

# East Jackson

Secondary School

## Student/Parent Handbook 2023-2024



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## **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: Steve Doerr, 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.

## **BOARD OF EDUCATION**

President- Mr. Ken Straub  
Vice President- Mrs. Mishele Wilkins  
Treasurer- Mr. Mickey Cromley  
Secretary- Mrs. Jan Maino  
Trustee- Mrs. Misti Bell  
Trustee- Mrs. Lisa Hendricks  
Trustee- Mrs. Amy Boatright

## **STAFF**

| <b>Teacher</b>  | <b>Department</b>                            | <b>Teacher</b>       | <b>Department</b> |
|-----------------|--|----------------------|-------------------|
| Shelly Clark    | Special Education (Long Term Substitute)     |                      |                   |
| Joy Collier     | Math   | Kristie Maynard      | Special Education |
| Marc Daly       | English                                      | Joe Niehaus          | Social Studies    |
| Clay Fox        | Middle School Science (Long Term Substitute) |                      |                   |
|                 |  | Laura Panches        | Social Studies    |
| Brett Hudson    | PE/Health                                    | Beth Sanborn         | Science/Math      |
| Steve Jones     | English/Social Studies/PE                    | Anne Schram          | Special Education |
| Phillip Jordon  | Science                                      | Jason Smith          | Math              |
| Cara Jurado     | Special Education                            | Brittany VanZandt    | English           |
| Chris Knight    | Social Studies                               | Mishawn Wilcox       | Spanish           |
| Eric Kramarczyk | Special Education                            | Ashleigh Winterstein | English           |
| Julie Kruse     | Science                                      |                      |                   |

## **SCHOOL DAY**

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

# 2023-2024 School Year Schedule

## 2023-2024 Middle School Schedule

|                  |             |
|------------------|-------------|
| 1st Hour         | 7:40-8:30   |
| 2nd Hour         | 8:35-9:25   |
| 3rd Hour         | 9:30-10:20  |
| 4th Hour         | 10:25-10:40 |
| MS Lunch         | 10:40-11:10 |
| 4th Hour (cont.) | 11:15-11:45 |
| 5th Hour         | 11:50-12:40 |
| 6th Hour         | 12:45-1:35  |
| 7th Hour         | 1:40-2:30   |

## 2023-2024 High School "A" Schedule

|          |             |
|----------|-------------|
| 1st Hour | 7:40-8:30   |
| 2nd Hour | 8:35-9:25   |
| 3rd Hour | 9:30-10:20  |
| 4th Hour | 10:25-11:15 |
| A Lunch  | 11:15-11:45 |
| 5th Hour | 11:50-12:40 |
| 6th Hour | 12:45-1:35  |
| 7th Hour | 1:40-2:30   |

## 2023-2024 High School “B” Schedule

|          |             |
|----------|-------------|
| 1st Hour | 7:40-8:30   |
| 2nd Hour | 8:35-9:25   |
| 3rd Hour | 9:30-10:20  |
| 4th Hour | 10:25-11:15 |
| 5th Hour | 11:20-12:10 |
| B Lunch  | 12:10-12:40 |
| 6th Hour | 12:45-1:35  |
| 7th Hour | 1:40-2:30   |

### STUDENT WELL-BEING

Student safety is the 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 an up to date emergency medical information in Powerschool, 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 instructions, 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.

### **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.

### **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, or 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.

### **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the 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 non curricular 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.

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 safekeeping and will not be liable for loss or damage to personal valuables.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

In order to assure that proper enrollment procedures are being followed, and for the school to communicate effectively with parents, especially if an emergency should arise, it is important that the address and telephone number of each student be current. Therefore, students or their parents/guardians shall immediately report any change in a student's name, home address, mailing address, or telephone to the Student Office.

## **CHILD ABUSE AND PROTECTION**

Michigan law requires that school administrators, counselors or teachers report all incidents of suspected child abuse or neglect to the proper legal authorities. Any school employee, pursuant to the performance of his/her duties, having reasonable cause to believe that a child coming before him/her has physical injuries, which may have been intentionally inflicted by a person responsible for the child's care, shall notify the administrator in charge of the child, as well as Child Protective Services.

## **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 was 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

### Social Media

East Jackson Community Schools Facebook Page

Instagram: Eastjacksoncs

Twitter: @eastjacksoncs

District-wide all calls are sent out to all parents and students. Families should ensure that the contact information is up-to-date in the school office in order to receive these messages. 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 administration. 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.

