



**Jenison Public Schools**

# **Student Handbook**



**Miller Johnson School Policy Services**

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## §1.0

## GENERAL INFORMATION

### §1.1

### Closed Campus

Students are restricted to the school grounds during the school day and are not permitted to be in or around any other school building unless permission is obtained from an administrator or teacher. Students are not permitted to leave the school premises during the school day without administrative or attendance office approval. The only exception to this rule are juniors and seniors at Jenison High School who may leave campus during their lunch period, but may not take underclassmen (9<sup>th</sup> and 10<sup>th</sup> grade students). Students who violate these closed campus restrictions will be subject to school discipline and/or revoked driving privileges.

### §1.2

### Emergency Information Form

At the beginning of the school year, parents are asked to update student information online (each student/family will receive an individual email link to the form). This form provides information regarding the family doctor, hospital preference, and people to contact in case of an emergency. There is provision made on this form for parents to grant permission for medical personnel to treat their child in their absence. Therefore, it is very important that the emergency information is filled out completely. The emergency information should include work numbers as well as pertinent medical information.

In emergency situations or if a child becomes ill during the school day the parent, guardian, or emergency contact listed is notified. It is imperative that parents notify the school office if changes must be made to emergency information during the school year.

### §1.3

### Internet Use and Safety

All students are subject to Board of Education Policy 8001, Acceptable Use, and its corresponding administrative regulations. As part of the District's technology plan to enhance education, the internet will be available for use by students while at school. Students should be aware that internet access is filtered and will be electronically monitored by District staff. Students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by the District may be put on District computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal and District web manager is needed to place anything on the building or District web pages.

#### **Technology Users Will:**

- Comply with School District policies, rules, and regulations.
- Use networks and technology in support of the School District's educational goals.
- Obey all School District, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use School District equipment responsibly.
- Respect individual work, files, programs, and security.

- Hold harmless the School District from any and all claims or damages of any nature arising from access, use, or inability to access or use the technology or network system.

**Technology Users Will Not:**

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Access, vandalize, or modify anyone else’s account, data, files, and/or passwords without authorization of the network administrator or building principal.
- Use School District technology for commercial or “for profit” purposes.
- Use School District technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which the School District does not have ownership.
- Use School District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.
- Use School District technology to distribute and/or access materials that:
  1. Violate [FERPA](#), or any other law which affords students certain rights with respect to their education records;
  2. Jeopardize the health and safety of students;
  3. Are obscene, pornographic, or libelous;
  4. Cause disruption of school activities;
  5. Plagiarize the work of others;
  6. Are commercial advertisements; or
  7. Have not been approved by the building administrator, network administrator, or web master.

Any attempt at performing one of the aforementioned prohibited acts is also prohibited.

**§1.4 Field Trips**

Field trips are an integral part of the District’s curriculum and are designed to enhance student learning. In order for students to participate in field trips, parents must complete the Field Trip Permission section of the Student Information Form. No student may go on a field trip without parental permission.

## §1.5

## Lockers

Hall lockers are provided for all students to store books, other school materials, and clothing in during the school year. Locker displays, (photos, drawings, words, etc.) must be appropriate for school. The student who occupies a particular locker will be responsible for the condition and contents of the locker. Students who leave a dirty, damaged, or marked up locker will be fined a cleaning and/or repair fee as determined by the District.

## §1.6

## Lost and Found

The District maintains lost and found areas in each one of its school buildings where students or parents may claim lost items. Items that have not been claimed will be donated to a local charity.

## §1.7

## Medications

**Administration of Medication by School District Personnel** District personnel will not administer medication to students except in accordance with Administrative Regulations 2007-AR (Medication).

1. The student's parent/guardian must provide the school with written permission to administer prescription and non-prescription medications. Requests to administer prescription and non-prescription medications must be transmitted to school officials on the Medication Form which is completed and signed by parent/guardian on an annual basis. Written instructions from a physician, which include the name of student, name of medication, dosage, time to be administered, and duration of administration, must accompany the medication
2. Medication must be submitted in its original container. All prescription and non-prescription medications must be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration. Oral medication must be supplied in the exact dosage prescribed. Dividing pills is not the responsibility of school personnel. Liquid medication must be accompanied by an appropriate measuring utensil.
3. All prescription and non-prescription medications must be brought to school by the parent/guardian unless other safe prior arrangements can be made as approved by the building principal. All controlled substance medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular monthly basis and this count will be reconciled with the medication administration log. Any discrepancy should be reported to the building principal, who will contact parents, as well as others, as deemed necessary by the building principal.
4. The parent must ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
5. The parent must ensure that the school is informed in writing of any changes in medication instructions.
6. In the event a student refuses medication, the parent will be notified immediately.

**Storage and Monitoring** The building administrator is responsible for properly storing and monitoring medications administered by School District personnel. Medications will be secured by lock and access to medication storage keys will be limited to the building principal and designated school staff. Following administration, the medication container will be properly sealed and returned to storage. Epinephrine auto-injectors maintained by the School District shall be stored according to manufacturer's direction, at the appropriate temperature, and in a clearly labeled and unlocked cabinet/container easily accessible to

authorized personnel. Emergency medications must be stored in an area readily accessible to the individual designated to administer them.

1. A log of prescription and non-prescription medication administration must be kept for each individual student. The log must contain the name of the student, the name of the medication, the dosage given, and the time and date administered. Both school employees who administer the medication must sign the log with each administration of medication. Any correction to the log must be initialed. The individual log shall be filed in the student's permanent medical file and shall be kept until one (1) year after the student's graduation from high school.
2. If an error is made in administering medication, such error must be reported to the building principal as soon as possible. The building principal or designee must report the medication error to the parent/guardian and recommend consultation with the student's physician. If any adverse reaction occurs, the parent/guardian and/or emergency personnel should be notified. A written report regarding the error must be entered into the student's permanent file.

Prescription and non-prescription medication supply renewal is the responsibility of the parent/guardian. Expiration dates on prescription medications, epinephrine auto-injectors, and inhalers shall be checked at least twice each school year and any expirations should be reported to the parent/guardian for appropriate disposal. Medication left over at the end of the school year must be picked up by the parent/guardian or the designated school employees will appropriately dispose of the medication and record this witnessed disposal in the medication log.

**Administration of Medication by Students** The building administrator may grant a student permission to self-administer medication if the student's parent and physician has provided written permission. A student who has been approved for self-medication may have in his/her possession only the quantity of medication needed for that school day, unless otherwise approved, in writing, by the building administrator. The building principal may discontinue the self-possession/self-administration privilege with advance consultation with the parent/guardian if there is misuse by the student.

**Forms.** All forms related to medication of students [can be accessed here](#).

## **§1.8 Parent Responsibilities**

Parents should notify their child's school if there are changes in: address, telephone number, place of employment and/or telephone number; physician; and emergency contact information. Parents should also inform their child's school if the child will be out of school, has a doctor's appointment, is given permission to stay after school for an activity, or if a situation arises that is different from the normal school day routine.

## **§1.9 Personal Electronic Devices**

The District reserves the right to prohibit the possession or use of personal electronic devices on District property or at District-related functions. "Personal electronic device" means a privately owned device that is used for audio, video, or text communications.

Students are permitted to use personal electronic devices only as follows:

- Before and after the regular school day.
- During the student's scheduled lunch time.
- As directed by a teacher or other professional staff member for educational purposes.

Students may possess personal electronic devices on their person but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times, above.

### **§1.10 PowerSchool**

The District's student online information system is called "PowerSchool." Parents who have computer and internet access may view their child's assignments, grades, and attendance as this information is posted online. Parents will receive instructions and a unique password at the beginning of the school year. Parents are also encouraged to communicate with teachers via email and to check the Power School Daily Bulletin for updates on events and activities. The District strongly encourages parents to check their student's grades and discuss the grades with their child.

### **§1.11 School Delay**

In the event it becomes necessary to delay the start of the school day due to inclement weather, boiler breakdown, loss of electricity, etc., every effort will be made to notify parents before 7:00 a.m. via SchoolMessenger. Information will also be posted to local radio and television stations. All classes and activities that would have occurred prior to the delayed start time will be canceled.

### **§1.12 School Supplies**

Essential supplies needed to meet course and curriculum requirements will be furnished by the District or individual school building. These include textbooks, paper, and a planner. It is suggested each student purchase additional supplies such as folders and pencils.

**Textbooks** Textbooks and related materials will be issued when appropriate to students for use in their classes. With the exception of expendable items, such as workbooks, practice sets, etc., these books become the responsibility of the student but remain the property of the school district. The books must be returned upon completion of the course or if the student withdraws from school at any time during the year. Students are expected to return the books in as good a condition as when books were issued. If a book shows signs of careless use or abuse, the student will be fined for the damage at the discretion of the school. Materials that are lost must be replaced at the end of the year at the expense of the students.

### **§1.13 Search and Seizure**

School property, such as lockers, desks, and technology devices, are assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student. The privacy rights of students shall be respected regarding any items found during a search that are not illegal or otherwise against District policy or administrative procedures.

The District makes parking available to students who are licensed drivers. This privilege is conditioned on the student's consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by District personnel and delivered to police authorities.

**§1.14****Substance Abuse**

In accordance with state and federal law and Board of Education Policy 6006, the District expressly prohibits students from unlawfully possessing, using, selling, distributing, or functioning under the influence of alcohol, marijuana, tobacco, or any other illicit drug or lookalike drug, whether legal or illegal, within 1,000 feet of a school building. Similarly prohibited is the use, sale, or distribution of drug paraphernalia and the wearing of apparel displaying objects which promote the use of such substances.

The use of all tobacco products on District property is strictly prohibited. This prohibition applies to whether or not school is in session. In addition, the use of electronic cigarettes, vaporizers, or any other device that simulates smoking tobacco and/or marijuana is prohibited on school grounds.

**§1.15****Discrimination and Harassment**

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that he/she has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer/Title IX Coordinator, (Leslie Philipps, Assistant Superintendent) at (616) 457-8890 and [lphilipps@jpsonline.org](mailto:lphilipps@jpsonline.org).

**MEDICATION AUTHORIZATION FORM**

Jenison Public Schools  
2021-2022 School Year

This form should be signed and submitted to the student's building principal when a student is required to administer prescription medication while at school. Parents are responsible for administering their student's medication, unless they fill out and submit a *Student Self-Medication Authorization Form*.

**Student Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Information to be Completed by the Student's Physician**  
*(Please include additional sheets as necessary)*

Physician Name: \_\_\_\_\_

Office Name and Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Medication Name(s) and Dosage(s): \_\_\_\_\_

Dosage Instructions: \_\_\_\_\_

Purpose of Medication(s): \_\_\_\_\_

Diagnosis Requiring Medication(s): \_\_\_\_\_

Other Information: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that I am primarily responsible for the administration of my student's medication while he/she is at school. In the event that I am unable to administer my child's medication, or in the event of an emergency, I authorize the School District, including its employees, agents, and third-party contractors, to administer or attempt to administer the student's medication in the manner described above. If I have completed and submitted a *Student Self-Medication Authorization Form*, I also authorize the School District to permit the student to self-administer his/her medication.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EPINEPHRINE AUTO-INJECTOR/ASTHMA INHALER PERMISSION FORM**

Jenison Public Schools  
2021-2022 School Year

This form should be signed and submitted to the student's building principal when a student is prescribed an epinephrine auto-injector or asthma inhaler that the student may carry or use while at school.

**Student Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Information to be Completed by the Student's Physician**  
*(Please include additional sheets as necessary)*

Physician Name: \_\_\_\_\_

Office Name and Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Will the student carry the medication or leave it in the front office: \_\_\_\_\_

Will the front office hold an additional set of medication for the student: \_\_\_\_\_

By signing this form, I certify that the student listed herein has been instructed in the proper administration of an epinephrine auto-injector and/or asthma inhaler. The student understands when he/she should administer the epinephrine auto-injector and/or asthma inhaler and that the student should report the incident to school officials as soon as possible. The student is capable of carrying and administering this medication without assistance.

