



Jonesville Middle School
Student/Parent Handbook
2023-2024

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Vision Statement

“World Class Education, Comet Community Pride”

Mission Statement

Empowering Students Today for a Successful Tomorrow

We exist to provide an enduring culture based on the tenets of Comet P.R.I.D.E:

Perseverance as:

Ideal learners who become productive members of society, recognizing that success can come from failure

Respect as:

Everyone has worth and value and embracing the differences among us

Integrity as:

Doing the right thing . . . especially when no one is looking

Dependability as:

Utilizing best practices to guide instruction that focuses on building lifelong skills

Encouragement as:

Parental and community involvement that is supportive

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Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and Jonesville Community School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and Jonesville High School's rules as of July 2023. If any of the policies or administrative guidelines referenced herein are revised after July 2023, the language in the most current policy or administrative guideline prevails.

Equal Education Opportunity

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Erik Weatherwax, Superintendent
Jonesville Community School District
115 East Street
Jonesville, MI 49250
(517)849-9075

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Prohibition of Use of Tobacco

The Board of Education, per Board Policy 5512, recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser,

including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use, consumption, display, activation, promotion, sale, or possession of tobacco products by students in District buildings, on District property (owned or leased), in District vehicles, and at any District-related event.

For purposes of this policy:

- A. “electronic smoking device” means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah.

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. “off-campus, schools-sponsored event” means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;
- C. “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria); this includes parent companies and subsidiaries.
- D. “tobacco product” means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the

Federal Food, Drug, and Cosmetic Act.

- E. "use of a tobacco product" means any of the following:
1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
 2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
 3. the chewing of a tobacco product;
 4. the placing of a tobacco product within a person's mouth.

In order to protect students and staff who choose not to use tobacco products from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco or tobacco substitute products by students at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

- A. school grounds,
- B. athletic facilities,
- C. any school-related event, and
- D. on or off Board premises.

Parent Involvement

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The Board is committed to a comprehensive Parental Involvement Plan (PIP) for the District that includes:

1. Relationships with families;
2. Effective communication;
3. Volunteer opportunities;
4. Learning at home;
5. Involving families in decision making and advocacy; and
6. Collaborating with the community.

For further information regarding opportunities to participate in the school your child(ren) attend(s) school, please contact the building principal.

School Day

Daily Schedule

<u>Hour</u>	<u>Class Time</u>
First Hour	7:45am-8:40am
Second Hour	8:45am-9:35am
Third Hour	9:40am-10:30am
Lunch A Fourth Hour/WIN	10:30am-11:00am 11:05am-11:50am
Lunch B Fourth Hour/WIN	11:20am-11:50am 10:35am-11:20am
Fifth Hour	11:55am-12:45pm
Sixth Hour	12:50pm-1:40pm
Seventh Hour	1:45pm-2:40pm

Half Day Schedule

<u>Hour</u>	<u>Class Time</u>
First Hour	7:45am-8:17am
Second Hour	8:22am-8:52am
Third Hour	8:57am-9:27am
Fifth Hour	9:32am-10:02am
Sixth Hour	10:07am-10:37am
Seventh Hour	10:42am-11:15am
*No lunch is served on a half day.	

Student Rights & Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's

teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselor.

Student Well-Being

All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

The school has employed a full-time registered nurse to assist students in emergencies. In compliance with law, the Board of Education may require students to submit, with prior notification and approval by parents, to periodic health examinations. The district shall specify the need for services, which may include, but not be limited to:

- athlete physical examinations
- vision screening
- audiometric screening

Injury and Illness

The school accepts responsibility only for immediate first aid to an injured student. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent/guardian is responsible for the payment of such expenses. In the case of severe accidents or acute illness, emergency care will be given, and the parent/guardian will be notified. It is the responsibility of the parent/guardian to provide transportation and further care of the student if the student becomes ill and/or injured on school property.

In the case of an accident, no matter how minor, the student must report that accident to the teacher immediately. The teacher is responsible for submitting an injury report to administration. A student who becomes ill during the school day should request permission to go to the school office. Office personnel, with the input of parents/guardians, will determine if the student should remain in school or go home.

