



# **Jeffers High School Student Handbook 2023-2024**

Approved August 9, 2023



# Table of Contents

Mission Statement .....	4
Administration, School Board, and Faculty.....	4
Administration.....	4
Board of Education .....	4
Faculty .....	4
Class Advisors & Extracurriculars.....	5
Class Advisors.....	5
Clubs and Organizations .....	5
Sports .....	5
Daily Schedule.....	6
School Calendar 2023-2024 .....	6
Course Offerings.....	6
Graduation Requirements: 25 Credits .....	7
State Testing Requirements .....	8
Graduation Requirements .....	8
Academics .....	8
Class Standings.....	8
Jeffers High School Grading Scale (100-point scale).....	8
Honor Roll Guidelines.....	9
Academic Honesty.....	9
Scheduling and Changing Courses.....	9
Testing Out Policy .....	9
Dual Enrollment.....	9
Work-Based Learning.....	10
Career and Technical Education (CTE).....	10
Grade Reporting .....	10
Exam Policy.....	10
Pass/Fail Policy for Junior High.....	10
National Honor Society Guidelines .....	11
Prerequisite Conditions of Selection.....	11
Criteria .....	11
Selection Procedure .....	11
Attendance Policy .....	11

Guidance and Counseling ..... 12

    Armed Forces Recruiting..... 12

    Educational Counseling..... 12

    Testing..... 12

Student Conduct and Expectations ..... 13

    Closed Campus..... 13

    Student Dress..... 13

    Field Trips..... 13

    Vehicle Policy ..... 14

    Jeffers High School Computer Acceptable Use Policy..... 14

    Cell Phones and Other Electronic Devices..... 14

    Discipline Rubric..... 15

    Michigan Law PA 104 (Student on Adult Assault)..... 16

    Michigan Law PA 102 (Student on Student Assault)..... 16

    Weapons ..... 16

    Sexual Harassment..... 16

    Bullying Policy ..... 16

Suspensions ..... 18

    Expulsion Procedures..... 18

Athletics ..... 19

    Athletic Eligibility Policy ..... 19

    Physical Eligibility ..... 19

    Academics ..... 19

    Behavior ..... 20

    Attendance ..... 20

    Semester Eligibility ..... 20

School Policy and Procedures..... 20

    Drug Prevention..... 20

    Substance Abuse ..... 20

    Use of Breath-Test Instruments..... 21

    Staff Referral or Suspected Problem..... 21

    Student Self-Referral..... 21

    The Seller, Dealer, or Pusher ..... 21

    Individuals with Disabilities ..... 22

    Limited English Proficiency..... 22

    Policy on Access to Student Records..... 22

Student Privacy and Parental Access to Information .....23

Review of Instructional Materials and Activities.....23

Use of Medications .....23

Adams Township School District Administration of Medication.....24

Control of Casual-Contact Communicable Diseases and Pests .....24

Control of Non-Casual-Contact Communicable Diseases.....25

Visitors.....25

Lockers .....25

Search and Seizure.....25

School Meals .....25

Fire Drills, Lockdown, and Tornado Policy .....26

Immunizations .....26

# Mission Statement

The mission of the Adams Township Public Schools is to provide a safe learning environment where all students can be taught to develop the academic and personal skills necessary to function as responsible citizens in a changing world.

## Administration, School Board, and Faculty

### Administration

Position	Name	Phone Number
Superintendent	Mr. Tim Keteri	482-0599 ext. 2204
Principal	Mr. John Sanregret	482-0599 ext. 2201
Athletic Director	Mr. Steve Nordstrom	482-0599 ext. 2131
Administrative Secretary	Ms. Diane Keranen	482-0599 ext. 2202
High School Secretary	Mrs. Michele Harma	482-0599 ext. 2200
Business Administrator	Mr. Steve Nordstrom	482-0599 ext. 2131
REMC Technology Support	Mr. Anton Pintar	487-7624

### Board of Education

Position	Name
President	Mr. Darren Niemi
Vice President	Mr. Justin Marier
Secretary	Mrs. Kristin Archambeau
Treasurer	Mr. Eric Mattila
Trustee	Mr. George Eakin
Trustee	Mr. Tyler Kinnunen
Trustee	Ms. Ashley Sudderth

### Faculty

Name	Subjects
Mrs. Amanda Andress	English
Mr. Anthony Arens	Vocational Education
Ms. Elizabeth Bertucci	Counseling/Spanish
Mr. Richard Cormier	Social Studies

Mr. Lucas Guili	Special Education
Mr. Charley Heltunen	At-Risk/Technology
Mrs. Sienna Jaehnig	English/Science
Mr. Samuel Kilpela	Math/Science
Mrs. Julie Laban	Culinary Arts
Mrs. Paige Lewandowski	Art
Mr. Gary Miller	Vocational Education
Mr. Steve Nordstrom	Business
Mr. Jeff Outinen	Social Studies
Mr. Chuck Palosaari	Science/Technology
Mrs. Jennifer Pera	Math/Science
Ms. Morgan Raether	English
Mrs. Emily Raffaelli	Music
Mrs. Lisa Raffaelli	Math
Ms. Rachel Sondgerath	Health/Physical Education

## Class Advisors & Extracurriculars

### Class Advisors

Grade	Class Advisor	Grade	Class Advisor
<b>7th Grade</b>	Mrs. Rachel Sondgerath	<b>10th Grade</b>	Mrs. Sienna Jaehnig
<b>8th Grade</b>	Mrs. Jennifer Pera	<b>11th Grade</b>	TBD
<b>9th Grade</b>	Mr. Samuel Kilpela	<b>12th Grade</b>	Ms. Beth Bertucci

### Clubs and Organizations

Great Lakes Youth Symposium	Student Senate	Travel Club
Book Club	National Honor Society	Drama Club/School Play
High School Bowl	Future Educators Club	eSports

