JENISON INTERNATIONAL ACADEMY

Our mission is to provide an engaging, personalized learning experience, bringing the home, school, and world together.

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Appendix
Introduction:

All Jenison International Academy (JIA) junior and senior 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 the JPS District Student Handbook, and all sections of the JIA Student Handbook. JIA Junior and Senior High Split-Schedule Students enrolled in a Jenison Public School building, must abide by the handbook of specific building attending with regards to school expectations, grading, attendance, and any other items outlined.

2019-2020 Calendar:
**Age of Majority:** JIA can establish reasonable regulations for students of age 18 and over. All policies within this handbook still apply.

**Building Hours:** JIA is open for students daily from 7:45 a.m. to 3:15 p.m. unless the student is there for a scheduled purpose outside those hours.

**PowerSchool and Blackboard:** Students and parents have access to attendance and academic information 24 hours per day, 7 days per week through Blackboard or PowerSchool. Usernames and passwords are assigned to incoming students and transfer students and parents. Blackboard and PowerSchool allow parents and students to receive automatic academic and/or attendance progress reports.

**Academic Expectations:**

The online and blended nature of JIA academic programming requires a strong partnership with each family and community organization to achieve student success. JIA operates in accordance with the state of Michigan 21f legislation. All students and parents/guardians must indicate they agree and adhere to JIA standards of academic expectations by signing the *JIA Online Learning Agreement* yearly.

**Student Commitment:** It is expected that the student will:
- Commit to the course(s) by adhering to the course schedules as prescribed and understand the schedule changes will be allowed only as outlined by the district and the online provider.
- Maintain consistent attendance and study schedule for each online course (including any online course with a community partner component).
- Follow the course participation expectations, adhering to the course calendar, pacing guides, and other timelines for completion to complete the requirements of the course.
- Communicate with their instructor/mentor teacher weekly and whenever there is an issue, and during the mandatory count periods.
- Follow all other expectations as specified by JIA, this district, mentor teacher, and online teacher(s).
- Agree and adhere to the *JIA Online Learning Agreement*.
- Engage with the instructor and classmates in the virtual classroom as it contributes to academic success.
- Refrain from inappropriate use of information with any online course.
- Follow all other rules as specified by JIA, mentor, and teacher.
- Follow all guidelines set forth, including the acceptable use policy, academic honesty and appropriate netiquette.

**Parent/Guardian Commitment:** A parent is expected to monitor and support the student in his/her studies. It is expected that the parent/guardian will:
- Be accessible to the mentor teacher to discuss student’s progress.
- Promote good attendance and time management.
- Facilitate two-way communication to help guide student communication.
- Support and adhere to the expectations of the *JIA Online Learning Agreement*.
- Assist with oversight of unit and final exams at the high school level.
- Provide a space for learning in the home.
- Monitor student progress, along with course pacing and expectations.
- Encourage student to communicate with the instructor/mentor teacher whenever he/she has a question or issue.

**Upholding Expectations:** Violation of the *JIA Online Learning Agreement* and/or other academic expectations:
- Step 1: Verbal or written notification to student and parent by JIA teacher and/or administrator.
• Step 2: Written notification to student and parent with possible removal of student from JIA courses, as determined by 21f legislation and per the discretion of JIA Principal or Director.

**Academic Honesty Policy:**

JIA 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 JIA’s commitment to maintain a fair and positive program. Each student is responsible for his/her own ethical behavior, and for fostering ethical behavior in others. Academic dishonesty includes, but is not limited to:

- The unauthorized representation of another’s work as one’s own (plagiarism).
- Borrowing from print or electronically published material, either directly quoted or paraphrased, without including proper citations.
- Knowingly providing one’s work to another student who then copies or presents the work as his/her own.
- Using materials or electronic devices not approved during tests, quizzes and other assessments.

**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 to include homework, tests, quizzes, projects, or any other assigned work.

- **First Offense.** No credit on the assignment and parent and administration is informed.
- **Second Offense.** No credit on the assignment, and semester grade reduced by one level (i.e., “B+” to “B”). A conference is held with parents, teacher, and administration.
- **Third Offense.** “E” for the semester. Removal from JIA 21f program at the discretion of JIA administration.

