day. When school is in session, athletes are to be present for at least three classes, and **classes missed must be excused absences.** The Principal or Athletic Director may grant exceptions when there are conflicts or unusual circumstances that result in being present for less than three full classes.

8. If an athlete is disqualified during an athletic contest for flagrant or unsportsmanlike conduct, that student will be withheld by his/her school for at least the next contest/day of competition for that team. The Athletic Department has the right to enforce a greater penalty if it deems it necessary, including a long-term suspension for multiple disqualifications by the same individual.

9. A. No athlete may use, sell, distribute, or possess any tobacco product at any time. **This policy includes the use or possession of "e-cigarettes"**. The following steps of discipline are to be followed for the violation of this code:

FIRST OFFENSE: Suspension for 25% of current season (based on number of contests), continued if necessary to the next season of participation;

SECOND OFFENSE: Suspension for the remainder of the current season plus 50% of subsequent season of participation;

THIRD OFFENSE: Loss of sports eligibility for one calendar year from offense.

Offenses under A above are cumulative for a four-year period. Violations outlined in A above while not a team member (summer or school year) is subject to athletic code penalties in future seasons.

B. No athlete may be involved in the sale, distribution, possession, consumption, or illegal use of prescription drugs, alcohol, fake drugs, steroids, any chemicals which release toxic vapors or contain toxic substances, look alike drugs, performance enhancing substances, or any other substances banned by the NCAA and/or otherwise prohibited by law.

Offenses under B above are cumulative for a four year period and will result in a loss of sports eligibility for a minimum of 33% of a sports season for the first offense (based on the number of dates or contests), *continued if necessary to the next season of participation*, with a maximum penalty of a loss of sports eligibility for one's high school career. Subsequent offenses will result in a minimum suspension of 50% of a sport season, continued to the next season of participation, with a maximum penalty of the loss of eligibility for the balance of the high school career. Any involvement with prohibited substances outlined in B above while not a team member (summer or school year) is subject to athletic code penalties as described above. First time participants are subject to sanctions if the violation occurred during the same school year or within three months of the beginning of the season.

10. Hazing: Athletes shall not participate in any induction ceremony, initiation, or other activity that involves unreasonable risk of physical harm, coercion, intimidation, or embarrassment to others. Hazing is a violation of state law and school policy. Any athlete or parent who believes their student has been a victim of such practices is to contact Lauren Chesney, Principal 3255 Pontaluna Rd. Fruitport, MI 49415.

FHS DRUG TESTING POLICY

The Board requires that each student and their parent or guardian in any of the District's interscholastic athletic programs agree that the student athlete participate in a reasonable suspicion drug-testing program. The test or tests will be conducted by an independent contractor or family doctor. A list of banned drugs and performance-enhancing substances developed by the NCAA and adopted by the Michigan Department of Public Health are listed in the back of this handbook. Please note that the list may change during the year, and that updates may be found on the NCAA Website (www.ncaa.org) . All test results will be given to the Athletic Director and the student, parent, or guardian. If the student or parent or guardian asserts any privilege or withdraws the consent given in the Athletic Consent form, the athlete shall immediately be ineligible for further athletic participation. The testing lab will be instructed to test for one or more illegal drugs. Student participant samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication.

A student athlete who tests positive for any illegal substances (in accordance with the testing methods authorized by the School Board), shall become ineligible to participate in athletics for a period as given in the athletic code. A student athlete or parent/guardian may request a retest within 24 hours of the original test at his/her own expense. Students who are taking prescription medication may provide a copy of the prescription or a copy of a doctor's verification that provides evidence that the substance is for a condition where the drug or drug family is prescribed for a medical reason. This information must be provided to school personnel within 24 hours of the test. A student athlete who tests positive will be required to participate in a drug education program in addition to serving an athletic suspension as per the Athletic Code of Conduct.

Reasonable Suspicion:

Reasonable suspicion is intended to target situations when there are objective facts or specific occurrences that support the conclusion that a student-athlete may be using alcohol or other prohibited drug substances. Reasonable suspicion may also be triggered by a previous positive test or an arrest and/or suspension for possession/use of illegal substances within the preceding twelve months. *Reasonable suspicion* is based on a common sense conclusion upon which practical people ordinarily rely. These conclusions can be drawn from observed or reliably described human behavior that is determined to be warning signs for possible drug/alcohol use (e.g., changes in emotional and physical condition and academic/athletics achievement, witnessed drug use, possession, etc.).

All Athletic Department personnel are required and other teaching or administrative staff are encouraged to report to a student-athlete's respective head coach, head athletics trainer, administrator or athletic director specific facts or observable behaviors that indicate that a particular student-athlete may be violating the policies expressed in this program.

Fruitport High School's athletic program is an extension of its educational program and adheres to the philosophy and objectives prescribed by the Fruitport Board of Education and the Michigan High School Athletic Association. The contents of this handbook help define the policies and procedures used within the Department of Athletics that are specific to participants and parents/guardians. Coaches should also refer to FHS Coach's Handbook for additional guidelines and procedures.

MISSION STATEMENT

In keeping with the vision of *empowering individuals to positively impact their world*, the Fruitport Athletic Department is ***committed to developing student athletes to reach their fullest potential as competitors and as people by giving maximum effort every day.***

FHS SPORTS/ACTIVITIES OFFERED

		SEASON	VAR	JV	FROSH
BASEBALL	B	SP	X	X	X
BASKETBALL	B/G	WTR/WTR	X	X	X
BOWLING	B/G	WTR	X		
COMPETITIVE CHEER	G	WTR	X		
CROSS COUNTRY	B/G	FALL	X		
FOOTBALL	B	FALL	X	X	X
GOLF	B/G	SP/FALL	X		
ICE HOCKEY*	B/G	WTR	X		
LACROSSE**	G/B	SPRING	X		
SOCCER	B/G	FALL/SP	X	X	
SOFTBALL	G	SP	X	X	
TENNIS	B/G	FALL/SP	X	X(G)	
TRACK	B/G	SP	X		
VOLLEYBALL	G	FALL	X	X	X
WRESTLING	B	WTR	X	X	
SIDELINE CHEER***	G	FALL*	X	X	
EQUESTRIAN****	B/G	FALL	X		

*Ice Hockey is a cooperative agreement with Reeths Puffer HS, which is the sponsoring school.

** Lacrosse is a cooperative agreement with Mona Shores HS, which is the sponsoring school.

*** Sideline Cheerleading is a group activity sponsored through the Athletic Department by the Board of Education.

**** Equestrian is a group activity that can use the school name/mascot and colors by the Board of Education. Equestrian is not a school-sponsored event, but members can earn a club letter if specific criteria are met.

MIDDLE SCHOOL SPORTS TEAMS AND SEASONS:

Fall: Cross Country, Volleyball, Football

Winter: Boys Basketball, Competitive Cheer, Wrestling, Girls Basketball

Spring: Track, Co-ed tennis

NOTE: Sixth graders are now permitted to participate in XC, wrestling, co-ed tennis and track.

INTERSCHOLASTIC ATHLETIC PHILOSOPHY

The Fruitport Community School District supports the belief that a dynamic program of student activities is vital to the educational development of students. The interscholastic program provides laboratory courses in physical and emotional development. It teaches lessons that often are not taught in the classroom. It also provides a means to better performance in classroom curriculum. Statistics on participation consistently demonstrate that athletes have higher G.P.A., attendance and retention rates, and lower dropout rates than non-participating counterparts. Athletic participation is a positive privilege with definite responsibilities.

We believe that developing a winning athletic program is important. However, it must be done without sacrificing the personal development of participants. Successful programs provide opportunities for physical, mental, social, and emotional growth. In addition, effective programs teach teamwork, work ethic, skill mastery, pride, and fair play. Such positive outcomes go far beyond one's win-loss record.

The interscholastic setting is critical in providing desirable learning experiences. Administrative expectations, direction, and support are vital in achieving clearly defined goals. Also required is adherence to the program purposes by coaches, student athletes, and parents/guardians.

Finally, supporting and cooperating with policies of the Fruitport Board of Education, the Michigan High School Athletic Association and league affiliations is necessary in order to maintain a worthwhile, productive interscholastic environment.

The Fruitport Community School District is committed to a quality interscholastic athletic program that provides desirable learning experiences. The athletic program is dedicated to continuing development and re-evaluation in order to provide student athletes with opportunities *to develop fully as competitors and as people.*

NOTICE REGARDING NON-DISCRIMINATION POLICY

No person shall, on the basis of sex, be excluded from participating, be denied the benefits of, be treated differently from another person or otherwise discriminated against in any interscholastic athletic program at Fruitport Community Schools. Any person believing that Fruitport Community Schools has inadequately applied the principles and/or regulations of Title IX of the Education Amendment Act of 1972 may bring forward a complaint to: Athletic Director 3255 Pontaluna Rd. Fruitport, MI 49415.

PARENT COACH COMMUNICATION PLAN

Both parenting and coaching are extremely difficult roles. By establishing an understanding of each, we are better able to accept the actions of the other and provide greater benefit to students. As parents, when your children become involved in the athletic program, you have a right to understand the expectations placed upon your child. This begins with clear communication from his/her coach. **It is essential that parents be represented in the parent meeting that each head coach sponsors prior to each season.**

COMMUNICATION THAT YOU SHOULD EXPECT FROM THE COACH

1. Philosophy of the coach, including issues such as playing time
2. Expectations that the coach has for the players
3. Locations and times of all practices and contests
4. Team requirements, i.e. practices, special equipment, out of season conditioning
5. Procedures to follow should the athlete be injured during participation
6. Discipline that may result in the denial of participation.

COMMUNICATION THAT COACHES EXPECT FROM PARENTS

1. Concerns expressed directly to the coach
2. Notification of schedule conflicts well in advance
3. Specific concerns regarding a coach's philosophy and/or expectations.

As students become involved in the programs at Fruitport High School, they will hopefully experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way they are expected to. **Please keep in mind that there are times in which *athletes need the opportunity to struggle*. At these times, conversation between the athlete and coach is encouraged.**

APPROPRIATE CONCERNS FOR PARENTS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior.

It is difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgments based on what they believe to be best for all students involved. As you have seen from the above list, certain things can and should be discussed with the coach. Other things, such as those below, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH THE COACH

1. Playing time
2. Team strategy/team selection
3. Play calling
4. Other student athletes' abilities compared to your son or daughter's abilities.

There are situations that may require a conference between coach and parent. It is important that both parties involved have a clear understanding of the other's position. In order to promote a resolution to the issue, the following procedure should be followed when a conference is necessary.

IF YOU HAVE A CONCERN TO DISCUSS WITH A COACH, THE PROCEDURE YOU SHOULD FOLLOW IS

1. Call to set up an appointment. The Athletic Office phone number is 865-4035.
2. If the coach cannot be reached, call the Athletic Director. *Please do not attempt to confront a coach before or after a contest or practice. This can be an emotional time for both the parent and the coach. Meetings of this nature rarely promote resolution. **Waiting 24 hours for this contact will often result in a more productive result.***

WHAT A PARENT CAN DO IF THE MEETING WITH THE COACH DOES NOT PROVIDE A SATISFACTORY RESOLUTION

1. Call the Athletic Director and set an appointment to discuss the situation.
2. Contact the Principal if a resolution is not achieved.

We hope the information provided above makes your experience with Fruitport athletic teams less stressful and more enjoyable.

SPORTSMANSHIP FOR FANS AND PARTICIPANTS

Acceptable behavior includes:

- accepting all decisions of officials;
- treating the competition as a game, not a war;
- giving credit for outstanding effort regardless of the team;
- showing concern for *any* injured player; and
- encouraging surrounding fans to display only the best sportsmanlike conduct.

Unacceptable behavior includes:

- trash talk, taunting, and other intimidating actions on behalf of players or spectators;
- displaying disgust for officials calls; name calling to distract opponents;
- refusing to shake hands or give credit to opponents;
- blaming the loss of a game on coaches, players, or officials;
- using profanity or displays of anger that draws attention away from the game.

Any person, including adults, who behave in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event or denied future admission for conduct that includes, but is not limited to: using vulgar or obscene language; possessing or being under the influence of any alcoholic beverage or illegal substance; possessing a weapon; fighting or otherwise striking or threatening another person; failing to obey a security officer or school employee; and engaging in any activity which is illegal or disruptive.

GOVERNING BODIES RELATED TO ATHLETICS

The athletic program at Fruitport High School follows the rules, regulations and policies as set forth by the following governing bodies:

1. Fruitport Board of Education
2. Michigan High School Athletic Association
3. National Federation of High School Athletic Associations
4. Fruitport Athletic Department
5. OK Conference
6. Greater Muskegon Athletic Association

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION, INC.

The Fruitport Schools as voluntary members of the M.H.S.A.A. are to promote, develop, direct, protect and regulate amateur interscholastic athletics between member schools, and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities.

All individuals involved in the interscholastic athletic program of Fruitport Schools should strive to know, understand and adhere to all rules and regulations of the M.H.S.A.A. to the letter and spirit of the rule.

OK CONFERENCE

Fruitport is a member of the OK Conference, and will abide by the policies and procedures set forth by that organization. The 49 schools of the OK Conference are divided into seven divisions, with Fruitport being in the Blue Division. Member schools are Fruitport, Allendale, Coopersville, Spring Lake, Hamilton, Unity Christian, Holland Christian, and GR West Catholic.