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing and submitting this form, I authorize the School District to permit the student to carry and administer his/her epinephrine auto-injector and/or asthma inhaler while at school, on school grounds, or at any school district-related event or function.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT SELF-MEDICATION AUTHORIZATION FORM**

Jenison Public Schools  
2021-2022 School Year

This form should be signed and submitted to the building principal when a student is prescribed medication he/she is authorized to administer to him/herself.

**Student Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Information to be Completed by the Student's Physician**  
*(Please include additional sheets as necessary)*

Physician Name: \_\_\_\_\_

Office Name and Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Medication Name(s) and Dosage(s): \_\_\_\_\_

Diagnosis Requiring Medication(s): \_\_\_\_\_

By signing this form, I certify that the student listed herein has been instructed in the proper use and administration of the medication(s) listed above. The student understands when he/she should administer the medication(s) and that the student should report to school personnel immediately if he/she does not feel well. The student is capable of carrying and administering the medication(s) without assistance.

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing and submitting this form, I authorize the School District to permit the student to carry and administer the medication(s) listed above while at school, on school grounds, or at any school district-related event or function.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## §2.0

## STUDENT CODE OF CONDUCT

### §2.1

### Introduction

The School District must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to student who engage in misconduct and behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and parents are expected to sign/return a copy of the attached *Student Code of Conduct Acknowledgment of Receipt*.

### §2.2

### Interscholastic or Extracurricular Athletics

Student participation in interscholastic or extracurricular athletics is a privilege, not a right. Student athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the School District as members of an athletic team. These rules may be set forth in an Athletic Code of Conduct, an Extracurricular Code of Conduct, or other School District document. An athletic responsibility acknowledgment form is required to be signed by the student and his/her parent and returned to the school before the student may participate in interscholastic or extracurricular athletics.

### §2.3

### Police Investigations and Arrests

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. The School District will report the following crimes/events to local law enforcement:

- Armed student or hostage or suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);

- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on School District property.

## §2.4 Student Bullying and Cyberbullying

The Board of Education has adopted a policy on bullying and cyberbullying, Policy 2006 and a Discrimination and Harassment Policy, Policy 8007. The Policies are intended to protect students from bullying, including cyberbullying, and harassment regardless of the subject matter or motivation for the behavior.

**Complaint Procedure** The School District's complaint procedure regarding harassment can be found under Board Policy 8007. In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or his/her designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based on the protected classifications of race, color, sex, national origin, or disability, the incident(s) are instead investigated by the School District's designated Coordinator pursuant to Board of Education Policy 8007.

**Step 1: Formal Investigation.** The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce his/her response to writing and to produce any documents or other things supporting his/her response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses.

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

### Step 2: Decision

*Complaint Found Valid.* If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;<sup>1</sup>
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

*Complaint Found Not Valid.* If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District Policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

**Annual Report.** The Superintendent will annually report to the Board all verified incidents of bullying or cyberbullying and the resulting consequences that were imposed.

## §2.5 Introduction to Disciplinary Actions and Prohibited Acts

**Introduction** This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

**Range of Discipline** Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend

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<sup>1</sup> Unless otherwise noted, all references to the Superintendent are also a reference to his/her designee.

upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority. The School District will comply with all state and federal laws with respect to the discipline of students educated under an IEP or Section 504 Plan or students who are suspected to have a disability.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

## **§2.6 Presumption Against Long Term Suspension or Expulsion and Consideration of Individual Factors**

**Rebuttable Presumption** Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all out-of-school suspensions and expulsion (short-term or long-term), the School District administrator implementing the suspension shall consider and document consideration of the seven factors listed above on a form approved by the Superintendent. The form may be retained in any format.

**Restorative Practices** Consistent with Michigan law and in every case, the School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in [Section 1310c\(2\) of the Revised School Code](#) or in a similar manner, depending on the circumstances as a whole in the sole discretion of the School District administrator assigned to handle the misconduct or behavior or the Board of Education (if the Board of Education is handling the misconduct or behavior).

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

## §2.7 Definitions of Discipline

**Administrative Intervention** Disciplinary action that does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

**Snap Suspension** If, during a class, subject, or activity, a teacher has good reason to believe a student has engaged in conduct which unquestionably interferes with the education of him/herself or other students, or that a student has engaged in conduct which poses a clear and present danger to him/herself or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

**Suspension** Exclusion of a student from school for fewer than 60 school days or exclusion from school which will terminate upon the fulfillment of a specific set of conditions.

**Expulsion** Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

## §2.8 Prohibited Acts

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

### 1. Alcohol, Marijuana, and Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, copying fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

**2. Arson**

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

This section is supplemental to, and does not limit or supersede, sub-sections 3, 12, 22, and 35.

**3. Arson Prohibited by Law**

A student shall not commit an act of arson, prohibited by [MCL 750.71 through MCL 750.80](#).

This section is supplemental to, and does not limit or supersede, sub-sections 2, 12, 22, and 35.

**4. Bullying and Hazing**

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 2006.

"Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

**5. Coercion, Extortion, and Blackmail**

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

**6. Copyrighted Material**

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

**7. Criminal Acts**

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

**8. Criminal Sexual Conduct**

*Description.* A student shall not commit criminal sexual conduct, as defined by [MCL 750.520b-e and g](#).

*Penalty.* Administrative intervention to permanent expulsion, in accordance with [MCL 380.1311](#).

This section is supplemental to, and does not limit, sub-sections 9, 10, 14, 24, 25, and 34.

**9. Discriminatory Harassment**

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

## **10. Disruption of School**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

## **11. Damage of Property or Theft/Possession**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

## **12. Dangerous Weapons**

A student shall not possess a dangerous weapon in a weapon free school zone.

This section is supplemental to, and does not limit or supersede, sub-section 35.

## **13. Dress**

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

## **14. Drugs, Narcotic Drugs, and Counterfeit Substances**

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as "Speed" or "Crack") or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

**15. Electronic Communication Devices**

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy.

*High School and Junior High.* Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extra-curricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.

*Elementary School.* Students may not use active electronic communication devices without staff permission.

**16. Failure to Comply with Directions of School Personnel**

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

**17. Failure to Cooperate**

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

**18. False Alarms**

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

**19. False Allegations**

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

**20. Falsification of Records**

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

**21. Fighting, Assault, and Battery on Another Person**

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

**22. Fireworks, Explosives, and Chemical Substances**

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

**23. Gang Insignia/Activity**

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

**24. Improper Communications**

A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

**25. Indecency**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

**26. Lookalike Weapons**

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

**27. Misconduct Prior to Enrollment**

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

**28. Personal Protection Devices**

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

**29. Trespassing, Loitering**

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. Individual buildings will post hours of operation.

### **30. Scholastic/Academic Dishonesty**

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

### **31. Smoking/Tobacco**

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

### **32. Suspended Student on School Property or Attending School Activities**

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.

A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

### **33. Violation of Acceptable Use Policy**

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution (see § 1.4).

### **34. Violations of Building's Rules and Regulations**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

### **35. Weapons and Dangerous Instruments**

A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paint ball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

## **§2.9 Due Process Procedures for Discipline**

**Introduction** These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program.

If a student charged with violation of the Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under the Student Code of Conduct shall be made by the building administrator.

**Short-Term Suspension (i.e., 10 School Days or Fewer)** As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
- Provide the student an opportunity to explain his/her version of the facts; and
- Consider each of the seven individual factors listed in § 2.6 of this Handbook.

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal, or his/her designee, will inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. A record of the suspension will be completed. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

**Long-Term Suspension (i.e., 11 School Days or More), Expulsion (60 School Days or More), and Permanent Expulsion**

**Step 1.** If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent or his/her designee; and
- The time, place, location, and procedures to be followed at the hearing.

The written notice will also document the building administrator's consideration of the individual factors listed in § 2.6 of this Handbook and consideration of restorative practices.

If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

**Step 2.** A hearing before the Superintendent, or his/her designee, will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed in § 2.6 of this Handbook, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or his/her parent may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent or his/her designee, may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent, or his/her designee, may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

**Step 3.** The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision shall be mailed at that same time. These timelines, however, may be enlarged by the Superintendent, or his/her designee, due to extenuating circumstances.

**Step 4.** A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at his/her level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

## **§2.10 Inconsistency with Law, Board Policy, or Administrative Regulation**

The Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

## §3.0

## HIGH SCHOOL STUDENTS

### §3.1

### Introduction / General

All high school students are expected to follow and are subject to the §1.0-General Information and §2.0-Student Code of Conduct sections of this *Student Handbook*.

**Age of Majority** Jenison High School can establish reasonable regulations for students of age 18 and over. All policies within this handbook still apply.

**Building Hours** Jenison High School is open for students daily from 7:15 a.m. to 3:15 p.m. unless the student is there for a scheduled purpose outside those hours.

**PowerSchool** Students and parents have access to attendance and academic information 24 hours per day, 7 days per week through PowerSchool. Usernames and passwords are assigned to incoming freshmen and transfer students and parents. PowerSchool allows parents and students to receive automatic academic and/or attendance progress reports. Information can be mailed upon request to parents & students without email/internet access.

### §3.2

### Academic Honesty Policy

High school faculty and staff are committed to helping students grow intellectually, emotionally, and socially. In keeping with this mission, academic honesty and integrity are expected. Academic dishonesty adversely impacts the individual student, classmates who work to earn their grades, and the High School's commitment to maintain a fair and positive environment. Each student is responsible for his/her own ethical behavior, and for fostering ethical behavior in others.

**Consequences** The following consequences will be imposed for students who commit academic dishonesty. Each consequence will include parent notification and a record of the offense in the student's CA-60 file. Consequences are cumulative within a single course.

#### Homework.

- *First Offense.* No credit on the assignment.
- *Second Offense.* No credit on the assignment, marking period grade reduced by one level (i.e., "B+" to "B").
- *Third Offense.* "E" for the marking period.

#### Test, Quizzes, and Projects.

- *First Offense.* "E" on test, quiz, or project (with the specific grade percentage to be determined by the course teacher).
- *Second Offense.* "E" on test, quiz, or project, marking period grade reduced by one letter grade (i.e., "B" to "C").
- *Third Offense.* "E" for the marking period

## Plagiarism.

- *First Offense.* “E” on the paper/assignment (with the specific grade percentage to be determined by the course teacher).
- *Second Offense.* “E” for the marking period.
- *Third Offense.* “E” for the semester,

## §3.3 Activities

**Assemblies** Assemblies serve as an extension of the classroom. Appropriate conduct and behavior is expected at all times. Student attendance at assemblies is mandatory, except when administrative approval has been granted.

**Dances** School sponsored dances are held for the enjoyment of high school students and their registered guests. A student may register no more than one student guest for each dance. Each guest must present a guest pass and their student ID. Guest passes must be obtained by the deadline date on the Dance Request Form. Individual guests might not be allowed into the dance with the discretion of administration. High school students will be held responsible for the behavior of their guests. Prom is reserved for seniors and juniors only, unless accompanied by a high school senior/junior date. In an effort to preserve the positive nature of dances, the following guidelines have been established:

- All school rules apply.
- Students and guests will present their school issued ID at entry.
- It is a privilege to attend dances and consideration of attendance, discipline, and grades will be reviewed for each student. This may result in the students being denied the opportunity to attend a dance.
- Guests must be 9th grade through 19 years old at time of dance. Guests must be accompanied by the assigned student throughout dance. Guest must enter and leave with their student host. The student and guests will not be issued a wristband at the time of entrance.
- No inappropriate physical contact/conduct, including but not limited to “moshing” or grinding between dancers is permitted. Failure to abide by the guidelines will result in removal from the dance and jeopardize attendance at future dances. If instructed to leave, students will immediately identify themselves and comply with the administrator or staff member or face consequences for insubordinate behavior.
- Students are encouraged to leave their valuables and personal property secured at home or in their car to avoid loss or theft. The school is not responsible for lost or stolen personal property.