### **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. Students are very strongly encouraged to keep lockers locked at all times.

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.

## **SECTION II- ACADEMICS**

### **GRADUATION REQUIREMENTS**

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.

#### **Normal Graduation**

Normal requirements for graduation from East Jackson High School for the class of 2015 and beyond are as follows:

|                            |                      |                            |                                |
|----------------------------|----------------------|----------------------------|--------------------------------|
| <b>4 Cr English</b>        | <b>4 Cr Math</b>     | <b>3 Cr Science</b>        | <b>3 Cr Social Studies</b>     |
| <b>2 Cr World Language</b> | <b>1 Cr Fine Art</b> | <b>½ Cr Physical Ed</b>    | <b>½ Cr Computer Education</b> |
| <b>5 Electives</b>         | <b>½ Cr Health</b>   | <b>Total= 23 ½ Credits</b> |                                |

### **DIFFERENTIATED GRADUATION PROGRAMS**

#### **Graduating "With Honors"**

Students maintain 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:

|                            |                      |                            |                                |
|----------------------------|----------------------|----------------------------|--------------------------------|
| <b>4 Cr English</b>        | <b>4 Cr Math</b>     | <b>3 Cr Science</b>        | <b>3 Cr Social Studies</b>     |
| <b>2 Cr World Language</b> | <b>1 Cr Fine Art</b> | <b>½ Cr Physical Ed</b>    | <b>½ Cr Computer Education</b> |
| <b>6 Electives</b>         | <b>½ Cr Health</b>   | <b>Total= 24 ½ Credits</b> |                                |

#### **Graduating "With High Honors"**

Students maintaining at least a 3.5 grade point average over four years and meeting the following specific requirements will receive an "Academic with Honors" designation on their diplomas:

|                         |                     |                   |                  |
|-------------------------|---------------------|-------------------|------------------|
| 4 Cr English            | 4 Cr Math           | 4 Cr Science      |                  |
| 3 Cr Social Studies     | 2 Cr World Language | 1 Cr Fine Art     | ½ Cr Physical Ed |
| ½ Cr Computer Education | 6 Electives         | Total= 25 Credits |                  |

Students will receive special recognition for completing all portfolio requirements of the PACT Workskills credential.

### **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 one week prior to the actual commencement ceremony in order to participate.

### **GRADES - GPA-CLASS RANK**

#### **CLASS RANK**

Class Ranks are determined at the end of each semester. For college admissions, scholarships and other similar purposes the GPA and class rank are computed after the sixth, seventh and eighth semesters. Class Ranks are determined for each class (seniors, juniors, sophomores, freshmen). Class Ranks use the student's final semester grades by converting the grades to quality points. The student whose sum of quality points is the highest is ranked number one; the student whose sum of quality points is the second highest is ranked number two; and so on until all students have been ranked within a class. The weighing scale of the courses taken affects Class Ranks. While most courses are weighted on a 4.0 scale, courses specifically listed as "weighted" will carry a 5.0 quality point weighting.

### **GRADE POINT AVERAGE (GPA) CALCULATION**

Semester grades are used in the computation of grade point averages using the four (4) point system or the five (5) point weighted system outlined below.

East Jackson Secondary School will compute GPA for the following reasons:

1. Class standing of each graduating senior.
2. To determine the "Academic Top 10" at graduation. Seniors entering the District in the 2nd semester will not be eligible for honors.
3. Colleges make use of GPA when a student applies for admittance. They do, however, put emphasis on the ACT or SAT test results and what classes the students took in high school. Each college reconfigures the student's GPA by counting what courses they want to count.

4. The GPA has nothing to do with graduation. All classes at EJSS award full credit toward graduation unless the student fails.
5. All classes are included when calculating GPA, except as outlined below for grade expungement and regarding college classes that are outlined in Board Policy 2271.

**WEIGHTED GRADING - Added value**

The Board of Education of East Jackson Secondary School has adopted a method of weighting students' classroom performance. This weighting system will be used to determine students' rank in class.

Select classes will be graded on a 5-point system, these classes include: Advanced Composition, AP World History, AP Calculus, Spanish IV, and all Jackson College classes that are 3 credits or more. The purpose is to encourage our students to approach a more rigorous curriculum, without risk of lowering their GPA.