GREATER MUSKEGON ATHLETIC ASSOCIATION

The purpose of the GMAA is to establish, promote, and maintain interscholastic competition among teams in the greater Muskegon area. Tournaments/meets that are sponsored by the GMAA include boys and girls' cross country, golf, and tennis; volleyball, wrestling, softball, baseball, and track.

SUPERINTENDENT OF SCHOOLS

The executive function is delegated to the Superintendent of Schools by the Board of Education. The Superintendent is charged with the responsibility of devising ways and means of efficiently executing the policies adopted by the Board of Education.

The Superintendent recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling inter-school athletics, and he/she approves all policies and procedures recommended by his/her staff and are in fact directly responsible to the School Board for the successful performance of the organization.

HIGH SCHOOL/MIDDLE SCHOOL PRINCIPAL

The school principal is the administrative head of interscholastic athletic activities as well as all other activities at his/her school. As administrative head of the school, he/she is directly responsible to the Superintendent of Schools and to the M.H.S.A.A.

Supervision of athletic contests is a cooperative matter among the principal, assistant principal, athletic director, and appointed game managers.

ELIGIBILITY RULES FOR SENIOR HIGH SCHOOL STUDENTS

The Michigan High School Athletic Association (MHSAA) rules listed in this handbook are only a summary of some of the regulations affecting student eligibility. Most rules are found in the MHSAA HANDBOOK, which can be located in the school administrative offices. **In addition, Fruitport High School has the authority to establish more stringent standards and to enact codes of athletic conduct that are in the best interest of individual students, the team and community.**

To be eligible to represent Fruitport High School in interscholastic athletics the student must observe the following rules:

1. **AGE**
The student must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1, of a current school year is eligible for the balance of the school year.
2. **PHYSICAL**
Students must have on file, in the school's office, a physical examination for the current school year (dated after April 15) certifying that he/she is physically able to compete in athletic practices and contests. **Physicals should also be obtained prior to participating in team- sponsored preseason conditioning activities.**
3. **ENROLLMENT**
To be eligible during the first semester of the school year, a student must be enrolled no later than the fourth Friday after Labor Day, or the fourth Friday after of February for the second semester. A student must be enrolled in the school for which he or she competes.
4. **SEMESTERS OF ENROLLMENT**
Students cannot be eligible in high school for more than the equivalent of eight semesters and the seventh and eight semesters must be consecutive.
5. **UNDERGRADUATE STANDING***
A student who is a graduate of a regular four-year high school or who is a graduate of a secondary school which has the same requirements for graduation as a regular four-year high school shall not be eligible for interscholastic athletics. However, a student who satisfactorily completes the required number of credits for graduation in less than the equivalent of eight semesters/12 trimesters shall not be barred from interscholastic athletic competition, while passing at least 4 of 5 classes of undergraduate work, until the end of the eighth semester/12th Trimester as far as the provisions of this section are concerned.
6. **PREVIOUS SEMESTER RECORD***
A student must have received credit for at least five (5) classes for the previous semester that ended in June 2022. A student who does not pass 5 of 6 CLASSES for the *previous semester* is ineligible for a minimum of the *entire following semester* or until deficiencies are made up.

*Deficiencies of previous semester incompletes or failures may be made up during a subsequent semester, or summer session. As per the guidelines outlined in the MHSAA Handbook, eligibility may be reinstated during the next semester when credits are entered on to official school transcripts.

7. **CURRENT SEMESTER RECORD***
Academic eligibility checks of not more than ten weeks are required. If a student is not passing at least **5 of 6 classes** when checked, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. Students who are ineligible may participate in practices for only the first ineligible period that season. They may not be dismissed from school early to attend games, however.
8. **TRANSFER STUDENTS**
A student in grades 9 through 12 who transfers to another high school may be ineligible to participate in an interscholastic contest for up to one full year. It is imperative that the student/parent/guardian receive transfer regulations from the athletic administrator, as significant changes have been made that both *loosen and tighten* transfer regulations.
9. **UNDUE INFLUENCE**
The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.
10. **LIMITED TEAM MEMBERSHIP**
After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. The MHSAA permits limited exceptions for individual sports. **Please check with the Athletic Office to clarify this rule before assuming it is OK to participate on non-school teams.** It should be noted that the MHSAA does not permit middle school students to practice with high school teams. **Sixth grade** students may not practice with middle school teams-other than those sports approved (cross country, wrestling, and track).
11. **ALL STAR COMPETITION**
Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a minimum period of one year of school enrollment.
12. **AWARDS AND AMATEURISM**
Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the handbook. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award, which does not have a value **over \$25**. Banquets, luncheons, dinners, trips and admission to camps or events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates or any other negotiable document are never allowed.

***NOTE: The Fruitport School Board has approved standards of participation that *exceed* the minimum requirements as set by the M.H.S.A.A.**

Contact the Athletic Director for questions pertaining to eligibility, transfer rules, and other MHSAA or school policies or administrative guidelines.

DISCIPLINE APPEALS PROCEDURES

Each student athlete is expected to live within the rules and regulations in the FHS Student Handbook as well as the policy and procedures of the athletic department and individual coaches. Likewise, it is expected that these rules will be applied and that all student athletes will be treated fairly. Should a student/parent believe that he/she is the subject of harassment, discrimination, unwarranted treatment, unfair suspension or unjustified *athletic* related dismissal and wishes to make an appeal, the following process must be followed:

STEP 1

A meeting between the athlete, coach and the athlete's parent(s) or other adult selected by the student will meet to discuss the problem. If the situation is not resolved to the athlete's satisfaction, he/she must within two school days, move to the next step. **The athlete will be excluded from participation in contests during the appeals process.**

STEP 2:

A statement of the athlete's position will be submitted in writing to the Athletic Director within 5 calendar days of the initial communication. The Athletic Director will schedule a meeting with athlete, coach and parent(s) or other adult if desired by the student. At this meeting, the coach or Athletic Director will provide all parties with a written statement specifying the violation(s).

STEP 3:

A written request must be made to the Athletic Director for a meeting with the principal. At that time:

- a. The Athletic Director will set up a mutually convenient time for the meeting within a maximum of five school days from receipt of the request.
- b. The student may be accompanied by his/her parent(s) or other adult(s) of the athlete's choice.
- c. The student shall be given the opportunity to present his/her version of the facts and their implications. The athlete will be permitted to offer testimony from witnesses and other appropriate information.
- d. The student and his/her representative(s) shall be privy to all information offered against the athlete. In addition, they shall be allowed to question any witnesses.
- e. The principal shall render a written decision within 5 calendar days and copies shall be sent to the Athletic Director, the coach and the student.

STEP 4:

If Step 3 does not settle the issue to the athlete's satisfaction, he/she may request further review by the Superintendent, who makes the final decision within 5 calendar days, after which time a request can be made for appeal to the Board of Education which will be heard by the Board of Education at their next regularly scheduled meeting.

NOTE: Student athletes who are appealing an administrative suspension will be excluded from participation in contests during the appeal process.

RESPONSIBILITIES OF THE ATHLETE

Student athletes should understand that the athletic program is an important part of their overall education. Athletics offer many opportunities for the total development of each individual. Once students decide to participate, they must understand that they are accepting the privileges and benefits of participation and must meet certain specific obligations and responsibilities. Student athletes should also plan their activity time so that they can give sufficient time to their studies and their sport to ensure successful performance in both areas.

Equally important to the development of skills needed to compete in an individual sport is the development of positive social attitudes and interpersonal relations. Students who participate on interscholastic athletic teams represent themselves, their families, their team, their school and their community. Since the community as a whole provides the support necessary to operate the athletic program, student-athletes should conduct themselves in a manner acceptable to community and school standards. **This includes expectations of character traits such as trustworthiness, respect, and good citizenship. Penalties for citizenship/proper public image violations will result in a minimum of 10% season suspension.**

Our culture frequently gives substantial attention to athletics. Along with the glory and publicity that athletes receive as compared to non-athletes, there is a proportionate amount of higher behavioral expectations. Unfair treatment is a two-way street. We expect our student athletes to hold to a higher standard than non-athletes whether they are representing their school OR when they are away from school grounds and activities.

In addition to the above, athletes will be responsible for the following specific obligations:

1. All equipment will be issued by the coach. Athletes will be responsible for equipment issued to them, including locks and lockers.
2. Athletes must maintain their equipment in a reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for cleaning of uniforms.
3. All equipment must be returned to the coach at the end of a sports season. Athletes are required to pay for all unreturned equipment or uniforms (fair market value) and will be restricted from participating in any other sports-related activity or practice session until this obligation has been cleared by the coach or Athletic Director.
4. Players are to leave the high school immediately after their scheduled practice or contest has been completed.
5. Athletes are always expected to demonstrate good sportsmanship. They are to accept the seriousness of this responsibility, and the privilege of representing Fruitport High School and the Fruitport Community.
6. Prior to participation, athletes and their parent or guardian are required to return signed consent form indicating that they have received, read and will abide by the school's athletic policies. Player fees are considered non-refundable and are to be paid prior to participation in competition.

7. An athlete is expected to display a high degree of sportsmanship in relationship to opponents, teammates, coaches, officials, and spectators. Excessive loss of self-control, use of profanity, abusive language, trash talk, or the making of obscene gestures or any kind of derogatory remarks will not be tolerated. Athletes are to respect the integrity and judgment of game officials, even in disagreement. Coaches may invoke any or all the options listed for each violation: 1). Athlete-coach conference, 2). suspension, or 3). removal from the team.
8. Athletes represent Fruitport High School while traveling as a team. It is expected that athlete conduct while on buses, in locker rooms, etc. will be of the highest standard- consistent with team and school policy.

Athletes are also to exemplify good citizenship and uphold a proper public image in the community. Violations of law or of citizenship expectations are grounds for the coach, Athletic Director, or administration to remove an athlete from participation even if the behavior takes place during non-school hours or off campus. Good citizenship includes not attending/or immediately leaving gatherings where illegal drugs are present or where alcohol is provided to minors. **Citizenship expectations also extend to postings on the internet. Penalties for citizenship/proper public image violations will result in a minimum of 10% season suspension.**

9. Athletes are to use school transportation to and from contests when provided. When necessary, athletes may travel home from away contests with their parents or guardians only. Coaches should secure written parent permission signatures prior to departure.
10. Athletes are expected to attend all practices and scheduled competitive events. Enforcement will be in accordance with the team requirements as set forth by the coach for that sport.
11. Athletes are expected to attend all scheduled classes. Unusual circumstances may permit the student to participate in practice or games provided he/she **attends at least three full classes, and all absences are excused**. It is the athlete's responsibility to notify the coach of the absence. Exceptions for extenuating circumstances must be cleared in advance through the Athletic Director and/or Principal.
12. Athletes are to be dressed in official school uniforms when representing Fruitport High School in a game or meet. School uniforms/warm-ups are to be worn only for official athletic functions and may not be worn for recreation or street wear. Coaches may allow their players to wear official uniforms/warm-ups for special occasions at school provided there is *not* a violation of the school dress code.

"My standard of performance is defined as follows: Exhibit a ferocious and intelligently applied work ethic directed at continual improvement; demonstrate a respect for each person in the organization; be deeply committed to learning and teaching..." Bill Walsh

MISCELLENOUS TOPICS

TRY OUTS

All sub-varsity athletic teams that make cuts will allow a minimum of four (4) days for student athletes to try-out. Varsity teams will have a minimum of three (3) practice days. If a student-athlete is going to be absent during the try-out period, they must make arrangements with the head coach before try-outs begin. For unexcused absences, student-athletes will not be allowed make up days for the time missed. For excused absences, by the head coach or athletic department, student athletes *may* be granted additional try-out days for the days missed. All student athletes trying out will have to perform the same skill test given by the head coach.

CHANGING SPORTS/DUAL SPORTS

An athlete may not drop one sport and play another sport at any time during the season in progress. The athletic director, who may grant exception, will hear appeals due to unusual circumstances. An athlete may not change from one sport to another during the season in progress if he/she is cut from a squad for disciplinary reasons. It shall be the responsibility of the coach of the new sport to see that this requirement is not violated before allowing the athlete to try out for his/her team.

For an athlete to be approved to play two sports during the same season, there must be consensus from parents, both coaches, and administration. It should be noted that in general, dual sport participation during the same season is not recommended. An athlete wishing to play two sports should have a conversation with all parties involved prior to completing the declaration form. Agreement must be approved within one week from the start of practice.

TRANSPORTATION POLICIES

Travel to all athletic events shall be made by charter/school bus or other approved vehicles with an approved adult in the vehicles; this should be a coach, a teacher or a parent. Whenever a coach permits the use of cars for transporting a student/students, advance information must be submitted in writing to the Athletic Office. The writing must set forth:

a) the date, time, and reason for the transportation; b) the place from which students will be transported; c) the name and address of the driver; d) the number of the driver's license to operate a motor vehicle in the state of Michigan; e) the names of the students to be transported; f) a brief description of the transportation vehicle, the signature of the driver, the name of the insurance carrier for the vehicle.

Coaches may permit only qualified personnel transportation privileges. No person shall transport students in a private vehicle who is not a parent of a student in the district or a holder of a Michigan driver's license, or a holder of automobile liability and personal injury insurance as required by law. When the school provides transportation, team members must return via that transportation. Upon written request, students may travel home with their own parent/guardian under extenuating circumstances with administrative approval.

