

STUDENT/PARENT HANDBOOK

for the

EAST JACKSON SECONDARY SCHOOL

Grades 7-12

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2017. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://eastjacksonschools.org">eastjacksonschools.org</a>
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### FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 2015.

### MISSION OF THE SCHOOL

**The mission of this school is to assist all students in reaching their fullest potential, to foster a sense of responsibility, to encourage respect and sensitivity toward others, while providing a safe, supportive organized environment for teaching and learning.**

### EQUAL EDUCATION OPPORTUNITY

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

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

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

### **PARENT INVOLVEMENT**

District Parent Involvement Policy should be placed here. See NEOLA Policy 2112 in Special Update of November 2004. P.A. 107 states that the Board may fulfill the requirement of providing a copy of the plan to all parents/guardians, by placing a copy of the plan in its student handbook or similar publications.

### **SCHOOL DAY**

East Jackson Secondary School Office hours are 7:00a.m.- 3:30 p.m.

#### **EJ High School**

1<sup>st</sup> hour 7:40-8:33  
2<sup>nd</sup> hour 8:37-9:30  
3<sup>rd</sup> hour 9:34-10:27  
4<sup>th</sup> hour 10:31-11:24  
Lunch 11:24-11:54  
5<sup>th</sup> hour 11:58-12:51  
6<sup>th</sup> hour 12:55-1:47  
7<sup>th</sup> hour 1:51-2:43

#### **EJ Middle School**

1<sup>st</sup> hour 7:40-8:33  
2<sup>nd</sup> hour 8:37-9:30  
3<sup>rd</sup> hour 9:34-10:27  
4<sup>th</sup> hour 10:31-11:24  
5<sup>th</sup> hour 11:28-12:21  
Lunch 12:21-12:51  
6<sup>th</sup> hour 12:55-1:47  
7<sup>th</sup> hour 1:51-2:43

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### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the counselors and administration. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

### **STUDENT WELL-BEING**

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

State law requires that all students must have a up to date emergency medical information in Power school, signed by a parent or guardian at the start of each school year or when a student enrolls.. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. All calls home to request and early dismissal should be made in the office so staff may arrange and discuss the situation with parents.

### **Homebound Instruction**

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) consecutive days.

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. certified birth certificate
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of EJCS Residency (3)
- D. proof of student immunizations

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or

otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

#### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

#### **EARLY DISMISSAL**

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

#### **TRANSFER OUT OF THE DISTRICT**

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

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

#### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

#### **IMMUNIZATIONS**

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

#### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

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

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

- A. may self-administer the medication.
- B. may keep the medication in his/her possession.

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

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

## **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Education Director to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the principal or counseling office to inquire about evaluation procedures and programs offered by the District.

### **STUDENT FEES, FINES, AND SUPPLIES**

**East Jackson Secondary School** charges specific fees for noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or family may choose to purchase personal supplies if a greater quantity or quality of supplies is desired; or to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

A \$40.00 (not to exceed \$80.00/Family Plan) Book Fee is charged when a student enters the school and may be refunded upon leaving the school or graduating. The fee is used as a deposit for lost books or damage to supplies.

Fees may be reduced in situations where there is proven financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT VALUABLES**

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

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

#### Radio

WJIM-WFMK-WKHM-WJXQ-WITL-WUFN-HOME

#### Television

WLAJ-CW5-WILX TV 10-WLNS TV 6

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

## **VISITORS**

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

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

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

## **STUDENT SALES**

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

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

# **SECTION II – ACADEMICS**

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

## **GRADUATION REQUIREMENTS**

### **Regular High School Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits.

Specific course requirements are follows:

### **Basic Graduation**

Basic credit requirements for graduation from East Jackson High School for the **Class of 2015 and beyond** are as follows:

#### **4½ credits English**

[½ speech, 4 English]

#### **3 credits Social Studies**

[½ civics, 1 Am. history,  
1 World history, ½ econ]

#### **1 credit Fine Arts**

**½ credit Physical Education**

**½ credit Health**

**4 credits Math**

**3 credits Science**

**½ credit Computer Education**  
[or equivalent]

**2 credits World Language**

**4 ½ credits Electives**

**23 ½ Total Credits**

### **DIFFERENTIATED PROGRAMS CLASS of 2015 and BEYOND**

#### **Graduating “With Honors”**

Students maintaining at least a 3.00 grade point average over four years and meeting the following specific requirements will receive a “With Honors” designation on their diplomas:

**4½ credits English**

[includes ½ speech,  
4 English plus English dept.  
approved writing portfolio]

**3 credits Social Studies**

[½ civics, 1 Am. history,  
1 World history, ½ econ]

**1 credit Fine Arts**

**2 credits World Language**

**½ credit Physical Education**

**½ credit Health**

**3 credits Science**

**4 credits Math**

**½ credit Computer Education**  
[or equivalent]

**5 ½ credits Electives**

**24 ½ Total Credits**

#### **Graduating “Academic with Honors”**

Students maintaining at least a 3.15 grade point average over four years and meeting the following specific requirements will receive an “Academic with Honors” designation on their diplomas:

**4 ½ credits English**

[includes ½ speech,  
4 English plus English dept.  
approved writing portfolio]

**3 credits Social Studies**

[½ civics, 1 Am. history,  
1 World history, ½ econ]

**1 credits fine arts**

**2 credits World language**

(Or vocational education)

**½ credit Physical Education**

**½ credit Health**

**4 credits Science**

**4 credits Math**

**½ credit Computer Education**

**[or equivalent]**

**5 credits Electives**

**25 Total Credits**

### **Graduation Participation**

Participation in the commencement ceremony is a privilege earned by exceptionally good behavior in the senior year. If there are violations of the code of conduct, administration holds the right to exclude a student from participation in the ceremony and similar events in the graduation week. Students must complete all requirements to graduate on week prior to the actual commencement ceremony in order to participate.

### **CAFETERIA**

Food service is available for breakfast and lunch hour. Students are responsible for cleanliness by taking care of their trays and any food items not consumed.

1. Place empty milk cartons, napkins, straws, and bags in trash containers.
2. Return all trays and silverware to washing area.
3. No food or beverage is to be carried or eaten outside the cafeteria.
4. No cutting in line or saving places for friends. Students are asked to behave in the school cafeteria as they would in a public cafeteria or restaurant.
5. Students are not to be down academic wings during lunch period without permission.

### **EXAMS AND GRADES**

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

The school uses the following grading system:

100	A+	79-77	C+	P= Acceptable Achievement
99-94	A	76-74	C	F= Failure
93-90	A-	73-70	C-	I= Incomplete
89-87	B+	69-67	D+	
86-84	B	66-64	D	
83-80	B-	63-60	D-	

In computing semester grades, equal weight of 40% shall be given to each nine week marking period and 20% shall be given to the semester examination. Teachers may assign plus or minus to grades in issuing marking period grades as a means of indicating relative strength and weakness. These may not be used in determining the semester average. Final exams are part of the semester requirement for all students with the exception of second semester seniors with a 3.0 average or better in each class. If a graduating senior earns an "A" for the third marking period and a "C" for the fourth marking period, that senior is required to take a final exam. If a senior earns a "C" for the third marking period and an "A" for the fourth marking period, whether or not that senior is required to take the final exam is up to the discretion of the individual staff member. If a senior earns a "B" average for the second semester, that senior need not take the final exam at the discretion of the individual teacher.

Incomplete grades are to be made up not later than two weeks following the end of the marking period. The student is to contact the teacher about specific work to be completed within the required time. Any exceptions are to be arranged with the teacher and principal. Incomplete grades will be given if all dues and fees are not paid in full in classes that a fee is required. The above mentioned guidelines will be adhered to concerning the classes in questions. **They will also be given if there is money due from any fundraisers sponsored by the high school, or if an athletic uniform or equipment has not been turned in.**

### **HOMework**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

### **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

### **STUDENT ASSESSMENT**

Beginning in the 2015-16 school year, 11<sup>TH</sup> grade students will be required in the spring to take the SAT test. This will be replacing the long standing ACT test.

This means that all 11th graders will take this state assessment test in the spring of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Parents and students should watch school newsletters and the local press for announced testing times.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination or in addition to the final exam such as a major essay or project to demonstrate proficiency in essential skills of the class. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement but may not be counted toward the required number of credits needed for graduation nor be used to determine the student's GPA. Students may not test out of physical education classes or music classes.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a state mandated curriculum requirement, provided the course meets the same content

requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. This shall be determined by the Principal.

### **SECTION III - STUDENT CONDUCT**

#### **ATTENDANCE**

##### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

##### Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 4 days of truancy in any grading period, a student will be considered an "habitual truant" which can result in: a hearing before a judge in a court of law and a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

##### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- Illness
- Required court attendance
- Professional appointments
- Death in immediate family
- Observation of a bona fide religious holiday
- Pre-approved absences (family vacations, pre-scheduled appointments, etc)
- School-related functions (field trips, etc)
- Other absences may be excused at the Principal's discretion, on a case by case basis.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence within (2) school days of absence. They are to call East Jackson Secondary School at (517) 764-1700 or provide a note to explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than five days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the

frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior. The principal, without exception, has the responsibility to place this comment on as student's record.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities, (including commencement) and events and a notation made on his/her grading record /transcript concerning his/her frequent absence from school. Such a report may be provided to postsecondary institutions and/or possible employers.

### **Suspension from School**

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

An out of school suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the out of school suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the main office beginning with the second day of a suspension if requested by the student or parent. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests. In school suspended students shall complete their work during the in school suspension time.

### **Unexcused Absences**

Any student absent from school for any part of a day, without an accepted excuse, shall be considered unexcused for the day. The student and his/her parent/guardian shall be subject to the truancy policy.

If a student accumulates (5) unexcused absences within a class period, a warning letter will be sent home notifying a student's parent/guardian of potential loss of credit(s). At (8) unexcused absences a phone call will be made to parent/guardian notifying them of potential loss of credit(s).