**Activities:**

**Assemblies:** Assemblies serve as an extension of the classroom. Appropriate conduct and behavior are expected at all times.

**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 International Academy (JIA) Chapter of the National Honor Society (NHS). 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 Leadership Team:** The purpose of the Student Leadership Team 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.

**Announcements and Communication:**

**Announcements and Newsletters:** Weekly announcements and monthly newsletters will be provided via email to all JIA students, parents, and staff, as well as posted on the JIA website. Students and parents are encouraged to take responsibility for reading these publications as each contain important school information required for participation.

**Weekly Communication:** Weekly communication will occur between the student’s teacher, student, parents, and mentor teacher(s). The JIA mentor teacher shall meet with or have weekly two-way communication with each student enrolled in JIA, supporting, monitoring and providing guidance for all enrolled courses. The mentor teacher assigned may also be the teacher of record for courses.

**Athletics:**

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.

**Eligibility:** Academic eligibility for Jenison Public School’s Athletes in grades 7-12 consists of meeting two criteria.

**Criteria I:** Jenison Public School Eligibility requires each student-athlete, including club sports, meet the school athletic Grade Point Average (GPA) requirement.
For each 9-week marking period a minimum GPA of 2.0 is required for unlimited competition. Student-athletes that fall below a 2.0 GPA in the 2nd and 4th nine-week marking period may use the current semester GPA instead. Online coursework not submitted as outlined by the course calendar for that 9 weeks will be marked as a zero in order to provide an accurate representation of academic eligibility. JIA Students grades 7 and 8 are on a mastery-based grading scale and must be adequately progressing in all classes each quarter and may also require weekly progress reports.

For eligibility to be reinstated a student-athlete must:

a. Meet with the Athletic Director to develop a personal eligibility plan.

b. Meet the requirements stated in the personal eligibility plan.

c. Maintain the requirements stated in the personal eligibility plan for the duration of the sport season.

d. JIA split schedule students taking traditional courses at the JJHS or JHS building must meet attendance requirements as outlined in the perspective building.

Criteria II – MHSAA Eligibility: A student must pass 66% of their course work (i.e. 4 of their 6) classes each semester. Failure to pass 66% of their course work will result in the athlete being ineligible to practice or compete for the following semester.

**Attendance:**

**General Attendance:** Attendance will be monitored daily through within the online system. Students are required make adequate progress in each course and adhere to the timelines established for completion.

- Students must login to every course during the State of Michigan fall and spring count period(s), also submitting the identified assignment(s) for that day.

- It is expected that the student, parent, and JIA staff be available for communication on a regular basis.

- Attendance for live virtual sessions (class connect sessions) will be determined by the individual instructor with a school recommendation of consistent participation within each session. It is important that students are engaged with the instructor and classmates in the virtual classroom as it contributes to academic success. Teachers will post recordings for students absent from live sessions.

- The Learning Center (LC) is available every Monday – Thursday 8:00am-3:00pm and Friday 8:00am-12:00pm; students are encouraged to utilize this face-to-face tutoring opportunities throughout the week. Any student who may be identified for academic intervention may have a personal attendance plan developed and require physical attendance at the LC weekly.

**Reporting an Absence:** When a student is absent, a parent or legal guardian must call the main 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 Learning Center when arriving or leaving school. During a scheduled school day (8:00am to 2:50pm), students enrolled in traditional on-campus courses at Jenison High School, or Jenison Junior High, may utilize facilities (such as the media center), outside of class time at with the approval of the building administrator. JIA students must sign in/out as determined by the school administrator and have their school ID to present upon request. For students who utilize the facilities on a regular basis, the Academic Dean of Students must approve a schedule, based on availability, to ensure supervision and accessibility for the student.

**Types of Absences:** Absences that exceed 10 in any given course 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 notify the office and all teachers to develop a plan to stay on track with course calendars.

• **Unexcused Absence:** Unexcused absences are absences that are not excused. An unexcused absence includes student not logging into a course and/or not progressing in a course.

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

**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 course 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 course of one semester, a referral will be made to the Ottawa County Truancy Officer.