### Sports

Baseball	Boys Basketball
Girls Basketball	Cheerleading

Cross Country	Football (Co-op with Hancock)
Golf	Gymnastics (Co-op with Lake Linden/Hubbell)
Hockey	Skiing (Co-op with Houghton)
Softball	Swimming (Co-op with Houghton)
Track	Volleyball

## Daily Schedule

Daily Schedule		Late Start Schedule	
1st Period	8:25-9:16 am	1st Period	10:30-11:03 am
2nd Period	9:21-10:12 am	2nd Period	11:08-11:41 am
3rd Period	10:17-11:08 am	3rd Period	11:46-12:19 pm
Lunch A: 7th/8th	11:08-11:33 am	Lunch A: 7th/8th	12:19-12:43 pm
4th Period	11:13-12:04 pm	4th Period	12:24-12:57 pm
7th/8th 4th Period	11:38-12:29 pm	7th/8th 4th Period	12:48-1:21 pm
Lunch B: 9th/10th	12:04-12:29 pm	Lunch B: 9th/10th	12:57-1:23 pm
11th/12th 5th Period	12:9-1:00 pm	11th/12th 5th Period	1:02-1:35 pm
Lunch C: 11th/12th	1:00-1:25 pm	Lunch C: 11th/12th	1:35-2:00 pm
7th-10th 5th Period	12:34-1:25 pm	7th-10th 5th Period	1:28-2:00 pm
6th Period	1:30-2:21 pm	6th Period	2:05-2:38 pm
7th Period	2:26-3:17 pm	7th Period	2:43-3:16 pm

## School Calendar 2023-2024

Go to the school website: [www.adamstownshipschool.org](http://www.adamstownshipschool.org)

## Course Offerings

### English

English 9, 10, 11, 12  
Visual Literacy

### Science

Biology

### Social Studies

Civics/Economics (includes entrepreneurship)  
U.S. History  
World History

### Mathematics

Algebra I

Physics  
 Chemistry  
 Anatomy & Physiology  
 Science 9  
 STEM  
 Botany/Greenhouse

Geometry  
 Algebra II Core  
 Algebra II  
 FST  
 Pre-calculus/Calculus

**Foreign Language**

Spanish  
 American Sign Language

**Health & Fitness**

Health  
 Physical Education  
 Personal Fitness/Leadership

**Electives**

Health Careers  
 Auto Technology I and II  
 Nurse's Aide Training  
 Trades (Building, Welding, Electrical & Plumbing)  
 Introduction to Business  
 Tutoring  
 Athletic Management  
 Service Learning  
 Work-based Learning  
 Cosmetology  
 Current Issues  
 Literature & Film  
 Culinary Arts

**Visual, Performing, and Applied Arts**

Band  
 High School Art  
 Woodshop/Projects/Industrial Technology  
 Digital Arts  
 Drama

**Computers/Technology/Online Experience**

Career & College Prep  
 Drafting/ProEngineering  
 Technology  
 Other online options available through Edgenuity

# Graduation Requirements: 25 Credits

<b>4 credits (8 semesters) English</b>	2 semesters of English 9 2 semesters of English 10 2 semesters of English 11 2 semesters of English 12
<b>3 credits (6 semesters) Social Studies including:</b>	2 semesters of World History 2 semesters of U.S. History 1 semester of Civics 1 semester of Economics
<b>4 credits (8 semesters) High School Math including</b>	2 semesters of Algebra I 2 semesters of Geometry 2 semesters of Algebra II or Algebra II-Core 2 semesters of Financial Literacy  <i>*A core math class must be taken through a student's junior year</i> <i>*CTE/Trades classes may be taken as a 4th-year math in the senior year</i>
<b>3 credits (6 semesters) Science including:</b>	2 semesters of Science 9 (recommended)



	2 semesters of Biology 2 semesters of Physics or Chemistry
<b>1 credit (2 semesters) Technology</b>	
<b>1 credit (2 semesters) Health/PE</b>	Usually during 9th grade
<b>1 credit (2 semesters) Arts</b>	Art, digital art, band, *CNC (computer numerical control),*wood shop,*industrial technology  <i>*must include a portfolio and presentation in order to count as an art credit</i>
<b>2 credit (4 semesters) Foreign Language</b>	4 semester of the same foreign language 2 semesters of CTE, Visual, Performing & Applied Art classes meets the second-year requirement
<b>6 credits of electives</b>	Electives vary by year but may include: art, culinary, wood shop, trades, anatomy and physiology, band, PE, athletic management, CAD, digital art, CTE (auto tech, nurses aide training, health careers), CNC (computer numerical control), current issues, business  <i>*Seniors are required to earn a credit in a career planning elective.</i>

Additionally, a documented online experience is required. This can be part of another course, an online course, or an educational development plan (EDP).

### **State Testing Requirements**

All students are strongly encouraged to participate in state testing.

### **Graduation Requirements**

1. Students who do not meet all graduation requirements **on or before the Thursday before graduation** will not be permitted to participate in the graduation ceremony.
2. Per state requirements, students **must** have a Guidance Counselor-approved Educational Development Plan (EDP) on file.

# Academics

### **Class Standings**

Class Standing is determined by the number of credits a student has earned.

- Freshmen: 0-6.5
- Sophomore: 7-12.5
- Junior: 13-17.5
- Senior: 18+

### **Jeffers High School Grading Scale (100-point scale)**

A 91.5—100	B- 79.5—81.4	D+ 67.5—69.4
A- 89.5—91.4	C+ 77.5—79.4	D 61.5—67.4
B+ 87.5—89.4	C 71.5—77.4	D- 59.5—61.4
B 81.5—87.4	C- 69.5—71.4	F 0—59.4

## **Honor Roll Guidelines**

The Adams Township School District feels that the terms “honor roll” and “honor student” should be an indication of academic excellence and student conduct. The honor roll will be posted after each semester. With this in mind, the following criteria will be used in determining eligibility for the honor roll:

1. A student who has earned a B or better in all classes will be recognized for the nine-week honor roll and semester honor roll.
2. Students must be carrying a full schedule in order to be considered for the honor roll. This also applies to students being considered for any academic honors.
3. Flagrant and/or repeated violations of school policy included in the student handbook or athletic code may result in a student not being considered for the honor roll.