**During the semester, students who accumulate (10) unexcused absences within the 1<sup>st</sup> marking period of a class, will only be allowed to earn at most, 59% for that 1st quarter.. Students who accumulate more than (12) unexcused absences for the semester lose credit in that class. In addition, no credit shall be given for any school work not completed as a result of truancy/unexcused absences.**

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school **at 517 764-1700 before 9:00 a.m.** and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Students must make up work for days absent. Students will receive credit for make-up assignments for **EXCUSED** absences only. It is the responsibility of the student/parent to obtain assignments missed due to absences. (It should be understood that school work such as labs or skill-practice sessions may not be made up and may negatively impact a student grade). Students must submit make-up work within two days of the students return to school. (Extensions may be granted at the discretion of the Principal, in extreme situations, on a case-by case basis).

If the absence is unexcused or unauthorized by the office/principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

## **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. Any student who is late up to three minutes shall be disciplined by the teacher. Students who are more than (10) minutes late will be considered absent for that instructional period.

Total tardies are accumulated throughout the entire semester and do not start over at the beginning of each marking period.

Discipline for violations of the Tardy Policy is as follows:

1st tardy: warning

2nd tardy: warning

3rd tardy: 15 minute detention assigned by teacher before or after school or during lunch.

\*Students failing to attend detention will be issued a sunrise/sunset detention.

4th tardy: sunrise/sunset detention

5th tardy: in-school suspension (1 day) (Parent Notified by Principal/Asst Principal)

6<sup>th</sup> tardy: in-school suspension (1 day)

7<sup>th</sup> tardy: out of school suspension (1 day)

Any continued tardies beyond (7) will result in a (1) day out of school suspension for each tardy issued.

## **Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

## **Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact teachers as soon as possible to obtain assignments.

Make-up work due to suspension must be completed by the time the student returns to school.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a state mandated test or other standardized test, the student should consult with the counseling office to arrange for taking the test.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

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

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

## CODE OF CONDUCT

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

### Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school
- respect the civil rights of others
- act courteously to adults and fellow students
- be prompt to school and attentive in class
- work cooperatively when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, ethnic background
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and in the school

### Dress and Grooming

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

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Clothing which advertizes topics/objects which are illegal or unsafe are not acceptable at school.

For the dress code the “RULE OF THUMB” applies. Shorts and skirts must be at or longer than the tip of the students thumb when arms are fully extended. No undergarments may be seen and they must be fully covered.

Students are expected to come to school clean and well groomed. Shoes and sandals must be worn at all times. Teachers may remove a student to the office if they are unsure if a student has violated the dress code.

No hats, jackets, bandanas, visors or sunglasses may be worn inside the building.

Students who are representing East Jackson Secondary School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Other reminders:

1. Shoes or sandals are to be worn at all times.
2. Hats, jackets, headbands, chains, sunglasses and bandanas are not to be worn inside the building.
3. Shirts or any other clothing that advertises alcohol or illegal substances will not be allowed.
4. Directors of performing groups may establish their own policies for those under their direction.
5. Students will be allowed to wear tank tops that have 2 inch straps, no cut out sleeves, no excess skin exposed, no spaghetti type straps. Students cannot wear tube tops, or have undergarments seen at any time.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

#### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student. Students who distribute or sell drugs or look alike drugs will be subject to expulsion. A Student in

possession of drugs or look alike drugs will be subject to a ten (10) day suspension, long term suspension or expulsion. In all cases, a report to the police will be made by the school.

## **2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. First offense for this violation will result in a one day suspension and will be reported to the police. Second offense will result in a three day suspension and a report to the police. A third offense will result in progressive discipline being instated.

## **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

- C. any similar objects that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

**6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

**7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**8. Purposely setting a fire**

Arson is a felony and will subject the student to expulsion.

**9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**10. Verbally threatening a staff member/student/person associated with the District**

Verbal threats or assault may result in suspension and expulsion Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. .

**14. Additional Information**

All students [grades 7-12] must remain in their designated wing of the building during the school day at all times, unless otherwise approved by a staff member or administration. Student schedules will also dictate where each student is allowed to be present. The restrooms on either side of the middle school library are for 7-8 grade students only. Any students in grades 9-12 who are found to be in these restrooms, any unauthorized wings of the building, or unassigned locker rooms between the hours of 7:00 a.m. and 2:50 p.m. will be subject to disciplinary action which includes suspension. No 7-8 grade students are allowed in the restrooms designated for 9 -12 grade students located in the high school east and west wings. The only exception may be the bathrooms located in the auditorium; these restrooms may only be used under the proper supervision of the students' assigned teachers. Any 7-8 grade students who are found to be in these

restrooms, any unauthorized wings of the building, or unassigned locker rooms between the hours of 7:00 a.m. – 2:50 p.m. will be subject to disciplinary action which includes suspension or expulsion from school. Students in P.E. classes will use the restrooms in their assigned gyms / locker rooms.

#### **15. Disruptive conduct**

Conduct which materially and substantially interferes with the education process is prohibited.

#### **16. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

#### **17. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

#### **18. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

#### **19. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from staff. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### **20. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion or long term suspension.

#### **21. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion. Full restitution must be made and if it is not, a student may not participate in commencement or extra-curricular activities.