**5.0 Scale of Quality Points**

Weighted courses will carry weighted quality points based on a five-point scale (A=5.0; B=4.0; C=3.0; D=2.0; F=0)

**4.0 Scale of Quality Points**

All other courses will carry quality points based on a 4.0 point scale A=4 pts., B=3 pts., C=2 pts., D=1 pt., and F=0 pts. With (+) or (-) counting as partial points.

Beginning with the class of 2027, GPA will be calculated according to the chart below:

| <b>Grade</b> | <b>Range</b> | <b>Standard Courses</b> | <b>AP/JC Courses</b> |
|--------------|--------------|-------------------------|----------------------|
| A+           | 96-100%      | 4.0                     | 5.0                  |
| A            | 93-95%       | 4.0                     | 5.0                  |
| A-           | 90-92%       | 3.7                     | 4.7                  |
| B+           | 86-89%       | 3.3                     | 4.3                  |
| B            | 83-85%       | 3.0                     | 4.0                  |
| B-           | 80-82%       | 2.7                     | 3.7                  |
| C+           | 76-79%       | 2.3                     | 3.3                  |
| C            | 73-75%       | 2.0                     | 3.0                  |
| C-           | 70-72%       | 1.7                     | 2.7                  |
| D+           | 66-69%       | 1.3                     | 2.3                  |

|    |               |     |     |
|----|---------------|-----|-----|
| D  | 63-65%        | 1.0 | 2.0 |
| D- | 60-62%        | .7  | 1.7 |
| F  | Less than 60% | 0   | 0   |

The graduating classes of 2024, 2025, and 2026 will continue to have GPA calculations based on the scale below:

| <b>Grade</b> | <b>Range</b>  | <b>Standard Courses</b> | <b>AP/JC Courses</b> |
|--------------|---------------|-------------------------|----------------------|
| A            | 90-100%       | 4.0                     | 5.0                  |
| B            | 80-89%        | 3.0                     | 4.0                  |
| C            | 70-79%        | 2.0                     | 3.0                  |
| D            | 60-69%        | 1.0                     | 2.0                  |
| F            | Less than 60% | 0                       | 0                    |

**ACADEMIC CREDIT REPLACEMENT**

East Jackson Community Schools allows for the exclusion from the calculation of GPA of repeated courses in which the original grade was a D or F. Only the second grade will be included in the calculation of the graduation grade point average and will be reflected on the students academic transcript, if it is an improvement on the previous grade. Any classes used for academic credit replacement must be taken “in person” with a classroom teacher and cannot be taken in an online format.

Any student that chooses to recover academic credit in an online format (Edmentum) must adhere to the specifications listed in our Online Learning Guidelines. Online credit recovered via online learning will be reported on a student's transcript as Pass/Fail and will not be included in the student's GPA.

**PERSONAL CURRICULUM (PC)**

In 2006, the State of Michigan, through the legislative process, implemented the Michigan Merit Curriculum. For students with an Individualized Education Program (IEP), the IEP is used to document special education services necessary for the student to access and achieve in the Michigan Merit Curriculum (MMC). A PC can be used to modify any content within the MMC for a student with an IEP if he or she needs it in order to access and achieve in the MMC. The EDP, IEP, and PC must work together to map out an educational plan that meets the student’s needs.

Before a personal curriculum becomes effective, the High School Principal and the student’s parent or guardian (or the student if at least 18 or emancipated) must agree to its terms. Once effective, the student’s parent or guardian (or the student if at least 18 or emancipated) must

communicate with each of the student's teachers to monitor the student's progress on the personal curriculum goals. A student who successfully satisfies his or her personal curriculum may earn a high school diploma even if the student does not otherwise satisfy all of the Michigan Merit Curriculum requirements.

For more information on personal curricula, including what may and may not be modified, please visit the Michigan Department of Education's Personal Curriculum page at: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_30334\\_49879---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_30334_49879---,00.html)

### **CULMINATING ASSESSMENT**

Teachers will be required to have a culminating assessment in the final week of both semesters that will showcase what students have learned during each semester. This assessment can come in the form of a summative exam, culminating project, or a detailed portfolio piece. The culminating assessment must take place during the last week of the semester and must be approved by the appropriate administrator before administering.

The culminating assessment will be 15% of a student's final semester grade. Therefore, the weighting will be as follows: 42.5% (1st quarter) 42.5% (2nd quarter) and 15% (Culminating Assessment) for a total of 100%.