**National Honor Society Selection** The principal will appoint five faculty members each year to act as the faculty Council for the Jenison Chapter of the National Honor Society. This council meets with the chapter advisors each year to decide upon any revisions needed in the selection process. Each fall, students with a cumulative GPA of 3.6 or higher will be notified that they are candidates for NHS. These candidates will be given one week to complete a candidate informational form and return the form to an NHS advisor. Each informational form will be read by an advisor and members of the Faculty Council. Faculty evaluations and other information about each candidate may be used by the Faculty Council in the selection process. Each candidate will be evaluated in the areas of leadership, service, and character. Students who have demonstrated outstanding leadership, service, and character will be selected for membership in NHS.

**School-Sponsored Activities** In order to participate in school-sponsored activities (i.e., play, concert, robotics, club sports, etc.), students are required to be in attendance on the day of participation. This includes practice, performance, and/or competitions. If the student is not in attendance, s/he may not participate in any same-day activities.

**Student Council** The purpose of the Student Council is to promote cooperation and mutual respect among students, faculty, and administration through the implementation of democratic principles and procedures. It also strives to strengthen school spirit and to keep open the lines of communication among all concerned with the operation of the school. Meetings are held weekly and special meetings may be called if needed. Elections will be held annually in the spring for all classes to select class representatives for the following year.

### §3.4 Announcements

Daily announcements will be provided via email to all students and staff and posted on the high school website. Students are encouraged to take responsibility for carefully reading the announcements each day as announcements contain both informational and interest items. Student organization announcements must be submitted to the office no later 3:30 p.m. for the following day's use. Announcements must be in written form and signed by the appropriate staff member.

### §3.5 Attendance

**Reporting an Absence** When a student is absent, a parent or legal guardian must call the High School Attendance Office on the day of the absence to explain the reason for the absence. Regardless of the student's age, absences may only be excused by a parent or guardian. If no call is received within 48 hours of the recorded absence, the absence will be recorded Unexcused.

**Sign-In and/or Sign-Out of School** Students must sign-in and/or sign-out in the office when arriving or leaving school at any time other than normal start or end of school day. If the 3rd inappropriate sign-in/out occurs, the District will consider it to be persistent disobedience resulting in two detentions and marked Unexcused. Additional occurrences will incur greater discipline.

**Types of Absences** Absences that exceed 10 in any given hour for a semester will require verifiable medical documentation to be marked Excused Medical. Otherwise, Ottawa County Truancy procedures will be initiated.

**Excused Absence.** Absences reported by a parent within 48 hours of the student's recorded absence will be marked Excused. Examples include personal illness, medical appointments, family emergencies, pre-arranged absences, or religious observances.

**Medical Absence.** Written documentation from a professional office must be submitted to the attendance office to be logged as Medical. Otherwise, the absence will be considered Excused.

**Prearranged Absence (Vacation or Trip).** It is not recommended that parents excuse their children from school for vacations or trips. A student planning to take a vacation exceeding three days must complete a Prearranged Absence Form ("Blue-Slip"). This form must be signed by the parent and the student's teachers, then returned to the front office a minimum of five school days prior to the absence. Failure to turn in a Prearranged Absence Form will result in following the excused absence policy, below, for completion of work within two days of the student's return to school.

**Unexcused Absence.** Unexcused absences are absences that are not excused. Examples include:

- *Skipping.* A student will be considered skipping if the student is absent one to six classes during a school day without the consent of the parent, without the consent of the school, and/or the student is in the school building but not in his/her assigned class or location.
- *Missed Friday School.* If a student misses an assigned Friday School, the student will receive an Unexcused Absence which will count toward truancy.

**School-Related Absence.** Absences that are the result of school-sponsored activities do not count toward a student's absence limit.

**Make-Up Assignments** All assignments, quizzes, and tests that are missed due to excused, school-related, and prearranged absences may be made-up and the student will receive full credit under the following conditions:

- **Excused Absences.** All work missed during an excused absence may be completed. It is the responsibility of the student to make arrangements with his/her teacher for the completion of missed class work within two days of the student's return to school.
- **Prearranged or School-Related Absences.** Assignments should be completed prior to the prearranged or school-related absence unless other arrangements have been made with each teacher and a "Blue Slip" has been filed.
- **Unexcused Absences.** Academic credit for work missed or due during unexcused or skipping/truant absences will not be granted. Students are encouraged to acquire and complete missed class work in an effort to remain current with class activities.
- **Out-of-School (OSS) or In-School Suspension (ISS).** It will be the responsibility of the student to acquire homework assignments and materials. All missed worked, quizzes, and tests must be completed upon return to class.

**Tardiness** A five minute passing time is provided for students to travel from class to class. If a student is more than 10 minutes tardy to class, that student will be considered absent. The following disciplinary actions will be rendered when students are tardy to class:

- **First and Second Offense.** Recorded in PowerSchool.
- **Third Offense.** Two detentions.
- **Fourth Offense.** Personal electronic devices turned in before school for one week.
- **Fifth and Subsequent Offenses.** Administrative intervention (see § 2.7).

**Skipping** The following disciplinary actions will be rendered when students "skip." Marked Unexcused, truancy applies:

- **First Offense.** One detention plus an additional detention for every hour of school missed.
- **Second Offense.** Personal electronic devices turned in before school for two weeks.
- **Third Offense.** One Friday School.
- **Fourth Offense.** Administrative intervention (see § 2.7).

**Truancy** See, the Ottawa Area ISD Truancy website [here](#).

**Step 1.** After seven total occurrences of unexcused or excused (without medical verification) absences during a single hour of one semester, parent(s) will be notified and Ottawa County Truancy procedures will begin.

**Step 2.** After 10 total occurrences of unexcused or excused (without medical verification) absences during a single hour of one semester, a referral will be made to the Ottawa County Truancy Officer.

### §3.6 Counseling and Guidance

Counselors help students carefully select a program of study, give vocational guidance and information about colleges, and council students with academic, attendance, social, and emotional concerns. If a student wishes to make an appointment with their counselor, he/she should first go to the guidance office to make an appointment.

### §3.7 Discipline

Student behaviors disruptive to the learning environment may require disciplinary action. Our discipline policies are intended to deal with those behaviors which cause disruption to the educational process, or which pose a threat to the safety and security of our students, staff, parents, school, and its property. See §§ 2.3-2.9 of this Handbook.

**Types of Infractions** NOTE: Items (i.e., vapes, weapons, knives, drugs, etc.) confiscated during an investigation will be turned over to the Ottawa County Police Department and will not be returned to the student or parent.

**Class 1 Offenses.** Class 1 Major Offenses are considered to be the most serious infractions. These infractions may result in an Out-of-School Suspension up to ten (10) days and/or a recommendation for expulsion from Jenison High School. Disciplinary action regarding Class 1 Offenses may also include the notification of the Ottawa County Sheriff's Department. These infractions include, but are not limited to:

- Assault
- Bomb Threat
- Bullying and other Aggressive Behavior toward Students / Cyber-bullying (reference Board Policy 2006)
- Extortion
- Gross disruption
- Harassment, Intimidation, Threats (see, Anti-Harassment Board Policy 8007)
- Possession, use, or sale of Weapons or Explosive Devices Theft (plus restitution or restoration)
- Use, under the influence of, possession, or sale of Alcohol and Controlled substances (drug paraphernalia, look-a-like drugs, e-cigarettes)
- Vandalism/Pranks (plus restitution or restoration)
- Videotaping or taking pictures of someone during the school day or at school events without their permission - includes sharing (email, messaging, etc.) or posting slanderous photos or videos of another student/school personnel to social media which disrupts the educational process

- Violation of civil or criminal legal codes
- Violation of the District Technology Code of Ethics

**Class 2 Offenses.** Class 2 Major Offenses are considered to be serious infractions which may result in an In-School or Out of School Suspension, as follows:

- *1st Offense.* Up to 5 days suspension.
- *2nd and Subsequent Offenses.* Up to 10 days suspension

These infractions include, but are not limited to:

- Failure to Serve Detention(s) and/or Friday School(s)
- Failure to cooperate with school personnel / Insubordination toward school personnel. It is expected that students will follow common rules of courtesy towards school personnel. Violation of rules of common courtesy include, but are not limited to:
  1. Failure to follow the staff member's directions;
  2. Talking back to a staff member;
  3. Failure to identify yourself when requested to do so; and
  4. Use of abusive or obscene language directed at a staff member.
- Fighting
- Gambling
- Insubordination
- 4th+ failure to sign-in/sign-out
- Use or possession of tobacco products including electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance (Board of Education Policy 5512)

**Class 3 Offenses.** Class 3 Offenses result in disciplinary action taken by an administrator and may result in the issuing of before/after school detentions and/or Friday School. Second Offenses will result in an In-School suspension of up to 2 Days. These infractions include, but are not limited to:

- Being in a restricted area: Students may not be in the student parking lot after 8:00 a.m. without a pass except for seniors when leaving for and returning from lunch.
- Closed campus violation
- Disruption or possession of a disruptive article (i.e., laser pointer)
- Driving in restricted areas
- Forgery
- Inappropriate display of affection

- Inappropriate language, obscenity, or indecency
- Leaving class without permission
- Littering and loitering
- Parking violations - See section titled Student Drivers
- Unapproved use of cell phones and other technology

**Detention** Detentions can be served before school 7:10 a.m.-7:50 a.m. or after school 2:45 p.m.-3:25 p.m. on school days. Students may also serve detentions during Friday School. Students have 5 school days to serve an issued detention(s). If detentions are not completed on time, students will serve the following additional consequences:

- Non-served Detention after 5 school days: 2 detentions in addition to original detention.
- Non-served Detention after 7 school days: 1 Friday School in addition to original detention.

NOTE: Detentions carry over from year to year and if not served will affect participation in commencement.

**Friday School** Students who are issued a Friday School MUST attend Friday School immediately following the date of occurrence. Students must arrive at 2:45 and serve 2 hours, 45 minutes to receive credit for Friday School. If a student arrives after 2:45, the student will not be allowed to enter. Students must come with work to Friday School and adhere to rules established for Friday School.

**Missed Friday School.** If a student misses an assigned Friday school, the student will be considered for assignment to in-school suspension (ISS) and the missed Friday School will count toward truancy (unexcused absence).

NOTE: Friday Schools carry over from year to year and if not served will affect participation in commencement.

**In-School Suspensions (ISS)** Students may be issued ISS as a result of Class 3 Offenses outlined above. Students may also be assigned to ISS on an hourly basis for continued disruptive behavior. Students will be given the opportunity to receive credit for academic related work, quizzes, and tests missed provided that it is completed by the day of the student's return to class. Administrators may limit participation in extracurricular activities if a student is assigned ISS.

**Out-of-School Suspensions (OSS)** Students may be assigned OSS as a result of a Major Offense. A student who is given an out of school suspension will not be released until a parent or guardian is notified. Suspended students are not allowed on school district property to attend classes or other school functions, or participate in extracurricular activities during the student's suspension. Students will be given credit for all academic related work, quizzes, and tests missed provided that they are completed and handed in on the day of the student's return to school. A parent conference may be requested before the suspended student will be readmitted to school.

**Suspension from Class, Subject, or Activity** A student may be suspended from any class, subject, or activity for up to one full school day in accordance with § 2.7 of this Handbook. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

### §3.8

### Dress Code

Establishment of a school dress code is for the purpose of maintaining order, securing the safety of all students, and providing a healthy environment conducive to academic purposes. It is important that students learn to dress for success. In order to achieve these purposes these dress code guidelines prohibit student dress or grooming practices which:

- Presents a hazard to the health or safety of the individual student or to others in the school;
- Interferes with school work, creates disorder, or disrupts the educational program;
- Prevents a student from achieving his/her own educational objectives because of blocked vision or restricted movement; and/or
- Causes excessive wear or damage to school property.