#### **22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the work world. Excessive absence could lead to suspension from school and a referral to the court system for the student and parent(s).

#### **23. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

#### **24. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

#### **25. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, he/she will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### **26. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes continued touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

#### **27. Possession of Electronic Communication Devices and Cell Phones**

In order to reduce the amount of classroom/hallway issues that negatively impacts our learning environment, cell phone use must be regulated. Therefore, during the school day, student's cell phones must be turned off and placed in their locker at the beginning of the school day. They may be turned on and used only in the following situations:

1. Keeping in mind school rules regarding respect and decency towards others, students in grade(s) (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup>) may make calls or text in the lunch room, during their assigned lunch period. Students in grades (7<sup>th</sup> & 8<sup>th</sup>) must place phones turned off in their locker before school begins and they must remain in their locker until the end of the school day.
2. Teacher notifies the students ahead of time that cell phone use will be permitted during a specific class period.
3. Though cell phones may be used in certain situations within a school day, they will not be used as an excuse for being tardy or truant, even if the student is talking with a parent. Such calls should be made during approved cell phone use times. Cell phones or devices are not allowed to be used in the locker room or restrooms.
4. **A student who fails to hand over their cell phone when requested by staff/administration will receive a minimum ISS and possible further discipline up to and including a (10) day suspension.**

#### Consequences:

1<sup>st</sup> offense – student pick up at the end of the day; office referral recorded

2<sup>nd</sup> offense – parent pick up; office referral recorded

3<sup>rd</sup> offense – parent meet with Principal/Asst Principal before release of phone, parent given copy of cell phone policy. Student serves up to 2 days SRS.

4<sup>th</sup> and consecutive offenses parent picks up phone student will serve up to 3 days OSS.

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 and including a ten (10) day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic device.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive three days of suspension. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## **29. Violation of bus rules**

Students may be given consequences such as school suspension when bus behavior is poor and/or interferes with the safety/perceived safety of students during the school day.

## **30. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **31. Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, counselor, the principal or dean of students. Every student should, and every staff member **must** report any situation that they believe to be harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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. Intentional false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentional false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment may include, but is not limited to:

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

**32. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing includes – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping

**Bullying and Other Aggressive Behavior toward Students**

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

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

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

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

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

### **Notification**

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

### **Implementation**

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

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

### **Procedure**

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

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

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

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

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

### **Non-Retaliation/False Reports**

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

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

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

### **32. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

#### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes: change of seating or location; detention; in-school restriction, or Saturday school.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parent one (1) day's notice. The student or his/her parent(s) are responsible for transportation and attendance. Failure to attend scheduled detention will result in progressive discipline up to and including out of school suspension.

### **In-School Discipline**

If assigned to in school suspension, all of the following must be followed or the student will be sent home and forfeit the ability to have in school suspension for the rest of the year. Middle school students may only have six in-school suspension days, High School students may only have four In-school suspension days per year. In-school suspension is not conducted every day. On days of suspension when this is not conducted, students will be out of school suspended. Discipline may also be a blend of in-school and out of school suspensions. This decision is made by the principal or dean of students and may not be appealed.

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.

5. No radios, phones or electronic devices, cards, magazines, or other recreational articles shall be allowed in the room without permission of the supervisor.
6. No food or beverages shall be consumed. Lunch will be supervised. Bathroom breaks will be limited to one morning and one afternoon break.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Superintendent and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from school**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and her/his parents will be notified of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

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

- \* the charge and related evidence;
- \* the time and place of the Board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within five days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

### **Discipline of Students with Disabilities**

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

### **SEARCH AND SEIZURE**

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

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

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

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

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

### **STUDENT RIGHTS OF EXPRESSION**

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

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

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

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

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

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

## SECTION IV – TRANSPORTATION

Bus transportation is a privilege, not a right, to be enjoyed by those students who conduct themselves properly. East Jackson Community Schools is committed to a safe transportation system and will take whatever action necessary to assure that students are not endangered.

Elementary (K-6) can be expected to walk up to a half mile and secondary students (7-12) can walk up to a mile, if necessary.

