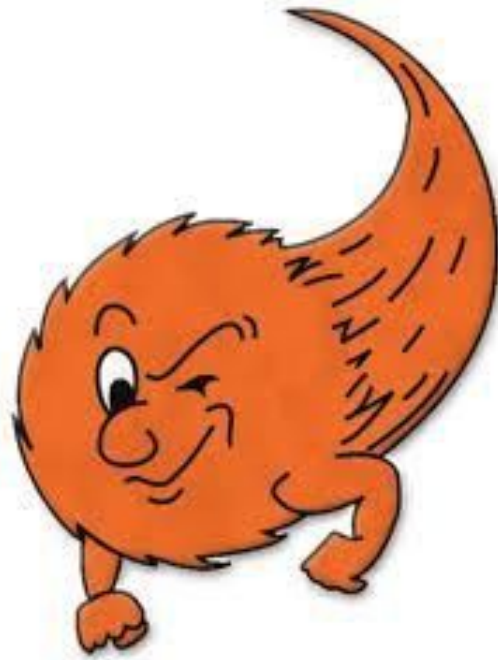


JONESVILLE MIDDLE SCHOOL



Student Handbook 2017-2018

**Mr. Bryan Playford
Principal
HANDBOOK**

The Jonesville Community School District is dedicated to providing quality educational experiences that produce responsible citizens who have a positive view of themselves and others and who have the skills and attitudes necessary to succeed in a global society.

We Believe:

- All students are capable of becoming responsible members of society.
- Everyone has worth and value.
- All students can learn.
- Mutual respect fosters learning.
- A positive self-image is important to success.
- Cooperation, communication, and problem solving are important life skills.
- Learning is a lifelong process.
- Quality education recognizes and responds to individual differences.
- A basic core of knowledge is essential.
- A safe, stable, and caring environment is essential to learning.
- Parental and community involvement enhances quality education.
- Sound instructional decisions are based on research, practice, and evaluation.

PLEASE READ AND SIGN

Dear Parents/Guardians:

We welcome you and your son/daughter to Jonesville Middle School. This should be a fantastic year filled with excitement and challenges for you and your child. We want your son/daughter to have a good school year. It is the intention of the staff of JMS to work closely with you to help them succeed.

Please become familiar with this handbook and discuss it with your son or daughter. This handbook contains the set of guidelines and expectations that are in place to help make the educational environment at Jonesville safe, supportive, challenging, and fun for everyone. If you have any questions or concerns, please call the middle school office at (517) 849-3210.

From time to time, JMS provides certain organizations a list of students and addresses. If you wish to have your information excluded from the listing, please request so in writing to the principal. We look forward to working with you in the coming year.

Below are some items, which need your attention. It is important that you sign the indicated areas and release information. I have read and discussed the contents of the Jonesville Middle School Student Handbook/Technology Agreement with my son/daughter. I understand that school property is subject to search at any time and this includes student lockers.

Student Name _____
Date

Parent/Guardian (Please Print)

Parent/Guardian Signature _____
Date

We invite your involvement in the activities of our school. There are times that we need help with various activities. We would like to establish a "list" made up of parents who are able to assist with school functions on a voluntary basis as the events occur throughout the school year. Please indicate areas you are interested in and are able to be of assistance with.

- () Special Events () Field Trip Supervision () Tutoring

Parent/Guardian (Please Print) _____ Home Phone _____ Work Phone

I understand that return of this form in no way obligates me for any Middle School activity. It merely includes my name on a list for possible assistance, and I will have the option to decline when called by a school designee.

TECHNOLOGY AGREEMENT

Technology Use Policy Goal

It is the goal of the Jonesville Community School District to implement access to the most current technology available. It is the purpose of this policy to insure that all users accessing the Internet, Intranet, and multimedia equipment assume full responsibility for use of school equipment. Each student has a copy of this available to reference in their student handbook, and another copy will need to be signed and turned into the school in order to use a computer in our district. Every staff member shall have a copy to sign in their teacher handbook.

Purpose and Definitions

Learning with and about technology prepares learners to live responsibly in an informed and ever changing society. Learners will use technology for knowledge and skill acquisition, communication and information management, problem solving, creative expression, research, design, and product development. Learners become technologically capable when they apply technology across curriculum areas and when technology is used throughout the learning process. New technologies are shifting the ways that information may be accessed, communicated and transferred.

The Internet is a vast, global network, linking computers at universities, K-12 schools, businesses, and other sites. Using the Internet, one can communicate with people all over the world through discussion forums and electronic e-mail. In addition, many educational resources are available for viewing and downloading. Along with the Internet and the Intranet, Jonesville Community Schools offers the use of laptops, digital cameras, camcorders, and various other technologies. It is our intent that students and staff will use the technology offered for educational purposes.

Users are defined as staff, students, board members, or community members who will be given access to the Internet or the Intranet by either receiving an account through Jonesville Community Schools or by using the hardware owned, rented, or housed in a Jonesville Community Schools site. The Internet consists of millions of computers networked together globally, and is unregulated. As a result, there are a number of locations that contain sexually explicit, pornographic, or other materials inappropriate for school use. The Jonesville Community School District will attempt to filter access to such sites by using hardware or software at each school site. Users are not allowed to enter, or try to enter blocked sites at any time. Any attempt to avoid this filter is in direct violation of the user policy. The Intranet consists of only the computers and hardware contained within the Jonesville Community School District.

Multimedia is defined as laptops, cameras (digital and VHS), audio-visual equipment and various other technologies.

Internet, E-mail, & Intranet Usage

All users shall keep in mind that when they use the Internet, Intranet, and e-mail, they are entering a global community, and any actions taken by them will reflect upon the educational community as a whole. All users shall act in an ethical and legal manner. Email Backup and Archiving is only kept for a period of 3 months. After this time all Emails are permanently deleted. This applies to all FOIA and Email retrieval requests. Email older than 3 months cannot be retrieved.

After reading and signing the Technology Use Policy, users will earn the privilege of accessing information through the Internet to support and enhance the school curriculum. Users may not transfer or share this privilege to other individuals.

The Jonesville Community School District reserves the right to examine all data involved in the Internet, Intranet, and e-mail link to make sure that all users are in compliance with this policy. The Jonesville Community School District will deem what is inappropriate use, and its decision is final.

The Jonesville Community School District, along with the other organizations sponsoring this Internet link-up will not be liable for the actions of any user connecting to the Internet.

The user shall be responsible for any damages incurred from intentionally downloading computer software and viruses.

The Jonesville Community School District is not responsible for any damage to individual user's hardware or software incurred from downloading computer programs, including viruses.

All users will assume full legal and financial liability resulting from their use.

All students need to follow rules and guidelines established by individual teachers.

The Jonesville Community School District makes no warranties of any kind whether expressed or implied for the service it is providing. This includes loss of data resulting from delays, non-deliveries, or any service interruption.

Because the district's computer, video, and voice mail systems are to be used solely for school purposes, students are prohibited from sending offensive, discriminatory, or harassing messages. This includes messages containing sexual inferences, inappropriate jokes and any other communication the district deems inappropriate.

Unless given specific permission, students may not enter, observe, or participate in chat rooms, MySpace, Email, or YouTube.

Respect the integrity of the network. Do not use the network in such a way that would disrupt the use of, harm, or destroy the data of another user, or attempt to bypass or defeat security systems intended to restrict user access.

Use only provided or approved software. Installation or transmission of any software on the system is prohibited. This includes games and third party software unless given permission by an approved school administrator.

The following are specific situations that are **not permitted** at any time:

1. Unauthorized entry into any file, whether to use, read, change, or for any other purpose.
2. Unauthorized transfer, deletion, or duplication of a file is not permitted unless the user owns it.
3. Unauthorized use of another individual's identification, password, telecommunications files, or facilities.