### **GRADING PROCEDURES**

Teachers are responsible for entering grades and comments in Powerschool. Every assignment must be graded within one calendar week (168 hours) of when it was due. If a student grade is not being submitted within the time frame listed above please contact the teacher directly. If the issue persists please contact the applicable principal.

Incomplete grades are to be made up no 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.

### **PLAGIARISM/ACADEMIC DISHONESTY**

Plagiarism includes:

- Direct copying of the work or ideas of another submitted as the student's own, including copying from that of another student or adult, or from an electronic or print source
- Lack of appropriate in-text documentation. Paraphrasing without documentation is plagiarism.
- Documentation that does not check out or does not match the Works Cited or Works Consulted list

- Work turned in on the final due date without any evidence of research or creative process or that is obviously inconsistent with students previous work.

#### Responses and Disciplinary Consequences

- Since a plagiarized assignment is not the student's work, it cannot be graded as a measurement of the student's learning. Therefore, the student will have a 0 entered as their assignment/test grade. It is solely up to the teacher to allow the student to complete the test/assignment again, for credit, under increased supervision and support of the teacher.
- A meeting or phone call by the teacher with the parent or guardian for the purpose of preventing future occurrences of plagiarism should occur.
- Disciplinary consequences for plagiarism depend on the complexity of the assignment and severity of the plagiarism. The consequence for a 2nd offense will be determined by the applicable principal with input from the teacher. The progressive discipline code will be followed for subsequent offense.

### **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.

### **SECTION III- 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.

Michigan law requires all children from the age of 6-18 to attend school. It is important for both parents/ guardians and students to understand this is a legal responsibility to ensure children go to school for the entire school year.

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 absences from school (truancy) is not acceptable. Any unexcused student who has missed more than 10% of the school year, will be considered "truant". School will begin truancy proceedings on that student, 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 (2 days)
- 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 absences are to provide the school office with an explanation of the condition from a registered physician.

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.

Absence from school due to **suspension** shall be considered an authorized absence, neither excused or 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. It is the responsibility of the student/parent to procure applicable work from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given full credit for properly completed assignments and a grade on any made-up tests. Students placed in SRS shall complete their work during the SRS 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.

In order to participate in any extra-curricular event, the student must be in attendance the entire school day of the practice, event or contest. In order to participate in any EJSS practice, event or contest that takes place on a day when school is not in session, the student must be in attendance the entire day preceding the day school is not in session. All absences must be excused by a phone call or a written note.

**Example: If a student shows up 15 minutes late, without an appropriately documented excuse, they will not be allowed to participate in any extracurricular practice or event that day.**

A warning letter from the Prosecutor's office will be sent home notifying a student's parent/guardian of the potential of truancy charges when a student reaches 5% absenteeism for the year. When a student reaches 8% unexcused absences a phone call will be made to parent/guardian notifying them that their student is dangerously close to having truancy charges

filed and social worker/liaison officer will make a home visit if either are unable to make contact with the parent/ guardian. At 10% unexcused absences the student will be considered “habitually” truant and charges will be filed with the Jackson County Prosecutor’s office.

If a student within a semester accumulates (5) unexcused absences within a class period, a warning letter will be sent home notifying a student's parent/guardian of the potential of truancy charges if the absences continue. At (8) unexcused absences a phone call will be made to parent/guardian notifying them that their student is dangerously close to having truancy charges filed and social worker/liaison officer will make home visit. At (10) unexcused absences the student will be considered a “habitual” truant and charges will be filed with the Jackson County Prosecutor’s office.

### **NOTIFICATION OF ABSENCE**

If a student is going to be absent, the parents must email the school at [attendance@eastjacksonschools.org](mailto:attendance@eastjacksonschools.org) or call 517 764-1700 before 9:00 a.m. and provide a detailed 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. It is the responsibility of the student/parent to obtain assignments missed due to absences. Students with an excused absence must submit make-up work within the same amount of days they were missing from school. Example: If a student is excused for three days they will have three school days to make up that work for full credit. Students with unexcused absences will have one school day to make up all work. (Extensions may be granted at the discretion of the Principal and/or teacher, in extreme situations, on a case-by case basis).

The skipping of classes or any part of the school day is considered an unauthorized absence and will result in applicable discipline.

### **TARDINESS**

Research has documented that academic success can be directly correlated to good attendance at school. A very important aspect of preparing our students for the future is making sure they are present and on time every day. Therefore, EJSS will enforce the policy as stated below. Students will have the first three days of school in the fall to find their classes and adjust their schedule before the policy enforcement begins.