**Building Expectations:**

When entering the building, all students, adults, and visitors should enter the main entrance and sign in at the front office. When parents drop students off, they should do so at the front office. Only parents participating in volunteer activities are permitted into the building for a duration of time during operational school hours. Exceptions to this must be specifically approved by the JIA Principal. All students should be respectful of the diverse programs and age ranges when visiting the building and behave in such a way as to contribute to a safe, respectful, and productive learning environment. All junior high and senior high students should remain in the junior/senior high north wing of the building and avoid the elementary areas of the building.

**Counseling and Academic Guidance:**

JIA Academic Dean of Students, along with administrators and mentor teachers, help students carefully select a program of study, give vocational guidance and information about colleges, and counsel students with academic, online attendance, and other concerns. Any high school student requesting an additional hour, 7th hour, in their schedule will be provided consideration by the JIA administration, but preference will be given to students who have passed all other courses before requesting an additional period. If a student and/or parent wishes to make an appointment with the Academic Dean of Students, he/she should first contact the Academic Dean of Students to make an appointment.

**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 Sections 2.3 – 2.9 of the JPS District Student Handbook.

**Types of Infractions:**

Items (i.e. vape, weapon, knife, drugs) 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 JIA. 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 (reference 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)
- Harassment, Intimidation, Threats (reference 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
- Video-taping 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 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:
- failure to follow the staff member’s directions
- talking back to a staff member
- failure to identify yourself when requested to do so
- 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 in-school suspension of up to 1 day. 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 (ie. 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

**In-School Suspension (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. Administrator may limit participation in extracurricular activities if a student is assigned ISS.

**Out-Of-School Suspension (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 or to utilize school district property, attend classes (virtual or physical) 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 it is completed and handed in on the day of the student’s return to school. A parental 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 if there is good reason to believe that the student: 1) intentionally disrupted the class, subject, or activity; 2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or 3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, the administrator must first determine whether suspension is warranted based on the following factors:
- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

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.

**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, short shorts, halter tops, 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.

**Dual Enrollment (DE):**

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 achieve a qualifying score in all subject areas on the State of Michigan assessments (e.g. PSAT, SAT, or MSTEP) or another college-ready assessment and must be approved by the JIA administration. 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, world language not offered by the school district, or in fine arts as permitted by the school district.
- Students are responsible for necessary documentation to the approved college prior to semester scheduling.
- The District will reimburse up to one-twelfth of the state student foundation grant for each dual enrollment course.
- The course offered by an eligible post-secondary institution is not 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.
- At the time a student enrolls in the course, he or she shall designate whether the course is for high school credit, postsecondary credit, or both. Upon the submission of final grades, high school and/or post-secondary credit will be issued. DE course grade will be calculated toward a student's cumulative GPA, if high school credit was designated.
- 3 credit DE class = .5 credit (high school); 4 credit DE 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.

**Earning Credit Towards Graduation:**

**Credit Recovery:** JIA students who do not meet 21f criteria to maintain enrollment must contact the JIA Principal and/or Academic Dean of Students to review credit recovery options and resources. Any potential Credit Recovery course must be approved before enrollment by the building principal. Credit Recovery grades will replace previous grade and adjust cumulative GPA. Credit Recovery is at the expense of the student/family.
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.

High School Credit in Junior High: If a student successfully completes one or more of the high school Math, Science, or World Language credits before entering high school, the student shall be given high school credit for that course.

Online Learning: JIA students are provided the opportunity to participate in online learning through Section 21f of the State School Aid Act, and are able to enroll in three or more virtual or online classes so long as all requirements for participation are met. Full-time enrollment is completed through an application process which includes an annual Educational Development Plan (EDP) and submission of the online learner agreement, which includes all sections outline in the JIA Online Learning Agreement. JIA enrollment is contingent on the district application process.

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+ (77%) 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+. The intent of this policy is to allow students the opportunity to test out of a course for which they feel they already possess the knowledge or skills to pass. 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 are administered on final exam weeks in the JIA building and must be a course(s) the student has not yet taken. Students who wish to take end of course exams must sign up in the JIA office four (4) weeks prior to taking assessment(s). Credit earned through the waiver policy will not be factored into GPA.