4. Use of ANY technology, which interferes with the work of another student, employee, or school official.
5. Use of ANY technology to draft, send, or receive inappropriate communications, including but not limited to communications which are obscene, pornographic, profane, vulgar, indecent, threatening or otherwise prohibited by law.
6. Use of ANY technology, including telecommunications facilities, to interfere with the operation of the School District's computing system.
7. Use of educational technology for the purchase, sale, and/or advertisement of goods or services.
8. The sending of network messages by any means unless specified by instructor.
9. The altering, viewing, sharing, copying or deleting of any information contained on the file server or hard drives.
10. Use of the network to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the local area network.
11. The illegal installation or copying of copyrighted software for use on district computers.
12. Any use of the network for personal or private business, commercial or for profit purposes, product advertisement or political lobbying.
13. Attempting to access filtered websites, or using ANY technology to bypass the district filter.

MULTIMEDIA

Software, audio, and video media to be utilized on the system must meet licensing and copyright protection requirements. No user shall place such media on the technology systems that create a liability to the individual or district. Licensing agreements must be placed on file in the building office and copies retained on file in the purchasing office.

Only current Jonesville Community Schools' students, 6th grade and above, may borrow laptops.

1. The Technology Use Policy must be signed and filed in the appropriate building before multimedia equipment may be checked out to the student.
2. If a student has overdue library materials or unpaid school fees, has received disciplinary action, or has demonstrated attendance problems, he/she will not be able to borrow any multimedia equipment. The privilege of borrowing this equipment will be permitted at the discretion of school administration officials.
3. All components must be returned in the condition they were issued or privileges will be revoked for the remainder of the school year, plus the student and/or parent/guardian will be responsible for the cost of the replacement.
4. Parents are responsible for monitoring information access via the Internet when using school owned laptops at home.
5. The borrower and the parent/guardian are fully responsible for the laptop while it is checked out to them.
6. Students may not check out the multimedia equipment over school vacations unless given permission from an administrator or staff member.

Acceptable Use

The use of equipment must be in support of education and research consistent with the educational objectives of the Jonesville Community Schools.

Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to; copyrighted material, threatening, sexist, racist, or obscene material, or materials protected by trade secrets.

Unauthorized commercial activities, product advertisement, or political lobbying is also prohibited.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the system, the Internet and Intranet, or any hardware. This includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in cancellation of access privileges, disciplinary action and/or prosecution. ****SEE NOTE AT END OF PAGE!**

Plagiarism/Copyright

Plagiarizing works that are found on the Internet is prohibited. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

The rights of copyright owners must be respected. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be confusing. If you have questions ask the librarian or supervisor.

Accepting This Policy

If this form is not signed and on file with the school (covered by your signature on the Student Handbook signature page) the child will not be allowed to use available technology, the Internet, the Intranet, e-mail, or check out any multimedia equipment.

I have read, and agree to, the Technology Use Policy that was approved by the Jonesville Board of Education on November 17, 2008. I will take full responsibility for the equipment that I borrow. I understand that if I am found to be violating any part of this contract, my privileges of using technology related equipment at Jonesville Community Schools may be revoked.

****Under current Michigan law, the unauthorized alteration, damage, destruction or use of a computer system resulting in at least \$1,000 in damage is a felony punishable by 5 years in jail and/or a fine of \$10,000 or three times the aggregate amount involved, whichever is greater.**

Top 10 Highlights of JMS Rules

- Cell Phones**—Cell phones and other electronic devices (IPods, MP3 players, PSP, etc.) are to be kept **OFF** and remain in the student's locker at all times during the school day— unless a teacher has requested students bring a device to their class for academic use. (Pg. 16).
 - If seen outside of the locker during school hours (7:50a.m.-2:45p.m.) by any staff member, the device will be confiscated and turned into the main office for disciplinary action.
- Dress Code**—Students must abide by the dress code at all times (Pg. 17).
 - Students will be referred to the office and asked to change immediately if a dress code violation occurs.
 - Parents are reminded to make sure their children are dressed appropriately for school and the season before they leave home.
- Cheating**—Copying, letting someone copy your work, or verbally giving someone the answers is considered plagiarism and will result in a failing grade for the assignment and a Saturday School suspension on the first offense. No warnings (Pg. 17).
- Tardiness**—4 unexcused tardies is a warning; five (and every one after) will result in a detention/suspension (Pg. 18).
- Insubordination**—Behavior that threatens, defies, lies to, intimidates, or undermines the authority of any school employee could result in up to a 1-4 day suspension on the first offense. (Pg. 16).
- Attendance**—Parents must let the school know of any excusable absence in writing/email or by a phone call to the main office within two school days of an absence to have it excused. Failure to do so will result in an unexcused absence (Pg. 9-11).
 - Students will have one (1) day to make up any assignment for each day they miss (pre-arranged absences are excluded). Failure to turn the assignment in during that time will result in a late/failing grade for that assignment.
 - Parents and students will be turned over to court for chronic absenteeism (parent contact on 3rd unexcused absence/truancy officer notified upon 7th unexcused absence).
 - At 7 absences, excused or unexcused, students will be required to bring an acceptable form to excuse their absence (doctor's slip/court document/etc.)
 - After 3 consecutive days missed, students must produce a doctor's note to excuse their absences.
 - Please see the athletic handbook for sports attendance policies.
- Fighting/Horseplay**—**We will not tolerate any acts of violence toward others.** Horseplay is not tolerated in our school, as it can escalate to fighting (Pgs. 18).
 - Any behavior that could be harmful to oneself or another will result in immediate disciplinary action.
 - Any student who *participates* in, or promotes a fight, will receive a minimum of a 2 day suspension.
- Food and Pop**—Food of any kind (including candy or other treats), or any type of drink, is prohibited in the classroom at all times (Pg. 18).
- Visitor Policy**—Any guest of the school *must* check in at the office. There are no student visitors allowed. Guests are not allowed to eat with the student body in the cafeteria. If you would like to eat with your child, a space will be provided in the office. *Only* pre-arranged guest speakers are allowed into a classroom during any instructional time (Pg. 19).
- Grades**—Please remember that you can check on your child's grades, attendance, discipline, lunch information, etc. by going to www.jonesvilleschools.org and clicking on the Parent Connect button. Passwords will be mailed/provided by the office at the beginning of the school year; if you do lose your password at any time during the school year, please contact the main office. Computers will be made available in the main office if you do not have Internet access available. Progress reports will still be handed out every 3 weeks. Please view your child's online grades daily to help avoid any problems (Pg. 12).

Jonesville Middle School Compact: 2017-18

STUDENT: I realize that my education is important, and I know that I am responsible for my own success. Therefore, I agree to:

- Be on time and prepared for class with appropriate materials
- Complete high quality assignments on a daily basis
- Show respect to adults and classmates by not interrupting, not starting or spreading rumors, keeping hands, feet, and other objects to myself, etc.
- Use appropriate language throughout the building
- Dress appropriately according to the student handbook guidelines
- Follow the guidelines of the student handbook

PARENT/GUARDIAN: I realize the importance of working cooperatively with the school. I understand that my participation in my child's education will help his or her achievement and attitude. Therefore, I will cooperate with my child's school by:

- Sending my child to school on time with all books, assignments, and supplies necessary for success
- Setting aside time for homework, projects, reading, or studying each night
- Setting high expectations for my child academically, socially, and behaviorally
- Encouraging my child to take responsibility for his or her actions
- Communicating openly with teachers including contacting a teacher to discuss a classroom issue before contacting the principal
- Supporting my child by attending school functions (conferences, parent nights, extra curricular events) whenever possible

TEACHER: Throughout this school year, I will provide high quality instruction in a safe, supportive, and effective learning environment that will enable success for every student. Therefore, I agree to:

- Treat students and parents fairly and respectfully and recognize individual needs
- Contact parents in a timely fashion through newsletters, emails, phone calls, and progress reports
- Create meaningful, relevant lessons that follow the Michigan Standards and Benchmarks
- Clearly post daily assignments, so students know precisely what is expected
- Explain assignments using various methods and learning styles to cater to a wide variety of learners
- Correct and return assignments in a timely manner as well as regularly update grades on Skyward
- Utilize technology to enhance student learning

Student _____ Date _____

Parent/Guardian _____ Date _____

Teacher _____ Date _____

Jonesville Middle School
PARENT INVOLVEMENT POLICY IMPLEMENTATION

Research indicates that parent involvement has multiple benefits for students and schools. Student benefits can include improved grades and test scores, better attendance, higher rates of homework completion, more positive attitudes towards school, fewer disciplinary actions, higher graduation rates and increased post-secondary enrollment. School benefits can include improved teacher morale, better ratings of teachers by parents, improved community perceptions and positive changes in student achievement.