Grooming, hair style, and/or wearing of clothing, jewelry, head coverings, tattoos, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a group other than student sponsored organizations is not acceptable school attire. In addition, clothing deemed to be profane in nature are prohibited.

Footwear must be worn at all times for health reasons. Extremely short skirts or shorts and bare midriffs are considered unacceptable school attire. A general guideline for shorts or skirts for most students would be fingertip length with arms fully extended at the student's side.

Students who do not meet dress code requirements must change clothing and leave the inappropriate item(s) in the office for the remainder of the day. If a student does not have appropriate clothing, a t-shirt and a pair of sweatpants will be provided. Failure to change clothing will be considered insubordination.

### §3.9

### Dual Enrollment

During the school year, students have the option of taking college courses if the following requirements and conditions are met:

- The student shall not have been enrolled in high school for more than four school years including the year the student seeks to enroll in a post-secondary course.
- The student must have achieved a qualifying score on ACT (composite 23) or SAT (composite 1130).
- The student must have achieved a qualifying score in all subject areas of the State of Michigan assessments, or, if the student has not achieved a qualifying score in all subject areas of the State of Michigan assessments, the student may enroll in a course in the subject area for which he or she has achieved a qualifying score, in computer science, foreign language not offered by the school district, or in fine arts as permitted by the school district.
- The District will reimburse one-twelfth of the state student foundation grant for each dual enrollment course.
- The course offered by an eligible postsecondary institution is not offered by the school district in which the student is enrolled or is offered by the school district but is not available due to a scheduling conflict beyond the student's control. The course may not be a hobby craft or recreational course and must be in an area other than physical education, theology, divinity, or religious education.

- Upon the submission of final grades, high school and post-secondary credit will be issued. Dual Enrollment course grade will be calculated toward a student's cumulative GPA.
- 3 credit dual enrollment class = .5 credit (high school); 4 credit dual enrollment class = 1.0 credit (high school)
- Students will be responsible to reimburse the District for the course if the student does not successfully pass and complete the course.

### **§3.10 Earning Credit Towards Graduation**

**GPA Calculation** All grades that are part of a student's semester schedule will be calculated toward a student's GPA and reflected on transcripts.

**Credit Enhancement** The District offers the opportunity for students to obtain additional credits through an online learning program called Credit Enhancement. This program allows students to fulfill graduation requirements, explore academic interests, or take additional elective classes not offered at the High School. Credit Enhancement is at the expense of the student/family. Enrollment information can be obtained by calling the High School Guidance Office.

Students may earn two credits per year using Credit Enhancement to satisfy high school graduation requirements. Any additional credits earned through online courses must be approved by the building principal. Online enhancement course credits will not be calculated toward a student's cumulative GPA.

**Online Learning** [Section 21f of the State School Aid Act](#) expands access to digital learning options for students in Michigan by permitting students in grades 5-12 to enroll in up to two online courses during an academic term, semester, or trimester, with consent from the students' parents. Enrollment in online courses under Section 21f cannot result in a course load that exceeds a fulltime schedule. Students are to report to the designated location for online learners for the duration of their stay daily.

**Credit Recovery** The District provides opportunities to obtain credits lost during the school year through Credit Recovery and allows students to retake courses in which they failed (received a grade "E"). Students may earn two credits per year to satisfy high school graduation requirements through approved summer school, online, or correspondence coursework. Any additional credits earned through online courses must be approved by the building principal. Credit Recovery online or summer school grades will replace previous grade and adjust cumulative GPA. Summer Credit Recovery is at the expense of the student/family.

**Semester Exam** In concurrence with the requirements of the Michigan Merit Curriculum legislation, a student will be awarded credit for a course by achieving a C+ or better on the final semester exam. While a student may earn credit for a course in this manner, the final semester grade issued by the teacher will be placed on the transcript and calculated toward a student's cumulative GPA.

**Testing Out Course Waiver** Students have the opportunity to bypass or test out of a course by showing competency in the subject matter. This competency can be shown through a variety of means, but will generally be earned by taking the final exam for the course and earning at least a C+. Students who earn a C+ or better on the final exam of a course will be considered to have met course completion requirement and will receive credit to be applied toward the 22 credits required to graduate. Exams will be administered at the end of each semester. Students who wish to take end of course exams must sign up in the guidance office one week prior to taking assessments. Credit earned through our waiver policy will not be factored into cumulative GPA.

### §3.11

## Grading System

Report cards are distributed every nine weeks. Citizenship is reported each semester. Grade point averages and class rank are computed on a 4.0 weighted scale each semester. If a student fails to rectify his/her incomplete ("I") grade within three weeks after the marking period is complete, missing scores will be recorded as zeros and final grade(s) will reflect this. Teachers will explain their individual grading system used in his/her course(s) at the beginning of each semester. Letter grades, Citizenship, and GPA scales are listed below.

**Grading Scale** If the first decimal is a 5, the percent is rounded up.

• A	93%	• B-	80%	• D+	67%
• A-	90%	• C+	77%	• D	63%
• B+	87%	• C	73%	• D-	60%
• B	83%	• C-	70%	• E	

**GPA 4.0 Scale**

• A	4.0	• A-	3.667	• B+	3.333
• B	3.0	• B-	2.667	• C+	2.333
• C	2.0	• C-	1.667	• D+	1.333
• D	1.0	• D-	0.667	• E	0
• I	Incomplete	• NC	No Credit		

**Citizenship**

- 1 - Exemplifies outstanding behavior choices and respect toward others.
- 2 - Demonstrates appropriate behavior choices and respect toward others.
- 3 - Frequently demonstrates a lack of self-control and/or respect toward others,
- 4 - Disrupts the learning process by demonstrating a lack of self-control and respect toward others.

**Grade Weighting** Grade weighting will be calculated by multiplying the grade point earned in each AP course by a factor of 1.25. The weighted grade system of computing GPA will be used to establish class rank, Salutatorian, Valedictorian, and will be reported on transcripts. Questions about the weighted grade policy and its implementation should be directed to the student's counselor or a building administrator.

**Valedictorian, Salutatorian, and Honor Cords** A student must satisfy the District approved curriculum and graduation requirements in order to be eligible for the honors included below. The grade point average used in determining the awards of Valedictorian and Salutatorian will be rounded to the nearest thousandth place. If the fourth decimal is the number five, the grade point average will be rounded up. Final determination for the recipients of these awards (Valedictorian, Salutatorian, Gold and Silver cords) will be made following the completion of seven semesters and nine weeks of high school. Students transferring

to Jenison High School from another high school shall have their academic grades counted when determining awards. Courses/credits accepted as part of a high school curriculum include courses taken by a high school student in an accredited program at the vocational technical center, adult education, or other educational institutions and shall be included on the high school transcript for credit and grade point average. A student must attend Jenison High School for four years to be eligible for Valedictorian or Salutatorian.

**Valedictorian.** The student having the highest grade point average in the graduating class shall be declared class Valedictorian. In the case of a tie, Co-Valedictorians will be named.

**Salutatorian.** The student having the second highest grade point average in the graduating class shall be declared the class Salutatorian. In the case of a tie, Co-Salutatorians will be named.

**High Honors.** Students having a grade point average of 4.000 or above.

**Gold Cords.** Students having a grade point average of 3.500 or above will be awarded a Gold Cord.

**Silver Cords.** Students having a grade point average of 3.000 through 3.499 will be awarded a Silver Cord.

### §3.12 Graduation Requirements

<u>Course Type</u>	<u>Credits</u>	<u>Notes</u>
Language Arts	4	
Mathematics	4	Including successful completion of at least Algebra 1, Geometry, and Algebra 2, and an additional Math credit or a retake of Algebra 2. Students must successfully complete a Math or Math-related credit his or her final year of high school
Science	3	Including successful completion of 1 credit of Biology, .5 credit of Chemistry, .5 credit of Physics, an additional .5 credit of either Chemistry or Physics, and an additional .5 credit of Science.
Social Studies	3	Including completion of at least 1 credit in United States History, 1 credit in World History, .5 credits in Economics, and .5 credit in Government.
VPAA	1	Including completion of at least 1 credit from one or a combination of the following: Art, Music, Theater, Applied Arts. (VPAA – Visual, Performing, and Applied Arts)
World Language	2	Including completion during grades K-12 of at least 2 credits that are grade-appropriate in a language other than English. (May or may not count toward elective high school credit.)
Physical Education	1	Participation on a Freshmen / JV Athletic Team or Marching Band may waive P.E. 2.
Decisions/Health	.5	To be elected during the junior year. Health credit to be awarded upon successful completion of Decisions.

Online Course or  
learning Experience

Grades 7-12

Electives 5.5

**Total 22.0**

**Students must attempt a minimum of 24 credits**

**Assessments** A student must complete all state and national assessments offered at each grade level in order to be granted a diploma.

**Attendance Requirement** Students must successfully complete all graduation requirements as outlined above and attend high school for 3.5 years or 7 semesters (includes first semester of senior year) in order to graduate and receive a diploma. Any deviation from this requirement would need special approval from building and District administration. Students must maintain at least a full schedule of classes (6 hours) for the duration of their high school career.

**Transient Student Provision** Students entering Jenison High School from another Michigan public high school must satisfy all Michigan requirements for graduation. Students entering Jenison High School after the first semester of their junior year from another state or from a Michigan nonpublic high school and who are unable to satisfy the graduation requirements, as determined by the high school principal or his designee, will be subject to the following: the student's former high school will be contacted with the intent of establishing an agreement whereby the student will complete the requirements of the former high school through course work at Jenison High School. Upon satisfying the requirements of the former school (and the Jenison High School attendance requirement), the student will be awarded the diploma from his/her former high school.

**Career and Technical Education (CTE)** If a student successfully completes a department-approved formal career and technical (CTE) program or curriculum, the student may:

- Partially or fully fulfill the senior math requirement;
- Partially or fully fulfill 1 credit of the world language requirement;
- Fulfill the requirement for the third science credit; or
- Partially or fully fulfill 1 credit of a visual/performing and applied arts credit.

### §3.13 Health Room

The health room is located in the main office. Facilities are appropriate for minimal care while waiting for the parent to take a student home. If a student should become ill during the school day, the student should report to the office. If the situation is an emergency, the student should report directly to the office or seek the assistance of any staff member who will then contact the office for additional assistance. It may be necessary for the school to seek emergency medical assistance. Every effort will be made to contact the parent in these instances. Students who need to go home due to illness must be released to their parent by the office. Parents must be contacted before students are released by the school.

### §3.14 Learning Center

The Learning Center staff is dedicated to providing an environment which fosters and supports students' academic and pleasure reading endeavors. Students are welcome in the Learning Center from 7:00 a.m. - 4:00 p.m. Monday through Thursday, and 7:00 a.m. - 3:30 p.m. on Friday. During class hours, students should have a pass and check in at the main desk. Students may enjoy the Green Bean, drop-in lab, and

the periodicals reading area before and after school without a pass. Materials can be checked out with a student ID at the main checkout desk with the following due dates: Books (3 weeks), Magazines (overnight), Reference books (overnight). Overdue fines are \$.10 cents per day for books and 10 cents per hour for overnight material. Patrons are responsible for reimbursing the Learning Center for lost or damaged items.

### **§3.15 Meal Accounts/Cafeteria Rules**

In accordance with Board of Education Policy 5008 and 5008-AR, as a convenience, the District is pleased to offer parents the ability to make deposits into a meal account for their child. This account is similar to using a bank debit card and money may be deposited at any time.

Parents may request a reduced price or free meal benefits by submitting a Free/Reduced Meal Application form at [www.lunchapp.com](http://www.lunchapp.com) or [www.jenhudfood.org](http://www.jenhudfood.org) or contacting the Food Service Director at 616-457-2400.

There are three lunch periods scheduled in the High School. All students will remain in the cafeteria during their scheduled lunch time. Students are responsible for returning their trays and putting trash in all appropriate containers. Food must be purchased before it is consumed.