Final Exams:

JIA High School Students: Final exam week for both first and second semester will be posted for all high school courses on the school website. Students must adhere to the expectations of each course for final exams. The parent/guardian is required to be present for each exam, monitoring for academic integrity and communicating any technical support needed. Final exams will be password protected and have a time limit to complete. Teachers will email the password for each exam to the parent/guardian by the Sunday prior to exam week with proctoring instructions.

The teacher and/or Academic Dean of Students has the discretion to determine whether or not a student is required to take the final exams physically in the JIA Learning Center. If a student is earning a 50% or less in a course three weeks prior to the scheduled exam week, the teacher will notify the student and parent/guardian that the test must be proctored in person at the JIA Learning Center. The teacher will request the student to schedule a time to take the exam at the JIA building.

If a student has completed all coursework and requests to take the exam early, then the teacher may allow the student to take the exam early and provide the password to the parent/guardian to proctor.
Grading System:

All final scores provided by online instructors will be converted to a letter grade as per the Jenison Public Schools general grade scale (as listed below). Report cards are distributed every nine weeks. 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 and GPA scales are listed below.

High School Grading Scale: If the first decimal is a 5, the percent is rounded up.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>93%</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>90%</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>87%</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>83%</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>80%</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>77%</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>73%</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td>70%</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
<td>67%</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>63%</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
<td>60%</td>
</tr>
<tr>
<td>E</td>
<td>0.000</td>
<td>&lt;60%</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
</tr>
<tr>
<td>Ecr</td>
<td>Earned Credit</td>
<td></td>
</tr>
</tbody>
</table>

Junior High School Grading Scale: If the first decimal is a 5, the percent is rounded up.

<table>
<thead>
<tr>
<th>Mastery</th>
<th>MA</th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion</td>
<td>CO</td>
<td>60%</td>
</tr>
<tr>
<td>Incompletion</td>
<td>IN</td>
<td>&lt;60%</td>
</tr>
</tbody>
</table>

Final Semester Grade Calculation: High school final semester grades will be calculated by adding 10% of first quarter earned percentage and 90% of the final grade percentage earned for the class, which includes the final exam.

- First Semester Final Grade = (0.10 x Q1 Percentage) + (0.90 x Final Percentage)
- Second Semester Final Grade = (0.10 x Q3 Percentage) + (0.90 x Final Percentage)

Grade Weighting: In recognition of the fact that the use of grade computations when used for such things as high school awards and college entrance has a direct impact on students, JIA weighs all Advanced Placement (AP), Project Lead the Way (PLTW), and Dual Enrollment (DE), if selected as high school credit, course grades to reflect the college level of work associated with those classes. The grade weighting will be calculated by multiplying the grade point earned in each course by a factor of 1.25. The weighted grade system of computing GPA will be used to determine honor roll and will be reported on transcripts. Questions about the weighted grade policy and its implementation should be directed to the student’s academic advisor or school administrator.

Honor Roll: High school students who earn a 3.0 semester Grade Point Average with no grades lower than a B- will be named to the Honor Roll each semester.

Senior 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 will be used in determining the awards of Honor Cords. If the fourth decimal is the number five, the grade point average will be rounded up. Final determination for the recipients of these awards (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.

- Gold Cords: Students having a grade point average of 3.500 or above shall be awarded a Gold Cord.
- Silver Cords: Students having a grade point average of 3.000 through 3.499 shall be awarded a Silver Cord.
Graduation Requirements:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>4</td>
<td>Including the successful completion of at least Algebra 1, Geometry, and Algebra 2, and an additional Math credit or a retake of Algebra 2. A pupil must successfully complete a Math or Math-related credit during his or her final year of high school.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
<td>Including the 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.</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>Including completion of at least 1 credit in United States History, 1 credit in World History, .5 credit in Government, and .5 credit in Economics.</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>Including completion of at least 1 credit from one or a combination of the following: Art, Music, Theater, and Applied Arts. (VPPA-Visual, Performing, and Applied Arts)</td>
</tr>
<tr>
<td>VPPA</td>
<td>1</td>
<td>Including the completion of at least 1 credit from one or a combination of the following: Art, Music, Theater, and Applied Arts. (VPPA-Visual, Performing, and Applied Arts)</td>
</tr>
<tr>
<td>World Language</td>
<td>2</td>
<td>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.)</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>22</td>
<td>At least 7 semesters are required. Students must attempt a minimum of 24 credits. Online course or learning experience is required in grades 7-12.</td>
</tr>
</tbody>
</table>