With this in mind, Jonesville Middle School implements the parent involvement activities outlined in Jonesville Community School's School Board Policy #2112 as the main focus of our school's policy.

Jonesville Middle School supports parental involvement as both a valuable resource and ally in teaching and learning for our students. We consider parents/guardians essential partners in the educational and psycho-social development of their children.

The building principal will act as the key liaison for parent involvement. The building principal will provide leadership for the development and implementation of a parent involvement plan. Parent involvement may include both school and home activities. The parent involvement plan will include specific attention to obstacles, which preclude parent/guardian participation with intended remedies.

Recognizing that parents are the first teachers, we believe that parent involvement in our school is not limited to, but includes:

- Instilling an appreciation for the value of a sound education and a sense of individual responsibility for learning and achievement.
- Emphasizing the importance of daily attendance, attention in class, completion of all assignments and compliance with rules of conduct.
- Preparing the child for school by building positive home conditions that support learning and appropriate behaviors.
- Volunteering for and attending school-related activities, functions and events, including parent/teacher conferences, and planned parent meetings when possible.
- Serving on school-based committees and assisting in decision-making roles.

In order to facilitate a collaborative partnership, the school's staff and administration, are committed to:

- Involving parents, students, and community members in advisory groups and committees at the school level.
- Maintaining an on-going effort to provide parents, students, and the community with information about our school.
- Establishing effective two-way communication with all families, respecting their diversity and various needs.

- Providing multiple ways in which parents, students, and community volunteers can support our schools and contribute to our students' education and well being.
- Developing strategies and learning experiences to enable parents to participate actively in their children's education.
- Providing support and coordination to implement and sustain appropriate parent involvement through their child's attendance in our school and participation in our programs.
- Utilizing the school to connect students and families with community resources that provide educational enrichment and support.
- Coordinating the services and resources from other programs to maximize support to the parents and students.
- Annually evaluating the effectiveness of parent involvement strategies to identify and address barriers to participation and to use the results to redesign the strategies for maximum participation.

To provide parents with opportunities for participation in our Title I program and services, the school and administration will:

- Convene an annual meeting to explain the Title I program and to inform parents of their right to be involved in the program.
- Involve parents in the planning, implementation, and review of the school's Title I program and parent involvement plan as appropriate.
- Provide information about the Title I program and describe curricula, student assessments, and proficiency levels in a language that parents can understand.
- Provide parents with opportunities to submit dissenting views about the school's Title I program and parent involvement policies and practices.
- Offer a flexible schedule of meetings.
- Provide support or training to parents to build their capacity to be more involved in their child's education and to be able to help their child's learning at home.
- Providing support or training to build the staff's capacity to effectively involve parents.
- Create collaborative school-parent-student agreements (compacts) which outline the responsibilities of the school, the parent and the student for a true partnership for improved student academic achievement.
- When necessary, accommodate parents with disabilities, parents who are limited English proficient and parents of migratory children so that they can become more involved.

JONESVILLE MIDDLE SCHOOL

POLICIES & PROCEDURES

Middle School Mission Statement

The Staff of Jonesville Middle School accepts the responsibility for educating students in academics, fine arts, physical and emotional skills. Every effort will be made to create an environment where each individual may be successful and assisted in the transition from elementary school to high school.

Middle School Vision Statement

The vision of Jonesville Middle School is to be the 1st choice for educational excellence, by empowering our students to fulfill their greatest potential, through teamwork involving the community, students, parents, and staff.

Jonesville Community Schools Mission Statement

The Jonesville Community School District is dedicated to providing quality educational experiences that produce responsible citizens who have a positive view of themselves and others who have the skills and attitudes necessary to succeed in a global society.

We Believe:

- All students are capable of becoming responsible members of society.
- Everyone has worth and value.
- All students can learn.
- Mutual respect fosters learning.
- A positive self-Image is important to success.
- Cooperation, communication and problem solving are important life skills.
- Learning is a lifelong process.
- Quality education recognizes and responds to individual differences.
- A basic core of knowledge is essential.
- A safe, stable and caring environment is essential to learning.
- Parental and community involvement enhances quality education.
- Sound instructional decisions are based on research, practice and evaluation.

Accidents and Insurance

The school accepts responsibility only for immediate first aid to an injured student. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. In the case of an accident, no matter how minor, the student must report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given, and the parents will be notified. It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval. The school does not insure students for athletic or accidental injuries. Voluntary insurance is made available for purchase through an appointed agent.

Athletic Events

Good sports are winners and Jonesville citizens are proud of the distinction of being the Big 8 winner of the good sports award. Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved, regardless of the site.

Attendance Policy

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

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

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

Excusable Reasons for Student Absence

The District accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents/guardian or made by phone to the main office. The excuse shall be submitted to the principal and filed as part of the student's school record.

A written excuse for absence from school may be approved for (1) one of the following reasons or conditions:

- Personal illness – doctor's note required if long-term
- Illness in the family
- Quarantine in the home
- Death/funeral of a relative
- Observance of religious holiday
- Absence for professional appointment
- Court

Parents are encouraged to schedule medical, dental, legal and other necessary appointments outside of the school day whenever possible. In the event that an appointment is scheduled during the school day, students are encouraged to complete a Pre-Arranged Absence Form (available in the Main Office) for the periods they will miss. If that is not possible, a note from a parent/caregiver or phone call excusing the student is necessary. It is also recommended that upon return to school, the student submit a signed statement from the doctor, dentist, lawyer, counselor, etc to the main office for file.

- Once a student has accumulated 7 absences, excused or unexcused, students will be required to bring an acceptable form to excuse their absence (doctor's slip/court document/etc.)
- After 3 consecutive days missed, students must produce a doctor's note to excuse their absences.
- Absences that do not accumulate against this guideline include field trips and other school related events.
- Students are considered absent from class if they are more than **15** minutes late.

An unexcused absence and/or skipping may result in a failing grade for the day for the class/classes missed with no opportunity to receive credit for missed assignments/activities.

Student Vacations during the School Year

Students are permitted to go on vacation during the school year without penalty (except the week ending each trimester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and desire to enjoy that time as a family.

Whenever a proposed absence for vacation is requested, parents *must* discuss it with the principal prior to the student missing school. The length of absence *should* be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The student *must* fill out a Pre-Arranged Absence Request. These can be found in the attendance office and should be submitted to the building principal for approval at least one week prior to the vacation.

The student may be given approximate assignments and materials for completion. *Assignments must be turned in the day they return to school* and students should be prepared to make up any tests or quizzes missed during their absence, unless other arrangements are made with the teacher.

Reporting Absences and Unexcused Absences

Parents are to call the **Middle School Office (849-3210)** on the day of an absence if possible. Absences can be excused if a phone call is made or a signed letter/email from the parent or guardian is received by the office within two school days of the absence. If the Middle School Office is not notified by a parent or guardian within two school days, the absence will be unexcused.

Unexcused absences include but are not limited to:

- | | |
|----------------------|----------------------------|
| *car troubles | *missed the bus |
| *needed at home | *work |
| *alarm didn't go off | *visiting |
| *overslept | *babysitting |
| *shopping | *hair/tanning appointments |
| *errands | |

Behavior Policy:

Classroom Expectations

1. Students will bring school appropriate materials to all classes.
2. Students will be productive and positive.
3. Students will be respectful of the learning environment at all times.