Students may not be sent home without parent/guardian approval and no student may drive when excused for medical reasons unless parent/guardian consent has been given. The school does not insure students for athletic or accidental injuries. Voluntary insurance is made available for purchase through an appointed agent.

Homebound Instruction

Jonesville Community School District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the district's Director of Special Education. Homebound instruction is only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

Section I- General Information

Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under our school of choice policy.

New students under the age of eighteen (18) must be enrolled by their parent and/or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to Jonesville Community School District during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the our schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in there. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant

Scheduling & Course Assignment

Schedules are provided to each student at the beginning of each semester. Schedules are determined based on student need and availability of class(es). Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a schedule change.

Any changes in a student's schedule should be handled through the principal or guidance counselor. Changes in class schedules **must** be made within the first week of the semester. Students wishing to drop a class, after the announced deadline for dropping classes, may do so only with the permission of the principal.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

Transfer Out of the District

If a student plans to transfer from Jonesville Middle School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the middle school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdrawal from School

The State of Michigan has a compulsory school attendance law that requires minors, age six to eighteen, to be enrolled in a public school (or other educational platform). No student under the age of eighteen (18) will be allowed to withdraw from school without parent permission.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the middle school office.

Use of Medications

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) medications. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

No student is allowed to provide or sell any type of over-the-counter medication to another student.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication not authorized for self administration shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and

the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c)
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal or other chief administrator of the student's school.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non Prescribed (Over-the-Counter) Medications

Students are expected to submit a "Consent for Treatment and Over-the-Counter Medication" form completed and filed in the high school office. Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician,

to the high school office. Parents may authorize the school to administer a non prescribed medication using form 5330 F1a, which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication and/or that they may keep the medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Control of Casual-Contact Communicable Disease and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Control of Noncasual-Contact Communicable Diseases

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the middle school office at (517)849-3210 to inquire about evaluation procedures and programs.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of Jonesville High School. It is, therefore, the policy of Jonesville School District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the middle school office at (517)849-3210 to inquire about evaluation procedures and programs offered.

Student Records

Jonesville Middle School maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. address (except for students participating in the address confidentiality program act);
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. height if member of an athletic team;
- I. weight, if member of an athletic team which requires disclosure to participate;
- J. dates of attendance;
- K. date of graduation;
- L. awards received;
- M. honor rolls;
- N. scholarships;
- O. school photographs or videos of students participating in school activities, events or programs.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at the Administration Office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the

request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Student Fees, Fines and Supplies

Jonesville Middle School will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Textbook Loan

All students will be issued textbook(s)/workbook(s) at no expense to the student.

1. Prior to reissuing another consumable book (workbook) that is lost/destroyed during the school year, the student must pay the full price of the item.
2. Prior to reissuing another book for any textbook lost/destroyed during the school year, the student must pay the school district according to the following penalty schedule:
 - A. For textbooks 1 to 3 years old, the student will be charged the full price.
 - B. For textbooks older than 3 years, the student will be charged 1/2 the price.

Chromebook Loan

Jonesville Community Schools is a one-to-one district; Jonesville Middle School (JMS) has a Chromebook available for each of our students. Any middle school student wishing to take their school-issued Chromebook off school property is required to pay an annual insurance premium

(\$20). Students who elect not to pay the annual insurance premium may check-out a Chromebook as needed. Middle school students are required to use a school-issued Chromebook when at school with no exceptions to be made to the rule. Damage to Chromebooks will require a deductible payment for repair of the device

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Food Service

Students will receive their food service ID numbers at the time they pick up their class assignments. The ID number is a seven-digit number beside the student's name on their class schedule. Jonesville Community School Students will receive a free breakfast and lunch through the Community Eligibility Program (CEP).