Assessments: A student must complete all local, state, and national assessments offered at each grade level in order to be granted a diploma, as outline in the Academic Benchmark Agreement.

Attendance Requirement for Graduation: 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. Students must maintain a full schedule of classes (6 hours) for the duration of their high school career.

Career Tech Education (CTE): If a student successfully completes a state-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.

Transfer Student: It is in the student’s best interest to be on pace for graduation with the following minimum credit requirements for each grade level based on semester-type credits, to also include adequate progress in required courses for a Michigan diploma.

- 10th grade: transfer a minimum of 6 credits
- 11th grade: transfer a minimum of 12 credits
- 12th grade: transfer a minimum of 18 credits

Any student transferring from another school will be assigned to the next grade level as last attended in grades 9-12. Trimester credits will be adjusted to semester credits when the student transfers to JIA.
**Transient Student Provision:** Students entering JIA 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 JIA. Upon satisfying the requirements of the former school (and the JIA attendance requirement), the student will be awarded the diploma from his/her former high school.

**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.

**Learning Center:**

The Learning Center (LC) is a space dedicated to providing an environment which fosters and supports students’ academic endeavors. Students are welcome in the Learning Center from 8:00am - 3:00pm Monday through Thursday, and 8:00am – 12:00pm on Friday. Students should sign into LC upon arrival and sign out of LC upon departure at the main desk. Students may keep lunches in the refrigerator provided in the LC. Students should be respectful of the diverse programs and age ranges when visiting the Learning Center and behave in such a way as to contribute to a safe, respectful, and productive learning environment.

**Meal Accounts and 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 is one lunch period for junior and senior high students. All students will remain in the learning center 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.

**Personal Curriculum (PC):**

**Michigan Merit Curriculum (MMC):** Personal Curriculums (PC) 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:** A parent or guardian of a pupil may request a personal curriculum for the pupil, following the guidelines provided by Michigan Department of Education. The following website is a resource for parents and educators: [https://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf](https://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf) Parents 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’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 2 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 2, as determined by the department.
  2. Elects to complete the same content as Algebra 2 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, and 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.

**Personal Electronic Devices:**

Students may possess personal electronic devices on their person, but the devices must be silenced and kept out of sight or in designated location during class to avoid disrupting the learning process (see Section 1.10).
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, and require 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. The intent of this policy is to allow students who did not master the material in a course the first time, a second opportunity to learn the material. Students will not be allowed to retake a course if they received a C- or better the first time the course was taken.

Schedule Changes:

All student-initiated schedule changes must be completed by the end of the 5th day of first semester and the end of the 5th day of second semester. Schedule changes are based upon availability for courses offered both online and on-campus and require administrator approval.

Senior Commencement:

In order to participate in the commencement ceremony, a student must have satisfied all requirements for graduation as detailed in the Section titled “Graduation Requirements.” 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 pm 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 earn a 60% or better for the final semester grade in all enrolled courses.

Severe and Inclement Weather:

In the event of a tornado watch, 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 designated areas of safety, which are posted in all rooms.

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.

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 and make available their ID cards during school hours and at all school activities. A replacement card will cost $5.00. The school will make periodic
time for taking photos for replacement cards. Intentional misinformation requiring a new ID card will result in a $10 fee to provide an accurate card.

**Technology and Acceptable Use Policy:**

All students taking online classes are expected to conduct their communications in a professional, respectful manner. The proper use of Internet etiquette is expected at all times. Students are expected to follow the District Internet Use and Safety and Acceptable Use policy, even when working through a private Internet provider in the home. School issued Gmail is not private and is for educational use. The following will be addressed by administration upon notification by online instructors, parents, students, or any other person:

**Cyber-Bullying:** The use of electronic information and communication devices, to include but not be limited to the following: e-mail messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet/course chat rooms, Internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual, including family members, or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the online course/school.