The following guidelines will be used in the administration of the student behavior policy. It is important to note that:

1. These are guidelines. In unusual circumstances, the administration may make consequences more or less severe. This list is a list of possible consequences and **not** a defined order that consequences will be applied. Any of these consequences can be used at any time at the discretion of the administrator.
2. Saturday School and short-term suspensions may be replaced by in-school suspensions at the discretion of the administrator.
3. Multiple offenses of different types will be dealt with under "Persistent Violation of Building Rules and Regulations". They will result in increased consequences at each offense.

Consequences teachers may impose include:

1. Warnings
2. Teacher/Parent Contact
3. Teacher Supervised Lunch Detention
4. Teacher Supervised After School Detention
5. Teacher Initiated Discipline (Procedures the individual teacher feels are appropriate for dealing with classroom problems.)

Severe behavior problems can be referred directly to an Administrator. Options at this point include but are not limited to:

1. Lunch (assigned seat or detention)
2. After School Detention
3. Counselor Intervention if Necessary
4. Saturday School (See Appendix E)
5. In-School Suspension
6. Out of School Suspension
7. Loss of Extracurricular Privileges
8. Police Contact
9. Expulsion

Closings – As a courtesy, weather related school closings and delays should be announced on SKYWARD Instant Alert: our automated phone system, information is also available on the following radio stations:

WCSR Hillsdale FM 92.1
WMXE Hillsdale FM 102.5
WNWN Coldwater FM 98.5

Please do not call the school. Closing information will always be on the radio before 7:30 a.m.

Contagious Diseases-Students may be separated from school when suspected of being infected by a contagious disease until diagnosis by a competent medical authority.

Electronic and Camera Security Systems

To foster the health and safety of our school population and the security of our buildings, busses and equipment, Jonesville Community Schools reserves the right to use electronic and camera security systems, pursuant to all laws and regulations of the State of Michigan and the United States.

Field Trips

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

Athletic teams, the band, and other groups enjoy a number of trips to various places each year. When school buses are used, all students attending the event are required to ride the bus to and from the destination of each trip. Only upon a letter of request signed by the student’s parents will a student be allowed to go or return with his/her parents. Under no circumstances will a student be allowed to travel with friends or other students.

Fire and Tornado Drills

The fire alarm is a loud buzzer. Leave your room quietly in single file following instructions given by your teacher. Signs indicating directions for departing the building are posted in the classrooms.

1. Go out on the sidewalk or hallway.
2. Remain quiet and listen for emergency instructions in case of a real disaster.
3. In case of evacuation, all middle school students will meet at their assigned location. In case of severe weather during an evacuation, students will meet in the Presbyterian Church.
4. During a tornado/severe weather situation, students will seek shelter in the basement or locker rooms.

Food Service Information

Students will receive their food service ID numbers on their schedules. The ID number is a seven-digit number beside the student’s name on their class schedule. All students will be using the ID number to process their payment in the cafeteria. Pre-payment to accounts may be made in the kitchen, principal’s office, or library beginning August 30th. Payments will be accepted in the kitchen or main office daily from **7:30 a.m. until 10:00 a.m. only**. Pre-payment may be made by the trimester, month, week, or day.

Freedom Of Speech and Assembly

- A. Students are entitled to express verbally their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or malicious attacks on individuals is prohibited.
- B. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
- C. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of options and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited

Freedom To Publish

- A. Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process. The authors must sign such written expression.
- B. Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
- C. Libel, obscenity, and malicious attacks on individuals are prohibited in all publications.
- D. Unauthorized commercial solicitation will not be allowed within the school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and in places as designated by the school authorities.
- E. The distribution, by students in school buildings or on school grounds, of unlawful or political material whose content reflects the special interest of a political candidate or political organization is prohibited.

Fundraising

The Board of Education recognizes its responsibility to the community at large and to the business community as a policy maker for the control of fund raising activities by students of the Jonesville Community Schools. Although it is clear that there are occasions when fundraising is needed and helpful to promote an educational purpose, the following Board of Education policy must be followed: **Any fundraising activities involving middle school students shall be conducted within the school with the exception of the annual fall and spring sales.**

Grades

Remember, you should do your very best and learn things that will help you assume your adult responsibilities. Report cards are issued after the close of each twelve-week period. Our report cards will be computer printed and need not be returned to the school. If, however parents wish to sign or make a comment this may be done and returned to the teacher involved. Progress reports are sent home every three weeks with the student.

***Online Access to Grades** – Near the beginning of the school year, parents will be issued a password & code to access their child’s grades online. Go to www.jonesvilleschools.org and click Parent Connection.

Hall Passes

Every student using the halls during class must have a pass signed by a staff member. Students without a pass will be sent to the office immediately.

Hillsdale County Truancy Policy

The purpose of this policy is to provide consistency among all county public schools for the reporting of truancy to the judiciary.

It is the responsibility of the local district to:

- Define a “school day” as it relates to truancy: recommend more than 50% of a day missed. Saturday school, when assigned, counts as a school day.
- Appoint a consistent contact person from each school building to the truancy office: recommend building principal.
- Define what excused and unexcused means for that district, but to count unexcused only toward truancy.

Note: chronic absenteeism under the heading of “excused” may be addressed at the local district through disciplinary action, loss of credit, referral to Child Protective Services or other agencies as deemed appropriate by the district.

Truancy Reporting Procedure:

- A letter will be mailed to the parent/guardian(s) of a truant student on the *third unexcused absence*.
- A written referral will be made to the truancy officer by the district appointee upon the *seventh unexcused absence*. A copy of the truant student’s attendance record will be sent to the truant officer, along with a referral.
- The truant officer will review the case based on recorded data and interviews.
- A recommendation will be made to the judge from the truancy officer regarding disposition.
- Upon disposition, the school will be contacted, identifying case disposition.

Illness

If you are ill at school, come to the office and arrangements will be made for your parents to come after you, or for someone at school to take you home. At no time should you, the student, take it upon yourself to leave school without notifying the office and receiving permission. In cases of leaving without prearranging, the home will be contacted, and the absence will be unexcused and will be treated as a case of skipping school. In case of severe illness, a place will be provided for you to rest until arrangements can be made to take you home. In emergency cases, when the parent cannot be reached, the school reserves the right to seek professional medical aid unless specifically directed not to do so by the parents in advance.

Immunization

The Board of Education requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the State of Health Department regulations.

In-school Suspension

In-school suspension is an alternative to out-of-school suspension. It is defined as the exclusion of a student from his/her classes and confinement to a location away from the student body. The student is not charged with absences during this time, but is responsible for his/her class assignments.

1. Students suspended in-school will report to the office with their books and materials when they arrive at school. If they desire breakfast, it will be provided to eat in the office.
2. If students are assigned to in-school suspension, their assignments will be collected by the office and given to the student to complete while serving their suspension.
3. Students will eat their lunch in the detention room.
4. Students will not be allowed to talk or socialize with other students during their suspension.

➤ Thinking Room Suspension

Thinking Room suspension is a form of in-school suspension used when a student needs to be removed from a class due to a behavior problem or classroom disruption and refocused. It is defined as the exclusion of a student from his/her classes and confinement to the Thinking Room. The student is not charged with an absence during this time, but is responsible for his/her assignments during that class period.

Students referred to the Thinking Room will **sign in, complete a Refocus Form, and meet with the counselor or principal** to discuss the situation. Whenever possible, a meeting/discussion between the teacher who referred the student and the student will take place before the student returns to the referring teacher’s class. Students who are continually being referred to the Thinking Room may lose this option and be referred directly to the building principal for disciplinary action. When assigned to the Thinking Room, students will follow the posted rules of the room. Failure to follow the rules may result in further disciplinary action. Students sent to the Thinking Room will remain there for the remainder of the class period. As long as the student is “refocused” and prepared to be successful, they will be released to their next class period. (Discretion of Thinking Room instructor).