## **Academic Honesty**

1. **Cheating:** The first occurrence will result in the notification of parents and a failing grade may be given for the marking period for that course. Additional cheating in that class will result in semester failure and loss of credit.
2. **Plagiarism:** Knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation is plagiarism and will be treated as cheating.
  - a. The inappropriate use of artificial intelligence (AI) to complete schoolwork may be considered cheating. Teachers have the discretion to determine the appropriateness of AI utilization in their classrooms.

## **Scheduling and Changing Courses**

Schedules are provided to each student at the beginning of the school year upon enrollment. Schedules are based on the needs and available class space. Any requested changes in a student's schedule must be made before the school year starts or during the first week of the semester and should be handled through the Counseling Office, by filling out a Schedule Change Request Form, which must be signed by a parent/guardian and approved by the Principal. Students may be denied course enrollment due to a lack of available space, the need to pass prerequisites or other scheduling conflicts. Students are expected to follow their schedules as written until a schedule change is approved.

## **Testing Out Policy**

1. Testing out of a class must be done prior to the time a student would be eligible to take the class. For example, a student would take a Civics test during their sophomore year.
2. Students may not test out of one semester of a two-semester class.
3. The exam given for testing out may contain all material covered and shouldn't be confused with the semester exams.

## **Dual Enrollment**

To dual enroll, a student must be eligible and must have earned appropriate grades and upheld appropriate attendance as outlined in the [Dual Enrollment Contract](#), which can be obtained from the Counseling Office. The district will pay 1/14 of the per pupil foundation allowance per semester towards the cost of a dual enrollment course.

1. In order to be eligible for dual enrollment, students **must** have an up-to-date Educational Development Plan (EDP) on file with the Guidance Counselor.
2. If a student fails or drops after the drop deadline of the dual enrollment class, the family will be responsible for the entire cost of the class.
3. If a student fails a dual enrollment class, the school reserves the right to revoke or deny enrollment in future dual enrollment classes.
4. If a student drops a dual enrollment class after the drop deadline, the school reserves the right to revoke or deny enrollment in future dual enrollment classes.
5. A student who wishes to drop a dual enrollment class must notify the district prior to dropping the class. They must also enroll in a replacement course through the district.

Not all colleges and universities accept credit earned via dual enrollment or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

### **Work-Based Learning**

Students in grades 11 and 12 have an opportunity to explore careers of interest through a variety of programs. These programs involve traveling to a local business to work with a skilled person in the field. Requirements must be followed as outlined in the [Work Based Learning Contract](#), which can be obtained from the Counseling Office.

1. Students must complete weekly logs of specific learning objectives covered by their work-based learning supervisor.
2. In order to be eligible for work-based learning, students **must** have an up-to-date Educational Development Plan (EDP) on file with the Guidance Counselor.

### **Career and Technical Education (CTE)**

Students in grades 11 and 12 have an opportunity to explore career pathways of their interest through the Intermediate School District's CTE course offerings. Requirements must be followed as outlined in the [CTE Contract](#), which can be obtained from the Counseling Office. In order to be eligible for CTE courses, students **must** have an up-to-date Educational Development Plan (EDP) on file with the Guidance Counselor.

### **Grade Reporting**

Students and parents may access grade information anytime through PowerSchool. Parents and students will be given passwords at the beginning of each school year to access students' grades and attendance using PowerSchool. Grade information may be mailed or given to your child upon request from the office.

### **Exam Policy**

Exams are given at the end of the first semester (mid-January) and again at the end of the second semester in June.

1. Exams count as 20% of the semester grade. Each marking period counts as 40% of the semester grade.
2. Each semester, the office will provide an exam schedule. **There are to be no deviations from the published schedule without approval from the principal.** If a student fails to show up for an exam and makes no attempt to make other arrangements, they will fail the exam. Students with an office-approved absence during the exam period may take the exam later at the discretion of the principal and teacher.
3. All students in grades 7-12 are required to take a final exam at the end of the first semester.
4. Students are required to take semester exams in all semester-long courses.
5. Students may be exempt from a second-semester exam for a year-long course, **at the discretion of the teacher**, if they meet the following criteria:
  - a. Earned an "A-" or "A" in both the 3rd and 4th quarter.
  - b. Have 10 or fewer excused absences for the semester.
  - c. Have no unexcused absences, tardies, detentions, or suspensions during the second semester.

Or

6. Students may be exempt from a second-semester exam for a year-long course, **at the discretion of the teacher**, if they meet the following criteria:
  - d. Earned an "B+" in both the 3rd and 4th quarter.
  - e. Have 5 or fewer excused absences for the semester.
  - f. Have no unexcused absences, tardies, detentions, or suspensions during the second semester.

### **Pass/Fail Policy for Junior High**

In the event a student is failing or borderline, a team composed of junior high teachers, the counselor, and the administrator will make a recommendation for online credit recovery and/or retention.

# National Honor Society Guidelines

## Prerequisite Conditions of Selection

1. Only those students who have attended Jeffers High School for the equivalent of at least one semester may be considered for membership.
2. Membership may be open to qualified juniors or seniors.
3. Academic requirements must be the same for all candidates in all classes.
4. There can be no specific quota or percentage of members per class.

## Criteria

1. **Scholarship:** Students must possess a cumulative grade point average of at least 3.00 (on a 4.00 scale).
2. **Leadership:** Students should exercise leadership roles in both the school and the community.
3. **Service:** Contributions made to school, classmates, and community, as well as attitude toward service shall be considered.
4. **Character:** All aspects of the character (including honesty, responsibility, respect for authority, courtesy, tolerance, and cooperation) shall be considered, positive as well as negative.