**Inappropriate Usage:** This is included in the use of any JIA issued computer, online course, school Gmail account, social media associated with JIA and students of JIA, as well as on campus usage. Violations include but are not limited to the following: posting inappropriate language, pornographic material, inappropriate information, and any other type of unacceptable communication.

Violations of the Acceptable Internet & Online Use Policy will be addressed by administration and may also include the notification of the Ottawa County Sheriff’s Department. Depending upon the severity of the violation, administration will exercise discretion as to the consequence assigned to a student, which may include removal from the JIA program.

**Textbooks, School-Issued Technology, and Course Materials:**

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 items become the responsibility of the student but remain the property of the District. The books and materials 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 and materials in as good condition as when issued. If books/materials show 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 student.

Any JIA student who has elected to use a school-issued laptop and/or technology must comply with the *JIA Laptop and Technology Handbook for Students and Parents* and the *JIA Student/Parent Laptop/Technology Use Agreement*. Failure to timely and fully comply with the handbook and agreement, including the timely return of the property, will cause JIA to initiate the process of reclamation of the school-issued laptop and all other school-issued technology items.

**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 in 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 safety 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 scooters 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.
- Students driving a vehicle and taking courses on-campus at Jenison High School must purchase a parking pass in the main office and park in the student lot during the school day. 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.
- All students will show ID upon request of parking security or another authorized adult.
- All students must be properly parked in the designated areas upon arrival at school, within the student parking lot on the west side of the building, north of the main entrance, staying away from the lot closest to the playground.
- Students are not to drive or park in the faculty 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.
- Except for authorized maintenance vehicles, the 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).

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.
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.

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 JIA school office; fill out the form; and hand the form into the Jenison High School School-to-Career 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.
Appendix
Jenison International Academy (JIA)
Online Learning Agreement

The purpose of this agreement is to acknowledge acceptance of the identified roles and responsibilities for students and parents requesting to enroll in online and community partner courses through JIA.

Introduction
Welcome to blended and online learning with the Jenison International Academy (JIA) through Jenison Public Schools. Student success is important, which requires a strong partnership with each family and community organization. JIA operates in accordance with the state of Michigan 21f legislation. Standards are set forth by the Jenison Board of Education within the JIA handbook, with approval of full-time enrollment dependent upon those standards.

Course Participation & Attendance
Participation is essential for online academic success and is a requirement for continued enrollment and coverage for the community partner section of any online course.

- Weekly online course progress is integral, logging into the course(s) and completing assignments on certain days may be required, including the State of Michigan count periods.
- It is expected the learner, parent and JIA staff be available for communication on a regular basis. Communication is mandatory each week during the State of Michigan Count Periods between the learner and their JIA teacher. Examples of communication include, but are not limited to email exchange, Skype, face-to-face meetings at the JIA Learning Center or community partner location, and phone calls.

Learner Commitment
It is expected that the learner will:
- Be committed to the course(s), adhere to the course schedules as prescribed, and communicate with course instructor(s) and the mentor teacher on a regular basis.
- Work according to pacing guides in order to complete the requirements of the course.
- Refrain from inappropriate use of information with any online course.
- Follow all other rules as specified by JIA, mentor and on-line instructor.

Jenison Agreement for Acceptable Use of Technology Resources
It is the responsibility of the learner & parent to review, agree & sign the Jenison Public Schools Agreement for Acceptable Use of Technology Resources. Learner participation and electronic history can be retrieved and monitored by the mentor/coordinator/instructor/parent at any time.

Course Costs
JIA will bear the cost of online course content, delivery and instruction. The cost for community partner participation, dual enrollment, and other items will be covered based on fulfilling registration requirements and available State of Michigan funding. The student/family must cover any costs that exceed the funding cap. Additional materials (such as books, lab supplies, technology equipment, registration fees, etc.) are the responsibility of the student/family.