1. Students must be at designated bus stops at least 5-10 minutes before scheduled arrival time. **BUS WILL NOT WAIT.**
2. Wait for your bus in a safe place. Wait until the bus has come to a complete stop before attempting to enter the bus. Wait until the bus has come to a complete stop before attempting to enter the bus. Remember; remain seated until the bus has come to a complete stop before attempting to leave the bus.
3. Students who must cross the street/road must wait for a voice command from the driver before crossing. Stop and look both ways, cross at least 10 feet in front of bus.
4. Students must obtain written permission from parents/guardian to ride a bus other than their own, or to have another student ride the bus with them, or to be let off at a bus stop other than their own. (providing there is room on the bus.) All permission slips **MUST BE APPROVED BY YOUR SCHOOL BUILDING OFFICE PERSONNEL.** No request will be granted without the proper signatures.
5. Students are expected to cooperate and promptly follow requests or instructions of the bus driver. Insubordination and disrespect will not be tolerated.
6. Occupy the seat assigned by driver, keep aisles clear of feet, book-bags and other belongings.
7. No sleds, skateboards or animals are allowed on the bus.
8. Spitting, eating or drinking will not be allowed on the bus.
9. Keep heads, hair, hands and arms inside the bus at all times.
10. Talk quietly, no shouting, whistling, or use of profanity, bad language or obscene gestures.
11. Do not crowd, push, or demonstrate other disorderly conduct while boarding or leaving the bus.
12. **DO NOT** throw anything on, at, or off the bus.
13. Possession/lighting of matches/lighters and tobacco products is strictly prohibited.
14. No fighting or harassment toward other students.
15. Students violating the above rules will receive a written misconduct report/warning. The transportation department, when deemed necessary, will hold a conference with the student and will inform the parent of the results. A second violation or a major infraction may result in suspension of bus riding privileges for a minimum of three (3) school days with a conference being offered to the parent to include the student, parent, bus-driver and transportation supervisor. If a parent desires a conference, a call may be made to the transportation supervisor at 764-6057, ext. 5, who will then make the necessary arrangements. A third violation or a major infraction may result in suspension of bus riding privileges for a minimum of 10 school days. A fourth violation or a major infraction may result in suspension of bus riding privileges for the remainder of the year. Length of time suspension (days) can carry over to the beginning of the next school year.
16. The only exception to the above procedures is when it is found that a student has willfully or maliciously marred, defaced, or mutilated a bus. The student will be required to pay for any damages/repairs. This student will also be denied the privilege of riding the bus for a minimum of fifteen (15) days.
17. Students may be removed from the bus at a school location where a phone is available to call for adult assistance for misbehavior that needs immediate attention.
18. All rules pertain to regular runs, field trips and sport trips.

***YOU MAY HOWEVER, RELAX, ENJOY THE SCENERY, READ A BOOK, TALK QUIETLY TO A FRIEND AND ENJOY THE RIDE.***

### **Videotapes on School Buses**

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

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

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **Self-Transportation to School**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Students shall complete the Student Vehicle Form and provide evidence of and adhere to the following:

- (a) driver's license
- (b) Insurance certificate;
- (c) vehicle registration.
- (d) Parking lot speed limit is 10 mph.
- (e) The student must obtain a permit from the office.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal.

Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

Students shall not drive themselves to the Career Center without written permission from both schools. Students may receive an in school suspension for violation of this rule.

## **Section V**

### **Athletics**

## **EAST JACKSON SECONDARY ATHLETIC POLICIES – Grades 7-12**

### **ATHLETIC CODE OF CONDUCT**

Student-athletes will be governed by the athletic code from their first day of involvement in interscholastic athletics through graduation from high school. It is important to emphasize that all athletes are covered by the “code for the entire “calendar year.”

All athletes who represent East Jackson Community Schools at any grade must adhere to the athletic code.

For the purposes of the rules, athletes are defined as members of all interscholastic teams, cheerleaders, managers, and other students who act as support personnel to any of the above teams.

High school students are responsible for the following board policy, the high school handbook and the athletic code of conduct. Middle school students are responsible for adhering to board policy, the middle school handbook and the athletic code of conduct portions referring to middle school students. Middle school student disciplinary actions will start over with the student's first day of high school competition, unless the Athletic Director determines the severity or repetitiveness of the middle school student's misbehavior warrants continuous implementation of disciplinary steps. In the event of any inconsistency between the code of conduct in the student handbook and this athletic code, the student handbook rules always take precedence.

#### **1. Introduction**

It is the purpose of the East Jackson Community Schools Athletic Department to provide and promote interscholastic athletics for the men and women of the district. The Athletic Department is responsible to the East Jackson Board of Education and Michigan High School Athletic Association.

The Athletic Department offers a wide variety of activities for the students of the district through athletics, the young men and women will be provided an opportunity to grow and mature physically, mentally and socially.

In order to have an efficient program, certain policies and procedures are established. **Any team rules that may differ from the general policy are to be presented to the prospective team members in writing at their first squad meeting. These rules may never be less demanding than the general policy; and must be approved by the Athletic Director.**

## 2. Responsibilities of the Athlete

There are responsibilities that the student-athlete must impose upon oneself in order for successful and competitive athletic traditions to become a reality. You alone will have to decide if you want to live up to the responsibilities and training rules to become a champion. In the simplest of terms, each and every student-athlete must make a commitment for championship athletic program.

**Responsibility to Yourself** – The student-athlete must broaden and develop strength of character.

Your studies, participation in other extracurricular activities, as well as athletics, assist you in getting the greatest possible gain from your high school experiences, while at the same time preparing for life.

**Responsibility to Your School** – East Jackson Secondary School will maintain a position as an outstanding school when you do your best in whatever you engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school and the school district. You automatically assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. The spotlight is on, and it is focused on you. Because of this leadership role, you can contribute greatly to our school spirit and community pride. Make your school proud of you and your community proud of your school by your performance and devotion.

**Responsibility to Your Home** – When you know that you have lived up to all of the training rules, that you have practiced to the best of your ability, and that you have played the game “all out,” you and your family can be proud.