## Selection Procedure

1. Student records will be reviewed to determine those students that are scholastically eligible for membership.
2. Students who are eligible shall be notified and informed that for further consideration for selection to the chapter they may complete the Student Activity Information form, outlining their accomplishments in the area of Service and Leadership.
3. The five members of the Faculty Council shall make decisions.
4. The Faculty Council shall review the Student Activity Information forms, along with any other verifiable information about each candidate. The leadership, service, and character of all candidates shall be reviewed carefully. Candidates receiving a majority vote of the faculty council shall be inducted into the chapter at the Honor Society dinner in the fall.
5. Selected candidates and their parents shall be notified in writing about the selection and timing of the induction ceremony. Students who are not selected will also be notified in writing.

# Attendance Policy

Michigan law places responsibility on each student to attend school on a daily basis, and on each parent or guardian to send their child to school on a daily basis. Strong attendance and punctuality help to build a foundation for success. For this reason, daily attendance, promptness, and participation in class are crucial and impact student performance. Students are expected to attend all classes and to remain only in authorized areas of the school during school hours. Students must be present in order to participate in classroom activities and discussions. Students and their parents are responsible for tracking their daily attendance through PowerSchool.

Overall attendance will be considered for acceptance into Dual Enrollment, Work-Based Learning, and/or CTE programming. Determinations will be made after conferencing with the Counselor and Principal.

1. **Absences are marked excused or unexcused.** The record of attendance is kept in the principal's office. Parents must call the attendance line (482-0599) or notify the office in order to record the absence as excused. Absences should be excused **within 24 hours**.
  - a. **Number of Absences:** Each marking period, students are allowed up to five excused absences in any class. Good attendance and punctuality are considered vital employability skills. Each teacher allocates a percentage of the overall grade to attendance and punctuality. This employability skill grade will be defined by the teacher.
  - b. **Leaving the Building:** If a student must leave the building during the school day, they MUST report to the office before leaving. The student MUST call or text their parents for permission to leave before exiting the building.

2. **Excused Absences:** In general, excused absences will be granted for personal illness, serious illness, medical and/or dental appointments, death in the family, and family obligations. Absences such as college visitations, interviews, and summons to court are also valid excused absences that will **not count toward your five absences**.
  - a. **Late Arrival:** Students arriving late for any reason will report directly to the principal's office upon arrival to sign in. Failure to sign in will result in an unexcused absence for the hours missed. Parents must call the attendance line (482-0599) or notify the office in order to record the late arrival as excused. Students will be issued a pass from the office to return to class.
  - b. **Early Dismissal:** Students leaving early for any reason will report directly to the principal's office prior to leaving to sign out. **Failure to sign out will result in an unexcused absence for the hours missed.** Parents must communicate with the office prior to the student leaving in order for the early dismissal to be recorded as excused.
    - i. No student will be released to a person other than a custodial parent or guardian(s) without written permission signed by the custodial parent or guardian(s).
  - c. **Vacations:** Students who will be taking family vacations are encouraged to notify the principal's office and teachers **at least one week** in advance to prepare for missed class time. Work cannot always be given prior to such extended absences. Students may be required to complete work once they return to school. It is at the discretion of the teacher as to how this will impact their employability skills.
3. **Unexcused Absences:** Students are expected to be excused from their classes when absent. If a student earns an unexcused absence, the following actions will be taken:
  - a. First, Second, and Third Occurrence - The student will meet with the principal upon returning to school (before or after school). A letter from the principal will be sent to the parent. The parent will review the letter with their student, sign and return it to the principal.
  - b. Fourth Occurrence - A letter from the principal will be sent to the parent and cc'd to the CCISD Truancy Officer. A meeting will be scheduled with the principal to review an attendance contact.
4. **Tardies:** Students are expected to be on time for their classes.
  - a. If a student earns three tardies in a class in a marking period, the student will meet with the principal and serve a lunch detention. Every additional tardy will result in a lunch detention.
  - b. Tardies beyond 10 minutes are considered unexcused absences.
5. **Truancy:** If a student is absent ten or more days in a semester, they may be considered truant and may be referred to the truancy officer.
6. **Extenuating Circumstances:** Exceptions to these rules might be made when extenuating circumstances occur, such as an extended illness. Students who have a chronic physical or psychological condition, which is likely to make excessive absences unavoidable, should provide the principal's office with a statement from a physician affirming the condition. The statement must delineate the problem in sufficient detail to make clear the extent to which the condition may be expected to affect absences. The student and his/her parent/guardian assume responsibility to provide the school with this certification.

## Guidance and Counseling

### Armed Forces Recruiting

The school must provide official armed forces at least the same access to student school records as is provided to other entities offering educational or employment opportunities. "Armed Forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

### Educational Counseling

The counselor will work with students to help them make wise choices in classes and careers. They will make information about trade schools, colleges, and universities available.

### Testing

At Jeffers High School, the following tests are given:

STARR: Grades 7 and 8

M-STEP: Grades 7, 8, 9, and 11

PSAT: Grades 8, 9, and 10

SAT, ACT Work-Keys, PSAT-NMSQT & ASVAB: Grade 11

Information on preparing for the ACT and SAT is also available. See the counselor for details.

# Student Conduct and Expectations

Students are expected to conduct themselves in a dignified, respectful manner in all of their school affairs.

1. The first level of authority regarding behavioral expectations and consequences is at the classroom level. This includes teachers, substitutes, and teacher aides. Students are also expected to accept and follow instructions from every adult employed by the Adams Township School District. This includes custodians, bus drivers, lunchroom staff, and secretaries.
2. Insubordination to this authority sends the student to the next level of authority, which is the Principal's office.
3. Misconduct is any violation of classroom/school rules or civil laws. This may result in a warning, detention, suspension, or expulsion. Parents/Guardians will be contacted with a discipline report and in some cases, a phone call. They may also be asked to meet with the Principal, counselor, and teachers to help resolve a student's problem. In more serious cases, law enforcement will be contacted.