Tests/Exams (for high school credit-bearing courses only)
JIA requires the tests/exams contained within weekly coursework to be monitored by a parent or another responsible adult. Note: The parent must oversee high school course final exams, with the exam password email and provided to the parent directly each semester. Students may also attend LC for exams.
Course Completion
Successful completion of each online course is required, per the State of Michigan 21f legislation. A final score of 60% or higher must be earned to maintain eligibility in JIA on a semester basis. Courses must be completed within the semester start and end dates.

Homeschool Enrollment
Shared-time homeschool students are eligible to enroll in elective (or nonessential) courses only. Any additional educational services requested should be directed to the district in which the student resides. Students may not be enrolled or participating in any other public school, or private school program in which state of Michigan funding is provided.

Reasons for Denial
Per 21f Legislation
- Enrollment in the full-time online program is not consistent with the student’s graduation requirements or with the student’s career interest (high school level)
- The student does not possess the prerequisite knowledge or skills for full-time online learning
- The student has failed a previous online course

Contract Violation
Consequences for violation of provisions of this contract:
1st Offense – Verbal or written notification to student and parent
2nd Offense – Written notification to student and parent with possible removal from program at as determined by 21f legislation and per the discretion of JIA Principal or Director.

Jenison International Academy
Learner Agreement Acknowledgement

Student/Learner Acknowledgment and Understanding
- The learner agrees to maintain a consistent attendance and study schedule for each online course (including any online course with a community partner component).
- The learner agrees to follow the course participation expectations, adhering to the course calendar and other timelines for completion.
- The learner agrees to communicate with their instructor/mentor teacher regular and whenever there is an issue, and during the mandatory count periods
- The learner will refrain from inappropriate use of information with any online course.
- The learner will follow all guidelines set forth, including the acceptable use policy, academic honesty and appropriate netiquette.

_______________________________________________________  ______________________
Learner Signature                   Date

Parent/Guardian Acknowledgment and Understanding
The parent agrees to support the success of their child in an online learning environment by
- Providing a space for learning in the home
- Monitoring his/her progress, along with course pacing and expectations
- Encouraging him/her to communicate with the instructor/mentor teacher whenever he/she has a question or issue, or facilitate communication for an elementary-aged child

_______________________________________________________  ______________________
Parent/Guardian Signature              Date
JENISON INTERNATIONAL ACADEMY (JIA)
Academic Benchmarks
(Full-Time Students Only)

The Jenison International Academy is committed to high academic standards and will require learners to validate their learning by completing the assessments as required by Michigan Department of Education Pupil Accounting Manual:

1. Grade Appropriate Assessment – Pupils enrolling in the Jenison International Academy must take the grade appropriate state assessment exam(s).
2. Michigan Merit Examination (MME) – Pupils enrolled in the Jenison International Academy program and are at Junior status must take the MME/SAT/ACT WorkKeys as scheduled by the Department of Education’s Office of Assessment and Accountability.

Jenison Public Schools will provide a learner with the testing materials at a location and time to be announced. Jenison International Academy learners and parents/guardians will be notified of the dates and location of the appropriate testing. **Learners and parents/guardians will be responsible to be in attendance for the appropriate exams.**

State assessments are required for:

- **3rd Grade:** (English & Math)
- **4th Grade:** (English, Math & Science)
- **5th Grade:** (English, Math & Social Studies)
- **6th Grade:** (English & Math)
- **7th Grade:** (English, Math & Science)
- **8th Grade:** (English, Math & Social Studies)
- **9th Grade:** (PSAT)
- **10th Grade:** (PSAT)
- **11th Grade:** (SAT, ACT WorkKeys, MSTEP)

**Learner & Parent/Guardian Acceptance**

_of Academic Benchmarks Requirements as stated above_  
(Note: name entry constitutes acceptance of terms of contract)

Parent/Guardian: __________________________________________________________ Date: ____________

Learner: ___________________________________________________________ Date: ____________
Jenison Public Schools

Agreement for Acceptable Use of Technology Resources

Students Grades PK-12

Student Name __________________________________________ Bldg ______________ Grade _______