When charter/school buses are used, the following general rules should be observed:

1. A coach shall travel on the bus.
2. Team members are to remain in their seats and conduct themselves in a manner that will promote good safety factors.
3. Windows should remain closed unless permission is otherwise granted.
4. Nothing should be stuck out of or thrown from a window.
5. The bus is as a part of the school system and no conduct should be allowed that reflects adversely upon the individual, the team or the school.
6. The team should cooperate and help the driver in every way possible.
7. All players are to travel to the game in the team bus and return the same way.

WEATHER CANCELLATIONS

When school is dismissed early due to inclement weather or when all afternoon activities are cancelled, no practices will be held. When the entire school day is cancelled due to weather, Varsity level practices only may be permitted with administration approval, provided road conditions are improved by practice time.

ATHLETIC INSURANCE COVERAGE

The student and his/her parents/guardians acknowledge that serious injury may result from participating in athletic activities. **Fruitport Schools no longer provides supplementary insurance coverage for athletic injuries. Parents may purchase sports injury or 24-hour insurance through First Agency of Kalamazoo. Students may also be eligible for coverage through the State of Michigan, or secondary coverage through the MHSAA for the care and treatment for concussions. It is strongly recommended that each family review their insurance coverage prior to sports participation.**

RETURN TO PARTICIPATION FOLLOWING INJURY/MEDICAL CHAIN OF COMMAND

A student must have a doctor's **written** permission to return to practice or competition if he/she sustains any injury that requires a visit to the physician. **Returning to participation following an injury requiring surgery must be in the form of written permission from the surgeon and approved by medical staff contracted by Fruitport Schools. *Athletes must adhere to the decisions of the school athletic trainer or the highest ranking contracted medical professional regarding the decision for participation / return to play following an injury.*** MHSAA rules specifically address the protocol for return to play/practice following a suspected concussion.

CONCUSSION MANAGEMENT POLICY

Fruitport High School utilizes an innovative program (ImPACT) to assist the trainer and other professionals in diagnosing and managing concussions. The computerized test is given to athletes prior to competition, and again following a suspected concussion. The test is non-invasive and is set up in a "video game" format. It tracks information such as memory, reaction time, speed, and concentration. The test data will enable health professionals to determine when return –to-play is appropriate and safe for the injured athlete. For further information on the ImPACT program, contact the Athletic Office. If an athlete sustains an injury and is *suspected* of having a concussion, he or she will be removed from participation. When staff

member in charge determines that the signs of a possible concussion exist, he/she will contact the parent or guardian and the participant will be removed from activity and be able to return only after released by a medical professional. In addition, both the parent and the student must sign consent to return after a concussion.

Parents are to be familiar with the signs and symptoms of concussions and communicate with staff should these symptoms be observed at home.

Please review the concussion awareness materials located in the back of this handbook.

VARSITY AWARDS

A varsity award will be granted to the athlete who 1). has completed the season as a squad member in good standing 2). has been recommended by the head coach based on the criteria established in that sport. Varsity awards include a one- time letter, numerals, and certificate. Other team members and members of sub varsity teams receive certificates upon completion of the season. Coaches are to explain letter requirements in parent information nights at the beginning of each season.

OTHER AWARDS

The **Fruitport Athletic Foundation** awards an **Outstanding Achievement Award** plaque to seniors who have earned six or more Varsity letters during their career as a Fruitport athlete. The Athletic Department recognizes a male and female senior **"Student Athlete of the Year"** who has demonstrated citizenship, academic excellence (**3.4 or higher GPA**), and athletic ability; and also has earned a varsity letter in multiple sports in their years at FHS, as nominated by faculty and staff. In addition, there are media, military, and others who recognize the achievements of our student athletes. The Athletic Department reserves the right to deny any post- season recognition to athletes who do not exhibit good sportsmanship, citizenship or personal conduct.

COLLEGE INFORMATION

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions (I, II, and III). Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships. **NCAA eligibility standards are constantly changing; students and parents need to be aware of these changes from the onset.**

If you are planning to enroll in college as a freshman and you wish to participate in Division I or II athletics, you must be certified by the **NCAA Eligibility Center**. The original "Clearinghouse" was established as a separate organization by the NCAA member institutions in 1993. The Eligibility Center ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

A major component of eligibility to compete as a first year college student (Division I) is the student athlete's high school GPA based on 16 approved core courses* (14 core courses for Div II), and ACT/SAT test scores. The "sliding scale", the list of required core classes, and other pertinent information is available through the Athletic Office and the Guidance Office. ***Students who hope to play Division I or II athletics in college must be keenly aware of what high school classes are approved by the NCAA as a part of the 16 core courses. The NCAA uses your GPA only from the approved core courses.**

It is **YOUR responsibility** to make sure the NCAA has the documents it needs to certify you. These documents are your completed and signed student release form and fee; your official transcript mailed directly from every high school you have attended; and, your ACT or SAT scores. Prospective NCAA student-athletes must also become familiar with various rules pertaining to personal contacts, telephone calls, official visits, etc. Athlete's parents can receive this information by asking for a copy of the *NCAA Guide for College-Bound Athletes*, or by using the NCAA website www.ncaa.org.

If you feel you are among the minority of athletes who can participate in Division I or II athletics, plan to start the certification process early--usually by the end of your junior year. The Athletic Department, coordinated with the FHS coaching staff, and guidance office are willing to assist parents and athletes in securing scholarships and information. The primary duty of securing college scholarship information lies with the student athlete and his/her parents.

It should be clearly understood that athletes stand a significantly better chance to obtain monies for college via their academic standing than athletic ability.

FIND OUT MORE ON THE WEB for recruiting guidelines and calendars, Eligibility Center registration, and updated legislation at www.ncaa.org or e mail academics@ncaa.org Helpful web sites regarding Scouting/Recruiting: www.recruitingrealities.com and www.ncsasports.org
NCAA Banned-Drug Classes

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

Banned Drugs

The following is a list of banned-drug classes, with examples of substances under each class:

(a) Stimulants:	methylenedioxyamphetamine
amiphenazole`	(MDMA, ecstasy)
amphetamine	methylphenidate
bemigrade	nikethamide
benzphetamine	octopamine
bromantan	pemoline
caffeine ₁ (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylpropanolamine (ppa)
diethylpropion	picotoxine
dimethylamphetamine	pipradol
doxapram	prolintane
ephedrine (ephedra, ma huang)	strychnine
	synephrine (citrus aurantium, ethamivan zhi shi, bitter orange)
ethylamphetamine	and related compounds.
fencamfamine	The following stimulants are not
meclofenoxate	banned:
methamphetamine	phenylephrine
	pseudoephedrine

(b) Anabolic Agents:

anabolic steroids

androstenediol	methyltestosterone
androstenedione	nandrolone
boldenone	norandrostenediol
clostebol	norandrostenedione
dehydrochlormethyl- testosterone	norethandrolone
dehydroepiandro- sterone (DHEA)	oxandrolone
dihydrotestosterone (DHT)	oxymesterone
dromostanolone	oxymetholone
epitrenbolone	stanozolol
fluoxymesterone	testosterone ₂
gestrinone	tetrahydrogestrinone (THG)
mesterolone	renbolone
methandienone	and related compounds
	other anabolic agents
	clenbuterol

(c) Substances Banned for Specific Sports:

alcohol	pindolol
atenolol	propranolol
metoprolol	timolol
nadolol	and related compounds

(d) Diuretics and other Urine Manipulators:

acetazolamide	hydrochlorothiazide
bendroflumethiazide	hydroflumethiazide
benzhiiazide	methylclothiazide
bumetanide	metolazone
chlorothiazide	polythiazide
chlorthalidone	probenecid
ethacrynic acid	spironolactone (canrenone)
finasteride	probenecid
flumethiazide	triamterene
furosemide	trichlormethiazide
	and related compounds

(e) Street Drugs:

heroin	tetrahydrocannabinol
marijuana ₃	(THC) ₃

(f) Peptide Hormones and Analogues :

corticotrophin	(ACTH)
growth hormone (hGH, somatotrophin)	
human chorionic gonadotrophin (hCG)	
insulin like growth factor (IGF-1)	
luteinizing hormone (LH)	
(all the respective releasing factors of the abovementioned substances also are banned.)	

erythropoietin (EPO)	sermorelin
darbepoetin	

(g) Anti-Estrogens

anastrozole
clomiphene
tamoxifen
and related compounds

(h) Definitions of positive depends on the following:

1for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

2for testosterone – an adverse analytical finding (positive result) based on any reliable analytical method (e.g., IRMS, GCMS, CIR) which shows that the testosterone is of exogenous origin, or if the ratio of the total concentration of testosterone to that of epitestosterone in the urine is greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

3for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.

UNDERSTANDING CONCUSSIONS (Signatures on consent form is acknowledgement of receipt of this information.)

Some Common Symptoms

Headache Pressure in the Head Nausea/Vomiting Dizziness	Balance Problems Double Vision Blurry Vision Sensitive to Light	Sensitive to Noise Sluggishness Haziness Fogginess Grogginess	Poor Concentration Memory Problems Confusion “Feeling Down”	Not “Feeling Right” Feeling Irritable Slow Reaction Time Sleep Problems
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WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction | <ul style="list-style-type: none"> • Can’t recall events prior to or after a hit or fall • Is unsure of game, score, or opponent • Moves clumsily | <ul style="list-style-type: none"> • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes |
|--|--|--|

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.

STRESS SAVER

PARENTS: HELP YOUR ATHLETE BEFORE, DURING, AND AFTER THE COMPETITION

- ✓ **Before:** Know their goals, roles, and needs, and accept them. *Release them* to the game, the coach, and the team.
- ✓ **During:** Relax. Model poise, confidence, and correct behavior. Focus on team. Understand that your role is *not* to be a referee, coach, or player. (This tends to be the biggest challenge.)
- ✓ **After:** Give them all the time and space they need. Be a confidence builder.
From Champions of Character

As parents, our greatest strengths-an unwavering support for our children and willingness to sacrifice for them-can combine to form our greatest weakness.

TIME SAVER

Find the link for all game schedules, depart times, directions to events*, etc. on web *Big Teams* www.fruitportathletics.org

The *Big Teams* site can also set you up to receive e- mail or text notifications of schedule changes and cancelations.

(*Note: some schools have fields or courts not on the main campus site. If you have a question about an away site, contact your coach.)

MONEY SAVER

Consider purchasing a ticket discount card in the athletic office. A \$20 card is worth \$30 in High School Home Game ticket expense!

Sports Ticket Pass
Family Pass- \$200
Adult Pass- \$75
Student Pass- \$20

FRUITPORT COMMUNITY SCHOOLS ATHLETIC CONSENT FORM (OFFICE COPY)

Student _____ D.O.B. ____/____/____
LAST FIRST

As parent or guardian of the above named student, (or as an emancipated minor) I hereby grant permission for him/her to participate in the **2023-24** school year as a member of one or more Fruitport Community Schools athletic teams. I have read, understand, accept, and agree to support the school district's **year-round** athletic code and the related athletic policies found in the parent student handbook.

RESPONSIBILITIES OF PARTICIPATION

I will abide by all school rules and the coach's team rules. I realize that participants are responsible for the maintenance and proper return of all issued equipment and uniforms, and are responsible financially for damage due to loss, neglect or improper use. **I understand that I/we are responsible for player fees related to team membership.** I give my permission for sport related photos, statistics, or rosters to be used for publicity or eligibility reporting purposes. **I consent to the disclosure of information that might otherwise be privileged under either FERPA or HIPPA for any purpose necessary for the determination of athletic eligibility, player fee waiver, or for compliance with athletic policy/procedures of the school or the MHSAA.**

CITIZENSHIP STANDARDS FOR PARTICIPATION

I understand that **participation in athletics is a privilege**, not a right. Athletes are to exemplify good citizenship, trustworthiness, and a proper public image in the greater community as well as in school-- in and out of season. **I understand the Athletic Code and citizenship expectations as given in this handbook also apply to postings on the internet.** *I realize that standards of participation for athletes often exceed minimum MHSAA and FHS regulations.*

SPORTSMANSHIP

I will demonstrate sportsmanship and exercise self-control to coaches, officials, opponents, and spectators. I understand that excessive display of temper, and the use of profanity in any form are not permitted. I understand that these sportsmanship guidelines apply **to parents** and spectators- as well as participants.

HEALTH AND SAFETY

I understand that in each sport the risk of injury or even death exists; and accept the risk in participation. Having been so cautioned and warned, I also realize the responsibility for reducing the chance for injury by obeying safety rules, following a proper conditioning program, inspecting one's own equipment regularly, and reporting physical problems and injuries to the coach or trainer.

I will abide by the decisions of the athletic trainer and other professionals that the school has contracted related to injuries and return to play. **I have read the enclosed material and understand the policy and procedures for when a student receives a suspected concussion.**

I give consent for Impact concussion management pre and post testing for collision sports (FHS).

I give consent for and agree to comply with the "reasonable suspicion" drug- testing program as per school Board and Athletic Department policies (FHS).

I realize that it is my/our responsibility to pay for all medical treatment arising from participation in a school sport. **I understand that Fruitport Community Schools does NOT provide student medical insurance coverage for athletic injuries. I understand that coverage is available through the State of Michigan for those who qualify, and also for purchase through First Agency of Kalamazoo.**

Name of insurance carrier _____ Policy # _____

____ Check here if the student athlete has **no health insurance**

Signatures below indicate comprehension of the policies and procedures in the Parent Student Athletic Handbook. Office copy of this form must be completed and on file prior to participation.