**Responsibility to Your Team** – “A house divided cannot stand.” The same is true with your team. It only takes one of the squad not willing to work to his/her fullest ability for the squad to weaken in spirit and actual performance.

## 3. MHSAA Regulations

(What follows are excerpts from the MHSAA Handbook. For further clarification please see your coach or the Athletic Director.)

### Eligibility

To be eligible, a senior high school student must comply with the following rules.

#### 1. Enrollment

Must be enrolled in a high school no later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester). A student must be enrolled in the school for which he or she competes.

#### Age

Must be under nineteen (19) years of age, except that a student whose nineteenth (19th) birthday occurs on or after September 1st of a current school year is eligible for the balance of that school year.

#### Physical Examination

Have passed a current year physical examination. Record must be on file in the athletic office. Current year commences the first day after the school year closes in the spring for summer vacation. A physician’s statement for the current school year is interpreted as any physical examination given on or after April 15th of the previous school year.

#### Trimesters of Competition

Have not more than twelve trimesters of competition in a sport in a four-year high school.

#### 2. Trimesters of Enrollment

Not have been enrolled for more than twelve trimesters in grades nine to twelve, inclusive. Three weeks enrollment or participation in one or more athletic contests constitutes a trimester of enrollment.

#### 3. Undergraduate Standing

Not be a high school graduate.

#### **4. Transfer Students**

Generally, have had an accompanying change of residence by the student's parent, guardian or other person with whom the athlete has been living during the period of his or her last high school enrollment, into the district or service area of the school, to be eligible during the first semester in attendance. Any/All transfer students should see the Athletic Director immediately after enrolling at EJSS. No transfer students may compete in an athletic contest without the written support of the Athletic Director. NO EXCEPTIONS.

#### **5. Awards**

A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a fair market value or cost in excess of \$25.00. Athletes accepting memberships, privileges, services, negotiable certificates or money are in violation. For amateur practices, may not have accepted money, merchandise, memberships, privileges, services or other valuable consideration for participating in any form of athletics, sports, or games, or for officiating interscholastic athletic contests, or have signed a professional athletic contract. (Reinstatement will not be considered for one year.)

#### **6. Limited Team Membership**

A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) contests/days of competition and maximum of the remainder of that season in that school year. There are exceptions to this MHSAA policy-please see your coach or Athletic Director for clarification.

### **ACADEMIC ATHLETIC ELIGIBILITY GUIDELINES**

#### **MHSAA ACADEMIC ELIGIBILITY POLICY**

These changes were approved by the MHSAA Representative Council on Dec. 5, 2008, after more than two years of discussion throughout the MHSAA's diverse constituency. MHSAA member schools may apply higher standards and longer periods of ineligibility than the MHSAA minimum standard.

##### **Previous Academic Credit Record**

No student shall compete in any athletic contest who does not have to his or her credit in the official records of the school to be represented, at least twenty (20) credit hours of work for the last semester/trimester during which he or she shall have been enrolled in grades 9 to 12, inclusive. A student entering the 9th grade for the first time, except those who had eligibility advanced under the MHSAA ruling, may compete without reference to his/her record in the 8<sup>th</sup> grade.

The minimum academic standard for athletic eligibility is "66 percent of credit load potential for a full-time student," and the period of ineligibility following a deficiency at the end of a term is "the next trimester".

· For an East Jackson student, this means an athlete must pass 5 out of 7 classes. (Any student with career center in his/her schedule must pass all 4 classes.)

##### **Current Academic Credit Record**

Academic eligibility checks of not more than 10 weeks are required. If a student is not passing at least twenty (20) credit hours (4 classes) when checked, that student is ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least twenty (20) credit hours (4 classes), that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing twenty (20) credit hours (4 classes) from the start of the semester or trimester through the most recent eligibility check.

#### **EAST JACKSON SECONDARY SCHOOL ACADEMIC ELIGIBILITY POLICY**

- Pass 6/7 Classes (Any student with career center in his/her schedule must pass 3/4 classes.)
- For the purpose of athletic eligibility, a student's grade must be considered his/her cumulative grade in the class from the first day of the term. The Athletic Director will monitor grades at each term, at progress report time, and periodically between these dates. If a student is eligible (at the end of the term) by MHSAA standards, but ineligible by EJSS regulations, such student athlete will be withheld from competition until three (3) weeks of the succeeding term. If eligible, student athletes may begin competing. If still ineligible at the three-week check, student athletes will be re-evaluated weekly.

- Students ineligible by MHSAA standards at the term's end will be withheld from athletic competition the succeeding term.
  - If the student completes summer school, correspondence courses or online courses which the school accepts for credit, this restores eligibility because the student has now passed four classes in the previous trimester. The student will be eligible when the grades become part of the student's transcript.

#### 4. **Awards**

Awards are earned. Participation does not necessarily qualify a student-athlete for an award. In order to receive an award for any sport, you must be academically eligible and not be on suspension for athletic code or EJSS code violations at the conclusion of the season. The season is concluded when the coach releases the athlete from the program either after competition or after the awards presentation (whichever date is the latest). Each sport has certain criteria to be met. These criteria are to be discussed by the coach at the team meeting when the season begins.