Total tardies are accumulated throughout the entire semester and do not start over at the beginning of each marking period. Tardies are cumulative, not by class period. Immediately after the bell rings to start first hour, teachers will close their doors. No student will be allowed to enter class after the bell has finished ringing. Teachers will mark “locked-out” students as absent from class and those students must report to the office. Students who fail to report to the office will be considered skipping. Locked-out students are responsible for all work missed during class and will not receive additional time to complete the work. Every student is entitled to three “Red Passes” each semester. A Red Pass will admit the student to class as an excused tardy, as long as the student is in class within 15 minutes of the start of the first hour. Students can get Red Passes from the office secretary, who will keep track of the date and

number of passes issued to each student. The Red Pass system only takes place during the first hour.

Exceptions:

1. Students who have pre-arranged appointments with the office should get a pass when they enter the building.
  2. Exceptions to the above rule can be made only by the principal or assistant principal.
  3. Bus students who arrive late to school will be admitted to class. An announcement will be made by the office if this occurs.
- Students that are not adequately prepared for class (Chromebook charged and ready to go) will be considered tardy and subject to the discipline listed below

**Discipline for violations of the Tardy Policy is as follows:**

- 1st Tardy = Warning
- 2nd Tardy = Warning
- 3rd Tardy = Student will meet with PBIS Coordinator to discuss the issue and student must make a call to parent/guardian to discuss the issue with them.
- 4th-6th Tardy- Silent Lunch Detention (No Phones and Chrome Book Monitored)
- 7th Tardy- ½ Day SRS
- 8th-9th Tardy- Full Day SRS
- 10th Tardy and Beyond- OSS (Out of School Suspension)

**VACATIONS**

Parents are encouraged not to take their child out of school for vacations. If you are planning on a family vacation, you must have it approved by the principal. Without principal approval, absences will not be excused. If approved, the student is responsible for contacting his/her teachers(s) to make any necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

***SECTION IV-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:

- 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 others 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

### **CLOSED CAMPUS**

East Jackson Secondary school operates on a "closed campus" basis, which means that students are to remain in school after their arrival on school grounds, until the end of their normal school day. Students leaving the building without prior permission from the office will be considered truant and displaying insubordinate behavior. Violating the closed campus policy will result in disciplinary action. Students are not permitted in the parking lot without permission from an administrator.

### **DRESS & 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 is a substantial disruption to 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?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Am I dressed appropriately for the weather?

Students who violate the dress code will be asked to change. If a student refuses to change they will be subject to further disciplinary action.

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

Students are expected to come to school clean and well groomed. Shoes and sandals must be worn at all times. Clothing that advertises alcohol or other illegal substances are not allowed. Teachers may remove a student to the office if they are unsure if a student has violated the dress code.

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.

### **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, vaping devices, vaping accessories 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, vaping devices, vaping accessories or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non alcoholic 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 may be subject to a ten (10) day suspension, long term suspension or expulsion. In most 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 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 violating the tobacco policy will result in a three-day suspension. Second offense will result in a five-day suspension and will be reported to police. A third offense could result in a long-term suspension or expulsion. Suspensions can possibly be reduced by attending approved restorative practice prevention meetings.

### **4. Vaping**

First offense for violating the vaping policy will result in a three-day suspension and possible citation. Second offense will result in a five-day suspension and a citation as well as a potential referral to the JUMP Program. A third offense could result in a long-term suspension or expulsion and/or a referral to the WAY Program. Suspensions can possibly be reduced by attending approved restorative practice prevention meetings.

### **5. 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 a 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.

### **6. 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:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- Any similar objects that are intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

#### **7. 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.

#### **8. 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.

#### **9. Purposely setting a fire**

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

#### **10. 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."

#### **11. 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.

#### **12. 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.

### **13. 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.

### **14. Backpacks/Bookbags**

Students are not to bring backpacks or book bags into the classroom or in common areas. Binders are allowed that do not have carrying straps attached.

### **15. Additional Information**

All students [grades 7-12] must remain in the cafeteria during their respective lunches. Any students found outside of the cafeteria, without a viable excuse, will be subject to disciplinary action.

### **16. Disruptive conduct**

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

### **17. 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.

### **18. 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.

### **19. 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.

### **20. 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.

### **21. 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.

## **22. 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.

## **23. 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 absences could lead to suspension from school and a referral to the court system for the student and parent(s).