Parent/Guardian _____ date _____

Student: _____ date _____

Signatures required on Final Forms

FRUITPORT



ESTABLISHED 1963

Athletic Department

COACH HANDBOOK

Our resource for *leading* students/*managing* our programs as we promote our mission of

...developing student athletes to reach their fullest potential as competitors and people ...

August 2023

Coaching Absolutes:

Don't focus on winning (outcome);

Focus on preparation, effort and execution (process).

Winning is a result of-

the execution of the fundamentals...

the ability of all players to work in unison... all the time.

A team can only reach its true potential if-

The most talented player is also the hardest worker;

Everyone in the program buys in to the 'We > Me' concept;

Each player is in peak physical condition.

You either accept it or you correct it.

You play the way you practice.

Alan Stein

"The greater danger for most of us lies not in setting our aim too high and falling short, but in setting our aim too low and achieving our mark."

- **Michelangelo:** 15th-16th century Italian sculptor, painter, and architect

Fruitport Community Schools Coach Handbook

This handbook/notebook is designed for coaches of all athletic activities sponsored by the Fruitport Community Schools Department of Athletics. Its content will help define the philosophy, goals, and objectives, as well as the policies and procedures used within the Department of Athletics.

The Coach Handbook is a blend of three resources:

- Hardcopy of Policies and Procedures
- Resources, links, downloads located on the school athletics web page www.fruitportschools.net
- MHSAA information located at www.mhsaa.com

This handbook is approved annually by the Fruitport School Board.

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Notice Regarding Non- Discrimination Policy

No person shall, on the basis of sex, be excluded from participating, be denied the benefits of, be treated differently from another person or otherwise discriminated against in any interscholastic athletic program at Fruitport Community Schools.

Any person believing Fruitport Community Schools has inadequately applied the principles and/or regulations of Title IX of the Educational Amendment Act of 1972 may bring forward a complaint to the Director of Athletics at Fruitport High School, with a copy to the Superintendent of Fruitport Community Schools at the following address:

Superintendent of Fruitport Community Schools

**3255 Pontaluna Rd
Fruitport, MI 49415**

Part I What Are We Doing?

Our actions must reflect our purpose: developing student athletes to reach their fullest potential as competitors and as people by giving maximum effort every day.

Do the **Big Things** right

- ✓ LEAD
- ✓ TEACH
- ✓ CARE

Do the **Small Things** right

- ✓ *Under promise and over deliver*
- ✓ *Prepared, professional, and organized*
- ✓ *Read books and study veteran coaches*
- ✓ *Communicate issues to AD*
- ✓ *Engage every member of your team*
- ✓ *Recognize and reward effort*
- ✓ *Don't neglect the value and the **power of words***
 - At banquets
 - In parent meetings
 - In e mails and texts
 - In team meetings and one on one conversations
 - In comments to the press
- ✓ *Start and end on time*
- ✓ *Embrace personal responsibility for your team and yourself*

To Summarize: Improve *relationships*, communicate clearly a *common message*, and teach a *mindset* of commitment and mental toughness.

YOU DON'T GET THE CULTURE YOU HOPE FOR; YOU GET THE CULTURE YOU BUILD... BRUCE BROWN

Position Title: **Head Athletic Coach**
Department: Athletic
Reports to: Athletic Director

Summary: To assist the personal development of the student athlete by providing a setting which students learn skills, sportsmanship, personal management, leadership, character, and team work.

Essential Duties and Responsibilities. (Other duties may be assigned.)

- Responsible for general planning, oversight, and evaluation of sub Varsity coaches and programs in particular sport grades 9-12. Provide significant input, training, and assistance to related programs in elementary through middle school. Develops plan for summer and off- season training programs.
- Understands and communicates to athletes, assistants, and the general public the values that are to be developed from participating in sports programs.
- Provides a source of assistance and information for potential collegiate opportunities.
- Maintains competency in rules, interpretation procedures, as well as an updated knowledge of the techniques and tactics of the sport. Maintains active membership in coach's associations and related organizations.
- Accounts for all equipment and uniforms and delegates responsibility. Recommends purchase of equipment and supplies. Uses proper purchasing and accounting procedures.
- Applies ethical conduct in sport by maintaining emotional control and demonstrating respect for athletes, officials, and other coaches.
- Regularly communicates team information and game results to media.
- Maintains a working knowledge of and adherence to MHSAA, Conference, and FHS athletic policies and procedures, including the coach's handbook and athletic code for coaches. Acts as voting member of Athletic Council.
- Understands the scope of legal responsibilities that comes with assuming a coaching position, e.g. proper supervision, planning and instruction, matching participants, safety, first aid, and risk management.
- Maintains accurate records, statistics, and results of the season. Complies with all deadlines and submits required year end reports and other paperwork as assigned.
- Oversees the safety conditions of the facility or assigned practice area in which the assigned sport is conducted at all times those students are present. Place high priority on protecting and preserving the facility being used.
- Understands a basic knowledge of physiological systems and their response to training and conditioning.
- Conducts practices and competitions to enhance the physical, social, and emotional growth of athletes.

Sub-Varsity Template Internal/External Posting

DEPARTMENT: Athletic Department

LOCATION: High School

POSITION: Coaching, Sub-Varsity

REQUIREMENTS:

- *Organized, professional, and committed to the policies and procedures established by the head coach, the Athletic Department, and the MHSAA.
- *Maintains a focus on player development, leadership, and character.
- *Possesses a working knowledge of the skills and abilities required for this sport, and is capable of communicating and demonstrating what is expected to be successful.
- *Models and supports the mission of the athletic program and the school.
- *Handles interactions with student athletes and adults with professionalism and integrity.
- *Is able to assist the head coach in overall program assessment and development, both in season and out.
- *Is able to balance personal and professional duties with coaching duties

PREFERRED EDUCATION AND OR EXPERIENCE:

- *Successful high school or youth level coaching experience.
- *Valid teaching certificate or a earned hours in a degreed program in education or coaching.
- *Experience in physical education, first aid, and sports medicine.
- *Certificate in CAP (Coaches Advancement Program) or equivalent.
- *Current CPR certification.

Persons interested in applying for this position may do so electronically by clicking the “Employment” link off our district web site www.fruitportschools.net.

It is the policy of Fruitport Community Schools that no person shall on the basis of race, color, national origin or ancestry, sex or handicap be excluded from participation in, denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.

Doing the Right Things

Coaches have a difficult job. They are the key decision-makers. They set examples. Players look to them for leadership. Administrators – and parents -- look to them to make good choices.

As adults we often speak to our young people about making choices— preferably intelligent, positive choices. That said, coaches make choices, too. They can choose to be the kind of coach that cares only about “winning”, or a coach that has a deeper—and longer-lasting—impact on the young people they coach and the families whose lives they touch. Here are some tips to help make the coaching experience better for you—and the young people you interact with:

- 1) **Build confidence in your players.** Too often young athletes have their confidence shattered by their coach. Ask anyone in sports, including top professional athletes: when you lose your confidence, performance suffers and it becomes a vicious cycle. As a coach, regardless of whether you are soft-spoken, a yeller or somewhere in between, you must show confidence in your athletes – and constantly build their self-confidence. Wouldn't you rather be the one coach the player looks back on and says – “That person really believed in me and made a difference in my life” than the coach who is a negative caricature in the minds of your former players?
- 2) **Identify the real team players on your squad.** Coaches so often want to build a team with stars that they neglect to identify the young athletes who will be the glue that keeps a team together, and keeps them successful. There are obviously many attributes of a “team player”, but for starters, look for young people who are good teammates, who support other players, who are unselfish, and treat other players and people with respect. A really good coach would rather ‘lose’ with a bunch of fine young people than ‘win’ with a group of talented prima donnas who care only about themselves and not the team.
- 3) **Communicate regularly -- and honestly.** Young players need regular feedback. You should never go weeks or months without providing constructive feedback on their performance. If they are not meeting your expectations, either in terms of performance or attitude, speak with them—privately. That said, the first thing you should do is set mutually understood expectations at the *beginning* of each season. Meet with the player alone to do this (and with their parents, when age appropriate), away from everyone else.
- 4) **Explain clearly what you want and then demonstrate what you want.** I often see coaches demand, yell, threaten. Parents and players expect --and accept-- some loudness from a coach. A little loudness may even help sometimes, especially on a large soccer pitch! But be sure to explain clearly what you want to see, then *show what you want*. Young players need to see what you're talking about, so if you can't show/demonstrate what you want, bring in a guest instructor who can.
- 5) **Recognize that every young person/athlete is motivated differently.** Not every athlete— or person — responds to the same stimuli. Some athletes are self-driven, some may need a shove in the behind, others need encouragement. Whatever, the key is to find out what is behind every player's mental door. Speak to the player. Get to know them. Find out what motivates them. Again if age appropriate, speak with their parents. They may have insight that will help you inspire your young player.
- 6) **Recognize that you have a potentially huge effect on the young people you coach.** Parents clearly have a seminal influence on the lives of their children. Particular teachers can have a major impact. But there's no question youth coaches have a huge effect on many of the young players on their team. What you say, how you say it, how you act and how you treat people does matter -- a lot. Ask yourself: ***How will I want to be remembered by this group of players, by each individual player, in 20 years?***

7) Don't hide your head in the sand. Make yourself aware of personality conflicts on your team, and work to resolve them.

Many coaches don't want to know if there are conflicts on their young team. Just like adults, we can't expect young people, particularly young people competing against one another for playing time and recognition, etc. to always like each other, or to get along. But you can make it a point to hear, watch and see what's going on. And you, as the team leader, can engender a sense of camaraderie, togetherness, and foster the notion of respect for each other on and off the field of play. Insist on it.

8) Keep your players' egos in check. Young people see "the pros" showboating, trash-talking and generally acting in a manner that most parents would not approve of. While we all want our kids to have healthy self-esteem and a good sense of self-worth, too much "attitude" can lead to an over-developed sense of self-importance. As coach, you have the opportunity—and the responsibility—to see that your players don't fall into this pattern. If you don't deal with it, you will generally see a negative impact on the players, your team, and your efforts to build a tight-knit group.

9) Listen to your players. Don't assume you have all the answers. We adults often think we have the answers, because we have "life experience". This life experience can lead to wisdom. It can also lead to rigid thinking that hasn't changed in decades. This certainly applies to coaching. The way things were done in "your day" may not have been the best way. Much like parenting, why would we want to repeat the mistakes made by our own parents? ***Hearing is a sense. Listening is a skill. Develop that skill— especially when it comes to relating to your players.***

10) Model real leadership. If you talk about leadership but don't live it, your players will tune you out. Leadership is easy to talk – and write about— and much harder to show. But as a youth sports coach, you have a wonderful opportunity to model positive leadership. How you speak with your players, the way you instruct, how you handle situations when players make mistakes and how you communicate with players on a daily basis are all vitally important examples of your leadership style. You are showing by your own actual behavioral example what you believe is the "right" way for an adult in a position of authority to handle themselves. We all make mistakes, and if you make one, be strong enough to acknowledge that you let a player down and then apologize to them. The willingness to do that will set a tremendous example as well.

11) Be consistent in your discipline and expectations, regardless of whether it's your "stars" or those who play less often. Young people generally recognize pretty quickly when a coach says one thing, then does something different. While you should aim to get to know all of your players as individuals, and know what motivates them and react accordingly, you should establish firm team expectations – and stick with them. Suppose "star" players miss practice regularly, or don't work hard in drills, or put down their teammates (or act out in games against opponents or referees). The players should know what your rules, guidelines and expectations are, and realize there will be consequences— regardless of who breaks the rules.

12) The Golden Rule: Monitor how your players treat one another. For some coaches, this notion is somehow totally unimportant. It should be important to you. If you have certain players putting down others on a young team, it's toxic and spreads. Don't be lulled into thinking it doesn't matter. The world is still full of "Eddie Haskell" types— kids who are nice to the coach or certain adults, but are jerks to teammates or others they don't like. If you see inappropriate behavior of any kind, deal with it firmly. Talk to the instigator/s privately and make it clear you will not tolerate that behavior on your team, period.

"The most essential quality for leadership is not perfection but credibility. People must be able to trust you." -Rick Warren

Coach Education Requirements

Effective 2011 All Paid Staff CPR/AED certified-trained.

New Varsity Head Coaches hired since 2010 are expected to successfully complete a CAP class or equivalent when offered.

All Head Coaches are expected to take part in Athletic Council meetings.

All Head Coaches are to be active members in their state coach's association and related teaching clinics.

All staff coaches are expected to attend scheduled staff meetings and orientation.

MHSAA requires that each year all staff at ALL levels—including volunteers-- complete the on line rules meeting and a separate concussion training module.

The MHSAA is requiring that all new head coaches will have taken CAP 1 or 2.

MHSAA rules also mandates that all head coaches are current in CPR certification. (The FCS policy is for all paid staff coaches to also be current in CPR.)

Additional Recommendations

All Staff should be First Aid Certified.

Sub-varsity coaches should attend state association clinics.

Head coaches should possess certification through their association or through MHSAA CAP.

New coaches/advancing coaches should be working on completing *all* six segments of CAP leading to certification.