## Closed Campus

Students may not leave on foot or in any vehicle from Jeffers High School. The only exceptions are students who have legal residence in Painesdale may go home for lunch with parental permission. If Painesdale students choose to have lunch in school on any given day, they must remain on campus the entire lunch period. Use of food delivery services such as DoorDash during the school day is expressly prohibited.

Students must remain in designated areas during the lunch period.

## Student Dress

Although the school recognizes that student dress is primarily the responsibility of the student and parents, the school also believes that it has the responsibility to teach that proper dress is a reflection of the student's pride in themselves and preparation for the workplace. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

1. Clothing should be clean and appropriate for school.
2. Clothing must not create a distraction to the learning environment.
3. All students must be covered completely from mid-thigh to top of the shoulders in non-see-through materials (extend up to or beyond fingertips when arms are at rest).
4. Clothing should not be excessively tight or loose, or reveal cleavage, back, chest, stomach, or any portion of the buttocks or undergarments.
5. Hats, hoods, and head coverings are not to be worn during the school day after arriving at lockers.
6. Clothing that promotes any product or service not permitted to minors by law (drugs, alcohol, tobacco, sex, weapons, etc.) or is obscene, libelous, indecent, or vulgar is not permitted.
7. Winter jackets are prohibited from being worn in class.

**Note:** What is suitable outside of school may not be suitable for school. Students not using good judgment may be warned, asked to change, or sent home to change into something more appropriate.

## Field Trips

Field trips are academic activities that are held off school grounds. All school rules still apply to field trips.

## **Vehicle Policy**

All students driving a motor vehicle to school must be licensed drivers and register the vehicle in the principal's office. This includes snowmobiles, ATVs, motorcycles, etc. All information on the registration form will be completed and signed by the driver and parent/guardians.

All vehicles will be parked and locked during the school day. **Students will not return to their vehicles, including during lunch, unless they have permission from the office. Students who return to their vehicle without permission will lose their driving privileges.** Any reckless driving or improper use of a motor vehicle may result in suspension or revoked driving privileges.

## **Jeffers High School Computer Acceptable Use Policy**

These are the guidelines to prevent the loss of network privileges at Jeffers High School:

1. Do not use the computer to harm other people or their work.
2. Be polite. Do not harass, insult, or attack others.
3. Do not view, send, or display offensive messages or pictures.
4. Use appropriate language. Do not swear or use vulgarities.
5. Do not reveal your personal address and telephone number or those of other students.
6. Do not damage the computer or the network in any way.
7. Do not interfere with the operation of the network by installing/downloading illegal software, shareware, or freeware.
8. Do not violate copyright laws.
9. Do not share your password with another person (even if you have permission from the user).
10. Do not use another person's account to obtain a copy of their homework (even if you have permission from the user). This is considered cheating. Refer to the Academic Honesty policy.
11. Do not attempt to discover another user's password.
12. Do not trespass in another user's folder, work or files.
13. Do not waste limited resources such as paper or toner.
14. If by accident you encounter materials that violate the rules of appropriate use, do notify an adult immediately.
15. BE PREPARED to be held accountable for your actions and for the loss of privileges if the rules of inappropriate use are violated.

The media class often uses student photos, writing or artwork on our school homepage and social media accounts. Because this content can be seen by people all over the world, the district requires permission to post photos of students or their work.

## **Passes**

When leaving a class during the period, students must sign out and use the classroom pass. It is a student's responsibility to go directly to their destination, return in a timely manner, and sign back in. All students leaving a classroom must have an easily identifiable pass. Students out of class without a pass may be subject to disciplinary action.

## **Cell Phones and Other Electronic Devices**

Cell phones and other electronic devices are permitted before school, during passing periods, during lunch, and after school. Electronic devices may be confiscated at any time by a staff member. If a student is caught using a cell phone or electronic device during prohibited times, the device will be placed in the principal's office and may be picked up at the end of the day. The second offense will result in the parent/guardian picking the device up from the principal's office. Classrooms may have a designated location for phones to be stored during class. Continued violations of this rule could result in suspension or expulsion.

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a five-day suspension, loss of privileges, and may be recommended for expulsion. Taking or transmitting images or messages during testing will be considered cheating.

## Discipline Rubric

Any or all of the following consequences could be imposed as a result of Mildly Improper, Seriously Improper, or Severely Improper Behavior, depending on the degree of impropriety and the number of times it has occurred. The principal will make the final determination of the consequence. The following rubric serves as a guide only.