## **24. 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 the use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

## **25. 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.

## **26. 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.

## **27. 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 disciplinary action.

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

# **East Jackson Middle School Cell Phone Policy 2022-2023**

***Cell phones/electronic devices may serve as an outstanding tool and learning resource...if used appropriately! We encourage our staff members and our students to use electronic devices to assist in supplementing instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in the learning process. In an effort to preserve the teaching and learning environment***

**MS Cell Phone Rule:** Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- Phones are to be put away in lockers upon arrival at school in the morning.
- NO PHONES AT LUNCH
- After school as signaled by the 2:25 tone ending 7th/8th period class

**\*It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher, or administrator is a violation of the school's handbook policy. Insubordinate behavior could result in suspension and exclusion from school events.**

- **First Offense** - The student will be warned by the teacher and must return the phone to their locker. The teacher will document this in powerschool as their first warning.
- **Second Offense** - the device will be held in the office until the end of the school day. Students may pick up their phone following a behavioral contract review of this policy with the PBIS Coordinator at the end of the school day in the main office.
- **Third Offense** - the device will remain in the main office for 5 days. The Administrator establishes contact with a parent or guardian. The student will be responsible for dropping off the phone before school and picking up after school. The student will receive one day of SRS.
- **Fourth Offense**- the device will remain in the main office for 30 days. The Administrator establishes contact with a parent or guardian. The student will be responsible for dropping off the phone before school and picking up after school. The student will receive three days of SRS.
- **Fifth Offense**- the device will remain in the main office for the remainder of the school year. The Administrator establishes contact with a parent or guardian. The student will be responsible for dropping off the phone before school and picking up after school. The student will receive five days of SRS.

## **East Jackson High School Cell Phone Policy 2023-2024**

Our goal at East Jackson Secondary School is to be providing our students with opportunities to learn and grow in an optimal academic-focused environment. In order to achieve this we need to work together and limit as many distractions as possible.

**HS Cell Phone Rule:** Students may possess or use personal electronic devices on school property, on school buses, or at school-sponsored events according to the following guidelines:

- Before school until the beginning of the school day (7:40 AM tardy tone).
- During passing time and during a student's lunch period.
- After school as signaled by the 2:30 tone ending 7th period class

### **Key EJSS Cell Phone Bullet Points**

- Cell phones are prohibited from use in classrooms and any other area in which academic work is being done (includes library, cafeteria, etc...)
- Headphones and other Bluetooth enabled devices are not permitted to be worn in class unless otherwise instructed by the teacher
- Refusal to surrender a cell phone or other electronic device when directed to do so by a staff member, teacher, or administrator is a violation of the school's handbook policy and will result in disciplinary action
- If a student needs to contact a parent they will need to utilize the office phone to do so.
- If a parent/guardian needs to contact a student our front office staff will get a message to your student and have him/her return your call.

## **Cell Phone Violations:**

- **First Offense** - The student will be warned by the teacher and must return the phone to their locker. The teacher will document this in powerschool as their first cell phone violation.
- **Second Offense**- The student will be warned by the teacher and must return the phone to their locker. The teacher will document this in powerschool as their second cell phone violation and they must serve a lunch detention.
- **Third Offense** - The device will be taken before school starts and held in the office until the end of the school day. Students may pick up their phone at the end of the day following a review of the cell phone policy and a call home with PBIS Coordinator. The teacher or PBIS coordinator will document this in powerschool as the third cell phone violation. The student will receive three lunch detentions.
- **Fourth Offense** - The device will be taken before school starts and held in the office until the end of the school day for a total of five days. Students may pick up their phone at the end of each day. The principal or PBIS coordinator will review the cell phone policy and contact home for a review of the cell phone policy with parents/guardians. The

teacher or PBIS coordinator will document this in powerschool as the fourth cell phone violation. The student will receive one day in SRS.

- **Fifth Offense-** The device will be taken before school starts and held in the office until the end of the school day for a total of 30 days. Students may pick up their phone at the end of each day. The principal or PBIS coordinator will review the cell phone policy and contact home for a review of the cell phone policy with parents/guardians. The teacher or PBIS coordinator will document this in powerschool as the fifth cell phone violation. The student will receive three days in SRS.
- **Sixth Offense-** The device will be taken before school starts and held in the office until the end of the school day for the remainder of the school year. Students may pick up their phone at the end of each day. The principal or PBIS coordinator will review the cell phone policy and contact home for a review of the cell phone policy with parents/guardians. The teacher or PBIS coordinator will document this in powerschool as the sixth cell phone violation. The student will receive five days in SRS.