Inspection and Confiscation

The following rules shall apply to the inspections of school property, given to a specific student for their use (locker, desk, etc.) and the confiscation of items in his/her possession: **the student's privacy rights shall be respected "regarding any items that are not illegal or against school policy."**

- A. There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
- B. General searches of school property may be conducted at any time.
- C. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety of others may be seized by school authorities.
- D. Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
- E. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when there is reasonable suspicion that illegal drugs or devices may be present in school. Canine detection must be conducted in collaboration with law enforcement officials.

Library

The school librarian likes to see the library used, not abused. It is a great place to read or study. It is a bad place to visit or goof off. Remember reading is like anything else, to get better you must practice. The library and its contents are for use of all students and staff. One basic rule is to accomplish your goal without distracting others. Students who lose or deface a library book will be required to pay for its replacement.

Lockers

Lockers are assigned to students on the opening day of school. The school will not tolerate locks for hall lockers. **School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. Periodic inspections of lockers may be conducted by school authorities, for any reason at any time, without notice, without student consent, and without a search warrant.** School desks and storage areas are school property and will remain at all times under the control of the school. Students are expected to assume **full responsibility** for the security of their lockers, desks, and storage areas.

Once students arrive at school, their coat and book bag are to remain in their locker.

The following also apply:

1. To keep the lockers neat and new, no interior or exterior stick-on decorations (other than school sponsored) will be allowed. Magnetic attachments are allowed.
2. Students will be held accountable for the lockers they are assigned and will be financially responsible for any damage, defacing or disfiguring.
3. Do not leave anything valuable in your locker. The school is not responsible for any items brought from home, including electronic equipment.

Lost and Found

For your convenience a lost and found department is kept in the counseling office annex. If you find an item, hand it in to the office. If you lose an article, check the lost and found. It is wise to check several times.

Lunch Period Conduct

All food and beverages are to be consumed **in the cafeteria**. Students will not be allowed in hallways or classrooms with pop, candy, or food. (During hot weather, teachers may allow water at their discretion.)

Use available trash receptacles before entering the halls. Students are to act like responsible young men and women while in the lunchroom. Students are to remain seated while eating or drinking in the lunchroom. Offensive lunchroom conduct will result in a loss of lunchroom privileges (assigned seat, lunch in the office, or possible Saturday detention).

Make-up Assignments/Late Assignment

Students will be given the opportunity for making up assignments missed due to approved absences. The length of time for completion of make-up assignments shall be equal to the length of the excused absence (does not include pre-arranged absences). **It is the responsibility of the student to request make-up assignments from the teacher.** The student must request the make-up assignments on the day he/she returns to school. Failure to complete and turn in the assignments or make-up quizzes/tests during that time frame will result in a failing grade for that assignment.

Students will be given the opportunity to complete assignments missed due to suspension. At the time of the suspension or during the suspension, the suspended student will be provided with assignments that will be missed. **These assignments must be completed and presented to the teacher upon his/her return to school!** Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at their convenience, may administer the test or assign an alternate written assignment in lieu of the test missed.

Medications

All over the counter and prescription medications are to be brought to the principal's office. This includes pain relievers and aspirin. Students are not to carry any medications at any time. Someone from the principal's office or counseling office will dispense medications.

Non-Discrimination Policy

It shall be the policy of the Jonesville Community Schools to comply fully with Title IX, Title VI, and Section 504 of 1964 Civil Rights Act approved by the United States Congress. If any individual feels their rights have been violated, they may appeal to the Middle School Principal. Further appeals can be made to the Superintendent and eventually the Board of Education.

Saturday Detention Policy

Saturday School is a supervised, teacher-directed, self-study detention period for grades 6-12. Its purpose is to discipline students in such a way that class time is not missed. **Saturday School will meet on Saturdays at Hillsdale High School, from 8:00 a.m. until 12:00 noon.**

Only an Administrator may refer students to a Saturday detention. Normally, a referral of this sort would be for disciplinary violations, attendance problems or truancy. The Building Principal is responsible for notifying students of this discipline plan.

If a student receives a Saturday detention referral on a Monday, Tuesday, or Wednesday, he/she will serve the detention on the next Saturday. If he/she receives the referral on Thursday or Friday, a choice of the next Saturday or the one after will be made by the student/parent/administrator.

Students must follow a set of rules or face more severe disciplinary measures:

1. The student must be at the front door of the school on the Saturday Detention day by 7:55 a.m. and in their seat by 8:00 a.m. If not, they are considered tardy and will receive an additional Saturday detention.
2. Students must appear no later than 8:05 a.m., or they are considered absent. Unexcused absences will result in a suspension (Out of School or In-School – Principal discretion). Absences will be excused for medical emergencies and deaths in the family. However, documented proof must be given to the Principal on the following Monday morning. The student will then serve the detention on the next scheduled Saturday School. Failure to comply will result in a suspension.
3. Students must bring sufficient materials necessary to stay busy for the entire detention. Schoolwork, library books, or reference materials are examples of proper reading material. Final discretion will be left to the supervisor.
4. No gum, candy, or food is permitted.
5. No sleeping or assuming a sleeping position at any time.
6. No talking – a student wishing to communicate with the teacher in charge will raise his/her hand.
7. Students must adhere to all school rules outlined in the student handbook.
8. Students will be warned once for violations of rules 3 – 6. Further violations will result in removal. Removal from detention will result in an additional Saturday detention being assigned and/or an Out of School suspension.
9. If a student is suspended for missing a detention or for misbehavior during the detention, a parent/student/administrator conference will be required on the first day following the suspensions from school.
10. Students will receive a break of 10 minutes at the discretion of the teacher at some time near 10:00 a.m.
11. Students are responsible for their own transportation to and from Saturday School detention.

Parents: Be available to your student during the four-hour period. In the event of unacceptable behavior, a student will be dismissed from the study hall/detention. Students will have access to a school phone to call home for a ride. Students dismissed will serve a three-day suspension. Postponements are communicated to WCSR starting at 6:15 a.m.

School Hours

School hours are from 7:50 a.m. until 2:45 p.m. each day. Please have your child at school no later than 7:45 a.m. Children will NOT be allowed in the halls earlier than 7:35 a.m. Students who arrive before 7:35 a.m. are to remain in the cafeteria until the 7:35 bell rings. Students are NOT to remain on the campus later than 2:55 p.m. unless they are participating in a supervised activity or under the direct supervision of a teacher, coach, club leader, principal, etc. Supervision **will not** be provided for students who arrive before 7:35 a.m. or remain later than 2:55 p.m. The above procedures are designed for the safety and well being of your children.

Social Activities & Dances

Any school dances, parties or activities must be scheduled at least one week in advance and must be cleared on the school calendars in the middle school office. To obtain permission for an activity the class or group must secure an Activity Petition from the middle school and fulfill the regulations therein. At least two sets of parents and two teachers should be present as chaperones. Students are not permitted to leave a dance and return. *The school assumes no responsibility for a student after he/she leaves a dance, whether it is during or at the end of the dance.* All other school rules apply, including the dress code. **After-school activities are a privilege. Poor behavior could exclude you from these events!**

Stolen Property

The Jonesville Community School District is **not** responsible for lost or stolen property. Students who have items stolen should notify the principal. If warranted, the matter will be referred to the local police.

Student of the Month

Any faculty member can nominate a student. This is held for monthly recognition and celebration of student excellence in traits that exemplify the goals of Jonesville Middle School. Student of the Month consideration may be based on one or a combination of more than one of the following criteria: academics, sportsmanship, character, and leadership.

Student Rights and Responsibilities

A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the right and responsibilities to the individual and the legal processes where by necessary changes are brought about.

The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Recent court decisions have indicated clearly that young people in the United States have the right to receive a free public education and the deprivation of that right may occur only for just cause and in accordance with due process of law.