It is strongly recommended that all staff coaches read at least two books per year that are related to continuous improvement as a coach. See AD for recommended reading list.

“My standard of performance are defined as follows: Exhibit a ferocious and intelligently applied work ethic directed at continual improvement; demonstrate a respect for each person in the organization; be deeply committed to learning and teaching...” -Bill Walsh

Part 2 Why Do We Coach?

Our Mission:

Our job is to develop student athletes to reach their fullest potential as competitors and people by giving maximum effort every day.

Coach John Wooden once commented that the coach he most admired was Amos Alonzo Stagg, who coached football at the University of Chicago when it was a national power. Coach Wooden told the story that when coach Stagg was asked if a particular team was one of his greatest ever, Stagg said, **“I won’t know for another 20 years or so”**. You see, coach Wooden explained, Coach Stagg knew that it would take that long to see how the youngsters under his supervision turned out in life. Wooden went on and said “That is how I feel. I’m most proud of the athlete who does well in life. That’s what success is. Basketball is just a very small part of it”.

Very few coaches are remembered for single victories or for the records of athletes. Some are remembered for a legacy of achievement and influence on their sport, but truly great coaches find impact and immortality in the lives of everyone they taught.

“LEADERSHIP is communicating to people their worth and potential so clearly that they see it in themselves”. John Maxwell

Part 3 How am I Doing?

An Effective Coach:

I. **Engages** Students, Staff, Stakeholders, Self

“You engage people when you win their heart.”

- Prioritizes relationships over results.
- Practices shared leadership with staff and players.
- Demonstrates empathy and support for colleagues.
- Utilizes assistants and volunteers for the full benefit of the students and the program.
- Treats everyone (staff, students, parents, officials, opponents) with dignity and respect.
- Directly confronts difficult issues/conflict with composure and professionalism.
- Learns to grow through reading, listening, collaborating with other coaches.
- Understands the need to recharge, rest, and refuel emotionally.

II. Communicates a **Common Message**

“We must do everything we can to make sure our coaches, parents, athletes, communities, administrators, and participants know what common language means.”

- Committed transformational coaching, focusing on the growth and potential of the student.
- Welcomes Challenge.
- Clarifies and acknowledges the roles of players and staff.
- Practices positive communication.
- Teaches athletes to compete fearlessly.
- Teaches and demonstrates a growth mindset, never settling for “average”.
- Teaches athletes to become better people.
- Uses common language and message regardless of the sport or the season.

III. Exemplifies a **Mindset** of Mental Toughness and High Commitment

“How can we create a stronger will to win?”

- Compelled to find a way for growth and improvement. Demanding but not demeaning.
- Sees setbacks as opportunities to get better and failure as a learning tool.
- Seeks to create habits that result in multiple small gains.
- Teaches and exemplifies that *gratitude* is a form of mental toughness.
- Magnifies the effort and contributions of all team members.
- Maintains high standards and a low tolerance for blaming, complaining, or making excuses.

Impact of Coaches

I have come to a frightening conclusion,

I am the decisive element in the gym, on the field, or at the track or court.

It is my personal approach that creates the climate.

It is my daily mood that makes the weather.

As a coach, I possess tremendous power to make an athlete's life miserable or joyous.

I can be the tool of torture or an instrument of inspiration.

I can humiliate or honor, hurt or heal.

In all situations it is my response that decides whether a crisis will be escalated or de-escalated and an athlete humanized or dehumanized.

An adaptation of Haim Ginott

Presented by Dr. Tom Crawford, 1993 USOC Coaching Symposium, Colorado Springs, CO

“My father gave me the greatest gift anyone could give another person, he believed in me”. -Jim Valvano

MEASURING THINGS, I HAVE CONTROL OVER: FCS COACH EVALUATION SYSTEM

PLEASE NOTE: Coach Evaluation comes in two forms: the self -evaluation and the evaluation by supervisors are separate forms! These forms may be completed by hand or digitally.

All Coaches: Complete **self- evaluation** and return it to immediate supervisor (Head Coach or AD), return to Athletic Office.

Head Coaches: Complete the **Post Season Coach Evaluation** for your staff, obtain signature, sign and return to Athletic Office. A copy will be sent to each coach. (AD will evaluate Head Coaches on this form.)

Exit interview is mandatory for all first year coaches. ***An informal midseason review of all head coaches will take place at the request of the AD (see form attached).**

All evaluations given above are for the growth of the individual coach and the continuous improvement of the program. If serious weaknesses are identified and are not improved over time, coaches may be asked to step down.

The forms on the following pages are also located on the athletic dept. web page www.fruitportschools.net

“Few things are worse than a teacher who is unteachable”. John Maxwell

Self Evaluation Checklist Coach _____ Date _____

Please mark an X to answer which comes closest. Leave Blank only if you are not a head coach of your team.

- | Yes | No | Relationships |
|-----|-----|--|
| ___ | ___ | 1 I prioritize relationships over results. |
| ___ | ___ | 2 I am on the bus every time the team travels. |
| ___ | ___ | 3 Every underclassmen knows exactly what improvements are needed for next year. |
| ___ | ___ | 4 I am able to directly confront difficult issues with composure and professionalism. |
| ___ | ___ | 5 I have deliberately made connections with fellow coaches from other sports. |
| ___ | ___ | 6 Each player has had at least one 1 v 1 conversation about their progress this season. |
| ___ | ___ | 7 Each player parent has had a personal 1 v 1 contact at some time in the season. |
| ___ | ___ | 8 I have a grasp on each of my players' academic performance. |
| ___ | ___ | 9 I am satisfied with my contact opportunities with lower level and Middle School teams. |
| ___ | ___ | 10 I understand the need to recharge, rest, and refuel emotionally on a regular basis. |

Mandatory-One Specific Goal for improvement related to one or more of the above:

Clear Common Message

- | | | |
|-----|-----|--|
| ___ | ___ | 11 I utilized a team blog/web page/text / email message system of communication this season. |
| ___ | ___ | 12 I have intentionally taught a growth mindset and refuse to settle for "average". |
| ___ | ___ | 13 I have communicated clearly to parents prior to the season the out of pocket expenses involved. |
| ___ | ___ | 14 I have communicated clearly weekly practice schedules. |
| ___ | ___ | 15 I have stuck with beginning and ending practice times at least 90% of the time. |
| ___ | ___ | 16 The preseason parent meeting attendance was over 75%. |
| ___ | ___ | 17 A personal contact was made with all parents not represented in the parent meeting. |
| ___ | ___ | 18 When asked to return a call, I have always done so within 24 hours. |
| ___ | ___ | 19 I had a theme for the season. Our core values were stressed regularly. |
| ___ | ___ | 20 I am satisfied with how I clarify and acknowledge the roles of players and staff. |

Mandatory-One Specific Goal for improvement related to one or more of the above:

Growth Mindset

- | | | |
|-----|-----|--|
| ___ | ___ | 21 I am demanding but not demeaning. Compelled to find improvement and growth. |
| ___ | ___ | 22 My communication to players in practice or games was at least 75% positive. |
| ___ | ___ | 23 Each player has been given measurable goals for improvement. |
| ___ | ___ | 24 I have emphasized the practice of gratitude as an aspect of mental toughness. |
| ___ | ___ | 25 I <i>expect</i> players to attempt to reach their full potential on a daily basis. |
| ___ | ___ | 26 Each practice is planned out ahead of time. |
| ___ | ___ | 27 In the heat of battle I remain positive in instruction, halftime speeches, etc. |
| ___ | ___ | 28 I am a role model of sportsmanship and character. |
| ___ | ___ | 29 I do not accept half-hearted effort in practices or games. |
| ___ | ___ | 30 I expected and regularly encouraged this team to reach beyond "good enough". |
| ___ | ___ | 31 When correction is needed, I find ways to communicate 1 v 1 whenever possible. |
| ___ | ___ | 32 I have a working knowledge of the X's and O's of my sport which improves each year. |
| ___ | ___ | 33 I have read at least two books in the last 12 months that have directly impacted my coaching. |
| ___ | ___ | 34 I have worked hard in the off season and pre-season to prepare for this year. |

Mandatory-One Specific Goal for improvement related to one or more of the above:

**FRUITPORT HIGH SCHOOL
Post season Coach Evaluation**

(To be completed by immediate supervisor/AD)

Objective – This evaluation is intended to provide you support following the season, address problems and help design proactive solutions to potential future problems or issues. Head Coach evaluates Sub-Varsity; Athletic Director evaluates Head Coaches on this form. **Please forward to Athletic Office when complete.**

Note: If completing this form digitally, please bold print in black your numerical selection, and *italicize* your written comments.

Coach: _____ **Sport:** _____ **Season:** _____

Rating Scale:

1	2	3	4	5
Very Ineffective	Ineffective	Neutral	Effective	Very effective
Very unsatisfied	Unsatisfied	Uncertain	Satisfied	Very satisfied
Worsened situation	No improvement		Improved	Highly improved

N/O=Not Observed N/A= Not Applicable

Personal Relationships and Team Engagement

- Provides training rules to team members in writing and communicates clear preseason expectations to players and parents. 1 2 3 4 5 N/O
- Supports colleagues from other sports. 1 2 3 4 5 N/O
- Communicates to athletes, assistants, parents, and the general public the values of participation and a clear sense of purpose. 1 2 3 4 5 N/O
- Deals with conflict immediately, and handles difficult issues with composure and professionalism. 1 2 3 4 5 N/O N/A
- Maintains suitable sideline conduct to players, officials. 1 2 3 4 5 N/O N/A
- Maintains an overall positive rapport with student athletes. 1 2 3 4 5 N/O
- Allows for non judgemental responses to student input, welcomes discussion and encourages “civilized disagreement”. 1 2 3 4 5 N/O
- Encourages team members to take responsibility and to share leadership. 1 2 3 4 5 N/O
- Is fair, understanding, tolerant, and patient with student athletes. 1 2 3 4 5 N/O
- Shows interest in athletes’ academic and out of season activities. 1 2 3 4 5 N/O
- Maintains individual and team discipline and control. 1 2 3 4 5 N/O

Comments:

Communicates a Common Message and Growth Mindset

- Is respected by contest officials. 1 2 3 4 5 N/O N/A
- Cooperates in submitting preseason and year end reports and formation to the Athletic Director. 1 2 3 4 5 N/O

Works well with other coaches and assistants in developing and coordinating the overall program.	1 2 3 4 5 N/O
Develops well organized practice and training sessions.	1 2 3 4 5 N/O
Receptive to suggestions.	1 2 3 4 5 N/O
Knowledgeable of the tactics and techniques of the sport.	1 2 3 4 5 N/O
Maintains a positive profile in media relationships.	1 2 3 4 5 N/O
Conducts practices and competitions to enhance the physical, social, and emotional growth of athletes.	1 2 3 4 5 N/O
Is aware of and abides by the athletic code for coaches.	1 2 3 4 5 N/O
Provides leadership in appearance, demeanor, language, and self control during contests and practices.	1 2 3 4 5 N/O
Maintains a working knowledge of and adherence to MHSAA, Conference, and FHS athletic policies and procedures.	1 2 3 4 5 N/O

Comments:

Related Coaching Responsibilities

Provides proper supervision of players before and after contests and practices-in buses, training rooms, locker areas.	1 2 3 4 5 N/O
Operates the sport within the budget parameters determined by the Athletic Department.	1 2 3 4 5 N/O N/A
Accurately follows preseason procedures as given in Coach Handbook.	1 2 3 4 5 N/O
Communication with Athletic Director/Head Coach during the season.	1 2 3 4 5 N/O
Properly collects and stores uniforms/equip to assure their extended use.	1 2 3 4 5 N/O
Participated in post season selection/business meeting(s)	1 2 3 4 5 N/O N/A
Reports scores to media as expected.	1 2 3 4 5 N/O N/A

Comments:

Summary Comments:

Head Coach or AD _____ Date: _____

Coach Acknowledgement: _____ Date: _____

Part 4 Coaches Communicate: Trying Out and Staying Out

SQUAD SELECTION

Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Fruitport High School, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport. *However, when developing policy in this regard, coaches are to strive to maximize the opportunities for our students without diluting the quality of the program.*

Cutting Policies

Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Lower level coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting final team rosters.

Prior to try-outs, the coach shall provide the following information to all candidates for the team: (ideally this information should be available on line well in advance of try-outs, with a file copy sent to the Athletic Office.)

- Extent of try-out period
- Criteria used to select the team
- Number to be selected
- Practice commitment if they make the team
- Game commitments and playing time

Procedure

When a squad cut becomes a necessity, the process will include two import elements

- Have the opportunity to compete in a minimum of **three (3)** practice days for sub Varsity, **two (2)** days for Varsity.
- Be personally informed of the cut by the coach and the reason for the action.

NOTE: It is recommended that teams who cut players document the progress, skill test data, etc. of each athlete in order to add objectivity to the process. It would be appropriate to privately discuss with each student the results of the try-out period.

- Cut lists are not to be posted.
- Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
- If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director.

COACHES COMMUNICATE PLAYING TIME

Coaches must realize that the athletic program exists for the benefit of the student, not the benefit of the coach. Balancing the definition of success based on a win-loss record with the development of the entire group of individuals may turn out to be the most difficult duty of a coach. Due to the myriad of differences in sports, there is no intent to legislate playing time of all team members. All players cannot be 'first chair'. All players cannot have identical roles on the team. Neither are coaches asked to accommodate the wishes of all parents of players.