C“**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

## **29. 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.

## **30. 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.

## **31. 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.

## **32. 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 handheld 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.

Harassment may include, but is not limited to:

- Submission to such unwelcome 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.
- Submission to, or rejection of, unwelcome 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.
- The unwelcome 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:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks with sexual or demeaning implications
- unwelcome touching
- sexual jokes, posters, cartoons, etc
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety
- 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
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history

## TITLE IX

In accordance with Title IX, the Board prohibits sexual harassment and discrimination on the basis of sex. Violations of this policy may result in disciplinary action in accordance with the Code of Student Conduct, Board policy, and applicable federal, state, and local law and regulations. Any report of sex-based discrimination or harassment will be taken seriously, addressed promptly and with sensitivity. A student may report an incident of sexual discrimination or harassment verbally or in writing to any District employee. All reports shall be directed immediately to the Title IX Coordinator. All non-students can report any incident of sex-based harassment to the Title IX Coordinator. Reports can be made at any time by phone, email, or by completing and submitting the Discrimination/Harassment Incident Reporting Form. Additionally, if the person who received a complaint of sexual harassment is a mandated reporter and has reasonable cause to suspect that a student is the victim of child abuse, the incident should immediately be reported to the appropriate agency as directed by state law. This mandated reporting obligation is in addition to a report being made to the Title IX Coordinator, Becky Hager, Principal, East Jackson Elementary School, 4340 Walz Road, Jackson, MI 49201, [becky.hager@eastjacksonschools.org](mailto:becky.hager@eastjacksonschools.org), 517-764-1910.

### **33. 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 she/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 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 handheld 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:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- 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.
- Having an actual and substantial detrimental effect on a student's physical or mental health.
- 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:

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- 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 a 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.

### **34. 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.

However, a school board is not required to expel a pupil for possessing a weapon if the pupil establishes in a clear and convincing manner at least 1 of the following:

- A. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another individual for use as a weapon.
- B. The weapon was not knowingly possessed by the pupil.
- C. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- D. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

### **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.

## **SECTION V-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.

### **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.

### **STUDENT RESET SUCCESS**

If assigned to SRS, all of the following must be followed or the student may be sent home and possibly lose the ability to have SRS for the rest of the year. Discipline may also be a blend of SRS and out of school suspensions. This decision is made by the principal or assistant principal 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 "exclude a pupil from school for disciplinary reasons for a period of fewer than 60 school days." Expulsions "exclude a pupil from school for disciplinary reasons for a period of 60 or more school days." 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. If the student is in grade 6 or above at the time of expulsion, the parents, legal guardian, adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the day of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

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 within (2) days, in writing, to the Superintendent 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 may act as the hearing officer. The superintendent may suspend a student for more than 10 days, but no more than 60 days. An appeal of this decision may be made to the Board. The Board may suspend a student for longer than 10 days or expel a student. The Superintendent takes testimony and determines if a recommendation to expel is to be made to the Board of Education. 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.

Positive behavioral interventions and supports will be utilized to enhance academic and social behavior outcomes for all students. However, in the event that staff members need to restrain and/or seclude a student, it will be done in accordance with NEOLA 5630.01 and used as a last resort in an emergency situation by trained personnel.

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).

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that are defined in NEOLA 5610.

### **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**

#### **MANDATORY FACTORS (1310D)**

Before suspending or expelling a student, school "shall consider"

1. Student's age
2. Disciplinary history
3. Disability status
4. Seriousness of behavior
5. Whether behavior threatened safety
6. Use of restorative practices
7. Whether lesser intervention would "properly" address the behavior

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, she/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, she/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**

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.

### **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:

- is obscene to minors, libelous, indecent and pervasively vulgar,
- advertises any product or service not permitted to minors by law,
- intends to be insulting or harassing,
- intends to incite fighting or presents a likelihood of disrupting school or a school event.
- 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 she/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 VI – TRANSPORTATION EAST JACKSON COMMUNITY SCHOOLS ADMINISTRATIVE RULES/REGULATIONS FOR BUS RIDERS (Revised 7/17) AR 6-1**

Bus transportation is a privilege, not a right, to be enjoyed by those students who conduct themselves properly. The East Jackson Community Schools are committed to a safe transportation system and will take whatever action necessary to assure that students are not endangered. Positive behavior is equally rewarded with “Rider of the Month/Year” recognition, K-6.