The court has also stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments; and these rights may not be abridged, obstructed or in other ways altered except in accordance with due process of law. Due process of law in the educational community may differ from requirements in other areas of the law. The First and Fourteenth Amendments to the Constitution of the United States prohibit states from unduly infringing upon the right of speech and expression.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal is authorized by statute to suspend students for cause. The teacher has the authority to send students from a class to the principal for a cause. The following rules, regulations and due process procedure statements are designed to protect all members of the educational community in the exercise of their right and duties.

Nothing in the statement of student rights shall be held to limit neither the due process rights of educators or non-certified school employees nor their use of the recognized or established District grievance procedure.

Substitute Teachers and Guest Speakers

Remember when you are in a class with a substitute teacher or a guest speaker that you are representing Jonesville Middle School. The substitute teacher/guest speaker is an outsider and by your actions you make an impression on that person. We want people to know what a great school we have and what nice students you are. **For any disruptive incidents reported by a substitute the punishment could result in Saturday School detention to suspension.**

Summer School & Retention

1. If a student fails a class, the student may take the class/classes over in summer school **if offered**. If the student chooses not to attend summer school, the student must repeat the grade.
2. Middle school students are expected to make continuous progress toward grade advancement in order to be promoted with their class. Students who are not working at grade level **will be retained**. Students who are retained for a second year will be reviewed on an individual basis.
3. Summer school is not an enrichment program. Parents of students that are having grade problems should contact the Middle School office for tutoring times that are available after school. In the event it is necessary for your child to attend summer school, your vacations should be planned to avoid conflicts with these dates. Students will not be allowed to attend summer school if they will be gone part of the time for a vacation.

Telephones

During classes, the office phone is to be used only in the case of an emergency. If a student needs to contact a parent/guardian for a non-emergency issue, it must be done before school, between classes, at lunch or after school. Office phones are available for conducting class or club business at appropriate times as well. Teacher telephones are not for the student body to use.

Text Loan

All students will be issued textbooks at no expense to the student.

- A. The student will be charged the full price of consumable books (agendas) lost or destroyed during the school year before another is issued.
- B. Textbooks lost or destroyed during the school year will be charged as follows:
 1. For textbooks 1 to 3 years old, the student will be charged the full price of the textbook.
 2. For textbooks older than 3 years, the student will be charged 1/2 the price of the textbook.

All textbooks that are returned at the end of the year must be in good condition. If any unrealistic wear or slight damage due to carelessness or neglect is evident there will be a penalty fee of \$5.00 to \$10.00 per book. If the book is unsuitable for reuse, the above penalty (Section B) will prevail. Calculators shall be considered as text and replaced using the same criteria.

Truancy – See Hillsdale County Truancy Policy (Page 11)

Compliance with Section 504

If any person believes that the Jonesville Community School District has violated the provisions of Section 504, or the district policy regarding Section 504, he/she may present a complaint, which shall be termed a grievance, according to the following procedures.

Step 1:

The grievance must be in writing, signed and dated by the complainant, forwarded to: **Office of the Superintendent
Jonesville Community Schools
202 Wright Street
Jonesville, Michigan 49250-1005**

The coordinator shall attempt to informally resolve the grievance. If this is not accomplished, the coordinator shall further investigate the grievance and provide the complainant a written response within ten school days of the date of filing the grievance.

Step 2:

If the complainant is dissatisfied with the decision of the coordinator, he/she may file a signed statement of appeal with the superintendent within ten school days of receipt of the coordinator's response. The superintendent shall meet with the complainant, formulate a conclusion, and respond in writing to the complainant within ten school days of receipt of the appeal statement.

Step 3:

If the complainant is dissatisfied with the decision of the superintendent, he/she may file a signed statement of appeal with the board within ten business days of receipt of the superintendent's responses. The board shall meet with the complainant and his/her representatives, within thirty business days of receipt of the appeal statement. The board's written disposition of the appeal shall be sent to the complainant within ten business days of the meeting.

Step 4:

If the complainant is dissatisfied with the board's disposition, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Time Line Extensions: The timeliness prescribed herein may be extended by written agreement of the parties.

RULES & RECOMMENDED CONSEQUENCES

These categories are general in nature and are not meant to be all-inclusive.

School Violence Hotline

If any student is aware of a threatening or potentially dangerous situation, they should contact a teacher, the principal or could call the anonymous School Violence Hotline, which will provide a means for students to anonymously report specific threats of imminent school violence or other suspicious or criminal conduct. The toll-free hotline is operational 24 hours per day, 365 days a year, by the Michigan State Police Operations Center. **1-800-815-TIPS (8477)**.

STATE OF MICHIGAN LAWS

The following activities are among those defined as criminal under the laws of the State of Michigan.

Arson - The act of willfully burning, or attempting to burn, any building, structure, or personal property, or school property. First offense- police involvement and suspension for ten days with possible recommendation for expulsion.

Assault on Another Person- Physical threats of violence to a person. The act of physically attacking any student, Board of Education member, or employee on school property or going to or from school, including any activity under school sponsorship. First offense- five to ten day suspension. Police contact when appropriate.

Attendance - Daily attendance of all that are enrolled in the Michigan Public Schools is required in accordance with State Law and school board rules. Students who skip classes will be assigned to a Saturday School.

Damage or Destruction of Private or School Property- Damage caused to school property will be paid by the student and/or his/her parents at the current cost of replacement. Consequences: Police involvement when appropriate, possible three to five day suspension.

Drugs (Sale, Use or Possession of Alcoholic Beverages or Illegal Drugs) The school official in charge will immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon shall notify the parent/guardian or proper authorities. First offense-five to ten day school suspension.

Explosives - Explosives are not permitted on school property or at school sponsored events. Police contact with possible expulsion.

False Alarms - The act of knowingly initiating a fire alarm or initiating a report warning of a fire or an impending bomb or other catastrophe without just cause. This includes calls to 911. First offense- police involvement and suspension for ten days with possible recommendation for expulsion.

Insubordination- Behavior which undermines the authority of a staff member including threats, intimidation, lying, defiance of authority, and willful failure to respond or carry out a reasonable request. First offense-one to four days suspension. Each subsequent offense will result in escalation of suspension.

Intimidation - Verbally threatening fellow students, Board of Education members, and/or school employees with the use of force. One to ten days suspension.

Malicious Mischief - Property damage, defacing of property. The student and/or his/her parents at the current cost of replacement will pay damage caused to school property. Police involvement when appropriate. Possible three to five day suspension.

Electronic communication devices (cell phones)

State Law prohibits their use in school except in special instances approved by the school board. **Cell phones are to be turned off and remain in lockers throughout the day.** I-pods, mp3 players, and other electronic devices are disruptive to the learning environment and are not allowed. Use of electronic devices during school hours are subject to confiscation of the device and four-hour Saturday detention. The school is not responsible for electronic devices. **On the first offense the device will be taken away, held in the office, referral submitted, and the device will be returned to the student at the end of the day. On the second offense the device will be confiscated and held in the office, referral submitted, and the device will be held until a parent/guardian picks it up from the office. On the third offense, confiscation and further consequences will be administered.**

Recording (Video/Photo) Device

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to Police contact with possible expulsion.

Tobacco - The possession of tobacco or tobacco products, whether lighted or not, exhalation of smoke or other obvious evidence of tobacco use or possession. Lighters will be confiscated. First offense-two days suspension. Second offense-three-five days suspension. Third offense-ten days suspension and a recommendation for expulsion.

Trespassing - Being present in an unauthorized place or refusing to leave when ordered to do so. Proper authorities will be notified. Refusing to leave when ordered to do so will result in an insubordination violation.

Weapons - The act of possession, transferring, using or threatening to use any weapons (look alike) or instruments capable of inflicting bodily harm. A copy of the Michigan weapons law is available on request. The commission of or participating in such activities in a school building, on school property, or at school-sponsored events is prohibited. Disciplinary action may result in expulsion from school regardless of whether or not criminal charges result.

JONESVILLE MIDDLE SCHOOL RULES

Bullying and Harassment-derogatory comments: jokes, names, slurs, remarks/questions of a sexual nature, or telling rumors of a sexual or hurtful nature will result in disciplinary action. Unnecessary or offensive touches, requests for sexual favors and other physical actions will not be tolerated. First offense could result in a three to five day suspension and possible police contact.