#### 5. **Equipment and Lockers**

All equipment issued to the student for athletic participation is the property of the East Jackson Community Schools. The student is financially responsible for all that is issued. Each athlete is required to check his/her equipment daily and report any problems to their coach. Failure to comply, may result in injury (i.e., football equipment). Keep all your equipment clean. Wash your practice gear frequently. Protective pads should also be cleaned on a regular basis. All equipment is to be used properly.

Keep your locker clean. This will help keep your equipment aired and also help reduce a major cause for theft—the messy locker. You are responsible for maintaining the condition of your locker.

#### 6. **Training Room**

All athletes are required to report any injury to the trainer/coach. The coach and trainer are to know if the athlete is taking any type of medication. The coach and trainer need to know of any medical problems or concerns such as diabetes or epilepsy, etc. When a student-athlete sees a doctor, a progress report as to practice capabilities is to be given to the coach/trainer. Tape and training room supplies are expensive. They are to be used properly and with the permission of a coach or trainer. Take care of your body; shower properly and report any skin infections to the trainer and your coach. Put all refuse and used tape in trash containers.

#### 7. **Participation**

Students may compete in multiple sports during the same athletic season. Dual sport athletes must have a completed and signed "Multiple Sport Declaration Form" on file with the Athletic Director.

**A student who quits one sport (in good standing) may join another team in the same athletic season if the change is made prior to the first athletic contest. Also, coaches must recommend the change to the Athletic Director, who must then act on the transfer.**

**A STUDENT WHO QUILTS A SPORT MAY NOT PRACTICE FOR ANY OTHER SPORT WITHOUT PERMISSION FROM BOTH COACHES AND THE ATHLETIC DIRECTOR.**

#### 8. **Travel**

The standards of good conduct as established by the coach are expected at all times while on trips. All rules and regulations pertaining to the District bus codes are to be adhered to on athletic trips. Appropriate dress, which is established by the coach, is a must on all trips.

When bus transportation is provided and a parent desires to take his/her son or daughter home with them after an athletic event, the parent must sign the student out with the coach. Any other exceptions must be cleared prior to the event.

#### 9. **Attendance**

The athlete must be present at all games and practices as designated by the coach unless absent from school due to personal illness or excused by the coach prior to the absence.

The athlete must be in classroom attendance all day in order to dress and participate in an athletic contest that day, unless excused by a prearranged special excuse. Under emergency circumstances, exceptions to this rule may be granted by the Athletic Director, Principal or Assistant Principal. The coach is to be notified of the granting of the waiver.

- Tardy/Absent Policy
- A student missing more than 30 minutes of a class is considered absent from the class.
- If a student is absent, yet plays in a competition, he/she would be withheld from the next date of competition.

## 10. General Training Rules

You are required to live by and abide by the standards set forth in the East Jackson Secondary School Student/Parent Handbook. You may not participate in any athletic contests or practices until all school suspensions (including in-school suspensions: ISS) have been served for violation against the standards of conduct.

Student-athletes are representing East Jackson Community Schools and must maintain a standard of exemplary conduct. You are required to exhibit good sportsmanship and citizenship at all times.

Failure to do so may be cause for disciplinary action by the coach, or Athletic Director.

Take care of your body. Do not affect your opportunity to contribute to the winning effort by being irresponsible in your health habits.

## 11. Violations and Athletic Suspensions

Athletic Code of Conduct violations may result in up to dismissal from the team for the duration of the season or permanent removal from athletics. These violations include:

- Buying or selling alcohol or drugs
- Weapons violation
- Theft/stealing
- Destruction of property
- Violations of the law
- Violations of the Student/Parent Handbook
- Insubordination
- Vandalism
- Falsifying excuses or records
- Conduct injurious to the proper discipline and general welfare of the District, its students, property, and staff
- Conduct injurious to the proper operation and conduct of the schools
- Travel and attendance infractions
- Team rule infractions

Disciplinary action will be based on the severity of the infraction as determined by the administrator responsible.

**The above violations are not considered to be a complete list. Any conduct deemed detrimental to East Jackson Community Schools or its athletic program is grounds for disciplinary action. Disciplinary action may be taken whether or not legal proceedings or action are pursued outside of school district authority.**

## 12. Tobacco, Alcohol and Other Drugs

The use, possession, sale, distribution or being under the influence of drugs, alcohol, tobacco products or other chemicals (including drug paraphernalia and look-a-likes) is strictly prohibited.

### Part A – Tobacco

Any student-athlete found to violate the rule with respect to tobacco will be disciplined as follows for both high school and middle school students:

- 1<sup>st</sup> offense - 10-day athletic suspension\*
- 2<sup>nd</sup> offense - 20-day athletic suspension\*
- 3<sup>rd</sup> offense - 30-day athletic suspension\*

### Part B – Alcohol and Other Drugs

**These offenses will be cumulative throughout the student-athlete's high school career. Middle school violations will not carry over to high school.**

Any student-athlete found to violate the rule with respect to alcohol or drugs will be disciplined as follows:

- 1st offense - 1<sup>ST</sup> offense- 30 day high school athletic suspension\* / 20 day middle school athletic suspension\* Chemical use assessment required and treatment recommendation followed Failure to adhere to the recommendations will increase the athletic suspension to 60-days
- 2nd offense - 60 day high school athletic suspension\* / 40 day middle school athletic suspension\* Chemical use assessment required and treatment recommendation followed.