### **§3.16 Personal Curriculums (PC)**

**Michigan Merit Curriculum (MMC)** PCs are designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. State statute allows personal curriculum modification in order for student to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world language credits; or completing a department-approved formal CTE program.
- Modify the State Content Standards for Mathematics.
- Modify, when necessary, the credit requirements of a student with an Individualized Education Program.
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

**Parental Request** Parent may request a personal curriculum for their student that modifies certain requirements, provided the following requirements are met:

- The PC is developed by a group consisting of the student, one of the student's parents or legal guardians, and a guidance counselor or teacher. The developed PC must be agreed upon by the parent or legal guardian and the superintendent or school designee before taking effect.
- The PC will incorporate as much of the subject area content expectations as practicable; establish measurable goals that the student must achieve while enrolled in high school; provide a method to evaluate whether the student achieved these goals; and will be aligned with the student's educational development plan.
- English Language Arts and Science requirements are not subject to modification and students must meet State Content Standards.
- The Mathematics credit requirements may be modified as part of a PC if the student successfully completes at least 3.5 credits of the mathematics credits required, including Algebra I and

Geometry, and successfully completes at least 1 mathematics credit during his or her final 2 years of high school. The Algebra II credit may be modified as part of a PC if the student meets 1 or more of the following:

1. Successfully completes the same content as 1 semester of Algebra II, as determined by the department.
  2. Elects to complete the same content as Algebra II over 2 years.
  3. Enrolls in a formal CTE program and in that program successfully completes the same content as 1 semester of Algebra 2.
  4. 1 credit of the state content standards for Mathematics may be modified to .5 credits so long as the modification continues to provide the state content standards.
- The Social Studies requirements may be modified as part of a PC only if all of the following are met:
    1. The student successfully completed 2 credits of the Social Studies requirements including Government.
    2. The modification requires the student to complete 1 additional credit in Language Arts, Mathematics, or Science, or 1 additional credit of Foreign Language, or requires the student to complete a formal CTE program.
  - The Physical Education and Health credit requirement may be modified as part of a PC only if the modification requires the student to complete 1 additional credit in English Language Arts, Mathematics, or Science, or 1 additional credit of Foreign Language, or requires the student to complete a formal CTE program.
  - The Visual, Performing, & Applied Arts credit requirement may be modified as part of a PC only if the modification requires the student to complete 1 additional credit in English Language Arts, Mathematics, or Science, or 1 additional credit of Foreign Language or requires the student to complete a formal CTE program.

**Special Education Personal Curriculum** If a student receives Special Education services, the student's IEP shall identify the appropriate course or courses of study and identify the supports, accommodations, and modifications necessary to allow the student to progress in the curricular requirements and satisfy the requirements for a diploma. A parent may request a Special Education PC for the student that modifies graduation requirements, provided the following requirements are met:

- If it can be demonstrated that the modification is necessary because the student is a child with a disability as defined under the Individuals with Disabilities in Education Act.
- The PC must be developed by a group that includes the student, at least one parent or guardian, a school counselor, and may include a school psychologist and/or an administrator.
- A PC must incorporate as much of the subject area content expectations of the MMC as is practicable.
- A modification may be granted to the extent necessary if the group determines that the modification is consistent with the student's educational development plan and individualized IEP.

### §3.17 Personal Electronic Devices

Students may possess personal electronic devices on their person, but the devices must be powered off and kept out of sight or in designated location during class (see § 1.10).

### §3.18 Retaking a Course

Students will be allowed to retake a course. The grade earned the second time will replace the original grade and the student's cumulative GPA will be recalculated. Students must request, in writing, the approval of the Principal before they will be permitted to retake a course. The Principal's decision will be based on the following considerations: current graduation status, student behavior history, and course availability.

### §3.19 Schedule Changes

All student-initiated schedule changes must be completed by the end of the 5<sup>th</sup> day of first semester and the end of the 5<sup>th</sup> day of second semester. Any class dropped after these dates will result in an "E" for the class.

### §3.20 Senior Commencement

In order to participate in the commencement ceremony, a student must have satisfied all requirements for graduation as detailed in § 3.12. Documented verification of completion of all credit for all enrolled, online, or correspondence courses must be received from the credit awarding school by 3:00 p.m. on the Thursday prior to Commencement. Seniors who participate in senior prank related activities that are violations of civil legal codes, involve the defacing or destruction of school property, or are disruptive to normal school operations, will be disciplined as per our District discipline policies and will not be permitted to participate in the commencement ceremony.

In order to participate in commencement ceremony, seniors must have served all detentions and Friday Schools by 3:40 pm on the Friday prior to commencement.

### §3.21 Senior Examination Waiver

Senior students have the opportunity to waive their second semester final exams provided that they meet the academic, attendance, and behavior requirements described below:

- **Grade Requirement:** *B Semester (3.0) in the Class. All Work Completed.* A senior student must have a B semester average (3.0) in a class to be eligible. All course related work for the semester must have been completed (assignments, homework, tests, quizzes, projects, presentations, etc.).
- **Attendance Requirement:** *No More than Two Absences, Two Tardies.* A senior may not miss more than two days in a class during the semester. This includes excused, unexcused and prearranged absences. School related and excused medical absences (written documentation from physician required) do not count towards the two absence requirement. A student may not have acquired more than two tardies in a class during the semester.
- **Behavior Requirement:** *No Detentions, Suspensions, Friday Schools.* A senior must exhibit exemplary behavior in class, and in school, in order to be eligible. Exemplary behavior means the senior has not been issued a detention, Friday School, or suspension. (i.e.. skipping, insubordination, missed Friday Schools).

- **Teacher Option.** Teachers have the option of giving their seniors a second semester exam. If a teacher decides to give all seniors a 2nd semester exam it must be communicated to students with the teacher's course requirements at the beginning of the semester.
- **Student Option.** Seniors who meet all of the requirements may choose to take exams in an effort to improve their grade.

### §3.22 Severe and Inclement Weather

In the event of a tornado watch or warning, the following plan will be implemented.

**Tornado Watch** The decision of whether or not to dismiss school will be made at the administrative office. Instructions will be provided to students over the school P.A.

**Tornado Warning** Instructions will be provided to students over school P.A. All students will be moved to the following designated areas of safety:

- **100 Wing.** Odd numbered rooms: in room, south wall area. Even numbered rooms: in 100 wing corridor.
- **200 Wing Hall.** Odd numbered rooms: in room, interior wall area. Even numbered rooms: in 200 wing corridor.
- **200 Wing Pod Rooms:** in 200 wing corridor.
- **300 Wing.** Odd numbered rooms: in room, west wall area. Even numbered rooms: in room, interior wall area.
- **400 Wing.** Odd numbered rooms: in 400 wing corridor. Even numbered rooms: in room, interior wall area.
- **Gyms and Pool:** move to the locker rooms.
- **Cafeteria:** move to activity wing hallway.
- **Food Service Internal:** move to kitchen/storage areas.
- **Music Rooms:** move to pool hallway against band room wall.
- **Learning Center:** move to drop-in lab, district media, triple conference room.
- **Athletic Office:** move to records room.
- **Main Office:** move to health room, main office area.

**Tornado with No Warning** In the event a tornado is spotted with no warning provided, students must get under anything that will give them some type of protection. Students must also stay away from open doorways and windows and, instead, stay against interior walls with knees and arms on the floor and with their head cradled on their arms for the best protection.

### §3.23

### Student ID Cards

Student ID cards aid in the identification of our students in the learning center, athletic events, dances, and other school sponsored activities. Students are expected to carry their ID cards during school hours and at all school activities. A replacement card will cost \$10.00. The school will make periodic time for taking photos for replacement cards. Intentional misinformation requiring a new ID card will result in a \$25.00 fee to provide an accurate card.

### §3.24

### Transportation

**Bus Routes** At the beginning of each school year, students who are transported to and from school are assigned to a specific bus route. In order to ensure the safety of our students who are transported to and from school, parents must notify their child's school should there be any deviation to the pick-up and drop off location. Students are expected to behave in alignment with the Student Code of Conduct, even when en route to and from school. If students act in a manner unacceptable to the bus driver, bus privileges may be revoked.

**Walkers** Students walking to and from school are to cross intersections where crossing guards and school safeties are stationed. On residential streets, students are expected to use sidewalks were provided or walk safely off the roadway, facing traffic.

**Bicycles, Skateboards, Roller Blades, Scooters** Students may use bicycles, skateboards, roller blades, or scooter to get to and from school with parent permission. The District is not responsible for damages or loss of any such items. Once on school property, students must walk these items instead of riding or wearing them. Bicycles and scooters must be parked in the racks provided and must be secured with a lock. Students must obey all traffic rules and be considerate of walkers.

**Student Drivers** Student drivers must be licensed and receive permission from the District in order to park their vehicle on District property or use their vehicle during the school day. Student drivers must register with their school and park only in designated areas. In order to be eligible to drive a vehicle (automobile, motorcycle, moped) to or from school, the student must follow these rules:

- Each student must have a valid driver's license and the vehicle must have a current license plate.
- Each student must fill out and return a Student Driving Application form to the office along with the fee, and they must bring a correct certificate of vehicle registration with them. Fees: \$25 - full year, \$15 - 2nd semester. Day Stickers will be available for \$1.00.
- Each vehicle must be registered and the authorized parking permit issued for that vehicle must be displayed on the inside corner of the driver's side front window.
- Parking permits are not transferable. If you sell or dispose of your vehicle during the school year, the permit must be removed and destroyed. Any replacement vehicle must also be registered in the school office.
- New license plate numbers must be reported to the office immediately. If a school sticker other than the one issued for that vehicle is displayed, the student will have their driving privileges revoked.
- All students will show ID upon request of parking security or another authorized adult.

- All students must be properly parked in the designated areas within the student parking lot west of the building upon arrival at school.
- Students are not to drive or park in the faculty parking lot, the JCA parking lot, or the bus loading areas.
- Students drivers are to obey both state and school traffic regulations. The speed limit on school property is 15 m.p.h.
- Seniors may not loan their cars to underclassmen during the school day. Only seniors may use a car to leave school property for lunch. Students who violate closed campus restrictions will be subject to school discipline and/or revoked driving privileges.
- Student drivers may not return to their car during school hours unless they have written permission from the office.
- Except for authorized maintenance vehicles, the athletic facility roads and grounds are off limits to student drivers at all times.
- Reckless driving in the parking lot will result in loss of driving privileges with length of revocation to be determined by administration.
- Snowmobiles and/or ATVs may not be driven onto school property by students during the school day.

### **Consequences**

- **First Offense.** Violation of the above stated rules will suspend/revoke driving privileges for 10 school days.
- **Second Offense.** Revoked driving privileges for the remainder of the semester or school year (at the discretion of administrator).

## **§3.25 Visitors**

Student visitors at school are not permitted during the school day. Non-District students are prohibited on campus before school, during lunch, and after school and will be asked to leave immediately. If they refuse, authorities will be notified.

## **§3.26 Withdrawal from School**

The District believes that all students should complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond high school. No student under the age of 18 will be permitted to withdraw without the written consent of a parent.

## **§3.27 Work Permits**

All students between the age of 14 and 18 must possess a work permit before they may be legally employed at most jobs. Permits must be obtained for part time employment during the school year as well as summer help. If such students are offered employment, they must: pick up a work permit form from the school office;

fill out the form; and hand the form into the office. Once these steps have been taken, a work permit will be issued. The administration has the right to revoke any permit due to poor attendance or a poor academic record.

## §4.0 JUNIOR HIGH SCHOOL STUDENTS

### §4.1 Introduction

All junior high school students are expected to follow and are subject to the §1.0-General Information and §2.0-Student Code of Conduct sections of this *Student Handbook*.

### §4.2 Academic Dishonesty

Students found to be academically dishonest will face disciplinary action ranging from a failing grade and/or detention to a possible suspension from school. Students who are academically dishonest will be punished at the discretion of the classroom teacher and the administration.