However, coaches must realize that negligible or zero playing time on a regular basis often connotes negative messages such as "we can win without you", "your needs are not important", "you are a weak player that cannot be counted on" and "" your hard work and preparation are not important". Even the weakest player can be placed in a position that matches his/her skills and benefits the team at a time in the game that is not crucial. This takes careful planning and preparation by the coach.

As a general rule, it should be the goal of every sub-Varsity coach that all players receive some game exposure each week, if not each game. **The purpose of JV and Freshman levels of play is to 1) Increase participation at the appropriate skill levels, and 2) Strengthen the Varsity program.**

When choosing the team in the pre-season, consideration should be given to how much playing time the 'bottom five' really receive. Communication is essential at any level when a coach really feels it would benefit a team to hold on to rather than cut an individual, even though he/she will obviously receive minimal game exposure. A logical and consistent playing philosophy must also be presented in **pre-season parent meetings**.

It is generally recognized that Varsity level coaches have more leeway in determining playing time for all athletes. It is at this level that the school's best athletes hopefully participate. **Unlike other levels, Varsity coaches attempt to put together a team at the highest level of competition possible in order to develop a winning team. This does not, however, negate the role of this coach in the personal development of each of his/her players, nor the importance of communicating a playing time philosophy to players and parents.**

QUITTING/REMOVAL FROM ROSTER

Coaches are to immediately report roster changes on the proper form (*Notification of Roster Change*) when students are removed from a team. Athletes who quit the team are subject to potential sanctions, so documentation/communication is a **MUST**.

Part 5 Safe, Sound, and Legal

SAFETY- Contemporary Issues-

- ✓ Heat/Hydration
- ✓ Heart Health
- ✓ Head Injuries
- ✓ Mental Health

A Summary is below (refer to the entire MHSAA coach handbook at MHSAA.com). The MHSAA handbook and on-line coach downloads are considered a part of FCS Policy and Procedure. The MHSAA and EduStaff require the completion of certain training modules for these topics.

Heat

Any time the temperature (indoor or outdoor) is over 80 degrees' coaches are to monitor the Heat Index. If the heat index is above 104 degrees, all activity is to cease. For indices between 95 and 104, special precautions such as regular water breaks, shade provisions, etc. are to be followed.

Heart

CPR/AED certification is required of all paid staff. Beyond certification, coaches are to be familiar with the plan for heart emergencies that take place at their worksite especially during practices. SCA drills are strongly encouraged. Coaches should encourage athletes to take part in free heart screenings offered by Mercy Health www.athletehearts.evenbrite.com

Head

"Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional."

Concussion management protocols have changed drastically over the last 10 years. All staff must take the on line concussion education class on the MHSAA or NIAA web page, or take the annual on line rules test. A certificate of completion must be submitted to the athletic office prior to coaching. State law mandates youth sports abide by the protocol such as the MHSAA policy on handling concussions and return to play. At FHS, we utilize through Mercy Health, a return to play protocol using IMPACT testing and their staff professionals. **Note:** starting 2016-17, return to play approval must include the signatures from the proper health official *as well as* the parent and participant.

UNIFORM RESPONSE TO INJURIES

Review for Coach Staff

- Athletic Emergency information is accessible on Final Forms. All paid staff are to insure access.
- First Aid Kits are to be properly equipped and carried by the coach for all events.

DIRECTIONS FOR CALLING PARAMEDICS

State your name and position

- Describe the nature of the injury
- Describe the location of the injured athlete (specific door to enter, etc.)
- Give present phone #
- Send responsible person to meet paramedics
- Assist as needed with injury information

COACH'S RESPONSIBILITIES FOR MEDICAL EMERGENCIES

- Administer necessary first aid
- Call 911 if necessary
- **Contact parents as soon as possible**
- Assist emergency personnel as needed
- If an injury results in a serious injury (hospital transport, etc.) contact AD immediately. Any injury requiring likely medical attention (Dr, emergency room, etc) : Contact AD within 24 hrs via an **injury report**. Contact Athletic Trainer if not present.

HEAD INJURIES/CONCUSSION SYMPTOMS

- **If trainer is present, follow protocols**
- **If trainer is not present, coach responsibility is as follows:**
 - **If symptoms of concussion exist, player does not return to play until cleared by a physician;**
 - **Coach is to contact parents as soon as possible;**
 - **Coach is to inform athletic trainer as soon as possible.**

****remember that return to play requires a form signed by a school contracted physician, the parent, and the student.***

INJURED ATHLETE AND PARTICIPATION

Decisions of the Athletic Trainer, if present, are considered final. When a player has symptoms of a concussion, he or she is not to return to play without a physician's written permission. The same applies to other serious injuring such as broken bones, dislocations, hear issues, etc.

REMEMBER: THE INJURED ATHLETE TAKES PRIORITY OVER EVERYTHING. WHEN IN DOUBT, DO NOT MOVE AN INJURED ATHLETE-CALL 911.

ALWAYS REMEMBER IT IS THE RESPONSIBILITY OF THE COACH TO CONTACT PARENTS REGARDING THE NATURE OF THE INJURY AND THE AVAILABILITY OF ACCIDENT INSURANCE ABOVE AND BEYOND THE FAMILY POLICY COVERAGE.

EMERGENCY INFORMATION

Athletic Office 865-4035

Athletic Director Jonny Morehouse 865-4034(office); 231-343 -6126(cell)

MEDICAL EMERGENCY DIAL 911

NEAREST HOSPITAL: Trinity Hospital 231-672-2000

HIGH SCHOOL ATHLETIC TRAINERS:

Pam Simot 616-481-6708

psimot@fruitportschools.net

OPERATIONS DEPT NUMBERS

Office: 865-3196

Director John Winkas 231-206-2904

Transportation Kathy Randall 865-4017 c 616-638-0245

DEFIBRILATOR (AED) LOCATIONS:

MIDDLE SCHOOL

- GYM HALLWAY ENTRANCE ON LEFT
- FRONT OF BUILDING NEAR AUDITORIUM
- MIDDLE SCHOOL OFFICE

HIGH SCHOOL:

- NE CORNER OF THE SMALL GYM
- FRONT LOBBY OF HIGH SCHOOL
- PORTABLE AED WITH ATHLETIC TRAINER
-

Any time you use 911, contact the Athletic Director ASAP.

Any time you have an injury that requires professional care, complete an injury report and submit immediately to trainer and/or to the Athletic Office.

Coaches: You are responsible for insuring an accident form has been completed. Be sure a parent contact is made when a serious injury occurs.

BE FAMILIAR WITH ALL EMERGENCY EXITS IN YOUR AREA!

COMMUNICATION THAT IS NEEDED AFTER ATTENDING THE INJURY

Accident Report

These are absolutely necessary when the athlete will possibly be referred to a medical professional for treatment of the injury. If the athletic trainer is not present, this is the responsibility of the coach. Accident reports must be accurate (date, place, and time; what exactly happened), specific (left or right arm, etc.), and as detailed as possible. The report may be submitted digitally or in hard copy. The form is located on the coach disk and also on line. Forms are often rejected by insurance companies due to vague or missing information.

Parent /Administration/Trainer Communication

Decide who (coach/trainer) will contact the parent with details of the injury. If the trainer was not present, the coach makes the call asap. Parents must be contacted the same day if a player receives a *suspected concussion*. Describe what happened, ask them to monitor the student when at home, discuss the IMPACT program and follow up testing procedures. Coaches: don't forget-the communication chain for injuries includes:

- Trainer
- Parent
- AD (Accident report submitted)

*Contact AD immediately after parent contact for injuries that result in a call to 911 or a visit to ER. For potentially catastrophic injuries, the principal and superintendent are to be contacted.

IMPORTANT: Paper trail (accident report), note taking, eyewitness accounts are important. Follow professional protocol. Do not extend yourself as a medical authority or diagnose injuries.

A note on accident insurance-

The school **DOES CARRY** secondary insurance for athletic related injuries. This **MUST** be communicated clearly at every opportunity and parent meeting. However, accident reports are still required.

In addition, the MHSAA **DOES CARRY** a policy for concussion related injuries, so it is essential that coaches are aware of and follow protocols.

SEVERE WEATHER POLICY

MHSAA POLICY THAT IS IN PLACE WILL BE FOLLOWED FOR FOUL WEATHER PROCEDURES. REFER TO THE MHSAA COACH GUIDEBOOK ON LINE AND/OR THE FCS COACH DISK FOR SPECIFIC DETAILS.

WHAT APPLIES FOR MHSAA EVENTS WILL ALSO APPLY FOR FCS PRACTICE DAYS, SUCH AS

- Lightning and /or thunder present- minimum 30 minutes off the field
- Tornado Warning/Thunderstorm Warning –postpone practice and take cover immediately.
- Tornado watch/Thunderstorm watch-monitor the situation.
- Heat index over 104-postpone event or practice

HEAT EMERGENCIES-SEE MHSAA POLICY REGARDING HEAT INDEX THRESHOLD.

POLICY ON SNOW DAYS AND SCHOOL CANCELATIONS-SEE PRACTICE POLICY.

FACILITY USE INDOORS

Running in Hallways- Safety is an issue. Refrain from training in hallways until after 3:15 pm due to the number of potential collisions when others are in the hallways after school.

Baseball and softball practices in gym:

- **Use indoor balls only**
- **Be sure out of season 4 player rule is observed-no exceptions**
- **Teams are liable for damage repairs**
- **Practice on weekends must be pre-approved**
- **Balls are not to be thrown in lobby or hallway**
- **A high priority must be taken for safety of our students and protection of the facility**
- **Batting cages must be properly supervised at all times and all students properly equipped**

DRUG TESTING POLICY

The Board requires that each student and their parent or guardian in any of the District's interscholastic athletic programs agree that the student athlete participate in a reasonable suspicion drug-testing program. **The test or tests will be conducted by an independent contractor or family doctor. A parent or guardian must be present and request the test be administered solely for determining athletic eligibility.** A list of banned drugs and performance-enhancing substances developed by the NCAA and adopted by the Michigan Department of Public Health are listed in the back of this handbook. Please note that the list may change during the year, and that updates may be found on the NCAA Website (www.ncaa.org). All test results will be given to the Athletic Director and the student, parent, or guardian. If the student or parent or guardian asserts any privilege or withdraws the consent given in the Athletic Consent form, the athlete shall immediately be ineligible for further athletic participation. The testing lab will be instructed to test for one or more illegal drugs. Student participant samples will not be screened for the presence of any substance other than an illegal drug or for the existence of any physical condition other than drug intoxication.

A student athlete who tests positive for any illegal substances (in accordance with the testing methods authorized by the School Board), shall become ineligible to participate in athletics for a period as given in the athletic code. A student athlete or parent/guardian may request a retest within 24 hours of the original test at his/her own expense. Students who are taking prescription medication may provide a copy of the prescription or a copy of a doctor's verification that provides evidence that the substance is for a condition where the drug or drug family is prescribed for a medical reason. This information must be provided to school personnel within 24 hours of the test. A student athlete who tests positive will be required to participate in a drug education program in addition to serving an athletic suspension as per the Athletic Code of Conduct.

Reasonable Suspicion:

Reasonable suspicion is intended to target situations when there are objective facts or specific occurrences that support the conclusion that a student-athlete may be using alcohol or other prohibited drug substances. Reasonable suspicion may also be triggered by a previous positive test or an arrest and/or suspension for possession/use of illegal substances within the preceding twelve months. Reasonable suspicion is based on a common sense conclusion upon which practical people ordinarily rely. These conclusions can be drawn from observed or reliably described human behavior that is determined to be warning signs for possible drug/alcohol use (e.g., changes in emotional and physical condition and academic/athletics achievement, witnessed drug use, possession, etc.).

All Athletic Department personnel are required, and other teaching or administrative staff are encouraged, to report to a student-athlete's respective head coach, head athletics trainer, administrator or athletic director specific facts or observable behaviors that indicate that a particular student-athlete may be violating the policies expressed in this program.

Your Legal Responsibilities as a Coach
...you are considered the trained expert in this position

- I. **Failure to teach and failure to warn** – Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills
 - A. Teach athletes to protect themselves
 - B. Teach proper fundamentals
 - C. If an athlete is praised or encouraged for doing something improperly, it will come back to haunt you.
 - D. Negligent entrustment (entrusting authority/activity to individuals who are not qualified to carry-out that particular authority/activity).
 1. Assistant Coaches
 2. Volunteer Coaches
 - E. Athletes and parents must be warned of the inherent dangers of competition in each sport, before practice begins

- II. **Failure to properly supervise.**
 - A. If you are not there, you **will** be liable
 - B. The more hazardous or the more contact, all the more closely the activity must be supervised. (Senior captain must never supervise any drill).
 - C. You must be at least immediately accessible.
 1. Accessible to all aspects of practice or activity.
 2. Systematic overseeing of the practice or activity. (Head coach spends time here and there)
 - a. Systematic supervision
 - b. Written itinerary
 - c. Emergency policies
 - d. Locker room rules/regulations, posted

- III. **School Policy**
 - A. Coaches must know school policy in every situation
 1. If no school policy, go to the Board of Education and/or Superintendent.
 2. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.
 3. Know if you have school policy and do not deviate from it.
 4. Adopt the policy rules of the superior administrative agencies.