1. Elementary (K-6 students) can be expected to walk up to a half mile and secondary students (7-12) can walk up to a mile, if necessary.
2. Students must be at designated bus stops at least 5 minutes before scheduled arrival time. Bus will not wait.
3. Wait for your bus in a safe place. 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).
4. Students who must cross the street/road must wait for voice command from the driver before crossing. Stop and look both ways. Cross at least 10 feet in front of a bus.
5. Students must obtain written permission from parents/guardians, to ride a bus other than their own, or have another student ride the bus with them, or to be let out at a bus stop other than their own. This is 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.
6. Students are expected to cooperate and promptly follow requests or instructions of the bus driver. Insubordination and disrespect will not be tolerated.
7. Occupy the seat assigned by the bus driver and keep aisles clear of feet, books and other belongings.
8. No sleds, skateboards or animals are allowed on the bus.
9. Spitting, eating or drinking will not be allowed on the bus.
10. Keep heads, hair, hands, arms inside the bus at all times. Ask permission of the driver to open a window.
11. Talk quietly - no shouting, whistling, or use of profanity, bad language or obscene gestures.
12. Do not crowd, push, or other disorderly conduct while boarding or leaving the bus.
13. Do not throw anything on, at, or off the bus.
14. Possession/lighting of matches/lighters and tobacco products is strictly prohibited.
15. No fighting, harassment, or bullying toward other students.
16. Students violating the above rules/regulations will receive a written misconduct report/warning. A K-6 student will not be suspended from the bus until communication with the parent has occurred. The Transportation Department, when deemed necessary, will hold a conference with the student and will inform the parent of the results, which will be attached to the misconduct report, then mailed or e-mailed. If a parent desires a conference, a call may be made to the Transportation Administrator at 769-8806, who will then make the necessary arrangements.
  - Continued misbehavior could result in progressive discipline including suspension of bus riding privileges.
  - Suspensions from riding the bus will be determined by the severity of the incident and at the discretion of the Transportation Administrator.
17. 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 15 school days.

18. 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.

19. All Rules/Regulations pertain to regular runs, kindergarten runs, field trips and sports trips.

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

**WE TRANSPORT PRECIOUS CARGO!**

### **VIDEO TAPES ON SCHOOL BUS**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus is done in accordance with district policies.

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 may be 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 VII-TECHNOLOGY**

## **1:1 CHROMEBOOK PROGRAM**

The mission of the 1 to 1 program at East Jackson Secondary School (EJSS) is to create a collaborative and equitable learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. East Jackson Secondary School will establish collaborative professional learning communities based on integrative professional development for teachers, so that this program will enhance classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, East Jackson Secondary School staff and community members will all play key roles in the development of effective and high quality educational experiences.

### **Device Purpose**

The East Jackson School District is supplying each student with the same Chromebook device. This device is property of the East Jackson School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Schoology, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

### **Distribution**

Chromebooks will be distributed during registration at the beginning of the school year. Parents/Guardians and students MUST sign and return the EJSS Chromebook Agreement before the Chromebook will be issued to the student/students. The Technology Handbook outlines the procedures and policies for families to protect the Chromebook investment for the East Jackson School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebooks each year while enrolled at CSD.

### **Fees**

Repair and replacement costs can be found by checking with the secondary school office. Additional fees may be assessed if Chromebook is not returned by the end of the school year at a date and time announced by administration.

### **Use**

Chromebooks are intended for use at school each day, therefore students are required to carry their Chromebooks at all times, and it is required to be fully charged. (Chromebooks have a rated battery life of 6.5 hours). Repeat violations of this policy will result in loss of take home privileges.

In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be

responsible to bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher(s).

If a student leaves their Chromebooks at home, the student will have the opportunity to use a loaner Chromebook from the classroom teacher if one is available. Repeat violations of this policy will result in loss of take home privileges.

If a student's Chromebook is under repair, loaner Chromebooks will be issued to students if available. Students using loaner Chromebooks will be responsible for any damages incurred while in the possession of the student. Students will pay the full replacement cost if the Chromebook is lost or stolen.

All students using Chromebooks are required to adhere to the Acceptable Use Policy (See Network Acceptable Use Policy) and the East Jackson School District Student Technology Handbook. This handbook covers every issue dealing with this device and can be accessed by visiting

## 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 the 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.