1. At the beginning of the school year, family /students will receive a household information report form to be completed and returned (one form per family/student.) This form is beneficial to the school to provide accurate state reporting.
2. Food Allergies: Any student needing accommodations must complete and return a special diet statement form annually. Forms are provided in the school office. The form must be signed by a physician and returned to the school nurse. Food service will be advised by the nurse of any food restrictions.
3. The middle and high School cafeterias have ala carte items that may be purchased by Jonesville students. Money must be in student lunch accounts to cover the cost of these items. Students will enter their 7 digit student number at time of purchase to access their lunch account. There will be NO CASH SALES.
4. Students/family may access lunch account information through the Skyward application. Deposits will be entered into the student's account via Skyward credit card or given to kitchen staff in a deposit envelope.
5. Money left in account will roll over to next school year, with the exception of graduating seniors.

Emergency (Fire, Lockdown and Tornado) Drills/Procedures

Jonesville Middle School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of manual activation of the actual fire alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of announcement(s) via the school PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of The Boot lockdown system. Lights and announcements from each Boot box will sound to signal the drill; the system will issue an all clear message when the drill is complete.

Emergency Closings and Delays

If the school must be closed, or the opening delayed, because of inclement weather or other conditions, the School will provide notification of the closing by sending an email and/or call alert using the Skylert system. Additionally, closings/delays will be publicized on WILX-TV 10 as well as posted to the school's website and its social media account(s).

Parents and students are responsible for knowing about emergency closings and delays.

Preparedness for Toxic and Asbestos Hazards

Jonesville Middle School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of Jonesville School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

Volunteers

According to board policy 3120.09, The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. In order to ensure the protection of our students in the care of Jonesville Community Schools, school policy requires, volunteers who work with the District be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.. If a person wishing to volunteer does not pass the background check they will be contacted by the school. Prior arrangement with your student's teacher and the Principal/Assistant Principal/office must be made and each volunteer must report to the office upon entering the school to obtain a visitor pass. Any volunteer found in the building without a pass shall be reported to the Principal/Assistant Principal.

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use (i.e. lockers).

Locker Use

The following rules and regulations will be used to help insure that the lockers will remain in good condition for years to come:

1. Each student is assigned an individual locker (which remains the property of Jonesville Community Schools)
2. Students will not change their assigned lockers.
3. Since each student has his/her own individual locker, additional permanent shelving is not needed nor will it be permitted.
4. No interior/exterior stick-on decorations are permitted. Magnetic attachments are permissible.
5. Students will be held accountable for the lockers they are assigned and will be financially responsible for any damage, defacing, or disfiguring.
6. Please do not leave anything valuable in an un-locked locker. The school is not responsible for keeping your valuables safe. In physical education classes you may ask the instructor to lock up your valuables.

Lost & Found

The lost and found area is in the main floor hallway (across from the main office). Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each semester.

Student Sales

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

Advertising Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has a central bulletin board located in the senior hall which may be used for posting notices after receiving permission from the principal.

Use of School Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the office for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school without authorization from office personnel.

Use of Personal Communication Devices

Student cell phones and other personal communication devices are to be kept off and remain the student's locker at all times during the school day. Students may wear smart watches but may not use them as a personal communication device during the school day. Headphones and/or earbuds may be used in class as needed. They are not be used or worn during the day unless permission has been granted by a staff member.

When students are not adhering to the school policy the following will occur:

- First offense- the device (cell phone/smart watch/headphones/earbuds) will be confiscated and returned to the student at the end of the school day.
- Second offense- the device (cell phone/smart watch/headphones/earbuds) will be confiscated and held in the school office until the end of the school day.
- Subsequent offenses- the device (cell phone/smart watch/headphones/earbuds) will be confiscated until a parent or guardian comes to the school to retrieve it.

*** The school is not responsible for lost, stolen or damaged cell phones. For additional information, please reference the District's Personal Communication Device Policy (Policy 5136).**

Section II- Academics

Course Offerings

A course catalog is available on our school website. A printed copy can be requested from the middle school office.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program.

It is understood that enrollment in a course constitutes permission for the student to participate in a class-related field trip. Information sheets are provided to students for routing to parents with a "negative" signature line for return; should you wish your student not to participate in the field trip. Field trips are a privilege and students with unacceptable behavior records may be denied participation.

Grades

Jonesville Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Students shall receive a report card at the end of each semester indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Promotion, Placement and Retention

A student will be promoted to the succeeding grade level when s/he has:

- Completed the course requirements at the presently assigned grade;
- In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by administration.