- IV. **Equipment**
 - A. Once injury does take place:
 1. Keep the equipment, label it. Get evidence of purchase and sequester it.
 2. If on film, study film and keep it.
 3. Get witnesses immediately.

COACHES AREA OF LEGAL RESPONSIBILITY – CONT'D

- V. Reasons for Coach and Administrator liability
 - A. Failure to supervise an activity.
 - B. Negligently entrusting a duty to an under qualified or unqualified individual.
 - C. Failing to teach proper skills.
 - D. Failing to teach protective skills.
 - E. Failing to provide and maintain a safe coaching and playing environment.
 - F. Failing to inspect, repair and re-condition equipment properly.
 - G. Failing to teach athletes to inspect their own equipment.
 - H. Failing to provide proper effective equipment
 - I. Failing to properly play an activity.
 - J. Failing to create and set policies and procedures for an activity.
 - K. Failing to follow and enforce such policies and procedures.
 - L. Failing to adopt safety standards of pertinent superior administrative organization
 - M. Failing to match or equate athletes.
 - N. Failing to properly administer first-aid.
 - O. Failure to warn or inherent dangers of the activity.
 - P. Failing to assess an injury or incapacity of an athlete.
 - Q. Failing to keep adequate and accurate records.

- VI. Duties of a Coach
 - A. Provide safe environments.
 - B. Properly plan activity.
 - C. Evaluate their athletes or students for injury
 - D. Match or equate athletes.
 - E. Provide or maintain proper effective equipment.
 - F. Warn of inherent risks of a sport.
 - G. Supervise closely.
 - H. Know and use emergency procedures and first-aid.
 - I. Keep adequate records.
 - J. Know, document, post and operationalize school policies.

“For every finish line tape a runner breaks-complete with the cheers of the crowd and the clicking of hundreds of cameras-there are hours of hard work and often lonely work that rarely gets talked about”. –Grete Waitz

PUBLIC ACTS REGARDING STERIODS, SUPPLEMENTS, AND HAZING

PUBLIC ACT 31 (1990) REQUIRES NOTICE THAT POSSESSION/USE OF STEROIDS IS A CRIME

In 1990, the Michigan Legislature enacted Public Law 31 which requires athletic service providers – including both educational and recreational athletic facilities – to post notice that warns that any person who uses or knowingly possesses an androgenic anabolic steroid violates Michigan law and is punishable by imprisonment and fine.

PUBLIC ACT 187 (1999) PROHIBITS PROMOTION/DISTRIBUTION OF PERFORMANCE ENHANCING SUPPLEMENTS

Michigan public school employees and volunteers are prohibited by Public Law 187 from promoting or supplying dietary supplements which carry claims of enhanced athletic performance. The Law covers androstenedione, creatine and any compound labeled as performance enhancing. See MCL 380.1317.

PUBLIC ACTS 111 AND 112 (2004) PROHIBIT AND PENALIZE HAZING

In 2004, the Michigan Legislature enacted legislation that prohibits hazing activities at educational institutions and provides penalties.

Hazing is defined in the law as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual and that person knew or should have known would endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any organization. The law does not apply to an activity that was normal and customary in an athletic program sanctioned by the educational institution.

If the violation resulted in physical injury, the person would be guilty of a misdemeanor punishable by imprisonment for not more than 93 days, a fine of not more than \$1,000, or both. A violation resulting in impairment of a body function would be a felony resulting in imprisonment of up to five years and a fine up to \$2,500, or both. A violation resulting in death of the person hazed would be punishable by up to 15 years' imprisonment and a maximum fine of \$10,000 or both.

PUBLIC ACT 215 (2006) BANNED DRUGS

The law requires all public school districts and academies to include in their local codes of conduct that possession or use of any National Collegiate Athletic Association banned drug is not permitted and shall subject the student to the same penalties that the school district has established for possession/use of tobacco, alcoholic beverages and illegal drugs.

The board of a school district or board of directors of a public school academy shall ensure that its policies concerning a pupil's eligibility for participation in interscholastic athletics include use of a performance-enhancing substance by the pupil as a violation that will affect a pupil's eligibility, as determined by the board or board of directors. The governing body of a nonpublic school is encouraged to adopt an eligibility policy that meets the requirements of this section.

For the purposes of this section, the Department of Community Health shall develop, periodically update and make available to school districts, public school academies and nonpublic schools a list of performance-enhancing substances. The Department of Community Health shall base the list on the list of banned drugs contained in the Bylaws of the National Collegiate Athletic Association.

Part 6 Managing the Message, the Morale, and the Money

ATHLETIC CODE FOR COACHES

The coach is the official representative of the school at interscholastic athletic activities. Any public or private behavior of a coach which would tend to bring disrepute, contempt, or ridicule upon Fruitport Community Schools, or any private or public behavior which adversely affects the reputation of the school's athletics program or mission in any way is grounds for dismissal. In addition, she/he is expected to:

- 1 Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
- 2 Develop an up-to-date knowledge of rules, strategies, safety precautions and skills of the sport; and communicate them to the players and parents.
- 3 Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel and during competition.
- 4 Develop fair, unprejudiced relationships with all squad members.
- 5 Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.
- 6 Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- 7 Give the highest degree of attention to the athletes' physical well-being.
- 8 Teach players, by precept and example, respect for school authorities and contest officials. Provide support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
- 9 Teach players strict adherence to game rules and contest regulations.
- 10 Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors of unproven allegations of questionable practices by opponents.
- 11 Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
- 12 Present a clean and professional image in terms of personal appearance and provide a positive role model in terms of personal habits, language, internet use, and overall moral conduct. The use of profanity, the use of tobacco within sight of players and spectators, and the use of alcohol any time before a contest is not acceptable. Attending gatherings where alcohol is served to minors and the use or abuse of illegal drugs at any time is grounds for immediate dismissal.
- 13 Uphold the law and basic citizenship expectations as a community member and employee of the school.
- 14 Support administrative decisions in all policies, rules and regulations regarding athletics.

BEST PRACTICES – SOCIAL MEDIA

Adapted from MAISD Andy Mann March 2010

Social media is defined as any form of online publication or presence that allows users to engage in multi-directional conversations in or around the content on the website. Social media includes Facebook, Ning, Twitter, YouTube, social bookmarking, e mail, etc.

BE TRANSPARENT. Do not misrepresent yourself. Be honest with who you are, where you work, and what you do.

ALWAYS A COACH. Even if you have a disclaimer or use a different user name, you will always be considered a coach with the district in which you work in. Always write in the first person and make it clear that you are speaking for yourself and not on the behalf of the district.

USE A DISCLAIMER. “The opinions and positions expressed on this site are my own and do not necessarily reflect the position of my school district’s positions, strategies, or opinions”. If asked by the media to comment on a school related issue, refer them to the correct department or person (AD, principal, etc).

SCHOOL VALUES. Represent the district’s values. All communications should be done in good taste. Do not denigrate or insult other staff, students, parents in this or other districts. Don’t use ethnic slurs, innuendos, obscenity, or any inappropriate content. Consider carefully before posting photos or comments.

POSITIVELY REPRESENT YOUR SCHOOL. Respect others privacy. Under no circumstances make comments that are offensive to students or colleagues. Do not comment or forward unsupported information (rumors). If you are hesitant to publish something, wait a day, review guidelines, ask a supervisor.

SHARE YOUR EXPERTISE. Write what you know and be accurate. Post something useful. Be respectful to the opinions of others. Be professional.

OWN YOUR MISTAKES. If you make a mistake, correct it quickly. Even though the damage is done, it is best to admit our mistake and correct it. Apologize if appropriate.

CONFIDENTIAL INFORMATION. Never post information that is considered confidential. Do not write about a student or colleague without their permission.

SCHOOL LOGOS. Do not use logos without permission.

POSTING MOVIES OR CLIPS. Do not post movies or clips of students without parent permission. Do not post photos or movies of colleagues without their permission.

RESPONDING TO NEGATIVE COMMENTS/CRITICISMS. How you respond to negative comments says more about your character than what you post. When publically criticized, stay cool and don’t reply in haste. When in doubt its best to ignore a comment and not give it credibility. A face to face meeting may be more appropriate.

SPELL CHECK. Proper grammar, capitalization, and punctuation make sense for any educational professional.

COPYRIGHT AND FAIR USE. Respect Fair Use and Copyright guidelines. Cite sources.

STAFF-STUDENT RELATIONS. Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples include fraternizing with students as if they were employees, communicating (texting, tweeting, e mailing, etc.) students about personal matters in their private lives or inviting students to do the same, and engaging in sexual dialogue. Coaches are prohibited from posting sexually explicit messages or photos, discussing or revealing information regarding the use of alcohol, drugs, or anything that students are prohibited from doing.

PUBLICITY AND PROMOTION

The goal of publicity in an interscholastic program is to have the material constructive, factual and educational. Good public relations are an important objective of any school news release.

Everyone involved in athletics is involved in public relations. This includes the athletes both on and

off the field, the coaches and other field personnel including trainers, cheerleaders and administrators. Their actions reflect the overall image of Fruitport Community Schools.

Therefore, coaches must set rules of conduct for their players, and school administration must set rules of conduct for their coaches and administrators. Public relations blunders can cost coaches their jobs; and players may lose chances to play because of inappropriate conduct. Also, when players are allowed to continue to play after committing an infraction, the institution's reputation is adversely affected.

PUBLIC RELATIONS MUSTS

*When a newspaper or other media requests a call for information about an athletic event, return the call, whether the outcome was a win or loss. Sometimes coaches call only when they win. This usually makes reporters cynical and they will be reluctant to help with publicity.

***When an interview is requested**, give them what they request. Try to develop a friendship and trust with the media. Be genuine and honest. If they ask hard questions, stay calm, be polite and answer honestly. If they ask questions that you are unable to discuss, don't say "no comment". Explain that the answer cannot be given at this time, but the reporter will be informed when an answer can be provided.

*Keep answers short – the longer you talk, the more likely you are to say something you shouldn't.

- Never criticize or blame the officials to the press.
- Never criticize the staff, administrators or student athletes to the press.
- Never share student medical information or diagnose injuries.
- Make a genuine effort to support other sports and school programs. Seek out other teachers and coaches to compliment them on their efforts.
- **instruct players in advance as to how to handle interviews-encourage them to credit teammates by name before talking about "me".**

MEDIA

Head coaches are responsible to report game results to local media, including **VNN Press Box** (an OK Conference expectation). In addition, it is expected that head coach use this media for team updates and feature stories. Coaches should promote VNN media to parents and stakeholders, and make regular contributions. All stories on VNN are linked to local media as well as our Athletics Twitter (@FCS_Athletics) and Facebook accounts.

PRACTICE SESSIONS

Participant requirements prior to first practice:

- All eligibility requirements have been satisfied
- Completed physical examination form
- Completed emergency medical cards
- Completed parent-athlete consent forms
- Fees paid (if any) within one week

Practice Policies

The morning following the first official practice, each coach shall submit a “squad roster” of all candidates trying out to the Athletic Director.

- Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
- Practice sessions should be well planned, well-structured and normally should not exceed two hours (immediately following the end of the school day). This excludes time required for dressing and showering.
- In sports where it is necessary to schedule separate, back-to-back practices due to lack of facilities, the last practice session must be concluded by 9:30 p.m.
- Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the Athletic Director.
- Coaches and managers should be the first to arrive and the last to leave the practice sessions. At NO TIME are athletes to practice by themselves.
- All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.
- Student athletes are expected to attend **all** scheduled classes in order to participate in practices or games that day. Excused absences for unusual circumstances may be permitted after review from an administrator. Exceptions may be granted by the principal in cases of school related activities, college visits, etc., if arranged in advance.

Restricted Practice Days

All practices are to be held on school days if at all possible.

Sunday/holiday practices will be permitted only:

- **By varsity level teams upon permission of the Athletic Director;**
- **When a contest (varsity or sub varsity) has been scheduled for the following day;**
- **When a tournament or play-off contest falls on the following day.**
- **When administrator permission is given for extenuating circumstances.**

If permission to conduct a Sunday or holiday practice is granted, the total length of the practice session may be no longer than two hours. Practices held during school breaks (Thanksgiving, Christmas, Spring Break, etc.) shall be scheduled earlier in the day to take into consideration family commitments of the majority of the team members.

Early Dismissal of School or Emergency Closing

In the event there is a *scheduled early dismissal* of school, practices may be held at that time providing the coaches are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period.

Weather Cancellations

When school is dismissed early due to inclement weather or when all afternoon activities are cancelled, no practices will be held. When the entire school day is cancelled due to weather, Varsity level practices only may be permitted with administration approval, provided road conditions are improved by practice time.

See also policy under storm warning conditions and extreme heat situations.

OVERNIGHT TRIPS

All teams and groups must secure permission for any overnight trips or activity well in advance. **Administration and Board of Education approval is mandatory.**

Meal Allowance

Whenever possible, student athletes will be provided with a meal allowance to help cover food stops when away games are more than 250 miles round trip. This also applies when teams advance in state tournament play and an overnight stay is required.

INTERSCHOLASTIC SCRIMMAGES

Scrimmages shall be set up by the head coach of each sport with the approval of the Athletic Director (a minimum of one-week advance notice is required for bus transportation).