You are being academically dishonest if you:

- Take someone else's assignment and turn it in as your own.
- Give your assignment to another person to copy (unless your teacher asks you to do so).
- Copy or duplicate assignments and turn them in as your own.
- Turn in work which was completed primarily by your parents.
- Reuse work without permission which you submitted to another class.
- State that you read a book or an assigned reading when you did not.
- Submit materials (written by someone else) without giving the author's name and/or the source. This is plagiarizing.
- Take credit for group work when you made little contribution to the work.
- Use hidden reference sheets during a test.
- Used programmed material in watches, calculators, or personal computing devices when prohibited.
- Write formulas, codes, or key words on your person when you take a test.
- Communicate information to students in another class section which will help them on a test or quiz.
- Do not follow additional guidelines for cheating established by your individual teachers.

### §4.3 Academic Support

#### **JASPER**

3:00 p.m. – 4:30 p.m.

Monday – Thursday

Media Center

Transportation home is provided.

#### **Math Lab**

7:15 a.m. – 7:45 a.m.

Tuesday – Friday

Math Classrooms

## §4.4

## Activities and Clubs

Art		Bowling
Chess	Craft Café	Creative Writing
Golf	Multicultural Advancement Scholars	Photography
Robotics	Ski & Snowboarding	Science Olympiad
Student Congress <sup>2</sup>	Theatre	

All students must be in attendance for the entire school day in order to practice or participate in scheduled club events. Prearranged absences approved by office personnel (such as medical appointments) are excused and the student participant is still eligible to practice or participate. Any participant, after signing out of school due to illness or signing in to school late from illness (without a medical note), may not participate in a practice or competition. A participant or spectator who is on suspension from regular school attendance may not attend, practice or take part in events from the time of the notification of the suspension until the date they may return to school.

**Academic Competitions** Academic competitions are an important aspect of the educational program. Students are encouraged to participate in academic competitions such as Academic Clubs, and Spelling Bees.

**Student Congress** The student congress is a service organization. It also serves as an open forum to discuss student and school-wide concerns. Student congress members are expected to represent their fellow classmates and make sound decisions on their behalf. Meetings conducted by students and a sponsor are held on a regular basis. Members of this organization are responsible to plan and coordinate a variety of worthwhile student activities.

Student Congress provides experiences in the election process. Elections are held in the fall each school year. The office of President can only be held by an eighth grade student and the office of Vice-President can only be held by a seventh grade student. The offices of Secretary and Treasurer are open to all students. Grade-level representatives are elected from the student body at large.

## §4.5

## Athletics

**Overview** Athletics play an important role in the total education of junior high school students and are considered to be an extension of the classroom. Athletic activities are designed to develop physical skills and promote teamwork and good sportsmanship. Participation in interscholastic athletics is a privilege, and it is also a responsibility. Student athletes are expected to be exemplary school citizens. They are not at any time or in any way to be involved in incidences of drug use, vandalism, theft, or other actions unbecoming to themselves or their team. To the extent any of these provisions conflict with the District's Athletic *Handbook*, these provisions apply.

### **Available Sports**

#### **Boys' Sports.**

- *Fall* – Soccer, Cross Country (coed), Football
- *Winter 1* – Basketball
- *Winter 2* – Wrestling, Swim & Dive
- *Spring* – Track (coed), Tennis, Water Polo (coed)

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<sup>2</sup> A special selection, such as testing or an election process, is used for participation.

## Girls' Sports.

- *Fall* – Volleyball, Tennis, Sideline Cheer
- *Winter 1* – Swim & Drive, Competitive Cheer, Dance
- *Winter 2* – Basketball
- *Spring* – Track (coed), Soccer, Softball, Water Polo (coed)

**Attendance Requirements** All students must be in attendance for at least half the school day in order to practice or participate in scheduled extracurricular events (portion of day missed must be excused). A student who is on suspension from regular school attendance may not practice or take part in school competition or events during the suspension. The student will not be allowed to participate from the time of notification of the suspension until the date of return to school.

**Eligibility** According to the Michigan High School Athletic Association (MHSAA), students who participate in interscholastic athletics must pass a physical examination before they will be allowed to participate in competition. Physicals must be dated after April 15 of the previous school year. This form must be completed by a physician and returned to the school if an athlete plans to participate in any interscholastic sport during the school year.

A student who competes in any interscholastic competition cannot be 15 years of age before September 1st of the current school year. Every student athlete must be successfully passing all of the classes in which he/she is enrolled if he/she wishes to compete in interscholastic competition. This check will be done on a weekly basis, at the beginning of each week after each sports season begins. Student athletes who are failing one or more classes will not be allowed to compete in any interscholastic contest for a period of one week. The eligibility check following the week of ineligibility will need to show the student athlete is passing all classes they are enrolled in or the student will be ineligible to compete.

**Guidelines** The following are general athletic program rules and regulations:

- All students must be in attendance for at least half the school day in order to practice or participate in scheduled extracurricular events (portion of day missed must be excused). A student who is on suspension from regular school attendance may not practice or take part in school competition or events during the suspension. The student will not be allowed to participate from the time of notification of the suspension until the date of return to school.
- An athlete who is on suspension from regular school attendance may not practice or take part in interscholastic competition during the suspension. The athlete will not be allowed to participate from the time of notification of the suspension until the date of return to school.
- Any athlete who chooses to be in possession of, use, or sell tobacco, intoxicants, narcotics, e-cigarettes, depressants, inhalants, or illegal substances, anytime during the school year will be suspended from interscholastic athletic competition for 50% of the interscholastic dates in a present sport and/or in the next sport in which the student participates, if the violation took place outside of the student's sport season.
- Student athletes are responsible for any equipment which is issued to them. Students will be charged for any lost or damaged equipment. Team uniforms are only to be worn during competition. Students should secure all personal items in a locked locker at all times. The school is not responsible for lost or stolen items.

- All athletes will be expected to travel to and from all away athletic contests with their team unless parents or the coach make special arrangements with the Athletic Director.
- If school is canceled because of weather conditions, there will be no practice and scheduled games will be canceled.
- Canceled games will be made up at the discretion of the athletic director.

**Emergency Communication** It is imperative for parents/students to keep emergency contact information up to date with the front office. This information is provided to team coaches by the Athletic Department in case of an emergency with your student athlete.

**Attendance at Athletic Events** Athletic events are held regularly at the junior high. Students are encouraged to attend after school athletic events. The observance of all school rules, good sportsmanship, and respect is expected at all such events. Spectators are expected to be orderly and courteous. Student spectators are expected to be in the gymnasium or at the field of play; loitering will not be tolerated. Cheers should be used to show respect for the people involved in the event. Any student spectator who is on suspension from regular school attendance may not attend or take part in athletic events from the time of the notification of the suspension until the date they may return to school.

## §4.6 Attendance

School attendance is the responsibility of students and their parents. Punctuality and regular attendance is important for school success and carries many implications for later life. It is extremely important that students strive to be in school and on time for all classes.

**School Day Times** The junior high school day begins at 8:00 a.m. and classes are dismissed for the day at 2:45 p.m. The building is open for students daily from 7:30 a.m. to 3:00 p.m. unless the student is there for a scheduled purpose outside those hours.

**Reporting Student Absences** If a student must be absent from school, a parent is requested to call the front office before 8:30a.m. to report the reason for the absence. Students who need to leave school for part of a school day due to scheduled appointments (i.e. medical, dental, orthodontics, etc.) should bring a note from their parents to the main office before the beginning of the school day. Students must sign-in or sign-out in the office when arriving or leaving school at any time other than the normal start or end of the school day.

### **Types of Absences**

**Excused Absences.** Parents are requested to call the front office before 9:00 a.m. on the day of their child's absence. Every attempt will be made to contact those parents of students who are not in school if a phone call has not been received verifying an excused absence.

Excused absences include illness, death in the immediate family, medical or dental treatment and religious holidays. All medical notes must be turned into the office as soon as possible. Makeup work is the student's responsibility. This work must be handed in within the same number of days the student was absent in order for the student to receive credit.

**Unexcused Absences – Truancy.** A student who is absent without permission during any part of the school day is regarded as truant. This includes leaving school for any reason without permission, failing to report to a scheduled class or activity, sleeping in, and not providing a parental phone call to report the absence. Truancy causes both home and school disruptions and affects learning. In truancy situations parents will be notified and the truant student will receive a failing grade for all classes missed that day. In

addition, students will be required to make up time they were truant at lunch detention. Students who are unable to attend class for any reason should report immediately to the office for assistance.

**Excessive Absences.** Regular attendance by students will facilitate the development of the skills and knowledge necessary to function in society. School administrators have an obligation under state law to enforce compulsory school attendance laws. Since regular attendance is important to success in school, parents of students with excessive absences will be notified.

The following procedures will take place based on excessive absences:

- Upon reaching 5 absences per semester within any hour, a letter will be sent home to notify the parent of the number of absences in the class. The parent will be encouraged to monitor attendance and remain in close contact with the school.
- When student absences accumulate to 10% of their overall attendance, school counselors may meet with the student to discuss attendance barriers and create a plan to support student attendance improvement.
- Upon reaching 15 absences per semester within any hour, the student and parent will be invited to a meeting by the guidance office to establish an educational plan for attendance. Possible detention assignment and/or filing of truancy may occur.

**Illness During The School Day.** Students who become ill during the school day should report to the office so their parents can be contacted. If the parents cannot be reached, the persons listed on the emergency information card will be contacted. Students will be made as comfortable as possible. Parents should make every effort to arrange for their child to be taken home if they should become ill at school.

**Pre-Excused/Extended Absences.** Students who must be excused for a scheduled appointment during the school day are asked to bring a note to the office before the school day begins. Teachers will be informed as to the time students should be excused for their scheduled appointment. Upon returning to school, students must check in the main office before reporting to class. Parents of students who are absent from school for an extended period of time due to physical disabilities or illness should contact their child's counselor to arrange for home bound services.

**Vacations.** Parents are strongly urged to schedule vacations when school is not in session. If this is not possible and it is necessary for a student to be absent for a vacation lasting two or more school days in length, parents must deliver a written request to the office one week prior to the proposed absence. The student will be given a "Vacation Information Form" which is to be filled out by each of his/her teachers, parents, and the principal and returned to school prior to the absence. Particular attention should be given to the potential impact on the student's grade if s/he leaves for the vacation. Classwork should be completed in advance whenever possible.

**Tardiness.** Tardiness limits a student's learning time and is disruptive to others in the classroom. Therefore, excessive tardiness will result in parent notification, before school or after school detentions, or lunch detentions. There are no "excused" tardies issued at the beginning of the school day. Tardy accumulation starts over every nine weeks and is aligned with school marking periods.

#### **Consequences for Tardiness.**

- *First Offense:* Teacher gives student warning.
- *Second Offense:* Warning from teacher and parent contacted.
- *Third or Subsequent Offense:* Lunch detention assigned and parent contacted. Possible referral to office for further discipline.

**Cedar Point (8th Grade Class Trip)** On a scheduled date near the end of the school year, 8th grade students are given the opportunity to participate in the class trip to Cedar Point. Students must be in good standing with attendance (missing no more than 15 days of school in any one class during the year), passing all courses, and display appropriate behavior. Failure to meet these criteria may lead to the loss of this opportunity.

## **§4.7 Behavior Expectations**

**Rebuttable Presumption** Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the seven factors listed under § 2.6

**General Classroom Expectations** Each teacher will provide students with a copy of their classroom rules and procedures. Students are expected to abide by these guidelines at all times as well as:

- Arrive at each class and be seated on time;
- Bring the required materials to each class;
- Follow the classroom rules established by each teachers; and
- Receive permission from the teacher before leaving the classroom setting.
- Students should not bring backpacks or bags of any type to class.

**Cafeteria Regulations** Students are expected to:

- Walk to and from the cafeteria at all times;
- Deposit all lunch litter in wastebaskets;
- Return trays and aluminum cans to the appropriate locations;
- Eat all food inside of the cafeteria setting;
- Leave the table and floor in clean condition for other students;
- Abide by the rules which are posted in the lunchroom regarding the purchase of hot lunch and a la carte items; and
- Treat the cafeteria personnel with respect.