Computers, Technology and Networks

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed at the beginning of the school year.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Student Assessment

Fall

- NWEA- All students in grades 6-8

Winter

- NWEA- All students in grades 6-8

Spring

- Michigan Student Test of Educational Progress (M-STEP) - All students in grades 6-8
- NWEA- All students in grades 6-8
- PSAT - All eighth grade students

Parents and students should watch school newsletters and weekly updates for announced testing times.

Section III- Student Activities

School-Sponsored Clubs and Activities

Jonesville Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. Jonesville Middle School also offers extracurricular activities for students. Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Jonesville Middle School is proud to offer students the opportunity to participate in the following school-sponsored clubs and activities:

FFA	Quiz Bowl
Art Club	RoboComets (robotics)
Outdoor Adventures	Student Council

Dances

Any active class or club, with the consent of the advisor, adequate chaperones and consent of the principal, may schedule dances. All school rules apply and will be enforced (this includes the school dress code). Students may not leave the dance and return. The school assumes no responsibility for a student after he/she leaves a dance (whether that be during its scheduled hours or at its end). After school activities are a privilege. Poor behavior could result in not being allowed to attend. A student must be in school the day of the event or have a pre-arranged absence form completed and arrangements made with an administrator.

Non School-Sponsored Clubs and Activities

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non district-sponsored organization may use the name of the school or school mascot.

Banned Drugs

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

In accordance with Federal and State law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Athletics

Jonesville Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact the district’s athletic director, at (517)849-9934 Ext. 1204.

Jonesville Community Schools is proud to offer the following athletic programs for middle school students:

Basketball	Competitive Cheer
Cross Country	Wrestling
Football	Track & Field
Volleyball	

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes. The Parent-Athlete Handbook can be found on our website, jonesvilleschools.org.

Section IV- Student Conduct

Attendance

Attendance is extremely important for student success. Our records indicate a significant positive correlation between student absences and achievement. College admissions offices and future employers are very interested in a student's attendance record. Perhaps most importantly, students are more likely to have greater academic success if they have good attendance.

Section 73 of the Michigan School Code states that the final legal responsibility for school attendance rests with the parent(s) and/or guardian(s) of students. Parents are responsible for ensuring regular and punctual attendance of students.

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Reporting Absence(s):

Parents are to call the middle school office (517-849-3210) on the day of the absence or before noon the following day to excuse his/her child from attendance. Absences may also be explained in writing and signed by the student's parent(s)/guardian(s), if submitted, before noon the day following the absence, to the middle school office. Alternative arrangements can be made in an emergency with the approval of the principal. If the middle school office is not notified by a parent or guardian to excuse an absence by noon of the day of the return of a student, the absence will be unexcused. The excuse shall be submitted to the principal and filed as part of the student's school record.

Excused Absence(s):

Parents may excuse their child(ren) from up to five (5) days of school attendance by verbal or written communication that occurs within the parameters explained above. Absences accrued beyond those five will be recorded as unexcused unless documentation from a professional (physician, counselor, dentist, etc.) is provided. Absences that do not accumulate against this guideline include field trips and/or school sponsored events.

Unexcused Absence(s):

Unexcused absences are subject to the following procedures:

- Upon accumulation of five (5) unexcused absences, parent(s)/guardian(s) of the student(s) will be notified by letter to make them aware of the attendance concern.
- Upon accumulation of seven (7) unexcused absences, the parent(s)/guardian(s) of the student(s) will be notified by letter to make them aware of the attendance concern. The parent(s)/guardian(s) is requested to contact the school to ensure remedy of any conflicts/concerns that are hindering his/her student's regular attendance.
- Upon accumulation of ten (10) unexcused absences, the parent(s)/guardian(s) of the student(s) will be notified by letter to make them aware of the continued attendance concern. Additionally, the student(s) will be referred to the Probate Court for appropriate truancy proceedings.