	<b>Undesirable Behaviors</b>	<b>First Offense</b> Suggested Consequences	<b>Second Offense</b> Additional Consequences	<b>Third Offense</b> Additional Consequences
<b>Level 1</b>	<p><b>(Mildly Improper)</b></p> <p>Listed below are <i>examples</i> of Mildly Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses.</p> <p><b>Bullying, Disrespect, Pass Violation, Dress Code, Insubordination, Cell Phone, Classroom Disruption, Lying, Public Display of Affection, Possession of Electronic Devices, School Rule Violation, Being in Unauthorized Areas</b></p>	<ul style="list-style-type: none"> <li>● Warning</li> <li>● Apology</li> <li>● Detention</li> <li>● Confiscation of Device – 1 day</li> <li>● Hall Pass Restriction</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Apology</li> <li>● Detention</li> <li>● In/Out of School Suspension</li> <li>● Confiscation of Device – 1 Week</li> <li>● Hall Pass Restriction</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Apology</li> <li>● Multiple Detentions</li> <li>● In/Out of School Suspension</li> <li>● Confiscation of Device – 1 Month</li> <li>● Hall Pass Restriction</li> </ul>
<b>Level 2</b>	<p><b>(Seriously Improper)</b></p> <p>Listed below are <i>examples</i> of Seriously Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses.</p> <p><b>Bus Misconduct, Academic Dishonesty, Technology Violation (including audio, pictures, or videos of student/staff without consent), Damage to Property, Hitting/Pushing, Hate Language or Symbols, Harassment (verbal, physical, sexual), Bullying, Profanity (Language or Gestures), Reckless Driving, Theft &lt; \$10.00.</b></p>	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Warning</li> <li>● Detention</li> <li>● In/Out of School Suspension</li> <li>● Restitution</li> <li>● Technology Restriction -2 Weeks</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Detention</li> <li>● In/Out of School Suspension</li> <li>● Computer Restriction – one Month</li> <li>● Restitution</li> <li>● <i>Conference with Principal</i></li> </ul>	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Responsible for own Transportation</li> <li>● Detention(s)</li> <li>● Suspension(s)</li> <li>● Computer Restriction– 1 semester</li> <li>● Restitution</li> <li>● <i>Conference with Principal</i></li> </ul>
<b>Level 3</b>	<p><b>(Severely Improper)</b></p> <p>Listed below are <i>examples</i> of Severely Improper behavior. This list is not intended to be all-inclusive, but it should give you a good idea of the kinds of behaviors it addresses. <b>Vandalism, Theft &gt;\$10.00, Tobacco/Alcohol Possession/Consumption (see also tobacco section in handbook), Physical Assault, Student on Adult Assault, Possession or use of Illicit Drugs, Prescription Medication, or Drug Paraphernalia, Bomb Threat, Sexual Assault, Weapons Possession, Extortion</b></p>	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Restitution</li> <li>● Detention(s)</li> <li>● Police Referral</li> <li>● Suspension (1 –59 days)</li> <li>● Expulsion (60 or more days)</li> <li>● Expulsion – State Mandate</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Restitution</li> <li>● Detention(s)</li> <li>● Police Referral</li> <li>● Suspension (1 – 59 days)</li> <li>● Expulsion (60 or more days)</li> <li>● Expulsion – State Mandate</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Restitution</li> <li>● Detention(s)</li> <li>● Police Referral</li> <li>● Suspension (1 – 59 days)</li> <li>● Expulsion (60 or more days)</li> <li>● Expulsion – State Mandate</li> </ul>



**The following are some activities defined as criminal under the laws of the State of Michigan:**

1. Arson - The intentional setting of a fire.
2. Theft - Stealing school or personal property.
3. Explosives are not permitted on school property or at school events.
4. False Alarms/Bomb Threats - Verbal/written
5. Malicious Mischief/Vandalism - Personal or school property or school events.
6. Robbery - Stealing from an individual by force or threat of force.
7. Possession of weapons.
8. Illegal Drugs - Possession, distribution, sale, and use. This also includes tobacco/vaping products.
9. Assault
  - Physical: Intentionally causing or attempting to cause physical harm to another through force of violence
  - Verbal: Any willful verbal threat is intended to place another in fear of immediate, painful, and injurious physical contact, coupled with the apparent ability to execute the act.
10. Rape

**Michigan Law PA 104 (Student on Adult Assault)**

Mandatory expulsion is required when students physically assault an employee or volunteer of a school district. Expulsion of up to 180 days is also required when a student commits a verbal assault against a person employed by the School Board. Students who make a bomb threat or similar threat directed at a school building or a school-related event will be expelled for up to 180 days.

**Michigan Law PA 102 (Student on Student Assault)**

The Adams Township School Board shall expel or suspend a student in grade six or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event.

**Weapons**

No weapons of any sort are to be brought to Jeffers High School or its property. If you are found in possession of a weapon or are convicted of arson or rape on our campus, PA 328 of 1994 requires you to be expelled from all Michigan schools for a period of 180 days.

**Sexual Harassment**

1. **Verbal:** Includes sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
2. **Non-Verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
3. **Physical:** Unwanted physical contact including touching, pinching, brushing the body, and coerced sexual behaviors.

**Bullying Policy**

The Board of Education believes that a safe and civil environment in the school is necessary for students to learn and achieve high academic standards. It is the policy of the District to provide a safe and nurturing educational environment for all of its students and staff. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student or staff, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student or staff, 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 refusal 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 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.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, telephone or cell phone, personal assistant (PDA), or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. 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, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. Is directed at one (1) or more students or staff members.
- B. Substantially interferes with educational opportunities, benefits, or programs of one (1) or more students or staff members.
- C. Adversely affects the ability of a student or staff member to participate in or benefit from the school district's educational programs or activities by placing the student or staff member in reasonable fear of physical harm.
- D. Is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has perceived to have any of these characteristics.

Any student or staff member who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or the Superintendent. Students 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 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.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated and documented. If the investigation finds an instance of bullying or aggressive behavior that has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, the exclusion for parents, guests, volunteers, and contractors, and removal from any office position and/or a request to resign for Board members. Individuals may also be referred to law enforcement.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports is thought to have reported, files a complaint or otherwise participated in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports 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. The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, or a combination of all three). Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

**“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, disability (sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographic location).

**“Intimidation”** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject others to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**“Menacing”** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**“Harassment, intimidation, menacing, or bullying”** means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

**“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 athletic competitions or other school events.

### **Confidentiality**

To the extent of 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.

### **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, 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.

## **Suspensions**

The school board has designated that the Principal may authorize or order the suspension or expulsion from the school of a pupil guilty of a gross misdemeanor or persistent disobedience. If there is reasonable cause to believe that the student is handicapped, the Intermediate School District will evaluate the pupil immediately, if this has not previously been done. If a handicap is found to exist, state guidelines will be followed regarding the suspension or expulsion of handicapped students.

All reasons for a student being suspended from school cannot be listed here, but the general guidelines are taken from the “MDE Suspensions and Expulsions”, December 2014. Generally, however, the behavior which constitutes a “gross Misdemeanor or persistent disobedience” of our school code can be the basis of suspension for up to “ten days or less.” Long-term suspension will result after due process procedures involving the Board of Education at which time expulsion may also be considered. Any suspension will be preceded by an explanation, to the student, of evidence gathered against him/her. Parents will also be notified.