Students are prohibited from:

- Throwing food or beverages or leaving trash on tables;
- Smashing food or beverage containers;
- Using other student's lunch accounts or taking food without paying for it. This is theft and will be treated as such; and

- Crossing the boundaries that are established for the cafeteria without permission from an adult.

**Hallway Expectations** Students are expected to conduct themselves in an orderly and courteous manner while in the school’s hallways. Students are to refrain from pushing, shoving, hitting, and tripping other students, slamming locker doors, and running. Students in violation of these expectations will be disciplined.

**Gymnasium Guidelines** The following guidelines apply to the gymnasium use at all times. Failure to comply may result in disciplinary action.

- Students are not to play in the gymnasium without supervision by a school employee;
- Students should wear appropriate footwear on the gym floor; and
- To prevent theft, students should purchase a padlock and use it to lock up their personal belongings in the lockers that have been provided in the boys and girls locker rooms. The locker room doors are not locked because of their ongoing use throughout the school day and after school hours. The District is not responsible for any lost or stolen property.

**Behavior Intervention Plan**

- **Tier 1 Behavior Intervention.**

- *Behaviors addressed – minor offenses.*
  - Student/parent contact and meetings.
- *Process for Referral:*
  - 1st Offense – Teacher meets with the student regarding the behavior and contacts parents.
  - 2nd Offense – Teacher, along with administrator, meet with the student regarding the behavior and contact parents.
  - 3rd Offense – Parent meeting to discuss the student’s behavior and develop a plan for improvement.

Behavior	Consequence
Classroom Disruption (Minor)	▪ 1st, 2nd, 3rd
Destruction of Property (Minor)	▪ 1st, 2nd, 3rd ▪ Restitution
Excessive Hall Passes (4+ per class, per quarter)	▪ 1st, 2nd, 3rd
Excessive Cell Phone Violations (3+)	▪ 1st, 2nd, 3rd
Excessive Tardies (3+ per class, per quarter)	▪ 1st, 2nd, 3rd
Inappropriate Language	▪ 1st, 2nd, 3rd

PE No Dress (3+)	<ul style="list-style-type: none"> <li>▪ 1st, 2nd, 3rd</li> </ul>
Plagiarism/Cheating (Minor- 1st and 2nd offense)	<ul style="list-style-type: none"> <li>▪ 1st, 2nd, 3rd</li> <li>▪ Re-do Assignment</li> </ul>

**Behavior Intervention Room**

- **Tier 2 Behavior Intervention.**
  - Behaviors addressed – major offenses
- *Process for Referral:*
  - Student will be sent to the Behavior Intervention Room.
  - Call or message supervisor to let him know that the student is on his/her way.

Behavior	Consequence
Bullying/Harassment (Minor)	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> </ul>
Classroom Disruption (Major)	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> </ul>
Destruction of Property (Major)	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> <li>▪ Restitution</li> <li>▪ Further Consequences</li> </ul>
Excessive Plagiarism/ Cheating (Major- 4+ Offenses)	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> </ul>
Fighting (Minor)	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> </ul>
Inappropriate Technology Use	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> </ul>
Insubordination/ Non-Compliance	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> </ul>
Skipping Class (1st and 2nd Offense)	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> <li>▪ 1 Lunch Detention</li> </ul>
Substitute Disruption	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> </ul>
Theft	<ul style="list-style-type: none"> <li>▪ 1 Behavior Intervention Room Referral</li> <li>▪ Restitution</li> </ul>

### **Suspensions/Office Referral**

- **Tier 3 Behavior Intervention.**
  - Behaviors addressed – major offenses
- *Process for Referral:*
  - Student will be escorted to the Behavior Intervention Room

Behavior	Consequence
Alcohol	<ul style="list-style-type: none"><li>▪ Suspension</li><li>▪ Legal Referral</li></ul>
Bullying/Harassment (Major)	<ul style="list-style-type: none"><li>▪ Suspension</li></ul>
Cigarettes and E-Cigarettes	<ul style="list-style-type: none"><li>▪ Suspension</li><li>▪ Legal Referral</li></ul>
Drugs	<ul style="list-style-type: none"><li>▪ Suspension</li><li>▪ Legal Referral</li></ul>
Excessive Classroom Disruptions (Major)	<ul style="list-style-type: none"><li>▪ Suspension</li></ul>
Excessive Insubordination/ Non-Compliance	<ul style="list-style-type: none"><li>▪ Suspension</li></ul>
Fighting (Major)	<ul style="list-style-type: none"><li>▪ Suspension</li><li>▪ Legal Referral</li></ul>
Inappropriate Technology Use (Bathrooms/Locker Rooms)	<ul style="list-style-type: none"><li>▪ Suspension</li></ul>
Skipping Class (3+ Offenses)	<ul style="list-style-type: none"><li>▪ Suspension</li></ul>
Weapons	<ul style="list-style-type: none"><li>▪ Suspension</li><li>▪ Legal Referral</li></ul>

## **§4.8 Counseling and Guidance**

Guidance is a process of helping individuals to help themselves. Counseling is the process in which a specially trained individual assists another individual in helping him/her to understand him/herself and all available opportunities. A junior high guidance counselor is available to serve parents and students. The guidance counselor assists students in course selections, program planning, and personal, academic, and career guidance. Students are encouraged to talk with their counselor before or after school, or by making an appointment.

Appointments will be scheduled during nonacademic classes. It is recognized that certain situations call for immediate attention and in such cases students may seek out their counselor for immediate help. Parents and teachers may also request counseling services for a student. The guidance office is located by the media center and is open from 7:45 a.m. to 3:15 p.m.

#### **§4.9 Dress Code**

The way in which students dress for school has a direct correlation with the manner in which they conduct themselves. Although the District appreciates each student's individuality some clothing can be disruptive to the learning environment. Parents are expected to help monitor the attire their children wear to school, Any student who dresses in such a way as to be a disturbing influence upon the normal operation of the school, or dresses in a manner that creates a safety or health hazard for themselves, other students, or any school employee, will not be admitted to class. If a student chooses to wear inappropriate clothing, the student will either call a parent to bring an appropriate change of clothes or wear clothing provided by the school. Repeated offenses will result in progressive consequences.

The following include, but are not limited to, examples of unacceptable attire:

Examples of inappropriate clothing are see-through shirts, shirts that expose midriffs and cleavage and jeans, skirts, or pants with ripped holes above the knees.

- Shorts, dresses, and skirts must be at least mid-thigh in length. A general guideline would be for fingertip length with arms fully extended at the students side, without needing to adjust the clothing prior to extending the arms. Short skirts with a questionable length must be worn with leggings underneath.
- Any clothing that advertises alcohol, tobacco, or other drug-related messages.
- Clothing that displays sexual innuendos, vulgar language, nudity, blood, guns, or other types of violence are also inappropriate.
- Oversized pants must be belted.
- Hats, visors, and bandannas, except on designated days.
- Heavy chains that may be attached to belt loops or a wallet.
- Students are not to wear jackets or coats to class at any time. Such items should be kept in student lockers.
- Pajama pants, blankets, and/or slippers.

#### **§4.10 Earning Credits Towards High School Graduation**

If a junior high school student successfully completes one or more high school math, science, or foreign language credits before entering high school, s/he will be given high school credit for that course, but the grade will not be factored into the student's high school GPA or included on the student's transcripts.

#### **§4.11 Fire, Tornado, and Lockdown Drills**

Fire, tornado, and lockdown drills are held multiple times each year to help students become familiar with evacuation routes and emergency procedures. The signal for a fire drill is a steady tone on the fire horn. During tornado and fire drills, students are expected to: leave the building according to directions posted in

the classroom; walk quickly without talking or pushing; and remain with their class. For lockdown drills, students must: follow teacher instructions and sit quietly; and listen to further instructions as given, depending on the situation.

#### **§4.12 Lunch Detention**

A school administrator will assign a student to lunch detention when or if his/her conduct warrants it. This disciplinary intervention is sometimes used in lieu of an in-school or out-of-school suspension and at other times it is assigned for repeated offenses or for failing to report to an assigned before school or after school detention. Lunch detention is held at the junior high school and is staffed by a junior high faculty member. Students assigned to lunch detention are expected to report on time with work that needs to be completed or reading materials. They are expected to work quietly and not to bother others. Students who do not meet the expectations outlined for lunch detention will face the consequences of another lunch detention and/or be considered for increased discipline. A parent conference will be held to discuss the student's behavior or reason for the absence.

#### **§4.13 General Health Information**

**School Nurse** The District employs a school nurse housed at the high school campus. A nurse is also provided by the Ottawa County Health Department to service students. The nurse is available to answer health questions by calling 669-0040 or by visiting the Ottawa County Community Health Department at 3100 Port Sheldon Road in Hudsonville.

**Communicable Diseases** Students with communicable or infectious diseases should not attend school until they are clear of the infection. Some examples are pink eye, impetigo, chicken pox, mumps, and head lice (pediculosis).

**Eye Examination** 7th grade students are given a vision screening test by personnel from the Ottawa County Department of Health. Parents of students needing corrections are notified of test results.<sup>3</sup>

#### **§4.14 Homework**

Homework is assigned in most junior high classes. Students are responsible for completing all assigned work. If absent, students are expected to make up the work assigned during their absence. Students will have one day to make up work for each day missed, unless there are other arrangements made with teachers.

#### **§4.15 Honor Roll**

Students who have a minimum of a B- in all classes and classroom conduct grades of "3" or better will be named to the nine week Honor Roll. There will be four nine week Honor Rolls during the course of a school year and special recognition will be given to students who are named to all nine week Honor Rolls.

#### **§4.16 Incomplete Grades**

Students who have not completed all required work at the end of a nine week marking period may receive an incomplete ("I") grade on their nine week progress report. All incomplete grades must be made up within two weeks of the end of the nine week marking period. If the work is not completed during this time period, the final grade will be derived by averaging the work completed with an "E" given for all work not completed.

<sup>3</sup> See attached *Physical Examination and Screening Opt-Out Form*.

#### §4.17

#### Meal Accounts

In accordance with Board of Education Policy 5008 and 5008-AR, as a convenience, the District is pleased to offer parents the ability to make deposits into a meal account for their child. This account is similar to using a bank debit card and money may be deposited at any time.

Parents may request a reduced price or free meal benefits by submitting a Free/Reduced Meal Application form at [www.lunchapp.com](http://www.lunchapp.com) or [www.jenhudfood.org](http://www.jenhudfood.org) or contacting the Food Service Director at 616-457-2400.

#### §4.18

#### Media Center

Students are welcome to be in the media center before school and throughout the day while a teacher or media center staff are present. All media center books and materials need to be checked out prior to leaving the media center. Books may be checked out for a two week period of time. Books that are returned after the two week check out period will have a charge of \$.10 for each day they are overdue. Any damaged or lost books will result in the student being billed for the replacement cost of the book.

#### §4.19

#### Online Classes

Any online class opportunities need to be pre-approved by the Junior High Principal prior to a student enrolling in any online course.

#### §4.20

#### Parent School Relations

**Parent-Teacher Conferences** An essential ingredient in student achievement is direct parental involvement. Research continues to prove that those students whose parents are actively involved in their educational endeavors find the most success in school. The Jenison Junior High School faculty is committed to providing as many opportunities as possible for parents to interact with teachers and administrators. Parents may call the school and schedule a conference whenever they feel a need to discuss their child's progress.

The teachers, counselors, and administrators are desirous of working together with parents to improve students' academic progress or social behavior. Parent-teacher conferences will be scheduled twice during the school year to provide opportunities for parents and teachers to interact and discuss students' academic growth.

**Open House** An open house program is planned at the beginning of the school year to help parents become familiar with the junior high school. The open house is organized so that parents can meet their child's teachers, be informed as to the curriculum that their child will be studying, and tour the school. All parents are encouraged to attend.