Completion of Classwork Due to Absence

1. Students will be given the opportunity for making up work missed due to excused absences. The length of time for completion of make-up work shall be commensurate with the length of the absence. All missed work can be accessed remotely (Google Classroom/Schoology) at all times.
2. Students who have prior knowledge of their absence(s) and have completed a prearranged absence form are responsible for having all work completed upon their return to school.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

Completion of Classwork Due to Suspension

Students will be given the opportunity to complete work missed due to suspension. All missed work can be accessed remotely (Google Classroom/Schoology/teacher email) at all times. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

Prearranged Absence(s):

Students may complete prearranged absence forms (located in the middle school office) whenever one has advance notice of an absence. These should be submitted prior to the absence's occurrence. Students who have prior knowledge of their absence(s) and have completed a prearranged absence form are responsible for having all work completed upon their return to school.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location.

A student who has four tardies will receive a warning. The fifth tardy (and all subsequent tardies) will result in a detention or Saturday School.

Student Attendance at School Events

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Students are expected to exhibit proper behavior at both home/away events. This includes no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before or after an event. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved, regardless of the site. Make Jonesville Middle School known for its good sportsmanship.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

Code of Conduct

A major component of the educational program at Jonesville Middle School is to prepare students to become responsible employees and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

1. abide by national, State, and local laws as well as the rules of the school;
2. respect the civil rights of others;
3. act courteously to adults and fellow students;
4. be prompt to school and attentive in class;
5. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. complete assigned tasks on time and as directed;

7. help maintain a school environment that is safe, friendly, and productive;
8. act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Minimum Requirements:

- Shorts/skirts/dresses must be a minimum length. To meet the minimum length, put your hands at your sides and make a fist. No skin should be showing above the bottom of your fist. This includes any rips/tears in clothing. Tops must have shoulder straps and cover all areas one hand length below the bottom of the neck. Bare midriiffs, bare backs, or open sided shirts are not allowed. No undergarments should be seen at any time.
- Shoes, boots, or sandals must be worn at all times and should be safe for the school environment. Shoes containing wheelies, rollers, or other items that cause a distraction or a safety concern are prohibited.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoodies, bandanas, stocking caps, or anything that covers a student's head are not allowed to be worn during the school day.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Students should dress for appropriate weather. Blankets are not allowed in class.
- Clothing and accessories that may endanger student or staff safety may not be worn. Bags, of any kind, are not permitted in classrooms; they should be stored in lockers.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. The administration may approve certain items to be worn for school activities (i.e hat day or spirit week). Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. Refusal to change or repeated offenses may result in progressive discipline up to and including removal from class, lunch detention, Saturday school, in-school suspension, or out-of-school suspension.

Students who are representing Jonesville Community Schools at an official function or public event may be required to follow specific dress requirements as well. Usually, this applies to athletic teams, cheerleaders, bands, field trips and other such groups or extra-curricular activities.

Bullying, Harassment and Intimidation

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to

the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Title IX Sexual Harassment

It is the policy of this district to maintain a learning and working environment that is free from unlawful harassment (Race/Color, Religious, National, Disability), including sexual harassment. This commitment applies to all School District operations, programs, and activities.

All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Students and other members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

JCS Compliance Officers include:

1. Katie Griffiths (Coordinator)

High School Principal

517-849-9934

460 Adrian Road, Jonesville, MI 49250

kgriffiths@jonesvilleschools.org

2. Emily Ramirez (Investigator)

Middle School Principal

517-849-3210

401 E. Chicago Street

eramirez@jonesvilleschools.org

3. David Burlew (Coordinator)

Williams Elementary, School Behavior Interventionist

440 Adrian St., Jonesville MI, 49250

dburlew@jonesvilleschools.org

For more information on how to file a formal complaint, please access Board policy via our school website. The complete Board adopted policy on anti-harassment (5517) can be found on our school website. Additionally, the complete Board adopted policy on Title IX Sexual Harassment (2260/2266) can be found on our school website.

Student Discipline Code

The Student Code of Conduct applies to students whenever the student is on school grounds, or in attendance at extracurricular or co-curricular activities (both home and away from home). In all cases, if the seriousness of the offense dictates, the disciplinary action may be more severe than is listed under consequences. Fighting, physical offenses, sexual offenses, theft, drug and alcohol related offenses are cumulative for the length of a student's middle school experience.