Failure to adhere to the recommendation will increase the athletic suspension to loss of eligibility for athletic participation for the remainder of his/her high school years.

- 3<sup>rd</sup> offense- Loss of eligibility for athletic participation for the remainder of his/her high school and middle school years. (A middle school student may regain eligibility in ninth grade upon the recommendation of the Athletic Director.)

**\*Clarification of athletic suspension**

- a. Days of athletic suspension are defined as calendar days.
- b. Days will only count if the student-athlete completes the athletic season as determined by the coach and athletic director.
- c. If the full number of days is not completed in the current season, the athletic suspension will continue into the next season of athletics in which the student-athlete fully participates.
- d. The student-athlete must attend and participate in all practices throughout his/her athletic suspension.
- e. The student-athlete may attend the contest on game days but MUST be dressed in street clothes and may not participate in any manner.

**In all cases, the East Jackson Secondary School Code of Conduct supersedes the Athletic Code of Conduct.**

**Self-Reporting Policy**

We encourage students to self-report violations therefore taking responsibility for their actions. Student-athletes "self-reporting" guidelines are as follows:

- a. Self-reporting only applies on the first offense.
- b. If the student self-reports, the athletic days of suspension will be reduced to 7-days for tobacco offenses and 15-days for alcohol and other drug offenses for both high school and middle school students.
- c. Self-reporting must be made to a coach, Athletic Director, or other high school administrator.
- d. The act of self-reporting must occur before the investigation into an alleged rule violation(s) begins.

**13. Investigation of Training Rules Violations**

If a student-athlete is reported in violation of these rules, one or more of the following will investigate the case: the coach, the Athletic Director, the Assistant Principal, or those hired or appointed by the same. If the circumstances of the investigation do not substantiate the accusations, the source of the accusation will be notified and the case will be dropped.

If the circumstances of the investigation substantiate the accusations, the following process will take place:

- The student-athlete/parents will be notified of the accusation.
- The student-athlete/parents may present information or evidence regarding the accusations.
- The student-athlete/parents and the coach will be notified of the decision and any disciplinary action.
- The student-athlete/parents may appeal. The appeal is made to the building Principal, and then to the Superintendent of schools. Final appeal is to the Board of Education.

**SECTION VI  
TECHNOLOGY**

**East Jackson Secondary School**

Student Technology Use and School Internet Access Agreement

Student Name \_\_\_\_\_  
(Please Print) LAST NAME, FIRST NAME

Grade \_\_\_\_\_

The use of technology is a privilege intended to enhance learning in the following ways:

-To help learn about technology – To help learn how to gather information – To help learn to communicate with others

The privilege to use the school's network, technology, and internet can be taken away at any time. Disciplinary action, including loss of all computer privileges, may be taken if school network, technology, or the Internet is misused at school. The cost to repair any damage caused by students either intentionally or as a result of failure to follow directions may be charged to parents.

A student user violating the privileges outlined in the East Jackson Technology Code will be subject to disciplinary action. Violations include but are not limited to:

**Violations/Consequences**

**Minor Violation**

Using district technology and /or Network for the purposes of :

- A. Any unauthorized use of district technology, such as:
  - 1. Electronic Communications
  - 2. Profanity
  - 3. Gaming
  - 4. Listening to/downloading music
  - 5. Inappropriate/deceptive use
  - 6. Inappropriate/deceptive use

Unauthorized use of non-district owned technology in conjunction with district owned technology and/or network resources.

**Minor Consequences**

1<sup>st</sup> Minor Offense

- a. One Lunch/AM/PM detention

2<sup>nd</sup> Minor Offense

- a. Two Lunch/AM/PM detentions
- b. Telephone call to student's parents

3<sup>rd</sup> Minor Offense

- a. 1 day ISS
- b. Suspension from technology use for 5 school days

**Major Violation**

Using district technology and/or Network for the purposes of:

- 1. Sexual Content
- 2. Hate Mail (any form of electronic communication)
- 3. Discrimination(per handbook/BOE policies)
  - a. Sexual
  - b. Racial
  - c. Harassment
  - d. Religious /Ethnic
- 4. Vulgar Statements
- 5. Theft/vandalism
- 6. Malicious use of network
- 7. Third minor violation

**Major Consequences**

1<sup>st</sup> Major Offense

- a. 1 Days ISS
- b. Technology ban for 5 school days
- c. Letter to Superintendent of incident and letter in student file

2<sup>nd</sup> Major Offense

- a. 5 days out of school suspension
- b. Technology ban for 15 school days
- c. Appropriate legal action if necessary

3<sup>rd</sup> Major Offense

- a. 5-10 days out of school suspension
- b. Pre-Expulsion Hearing
- c. Permanent ban for the use of district technology

d. Permanent ban for E20/20 will require parent to find outside source of completion.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_