1. **In-School Suspension (I.S.S.)** - The student is removed from classes but not the building. He/She reports with books and homework to the I.S.S. area to spend the school day. The student will have guided and independent study, a separate lunch period, and two restroom breaks. Refusing to cooperate will incur additional I.S.S. time. A student may not sleep, visit, listen to music, snack or play computer games during I.S.S.
2. **Building Suspensions** - The student is suspended from the building for up to 10 days pending a conference with parents or guardians. A student suspended from the building may not attend or participate in any school-sponsored activities or be on school property during the school day.

### **Expulsion Procedures**

The following guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent or legal guardian and included with this notice shall be a statement of the time and place for the hearing and therefore shall be reasonable for the parties involved.

2. The parent or guardian shall be present at the hearing.
3. Legal counsel may represent the student, parent, or guardian.
4. The student shall be given an opportunity to give his/her version of the facts and implications. He/She shall be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/ her and to question the witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing as to whether or not to level a charge of expulsion.
9. The finding of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.
10. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the board to the appropriate appeal of authority.
11. For substance abuse matters, refer to the Substance Abuse Policy.

# Athletics

## Athletic Eligibility Policy

Eligibility to participate in middle school and high school athletics will be based on three factors. A student-athlete, student manager, or student statistician must:

1. be physically (medically) eligible (with the exception of student managers and statisticians)
2. be academically eligible.
3. behave in a manner outlined in the school's Athletic Code.
4. meet attendance expectations

## Physical Eligibility

- a. Prior to beginning a sports season, each student-athlete must have a record of a physical examination on file in the high school office.
  - i. Athletes may not participate in either practice or games until the physical form is on file.
  - ii. A physical examination is good for one calendar year.
- b. An athlete seriously injured should not return to practice or competition until cleared by a doctor or the team's athletic training staff.

## Academics

- a. **Weekly:** The athletic director will determine the eligibility of athletes' current to the season each Wednesday for the next week of eligibility. Academic eligibility will be determined by using the following guidelines.
  - i. If a student is **failing any course**, they are not eligible to play the following week.
- b. If a student is ineligible for a certain week that student may participate in practice but may not participate in interscholastic competitions.
- c. If a student is ineligible for three consecutive weeks, that student may not participate in any team activity until academic eligibility is obtained.
- d. Eligibility will be checked on weeks prior to vacations, but the grades will count for the week that classes resume.
- e. Eligibility runs from Monday through Sunday of the following week.
- f. **Note:** Although it is the teacher's decision as to what grade a student-athlete should be awarded for a particular week, the following factors should be taken into account.
  - i. Is the student passing the class from the beginning of the marking period?
  - ii. Is the student's attendance within the school's guidelines?
  - iii. Is the student making an honest effort to maintain grades?
  - iv. Is the student's behavior in class up to the standards expressed in the [Athletic Code](#)?

## **Behavior**

- a. Every student who joins athletics is subject to the school's [Athletic Code](#). This includes non-competitive team personnel (Managers, etc.) The [Athletic Code](#) begins when a student first joins athletics and is continuous throughout the student's high school experience. Students are subject to these rules throughout the year; offseason and summers included. It is the responsibility of the athlete and parents to familiarize themselves with the [Athletic Code](#).

## **Attendance**

- a. If a student has over 5 absences in a marking period, the student-athlete will meet with the coach and the athletic director to determine future eligibility.
- b. If a student develops a pattern of poor attendance, such as taking the morning off following contests, they will first receive a warning from the coach. If the behavior persists, further disciplinary action will follow, up to and including being dropped from participation in any and all sports sponsored by the school district.
- c. On game day, students are expected to be in attendance all day. Excused absences may be considered by the athletic director.

## **Semester Eligibility**

- a. [Guidelines used by the MHSAA](#) will be followed.
- b. Eligibility for individual classes begins anew at the start of each semester. This includes full-year classes.

# **School Policy and Procedures**

## **Drug Prevention**

The Board of Education recognizes the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive.

means.

For the purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Michigan statute.
2. All chemicals which release toxic vapors.
3. All alcoholic beverages.
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy.
5. "Look-alikes"
6. Anabolic steroids.
7. Any other illegal substances so designated and prohibited by law.  
(Reminder, this includes tobacco for people under 18 years of age.)

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or drug-related paraphernalia at any time on

District property, within the Drug-Free Zone, or at any district-related event. Furthermore, the Superintendent shall take necessary steps to ensure that an individual (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law. On April 11, 1979, the Adams Township School Board adopted a "Drug and Alcohol Abuse Policy." The following is a statement from the policy. "The goal of the school is to provide help, guidance, and referral for treatment when the student shows indication of a possible behavior/medical problem."

## **Substance Abuse**

Individuals 18 years of age or older who deliver or possess controlled substances or within 1000 feet of school property are subject to imprisonment for at least two years. Individuals under 18 years of age (minors) are subject to Michigan State Law and/or the rules on substance abuse found in this handbook.

The student involved will be suspended from school until the following:

1. Parent conference with school administrators.
2. Parents and student(s) meet with a counselor from the Western U.P. District Health Department Substance Abuse Service or other reputable agencies.
3. A program has been established for the student by the center/agency.
4. A conference with the school administrators, parents, student(s), and center/agency, takes place.

Communication and cooperation with the home are viewed as critical. Parents are invited to contact the school with concerns in this area.

The goal of the school is to provide help, guidance, and referral for treatment when a student shows an indication of substance abuse. An equally important goal is to provide every student with a healthy and appropriate atmosphere in which to seek an education. The Adams Township Public Schools become concerned when an individual student's welfare and performance are affected during the school day, on the school grounds, or during a school-related activity, and may affect the health, safety, and welfare of other students.

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

The Principal may arrange for a breath test for alcohol to be conducted on a student whenever he/she has 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 the school property with at least one 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 the disciplinary procedures described in this handbook. If a student refuses to take the test, he/she 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.

### **Staff Referral or Suspected Problem**

1. The Staff suspecting a drug or alcohol problem will refer the student to the principal/designee.
2. If the student is in possession of illegal drugs, he/she is referred to the principal's office which will notify the parents. A locker search will follow. Any illegal substances will be turned over to the police.
3. Parents, the counselor, and administrators will determine if a referral is recommended.
4. A student may be subject to suspension from school, following a referral.