Prior to issuing discipline, the following factors must be considered in accordance with MCL 380.1810d:

- A. the student's age
- B. the student's disciplinary record
- C. whether the student has a disability
- D. the seriousness of the violation

- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The following code of conduct is meant to be a guide and is subject to the discretion of Administration and Board of Education. Nothing in this document limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the mandatory 7 factors. Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically outlined in the code of conduct. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules. Disciplinary action(s) will be determined by administration.

Discipline

Minor: Staff Managed

1. Defiance: student engages in brief or low-intensity failure to follow directions
2. Disrespect: student delivers low-intensity, socially rude or dismissive messages to adults/peers
3. Disruption: student engages in low-intensity, but inappropriate, disruption
4. Dress Code: student's attire is in violation of or does not meet the school dress code
5. Inappropriate Language: student engages in low-intensity instances of inappropriate language
6. Inappropriate Location: student is not in the location in which he/she signed out to
7. Lying/Cheating: student engages in a lie/cheats on an assignment
8. Physical Contact: student engages in non-serious but inappropriate physical contact (PDA/horseplay)
9. Property Misuse (personal or school): student engages in low-intensity misuse of property
10. Tardies (3/4): student is tardy three and/or four times in one course per trimester
11. Technology violation (1/2): student disregards the cell phone/personal communication device policy (first/second offense)

***Repeated instances of minor offenses may result in referral to administrator as major offenses.**

Consequences:

- Conference with student(s)
- Loss of privilege
- Individualized Instruction
- Restitution/Restorative Practice
- Lunch Detention

*This is not an all-inclusive list; it may be amended at any time.

Major: Office Managed

1. Abusive Language: student delivers directed verbal message that includes swearing, name-calling, instigating, grossly disrespectful, disruptive, or use of words in an inappropriate and/or offensive manner
2. Bullying: per Board Policy 5517.01 is defined as any written, verbal, physical acts, including cyber bullying with any electronic device that a reasonable person would know is likely to harm (1) one or more students either directly or indirectly by doing any of the following 1) substantially interfering with educational opportunities 2) adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or causing substantial emotional distress 3) causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying can be physical, verbal (taunting, malicious teasing, insulting, name calling, making threats), or psychological (spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation).
3. Fighting (involvement regardless of initiation): student is involved in a mutual incident of physical violence with intent to harm
4. Forgery/Plagiarism: student intentionally presents false ownership of objects/written materials
5. Theft: the possession of stolen property, the taking of property, the conspiring to take property
6. Insubordination: refusal to comply with reasonable requests of school personnel. Student has been supported at both the Minor Problem Behavior and Minor Staff- Managed Behavior level but continues to display undesired behavior
7. Physical Aggression: student engages in one-sided actions involving serious physical contact where injury may occur
8. Physical Aggression Directed at Staff: Physical contact where injury may occur or threat of physical contact, at a staff member
9. Property Damage/Vandalism: student participates in an activity that results in destruction or disfigurement of property. In addition to the consequences, the offending student's parent/guardian will make restitution and/or repair.
10. Property Misuse (personal or school): student engages in high-intensity misuse of property
11. Skip Class/Truancy/Unexcused Absence: student leaves class without permission and/or does not attend class but lacks appropriate permission to be absent
12. Tardies (5+): student is tardy five or more times in one course per trimester
13. Use/possession of age-restricted materials: age-restricted materials including, but not limited to, tobacco, alcohol, marijuana or illicit publications. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to JUUL's).
14. Use/possession of illegal materials: illegal materials including, but not limited to, weapons, drugs and combustibles
15. Technology violation (3+): student disregards the cell phone/personal communication device policy more than twice.

Consequences:

- Conference with student(s)
- Loss of privilege
- Individualized Instruction
- Restitution/Restorative Practices
- Lunch Detention
- Saturday School (detention)
- In-School Suspension
- Out of School Suspension
- Long-term suspension
- Expulsion

*This is not an all-inclusive list; it may be amended at any time.