Derogatory or offensive posters, cards, clothing, graffiti, drawings, looks, or gestures will not be tolerated. Offensive and sexually suggestive photographs and other materials will not be brought on school property. Materials will be confiscated and consequences are detention to suspension.

Sexual Harassment- may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes or cartoons, suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher or the principal.

Every student should, and every staff member must report any situation that they believe to be improper behavior or harassment of a student.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment.

Intentionally false harassment reports, made to get someone in trouble, are also prohibited.

Cheating (also Plagiarism) – Copying another person’s work or allowing someone to copy your work. 1st offense = failure on the assignment and a Saturday School. 2nd offense in the same class = failure of the marking period in that class and possible suspension.

Closed Campus

Once students are on school property, they are not allowed to leave the property unless as part of a school trip or the student has been signed out and leaves with a parent/guardian for an appointment or other excusable reason. Students are NOT permitted to leave the building for breakfast or lunch. If students do leave the premises without permission, it will be considered skipping.

Cooperation with School Personnel - Students must obey the lawful instructions of school district personnel.

Disrespect- To insult, call derogatory names, dishonor, or verbally abuse a staff member. First offense could result in one to four day suspension.

Disruptive Conduct - Conduct that materially and substantially interferes with the educational process is prohibited. First offense could result in a four-hour detention to suspension. Subsequent offenses could result in increasing days of suspension.

Dress Policy - At all times, student dress and grooming is to be in good taste and appropriate for the occasion and not detracting to the decorum of the school. Student dress and grooming should take into consideration safety, health precautions, cleanliness and neatness. At all times student dress and grooming should avoid extremes that would appear to be disruptive to the educational atmosphere.

School Board Dress Regulations:

The Board sets forth in writing these rules (which will be in effect unless subsequently changed).

1. Students are encouraged to wear appropriate dress to school whether it is in the form of dresses, slacks, or jeans for class attendance. In the event that dress is inappropriate for class attendance, the student will be required by the administration to change into proper dress before returning to class. Inappropriate dress is defined as any dress that may disturb a normal classroom atmosphere. Baggy pants, or pants with excessive holes, buckles, chains, etc., are not to be worn as they are a hazard to the students.
2. Boys and girls are forbidden to wear clothing with any profanity, inappropriate pictures, gestures, or writing (ex: Hooters or Hottie). This includes the promotion of alcohol, drugs, tobacco, gangs, and sex. Other tops that are not permitted include spaghetti straps, tank tops, open-sided, bare-backed, bare midriff, transparent, spandex, underwear-bra tops, or tops that display cleavage.
3. Hair is to be clean, well groomed, should not cause a disruption to the learning environment, and is not to be detracting to the decorum of the male or female student body.
4. Caps, hats, bandanas, and chains are not to be worn in the school building.
5. Students are not to go barefooted in the school.
6. Clothing that encourages hate or put-downs of another group is not allowed.
7. All students are to have appropriate dress for Physical Education classes.
8. All skirts, dresses and shorts must *clearly be 2-inches longer* than the fingertips when arms are put down by the side. Clothing should cover any bare skin from the shoulders (including shoulders) to 2-inches past the fingertips when arms are extended (including holes in shorts/pants/skirts).
9. No shorts of spandex, underwear type, or tight fitting sportswear.
10. Slacks/Pants made of spandex or other tight fitting material (including but not limited to leggings, tights, running pants or yoga pants) ***MUST*** be covered with appropriate shorts, skirts or shirts that are at least of mid-thigh length.
11. For school events such as parties, field trips, dances, extra-curricular after school/evening events, etc., the dress code is still applicable for all students.

Any faculty member or administrator may make interpretation of the regulations, and decisions are not subject to appeal! On the first offense students will be asked to change into appropriate attire or remain in-school suspended. On subsequent offenses, the student must change and additional progressive disciplinary action may follow (detention, in-school suspension, Saturday School, etc.).

Fighting/Promoting a Fight - The act of involving hostile, bodily contact on school property, or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.) If, after an investigation, the building principal finds that the student(s) *actively attempted to avoid* a fight and was defending himself, no punishment will be assessed to that student. If both students were equally engaged in the conflict, both will receive punishment. First offense-**two** or more days suspension. Subsequent offenses will result in increasing days of suspension possibly escalating to a recommendation for expulsion. For promotion of a fight the first offense could result in two or more days suspension.

Food and drink- are not allowed out of the lunchroom or within the hallways or classrooms of the school. Misuse will result in the loss of the privilege of using the vending machines.

Forgery – The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms. Each offense is a four-hour Saturday detention.

Hall Conduct

Each student shall be responsible for his/her conduct in the halls. It is expected that each student will conduct himself/herself in an orderly fashion and respect the rights and property of others.

1. When passing through the hall students should keep to the right except when necessary to cross to lockers. Students should not be pushing, running, or be involved in any general misconduct not conducive to orderly passage.
2. Students leaving a classroom at the end of a period have the right-of-way over students entering.

Horseyplay – Behavior potentially harmful to oneself or others. Depending on the incident, consequences are-detention to one or more days suspension.

Laser Pointers and Laser Pens-are not allowed in school or at school-sponsored events including athletic contests. They will be confiscated and returned to parents on the first offense. Subsequent offenses will result in confiscation and a four-hour Saturday detention.

Littering - The act of willfully littering on school property or on private property to and from school or during lunch period. Consequences could result in cleaning of school grounds or area where litter took place up to detention or suspension.

Loitering - The act of being in or about any school building, or in specifically restricted areas of a school building, at unauthorized times or without the specific authorization of the school's personnel. Consequences are detention to suspension

Noxious Substances

Possession or use of materials or noxious substances that are intended to cause an irritation to the eyes, nose, breathing, etc. are not acceptable in school. Depending on the severity or subsequent offenses – four hour Saturday School detention up to 10 days suspension.

Obscenity and Indecency - The act of offending against commonly recognized standards of propriety or good taste in dress or lack of dress; in language, either verbal or written; in pictures or caricatures on any school property. **Obscene gestures** - gestures, which intimidate others, or gestures that may be given as a call to begin disruption of the educational process. Any or all obscene violations will result in detention to suspension.

Off-Campus Events – Students at school sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the school district official shall result in loss of eligibility to attend school sponsored, off-campus events.

Public Display of Affection (PDA)

Student's display of affection in school or on school grounds is inappropriate. Students will not be permitted to, embrace, kiss, fondle each other, etc. Students involved in this behavior will be warned on the first occasion. Parents will be notified on the second occasion and disciplinary action will be taken.

Skipping - Students leaving school without signing out, or who do not report to class, will be considered skipping. Skipping will result in Saturday School detention or suspension.

Student visitors will not be permitted (See Visitor Policy – Pg.19)

Tardiness – Four unexcused tardies to a class during a twelve-week marking period will result in a verbal warning, conference with the principal, and parent notification. The fifth (and each subsequent) unexcused tardy to a class during a twelve-week marking period will result in the student serving a detention, up to a four hour Saturday detention. If tardiness becomes chronic, it will result in a conference with the student, parents and their team of teachers and further disciplinary action.

Theft and/or Possession of Stolen Property - The act of taking or acquiring the property of others without their consent. All cases, return of stolen property, pay for damages, detention to suspension, and police involvement when necessary.

Theft, Damage, Destruction of private or school property. A student shall not cause or attempt to cause damage to property of the school or other persons, or steal or attempt to steal property of another person at a school activity, function, or event. The student and/or his parents will pay for damage caused to school property at the replacement value.

In the case of theft, the student will return the stolen items and pay for any damages. Police will be called at the discretion of the administration. Student is subject to up to a ten- day suspension.

Any section of this document, or portion thereof, found by adjudication to be contrary to law or constitutional rights shall be stricken without effect to the remainder.