STUDENT AGREEMENT

I understand that I may sometimes be permitted to use the District’s computers, electronic devices, and Internet at school and at home. To use computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet when my teacher or other school employee tells me that I am allowed to use the computers, electronic devices, and Internet.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I shouldn’t access.
- If I accidentally access a website that I know I shouldn’t look at, I will tell my teacher or other school employee right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my teacher or other school employee right away.
- I will not use the computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my teacher or other school employee right away.
- I will not damage the computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will not use the computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the computers or Internet and pretend that it is my own work.
- I will keep my password secret from all other students.
- I understand that the school can see everything that I do on the computers, electronic devices, and Internet.
- I understand that the school has filters on the computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature ___________________________________________ Date____________________
PARENT / GUARDIAN AGREEMENT

I have read this Agreement and agree that as a condition of my child’s use of the District’s technology resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the technology resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of the District’s technology resources.

I have explained the rules listed above to my child.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children’s Online Privacy Protection Act.

I understand that data my child sends or receives over the District’s technology resources is not private. I consent to having the District monitor and inspect my child’s use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the District’s technology resources until this agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature __________________________________________Date ________________
| Student Name ___________________________ | Grade ___________________________ |
| Parent Name ___________________________ |
| Home Address__________________________________________________________________________|
| Phone # _______________________________ | Email Address ______________________|

**JIA Office Use Only**  
JPS Computer Number _______________________________  
Staff Initials ______________________

In this agreement, “we”, “us”, and “our” means JPS District. “Your” and “your” means the parent/guardian and student enrolled in JIA. The “property” is a laptop owned by Jenison Public Schools with a designated serial/tag number.

**Terms:** You will comply at all times with the Jenison Public School District's *Laptop Handbook for Parents & Students and Internet User Participation Agreement*, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

**Title:** Legal title to the property is in the District and shall remain at all times in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and *Laptop Handbook for Parents & Students*.

**Loss or Damage:** If the property is damaged, or any parts or pieces lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Damages, loss, or theft of the property must be reported to the District by the next school day after the occurrence. Students must clear all records and pay all fees before receiving the end of the year report card and continued participation in JIA.

**Repossession and Appropriation:** If you do not timely and fully comply with all terms of this Agreement and the Laptop Handbook for Parents & Students, including the timely return of the property, the District shall be entitled to declare you in default and come to your place of residence, or other location of property, to take possession of the property. Failure to use the computer for non-school purposes without the consent of the District may be considered unlawful appropriation of the District's property.

**Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of school unless earlier terminated by the District or upon withdrawal from the District.

**Return:** Upon return, all materials (computers, power cords, bags, etc) will be inspected to ensure they are returned in like condition as received. You agree to launder the messenger bag according to the process outlined in the *Laptop Handbook for Parents & Students*.

Acceptance of the laptop and equipment signifies that you find all equipment to be intact and in good working condition.

**Parent/Guardian Signature:** ___________________________________  
**Date:** ________________

**Administrator Signature:** ________________________________________  
**Date:** ________________
## Insurance Options:

<table>
<thead>
<tr>
<th>Option 1: (Recommended by JIA)</th>
<th>Parent/Guardian Initials</th>
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<tbody>
<tr>
<td>I have read the warranty coverage and chosen to <strong>accept</strong> the JIA Warranty Program. I understand that support, maintenance, and repairs will be covered by Jenison International Academy. A JIA issued insurance policy is available for $25 per computer for the year. Additional warranties for siblings are $15 each. In the event of a complete replacement or lost device, a $100 deductible will apply.</td>
<td></td>
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</tbody>
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<tr>
<th>Option 2:</th>
<th>Parent/Guardian Initials</th>
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<tbody>
<tr>
<td>I have read the warranty coverage and have chosen to <strong>decline</strong> the JIA Warranty Program. I understand that in the event of a repair or replacement of the computer we are responsible for the reasonable cost of repair or its fair market value on the date of loss if the machine must be replaced. As outlined in Section C: Replacement and Repair.</td>
<td></td>
</tr>
</tbody>
</table>

I understand that the cost of maintenance, repair, and/or replacement provided in the insurance policy is non-refundable. If no repairs or replacement take place throughout the year, no refund is given.