****Repeated instances of major offenses may result in referral to superintendent for further disciplinary consideration.***

NOTE: For all violations of school policy, alternate disciplinary action of equal severity to the individual may be taken when it best suits the welfare of the student/student body. Restorative practices shall be utilized when appropriate, in coordination with or in replacement of standing consequences, as determined by the building principal.

Due Process Rights

Suspension Procedures:

1. The student and parents shall be informed of the specific charges that could be the basis for disciplinary action to be taken against him/her. The charging person or persons in writing must document any charges made resulting in suspension.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the school administrator suspends the student, the administrator will:
 - a. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
 - b. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parent(s)/guardian(s) are dissatisfied with this action, they may appeal to the superintendent or his/her designate to review the decision.
5. If the suspension is for a period of more than ten days, and if, after the first three steps have been taken, the suspended student's parents or guardian are dissatisfied with the administration's action. They may request a review of the action by the superintendent or his/her designate (not from administration of the school in question), and at this review a person of their choice may advise them.

6. During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.
7. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

Long-term Suspension or Expulsion Procedures:

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

1. the charge and related evidence;
2. the time and place of the Board meeting;
3. the length of the recommended suspension or a recommendation for expulsion;
4. a brief description of the hearing procedure;
5. a statement that the student may bring parents, guardians, and counsel;
6. a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
7. a statement that the student may give testimony, present evidence, and provide a defense;
8. a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
9. the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if the Board/hearing officer approved.
10. Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.
11. Within five (5) days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Jonesville Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the high school principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.)

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Student Concerns, Suggestions and Grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Section V- Transportation

Bus Transportation to School

The transportation schedule and routes are available by contacting the transportation supervisor at (517)849-9655. Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

Bus Safety Expectations

1. Be at your bus stop 5 minutes before the time shown on the schedule in the bus.
2. Bus drivers will not stop at an appointed bus stop when students are not in sight of the driver, unless prior arrangements have been made with the driver.
3. Bus horns are for emergency use only, not for calling tardy students to the bus.
4. Cross the roadway after leaving the bus in the following manner:
 - A. Be sure the bus is stopped.
 - B. Go to the front of the bus within sight of the driver and wait to cross.
 - C. Look both ways before crossing.
 - D. Walk, don't run, in front of the bus.
5. Never stand on the roadway while waiting for the bus.
6. Always wait for the bus to come to a complete stop before entering or leaving it. Never get off or on a bus while it is in motion.
7. No pets, glass containers, or items with sharp, pointed surfaces are permitted.
8. Do not bring or utilize unnecessary electronic devices or other items on the bus.
9. Inform the driver when absence is expected from school and approximate date of return.
10. The bus driver may not let a student on/off the bus, at other than his/her assigned stop, except with a change note from the school office or his/her parent, approved by the school principal.

Bus Conduct

1. School conduct rules apply while riding the bus.
2. Be courteous; use no loud talking, offensive, or profane language.
3. Stay in your seat at all times when the bus is in motion.
4. Keep head, hands, feet, and objects inside the bus, out of the aisle and off other people.
5. Do not distract the driver, except in the event of an emergency situation.
6. Obey directions of the driver. Do not argue or talk back. Complaints should be taken to the transportation supervisor or building principal.
7. Do not interfere when the bus driver is talking with other students.
8. Do not eat or drink on the bus.
9. Keep the bus clean. Deposit garbage into cans provided at the front of the bus, when exiting.
10. Do not smoke or use tobacco, e-cigarettes, vaping devices, matches or lighters.

11. Do not be destructive. Report any damage seen immediately.
12. Do not tamper with emergency window or door releases.
13. Communication devices may be used for calls and messaging. School conduct rules apply for other usage, including but not limited to taking pictures, recording of audio and video and internet usage.
14. The bus driver is authorized to assign seats and to suspend the privilege of riding the bus.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

Penalties for Infractions

Violations of the bus behavior expectations will result in a warning or suspension of bus privileges for one or more days as determined by the driver and transportation supervisor. In either case, a parental signature on the bus referral notice is required before a student is allowed to ride again. Appeals of the decision of the transportation supervisor should be made to the superintendent. The school district reserves the right to record audio and video of students on buses. *When a student loses his/her riding privileges, he/she is still required by law to attend school.*