Threatening Communications - The act of writing, telephoning or otherwise communicating to another individual/individual: verbal threats, annoying nuisance communications and vulgar and/or obscene messages. One to ten day suspension, with police involvement when necessary.

Throwing things- Is not allowed at school including snowballs, food, pencils, paper, etc. First offense is a Saturday school with escalating discipline for further incidences.

Visitors

Any guest of the school **must** check in at the office and wear the identification sticker provided at all times while on the school campus. No student visitors are allowed. Guests are not permitted to eat with the student body in the cafeteria, however, should a parent/guardian wish to eat with their child, a space will be provided in the office. **Only** pre-arranged guest speakers are allowed into a classroom during any instructional time.

DUE PROCESS

Procedural Rules and Regulations at JMS

The constitutional rights of individuals assure the protections of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she or his/her parent/guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent/guardian allege prejudice or unfairness.

Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary; these exclusions may fall in the following categories:

Separations and Suspensions

Separation 1 - A student is separated from a class or classes but not from the building. Technically speaking this is not a suspension but disbarment. The student is being barred from classroom attendance. This action by a teacher is subject to review by the principal that will include consultation with the teacher.

Separation 2 - A student is separated from the building for the remainder of the school day.

Suspension 1 - A student is suspended from attendance at or participation in a school district sponsored activity.

Suspension 2: A student is suspended from the building pending a conference with the parents or guardian, normally not to exceed five (5) days but up to ten (10).

Suspension 3:

A student is suspended for an extended (beyond ten days) period of time.

Suspension Procedures

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

Students serving out of school suspensions are prohibited from attending or visiting all classes, school related events (after school and evening events) and presence on school grounds. This includes being in the vicinity of the school.

Expulsion Procedures

Expulsion is defined as the permanent exclusion of a student from school. The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and included within this notice shall be a statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved. The authority to recommend expulsion rests with the building principal through the Superintendent of Schools, to the Board of Education.
2. Parent or guardian shall be present at the hearing.
3. Legal counsel may represent the student, parent or guardian.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education who shall make its' determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.
10. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority. The Superintendent of Schools shall determine attendance and/or educational service extended to a student

during an interim period while awaiting a hearing or action after the hearing. The time for initiating an appeal of a disciplinary decision at any level within the school shall be ten (10) days.

11. After expulsion of a student, responsibilities of the District to the child cease. The expelled student can only be readmitted by action of the Board of Education.

ASSAULTS COMMITTED BY STUDENTS

State law specifically covers assaults committed by students.

Physical Assaults Against School Personnel

The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault against a district employee or a person engaged as a volunteer or contractor for the district on school property, school bus, or at a school-sponsored activity or event.

Verbal Assaults Against School Personnel

Any student in grade 6 or above who commits a verbal assault on school property, school bus, or at a school-sponsored activity or event against a district employee or a person engaged as a volunteer or contractor for the district on school property, shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

Verbal assault shall be defined as any willful verbal threat to inflict injury upon another person, under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

CLASS, SUBJECT, AND ACTIVITY SUSPENSIONS

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. This law covers the teacher's class and students will be allowed to attend their other classes unless the student's conduct rises to the level of requiring a multiple day suspension or expulsion in accordance with Board Policy and/or the school handbook.

If a teacher chooses to use this new alternative, it will be their responsibility to notify the parent by phone or letter of the incident. The procedure will be as follows:

1. After the incident occurs and the teacher chooses to suspend under the SNAPS policy, he/she will send the student to the Principal's Office with a note, Discipline Referral Slip, Report of Misconduct Slip, or some other notification with the word SNAPS written on it. This is to let the Principal know that it is a teacher suspension.
2. Sometime during that day, the teacher must complete a DISCIPLINARY OFFICE REFERRAL Form. The teacher will fill in the top half (REASON FOR REFERRAL) describing the incident and in the bottom half (ACTION TAKEN) the teacher will write Teacher Suspension 1 block (or something similar). To the right of ACTION TAKEN there are lines that should be checked. If the teacher calls the parents, they should record the date & who was contacted. If a message was left on the answering machine it should be noted here. The teacher should then send the discipline referral form to the Principal's Office, and keep a copy for their reference.

PHYSICAL ASSAULTS COMMITTED AGAINST OTHER STUDENTS

The Board shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault as defined by MCL 380.1310(3)(B)1, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

Reinstatement:

The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student may petition the board for reinstatement. The board will provide all due process rights to reinstatement as outlined in state law.

Application to Students with Disabilities:

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Bus Regulation Code

Student Responsibilities

Students who ride on Jonesville busses for any reason are subject to ten basic rules:

1. To observe the same conduct as in the classroom while getting on or off the bus and while riding the bus.
2. To be courteous and use no loud or profane language.
3. No pets, glass containers, or radios are allowed.
4. Do not be destructive, help to keep the bus clean.
5. To cooperate with and obey the driver.
6. Do not distract the driver.
7. Do not smoke or have matches or lighters on the bus.
8. To occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
9. To keep head, hands, feet, and objects inside the bus, out of the aisle, and off other people.
10. Realize that the bus driver is authorized to assign seats and to suspend the privilege of riding the bus.

Other student responsibilities are:

1. To warn the driver of approaching danger if there is reason to believe the driver is unaware of the danger.
2. To sit in the place designated both morning and evening.
3. **Never** stand on the roadway while waiting for the bus. Be at your stop and ready to board the bus 5 minutes before the scheduled time of the bus arrival. The driver is responsible for the maintenance of this schedule and cannot wait for tardy students; bus horns are for emergency use only, not to call tardy students to the bus stop. Bus drivers will not stop at an appointed bus stop when students are not in sight of the driver, unless prior arrangements have been made with the driver. Inform the driver when absence is expected from school and expected date of return.
4. Always wait for the bus to come to a complete stop before entering or leaving the bus. Cross the highway after leaving the bus in the following manner: go to the front of the bus within sight of the driver and wait to cross. **Walk**, don't run, in front of the bus.
5. The driver may not let a student on or off the bus, at other than his/her assigned stop, except with a note from his/her parent, approved at the middle school principal's office.

Thank you for cooperating with the bus driver.

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

Lighter and Matches Policy

The lighting of matches and cigarette lighters, and/or taking a lighted item on any bus is strictly forbidden. Due to the flammable nature of materials on the bus including clothes that students wear; the introduction of fire or any lighted item creates one of the most potentially dangerous situations possible on a bus full of students.

This will be dealt with in the strictest manner possible. The following steps will be followed:

First Violation: The student will be warned of the dangers of such actions and will be given a suspension of bus riding privileges of ten (10) school days.

Further Incidents: The consequences will escalate and the student could lose their bus privileges for up to one year. At the conclusion of the penalty school year, the parent must petition the school board to allow his/her child to ride the bus.

Unity

By Ray A. Lingenfelter

I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was a young child's mind
And they fashioned it with care.

One was a teacher:
The tools she used were books and music and art;
One was a parent
With a guiding hand and a gentle heart.

And when at last their work was done,
They were proud of what they had wrought.
For the things they had worked into the child
Could never be sold or bought.

And each agreed she would have failed
if she had worked alone.
For behind the parent stood the school,
And behind the teacher stood the home.

Pesticide Application Advisory

Dear Parent/Guardian,

As part of the Jonesville School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and/or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit it to:

Principal Bryan Playford
Jonesville Middle School
401 E. Chicago Rd.
Jonesville, MI 49250

You may also contact the school office at 517-849-3210 if you have any questions regarding this letter.

PESTICIDE PRIOR NOTIFICATION REQUEST

Parent/Guardian Name: _____

Student's Name: _____

Street Address: _____

City: _____ Zip Code: _____

Telephone Numbers: Daytime: _____ Evening: _____

Please check one:

- I wish to be notified prior to a scheduled pesticide treatment inside the building.

- I wish to be notified prior to a scheduled pesticide treatment outside the building.

- Both of the above.

Parent/Guardian signature: _____

Date: _____