**Parent Newsletter** The junior high newsletter, entitled "The Cat's Meow," is published each month to keep parents informed as to junior high happenings. This newsletter is mailed directly to the homes of the school's students.

#### §4.21

#### Student Assignment Notebook

Students are provided with an assignment notebook at the beginning of the school year. They are expected to use this notebook in each class during every school day to record all classroom activities, assignments and upcoming tests, projects, etc. Parents are asked to take an active role in their child's academic

endeavors by reviewing their assignment notebook weekly. The assignment notebook is also a useful tool for parents to use in communicating with their child's teachers. Students who lose their assignment notebook will be required to purchase a new one in the office.

**Student Expectations** Students are expected to: take the notebook to all classes each day; accurately record homework and/or agenda in the notebook each hour; copy assignments in the notebook each hour; take the notebook home each night; use assignment notebook to plan ahead; and show notebook to parent or guardian each night.

**Teacher Expectations** Allow a few minutes for students to write assignments in their notebook each day; write assignments on the board at the beginning of the hour; check to make sure that assignments are written in the notebook at least once each week; assign points, credit, and/or a grade to students for having their notebook filled in; and teach responsibility by holding students accountable.

**Parent Expectations** Ask students to see the notebook. Review the notebook with your student(s) daily to check assignments; help and encourage students to assume the responsibility for completing their assignments.

## §4.22 Tests and Examinations

Students are tested regularly to determine their progress in regard to identified outcomes. Students will also take the MSTEP (Michigan Student Test of Educational Progress) tests in the spring of the school year to measure their knowledge and abilities under Michigan's identified outcomes in the subject areas of mathematics, language arts, science, and social studies.

## §4.23 Transportation

**Bus Routes** At the beginning of each school year, students who are transported to and from school are assigned to a specific bus route. In order to ensure the safety of District students who are transported to and from school, parents must notify their child's school should there be any deviation to the typical pick-up and drop off locations. Students are expected to behave in alignment with the *Student Code of Conduct*, even when en route to and from school. If students act in a manner unacceptable to the bus driver, bus privileges may be revoked.

**Walkers** Students walking to and from school are to cross intersections where crossing guards and school safeties are stationed. On residential streets, students are expected to use sidewalks where provided or walk safely off the roadway, facing traffic.

**Bicycles, Skateboards, Roller Blades, Scooters** Students may use bicycles, skateboards, roller blades, or scooter to get to and from school with parent permission. The District is not responsible for damages or loss of any such items. Once on school property, students must walk these items instead of riding or wearing them. Bicycles and scooters must be parked in the racks provided and must be secured with a lock. Students must obey all traffic rules and be considerate of walkers.

**Behavioral Expectations** Students who ride a school bus to and from school are expected to practice responsible behavior at all times. Those students who choose not to abide by the guidelines which have been established are subject to disciplinary action. Students may be suspended from school if they are found to be fighting or participating in behaviors that endanger the health, safety, and welfare of others. Bus transportation privileges may also be revoked. Parents will be notified through the transportation office if their child is creating a problem on the school bus. A referral form describing the infraction will be given to the student. This form must be signed by a parent before the student will be allowed to resume riding the bus. Copies of these referral forms are sent to the school and become part of a student's discipline file.

The following practices must be followed by those students who ride Jenison Public School buses:

- Students are expected to use their assigned bus stops, to arrive promptly at their stop, to ride only their designated bus, and to be alert to traffic when boarding or departing the school bus.
- While traveling, students are expected to be courteous and respectful to the bus driver, to remain seated while the bus is moving, to keep aisles clear, and to keep their heads and arms inside the bus. No eating is allowed on the bus. Students are expected to be quiet and orderly.
- Students must obey the bus driver, who is in full charge of the bus and students.
- The bus driver has the right to assign seats to students.

#### **§4.24 Unauthorized Areas**

Students are not permitted to loiter outside the school building during class periods, passing times, lunch periods, before school, or after school. With teacher permission and supervision, students are permitted to be in classrooms at lunch time.

For students who take classes at the high school, the following areas have been designated as off limits during the school day: auditorium, beyond the fire doors in the Activity Wing, all parking lots, outside entrances/exits, all athletic fields, stadiums, and tennis courts.

Students are not permitted to loiter in the building after school. If a student attends JASPER or participates in an extra-curricular activity, they are not permitted in the building after 4:10 pm. Students being picked up after 4:10 pm must wait in the front security vestibule for their ride.

#### **§4.25 Volunteer Program**

The District has an outstanding parent volunteer program in which all parents are encouraged to participate. Volunteers bring a caring attitude and a wealth of skills and experiences that enrich our educational program. The goals of the volunteer program are to:

- Enrich student experiences beyond what are available in the school through the resources provided by volunteers;
- Allow teachers to strengthen school and community relations through participation; and
- Provide an opportunity for citizens to contribute to and become aware of the school program.

The education of District students is a shared responsibility between the school and the community. Individuals who choose to volunteer find their experiences to be rich and rewarding.

**PHYSICAL EXAMINATIONS AND SCREENINGS OPT-OUT FORM**

Jenison Public Schools  
2021-2022 School Year

At this time, the School District provides optical exams for all 7th grade students enrolled at Jenison Junior High School. If you do not want your child to participate in the optical examination, please sign and submit this form to the student's building principal.

I understand that by signing this, I am requesting the student named below not undergo any physical examinations or screenings by the School District and/or its employees, agents, or third-party contractors.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Parent Signing Form

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

## **§5.0 ELEMENTARY SCHOOL STUDENTS**

### **§5.1 Introduction**

All elementary school students are expected to follow and are subject to the §1.0-General Information and §2.0-Student Code of Conduct sections of this *Student Handbook*.

### **§5.2 Absences/Illnesses**

In the case of a student absence, please contact the school office by 8:30 a.m. If an absence has not been called in, an attempt will be made to contact the parent at his/her home or place of employment to ensure the student has met no difficulty en route to school. Should a student become ill during the school day, the parent will be contacted to make arrangements for pick-up. No child will be allowed to go home without an adult present. When a student arrives late, s/he must report to the office to sign in. Should excessive tardiness and/or absences become habitual, the parent will be contacted.

### **§5.3 Dress Code**

Students are expected to dress appropriately for an elementary school setting. Attire such as shirts with inappropriate messages, midriff-bearing shirts, and halter tops are considered to be unacceptable school attire. Dresses, shorts, and skirts must be at least mid-thigh in length. A general guideline for most students would be fingertip-length with arms fully extended at the student's side. No hats or headgear may be worn indoors except for special events or under extenuating circumstances. For health reasons, footwear must be worn at all times. Should a student come to school inappropriately dressed in a way that is causing disruption, the building principal will discuss the matter with the student and contact the parent, if necessary.

### **§5.4 Before and After School**

Students should not be dropped off for school more than ten (10) minutes before the first bell. Students should not loiter on school grounds after the school day is done. After dismissal, they should immediately proceed to an adult for pick-up, to their assigned school bus, or begin their walk home. Anyone chaperoning students to or from school should not enter the playground area as Before and After School Care (BASC) programs are running.

Adults who are dropping off or picking up students should adhere to building parking lot protocols at all times. Following these guidelines ensures student safety.

### **§5.5 Meal Accounts**

In accordance with Board of Education Policy 5008 and 5008-AR, as a convenience, the elementary schools are pleased to offer parents the ability to make deposits into a meal account for their child. This account is similar to using a bank debit card and money may be deposited at any time. Menus are sent home monthly and students place their lunch order by 9:30 a.m. each day. If a student will be leaving with an adult for lunch, please follow the established sign-out and sign-in procedures.

Parents may request a reduced price or free meal benefits by submitting a Free/Reduced Meal Application form at [www.lunchapp.com](http://www.lunchapp.com) or [www.jenhudfood.org](http://www.jenhudfood.org) or contacting the Food Service Director at 616-457-2400.

**§5.6****Parent Involvement**

One great way for parents to be involved in their child's education is through the District's various parent volunteer programs. Volunteers assist the students and staff in ways such as storytelling, reading with children, running the school store, making popcorn, working with computers, and more. Parental involvement is appreciated and highly encouraged. The Parents' Club is an organization which gives support to the school mission. It also provides an opportunity for new parents to meet others and work together. Parents and staff are a team creating an atmosphere that provides a positive setting which will lead to success for children.

Parents are encouraged to participate on one of the schools' School Improvement Teams. The schools also survey parents on a regular basis regarding communications, partnering in student learning, parent resources, and decision-making. For more information, please see Board of Education Policy 3002 and its corresponding administrative regulation.

**§5.7****Parties**

Students may bring a birthday treat to share with their classmates. Treats should be able to be passed out in approximately five minutes. Parents are encouraged to contact their child's teacher to ensure there are no students with food allergies before sending treats into the classroom.

Students are prohibited from passing out party invitations during school, unless everyone in the class is invited.

**§5.8****Recess**

School staff considers outdoor recess to be beneficial to all students. In cases of inclement weather, students will have an indoor recess or break. Normally, if students are too ill to take part in outdoor play, they are too ill to attend school. Written requests to stay inside for recess will be considered. If a medical condition exists which permits attendance at school but makes participates in recess and/or physical education inadvisable, a note from a physician must be sent to the front office.

**§5.9****Release of Students**

Prior to a student leaving the building during the school day, an adult must stop by the school office to sign the student out. Only those individuals listed on the Student Information Form are permitted to sign out a student. Upon returning to school, students need to be checked-in at the office.

**§5.10****Reproductive Health**

In accordance with Michigan law, the District provides parents with an opportunity to review reproductive health curricula prior to students receiving instruction on the topic and to withhold their child from such instruction if they so desire. Each spring, a meeting is held at each elementary school which is designed to afford parents an opportunity to see the curricula, including videotapes, for the reproductive health lessons taught in fourth, fifth, and sixth grades. Following a brief general session, breakout sessions for each grade level are held. Faculty members lead the sessions and will be available answer questions pertaining to the reproductive health program.

## §5.11 Severe and Inclement Weather Procedures

During a tornado watch or when conditions are favorable for a tornado, the District will monitor weather reports and continue with the normal class schedule. Should a tornado be sighted and a warning issued, students will take cover in the manner planned and practiced at the individual school buildings during drills. All school personnel will be on duty and will supervise this procedure.

Parents choosing to pick up their child during severe weather must report to the front office. **DO NOT GO DIRECTLY TO THE CLASSROOM.** If a student is to leave with someone other than a parent, the names and contact information of those individuals must be on file with the student's school building. This information will be checked before a child is released to anyone but a parent. Should it become necessary to dismiss school early or delay dismissal, parents will be notified via SchoolMessenger and information will be posted to local radio and television stations. Please do not call the school buildings as it is extremely important phone lines remain open for potential emergency calls.

## §5.12 Transportation

To ensure safety, students in elementary school should not arrive more than ten (10) minutes before the first bell

**Electronic Devices** Electronic devices are not allowed to be used on school transportation by elementary students.

**Bus Routes** At the beginning of each school year, students who are transported to and from school are assigned to a specific bus route. In order to ensure the safety of District students who are transported to and from school, parents must notify their child's school should there be any deviation to the usually pick-up and drop off location. Bus passes to ride with other students will not be permitted. Students are expected to behave in alignment with the *Student Code of Conduct*, even when en route to and from school. If students act in a manner unacceptable to the bus driver, bus privileges may be revoked.

**Walkers** Students walking to and from school are to cross intersections where crossing guards and school safeties are stationed. On residential streets, students are expected to use sidewalks were provided or walk safely off the roadway, facing traffic.

**Bicycles, Skateboards, Roller Blades, Scooters** Students may use bicycles, skateboards, roller blades, or scooter to get to and from school with parent permission. The District is not responsible for damages or loss of any such items. Once on school property, students must walk these items instead of riding or wearing them. Bicycles and scooters must be parked in the racks provided and must be secured with a lock. Students must obey all traffic rules and be considerate of walkers.