- *The head coach must contact and make arrangements with the maintenance and/or transportation department
- *Scrimmages are to be scheduled with no loss of school time.
- *Expenses are to be approved as per the yearly athletic budget.
- *Reserve and sub-Varsity scrimmages may be arranged if they involve no expense on the part of the athletic department.
- *If coaches wish to use registered paid officials for a scrimmage, he/she must secure their services. Unless other arrangements are made, official's payment is done from the sport's *internal account*.

OFF SEASON TRAINING

All coaches must be aware of off season coaching limitations. The best way is to refer to the MHSAA Coaches Guidebook located on mhsaa.com or in this handbook disk. **Off season training must adhere to established guidelines. If in doubt about a rule, ASK!**

OPEN GYMS

Only enrolled FCS students are to participate in open gyms. This is for the protection of students from possible liability issues as well as recently adopted MHSAA transfer restrictions.

SCOUTING

Sub- varsity coaches may be asked to scout future opponents of the Varsity team. Head coaches are to communicate with their staff about the times, locations and expectations for scouting.

Mileage reimbursement will be at the discretion of the head coach. *Scouting is no longer reimbursable through general fund accounts.* Meals are not reimbursable. Only the expenses of the athletic scout will be covered. No expenses will be covered for any student athletes that may also attend the activity. At the end of the season, scouts are to submit an itemized mileage report to the head coach for reimbursement from the sport fundraising (internal) account.

ATHLETIC COUNCIL

The Athletic Council consists of each head Coach, the athletic Director, two Board members, Superintendent, and FHS/FMS Principals or representatives. Meetings are as needed.

The primary function of the Athletic Council is to serve as an advisory and consultant to the Athletic Director. Additionally, the Council

- Allows AD, administration, and staff to know what's going on in the "front lines"
- Establishes direction for athletics programming
- Encourages involvement and ownership in the big picture (interdependence)
- Ensures coaches are on course with the mission of athletics
- Allows "advice and consent" for changes to be made
- Allows for input on short and long term plans for programs and facilities
- Allows communication that helps the AD offer a hand in *clearing the way* for coaches to coach
- Helps to assess performance and to stress continuous improvement in the delivery of athletics
- Assists us to slay the dragon of mediocrity and simply "going through the motions"

Awards

Make sure the post season celebration is organized, recognizes everyone appropriately, and is announced well in advanced. Banquets, or post season awards presentations are expected as a part of honoring student and team accomplishments. Expenses are to be covered by internal accounts and or ticket fees. They are not to be overly expensive or formal. The head coach is responsible for arranging the award banquet with the help of parent groups and assistants.

Banquet Guidelines

- **Two weeks' notice** (minimum) must be given to the Athletic Office. Facilities request is required.
- Written invitation /announcement to parents.
- Every word you say **will be** scrutinized and is important. Be well prepared with what you plan to say.
- Be Positive and Brief! Emphasize seniors. Highlight good things from the season, not player weaknesses!
- Give recognition to volunteer parents, coaches, and managers.
- Do not talk too much. Do not rehash the season game by game. Do not talk about other teams.
- Do not use this event to announce your resignation or your personal accomplishments.

Varsity Awards

Each head coach sets the criteria for earning a varsity letter in that sport. It is imperative that the criteria be clearly presented to students and parents at the preseason meeting and in written materials.

Other Awards

Athletic Foundation Outstanding Achievement Award is given to seniors receiving 6 or more varsity letters in their career. **Senior Student Athlete of the Year** Awards are given to a student who has lettered in multiple sports, has earned a 3.4 GPA or higher, and has been selected by coaching and teaching staff at FHS. The Athletic Department also distributes independently sponsored senior awards to deserving athletes who meet the given criteria. **Academic All State** awards vary by sport state association and are submitted to the Athletic Office by the head coach.

All District, Area, Region, All State

Head coaches are expected to be active members of their association, where most of these awards originate. The selection process varies by sport and it is critical to be familiar with this protocol.

Wall of Fame Criteria

Photos of FHS Athletes earning All State recognition are displayed on the "Wall of Fame".

- Athlete is named to one of the "teams" (First, second, third, or fourth team) under **MHSAA sponsorship** by state coach association or media outlet (AP, Free Press, Detroit News, etc.)
 - Athlete qualifies by determination of state finals finish as determined by Coach assn.
 - Athlete is a state champion.
- Note: Honorable Mention classification is not considered as the same level of "team" selection and is not included in "Wall of Fame".

MANAGING THE MONEY

General Fund Account

Each sport has several line items representing specific budgeted approved expenditures. All purchases must be approved by the Athletic Director. Each Head Coach is in charge of expenditures for each level team in that sport. Budget line items are specific and set by administration. The budget year is from July 1-June 30. Funds are not carried over after a school year ends.

Internal (Trust and Agency) Account

This is the fund raising account that the head coach is in charge of. Like a checkbook for the sport, the head coach keeps current balances, which do NOT revert to zero at the end of the year. These funds help cover additional equipment, post season banquets, summer programs, and miscellaneous expenses not covered in the general fund account. They are also used to cover overages spent in line item general fund accounts. Administrator approval is required to use the funds. Internal account funds belong to the school district and coaches must follow Board policy and guidelines for the use of these funds. Coaches are not permitted to order equipment or supplies from this account when there are not the funds to cover the cost.

Credit Card Use

Athletic Department credit cards may be used for coaches to make purchases when ordering on line or covering expenses that are needed at the time of purchase. It is critical that coaches return the card **with an itemized receipt identifying everything purchased.** **Sales tax (except for food and certain motel taxes) should not be charged for school purchases.**

Placing Orders

All general fund purchases and orders are to be made with the approval of the athletic office. Paperwork (when quoting, ordering, and receiving equipment) MUST be submitted to the office in order to keep track of purchases.

Fund Raising

Coaches are to request administration approval to sponsor fund raisers. Avoid door to door sales and duplications of other team fund raisers. Follow Board approved guidelines (see 5830)

Collecting Money for Fund Raisers, etc.

Avoid accepting cash or personal checks for fund raising efforts. Make deposits the next business day. Never hold school money in desk drawers, etc.

Summary- Always make a paper trail. Keep meticulous records. Never hold money. Make regular deposits. Spend wisely. Handle finances professionally. Communicate issues and ask questions.

Remember, mishandling of money is a major reason for coach dismissal in our society. Be above reproach.

Fruitport Community Schools Administrative Guidelines

5830 - STUDENT FUND-RAISING

The following guidelines are to be followed for any activity that involves fund-raising by students and from students.

In any fund-raising activity involving students, the following conditions must be met:

- A. No instructional time is to be used to plan, conduct, assess, or manage a fund-raising activity unless such an activity is part of an approved course of study.
- B. Fund-raising activities conducted in a school or on District premises are not to interfere with the conduct of any co-curricular or extra-curricular activity. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- C. Student participation in fund-raising activities conducted by school-related groups of which they are not members must be voluntary and must be approved by the student's teacher or counselor to ensure that participation will not adversely affect his/her school work and other school responsibilities.
- D. No student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults. No student of any age may participate in off-District fund-raising activities without proper supervision by approved staff or other adults.
- E. No student group or volunteer group which uses students may conduct more than three (3) fund-raising activity(ies) in a school year.
- F. In accordance with Board policy, each fund-raising activity must be approved by the principal if occurring on District premises and by the Superintendent if occurring off District property (See Form 5830 F1.) In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.
- G. Contracts with outside suppliers for merchandise to be sold in a fund-raising activity are to be reviewed by the principal and signed by the staff member in charge who is personally responsible for the merchandise and monies collected. The contract must specify that any merchandise which is unsold and is resalable can be returned for full credit. The District will not be responsible for any unsold merchandise that cannot be returned to a supplier for credit for any reason.
- H. The staff member in charge should establish procedures to ensure that all merchandise is properly stored, distributed, and accounted for.
- I. Upon completion of a fund-raiser, a final report is to be submitted to the principal within ten (10) days. (See Form 5830 F3) The report should state:
 - 1. amount of money projected and amount of money raised;
 - 2. any differences between the actual activity and the planned activity;
 - 3. any problems that occurred and how resolved;
 - 4. when and where funds were deposited;
 - 5. if merchandise was involved, how many items were offered for sale, how many sold, the amount of money collected, and the disposition of any unsold items.

- J. No staff member is to accept any special gifts or bonuses offered by an outside supplier or vendor for any reason or purpose.
- K. Fund-raising activities will not be permitted if they interfere with the District's educational program on nutrition.
- L. Fund-raising activities off District premises shall be voluntary with written permission from parents (See [Form 5830 F2](#)).
- M. **No house-to-house canvassing is allowed by any student for any school or school-related purpose.**
- N. If an activity involves the students providing a service in return for money, such as a car wash, a member of the professional staff shall supervise the activity at all times. His/Her responsibility is to ensure the service is provided in a proper manner and also the safety and well-being of the students and the property of both the purchaser and the owner of the site.
- O. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for.....", must be monitored by a staff member who has the necessary knowledge and training to recognize and deal appropriately with a situation in which one or more students may be over-extending themselves to the point of potential harm.
- P. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involves the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fund-raisers also include giving away food items or beverages but suggesting donations.

Revised 12/15/14

CONCESSIONS STAND MANAGEMENT

Meeting Regulations

All concessions sales must meet Health Dept regulations. If you are preparing foods/cooking foods, a license is required. Each year a fee is due and inspections are made by the county. Each concessions stand must have a director who is Safe Serve certified. **Standard Operating Procedures** and all Health Department protocol must be practiced. Both the Head Coach and the stand manager must be familiar with SOP.

Finances

Revenue and expenditures for the sale of concession s items are made through the internal account of each sport. Deposits must be made regularly. Volunteers must abide by Board approved standards for handling money.

Ordering Products

Ordering of drinks must be done through the school contracted vendor. No exceptions. All other products for sale must be approved by the Health Dept.

More information is available in the Athletic Office. Standard Operating Procedures notebooks should be on site at each concession stand.

FRUITPORT ATHLETIC FOUNDATION

The Athletic Foundation exists

- **To develop and promote projects and activities that support the Athletic Department mission;**
- **To provide a vehicle for the promotion of sportsmanship and quality programming** for all athletic events and teams;
- **To assist the Athletic Department** in educating student athletes to be leaders in the anti- drug, alcohol and tobacco movement;
- **To assist the Athletic Department** in the recognition of exemplary achievement of staff members and student athletes.

Monthly meetings require team representation as fund raising efforts are directed toward the awarding of coach grant requests each spring. Coaches and parents actively supporting their efforts is the only way the Foundation can support these worthy causes. At least half of all monthly meetings and functions must be attended in order to receive a grant from AF.

FRUITPORT COMMUNITY SCHOOLS APPROVED STYLE-IDENTITY GUIDE

Coaches must adhere to the newly adopted style guide. Please see the school website for the guidelines for uniforms, publications, communications, etc. **BEFORE** ordering or printing anything Fruitport.

Resources, Forms, Policies, Compliance Procedures

ITEMS LOCATED ON LINE WWW.FRUITPORTSCHOOLS.NET

ATHLETIC ACCIDENT REPORT
ATHLETIC FOUNDATION COACH GRANT REQUEST
ATHLETIC SERVICE FEES
COACH PRESEASON PACKET
EMERGENCY INFORMATION POSTER
EVALUATION PROCESS
FEMALE ATHLETE TRIAD
HALL OF FAME BY LAWS
INCLEMENT WEATHER SUSPENSIONS
MHSAA CONCUSSION POLICY
MHSAA FALL SPORTS GUIDE
MHSAA HEAT AND HUMIDITY POLICY
MIDSEASON COACH CONNECT/STAGES OF PROGRAM
NOTIFICATION OF ROSTER CHANGE
OVERNIGHT REQUEST
PARENT-STUDENT HANDBOOK
POST SEASON PACKET
REASONABLE SUSPICION DRUG TESTING PROGRAM
STUDENT FUND RAISING (see Administrative Guidelines and Board Policy 5830)
VOLUNTEER COACH REGISTRATION
STYLE SHEET/IDENTITY GUIDE

Note: FACILITIES REQUEST is located on school web page
www.fruitportschools.net

COACHES ARE TO ALSO BECOME VERY FAMILIAR WITH MHSAA SITE
www.mhsaa.com for rules meetings, educational materials, officials
evaluations, Coach's Guidebook, etc.

**All Compliance documentation will be located on Final Forms. Paid staff are to
be registered and fully utilize the Final Forms record keeping and
communication system. <https://fruitport-mi.finalforms.com>**

**All Varsity results with a short game summary are to be reported on the Big
Teams Site www.fruitportathletics.org following each game.**

Sub Varsity scores (not summaries) are to be reported on Big Teams following each event as well.

BOARD ACTION REQUEST FORM

Meeting Date: June 26, 2023

To: Board of Education

Attachment #: XIII-9

From: Jason Kennedy

Subject to be Discussed and Policy Reference:

Graduation Date for the Class of 2024

Background Information:

It is recommended that the Board consider moving graduation from Friday, May 31, 2024 to Thursday, May 30, 2024 due to issues with the venue on Friday nights in downtown Muskegon. Parking, loud music at the bars downtown Muskegon, and competition with the social district and downtown happenings are the rationale for the date change.

Financial Impact:

None

Recommended Action:

To approve moving the graduation date for the Class of 2024 from Friday, May 31, 2024 to Thursday, May 30, 2024, as discussed.

Action Taken:

Vote: ___ Buckner ___ Burgess ___ Cole ___ Franklin
 ___ Hazekamp ___ Kelly ___ Meeuwenberg