### **Student Self-Referral**

1. The counselor will seek to help students who are concerned about drug/alcohol-related problems.
2. Confidentiality will be maintained. The student must talk to his/her parents/guardians and seek additional help until the counselor determines what steps are necessary.

The Adams Township Schools will continue to develop its instructional programs to meet the present and future needs related to drug and alcohol abuse.

### **The Seller, Dealer, or Pusher**

If the student is suspected of or found to be exchanging, distributing, selling, or possessing with the intention of selling illegal drugs or intoxicants on the school premises or while involved in any school-related activity, the following procedure is to be followed:

1. The student will be immediately referred to the principal or his/her designee who will escort the student to the office.
2. A thorough investigation will follow during which the student's locker will be subject to search by school administrators. Any illegal drugs or intoxicants confiscated will be turned over to the police, and the student's

parents will be notified at once. Suspension from the school will follow. The principal working with the parents and authorities will determine a course of action for the best interests of the student and school.

3. Expulsion procedures may be initiated following a suspension. Readmission following an expulsion period is not to exceed one school year and may be achieved by a conference with the student, parents, counselor, law enforcement personnel, and other officials involved.

The Adams Township Schools will continue developing its instructional programs to meet the present and future needs related to drug and alcohol abuse education. Basic attitudes that lead to drug and alcohol abuse will be dealt with along with the facts regarding legal, physical, and psychological results from abuse.

- Guidelines supporting this policy will be made available to all professional staff.
- School personnel will be encouraged to develop an increasing awareness of the problem. They will also be involved in in-service programs to develop their competency in dealing with drug and alcohol problems and to make them aware of available community resources.

The Drug and Alcohol Abuse Policy, Rules, and Regulations of the Board of Education shall be printed in the student handbook or other regular communications sent to the students and their parents. It shall be posted in the schools.

### **Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of 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 proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Copper Country Intermediate School District at 906-482-4250 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 extracurricular 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 extracurricular programs offered by the District. Parents should contact the Copper Country Intermediate School District at 906-482-4250 to inquire about evaluation procedures and programs offered by the District.

### **Policy on Access to Student Records**

All parents and guardians of students have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of the said record to ensure their accuracy and fairness. Procedures for such examination and challenge include hearings on a challenge, shall be established by the Board of Education, and be made available upon request.

No records, files, or data of individual students shall be made available to anyone without the consent and notification of the student or of the parents or guardian of the student until eighteen, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information; or unless (2) there had been a federal request for submission of the student records in connection with a student's application for financial aid; (3) publication of honor roll; (4) names and addresses of the students requested by Adams Township Alumni Association. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records if a court has been ordered to access such records.

- A written request for records must be made to the Superintendent of Schools or Principal of Jeffers Junior-Senior High School or the Principal of South Range Elementary School.

- If a written request is made by a student 18 years of age or older, or by the parent of a student under 18 years of age, the request shall be granted within 10 days, but in no event longer than 45 days after the request is made.
- Examination of records shall be made between 8:30 P.M. and 11:30 A.M. or between 1:00 P.M. and 4:00 P.M.
  1. Records kept in the principal's office will be examined in the central office of the school district in the presence of the Superintendent or Principal or designee of the Superintendent or Principal.
  2. High School records will be examined in the outer office of the Guidance Counselor or designee of the Jeffers High School Principal.
  3. Elementary school records shall be examined in the outer office of the elementary school principal in the presence of the school Principal, Guidance Counselor or designee of the elementary principal.
  4. Transmitting records from the office to another will be done by the building principal, guidance counselor, or the designee of the building principal.
  5. All request and consent forms shall be made a permanent part of the student's records.
  6. If desired by the student or parent, a private hearing shall be conducted before the Superintendent of schools to provide an opportunity for the correction or deletion of contents.

### **Student Privacy and Parental Access to Information**

The Board of Education respects the privacy rights of parents and their children. No student shall be required as part of the school program or the District's curriculum, without the prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor his/her parents, to submit or to participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents.
- Mental or psychological problems of the student or his/her family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or his/her parents.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Furthermore, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

### **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.

### **Use of Medications**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.



For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician, and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health care procedures that require special training such as catheterization.

Before any prescribed medication or treatment may be administered to any student before/during school hours, the Board shall require the written prescription from the child’s physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

Before the non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize.

### **Adams Township School District Administration of Medication**

The administration of medication to students by school personnel or the self-possession and/or administration of medication by the student shall only be authorized and permitted in the circumstances consistent with this policy and which require the student to receive the medication in the school setting. Medication shall be administered to students only by such school personnel who are specifically designated and authorized by the building principal or other school administrators and only in compliance with the requirements of this policy. Student self-possession and/or self-administration of medication shall be permitted only as authorized by the building principal or other school administrators, and only in compliance with the requirements of this policy. All medication shall be kept in a locked storage case in the school office.

Students may possess and self-administer a metered-dose or dry powder inhaler for relief of asthma or before exercise to prevent the onset of asthmatic symptoms, while in school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent’s guidelines, if the following conditions are met:

1. There is a written approval form from the student’s physician or other health care provider and the student’s parent/guardian to possess and use the inhaler.
2. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.

Students with a need for emergency medication may also be allowed to possess and self-administer such medication provided that they meet the same conditions established above.

Staff licensed as professional registered nurses is exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent’s guidelines, as well as an appropriate procedure for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District’s policy and procedures and the administration of medications or treatments. Where possible, this training should be provided by a licensed registered nurse, licensed physician’s assistant, or licensed physician.

### **Control of Casual-Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures for the health or safety of the group that is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school’s administrative guidelines.

### **Control of Non-Casual-Contact Communicable Diseases**

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

### **Visitors**

Student visitors must be cleared by the Principal's office before entering the building. Students from neighboring school districts are NOT allowed to visit on the days they are not in session.

### **Lockers**

A locker is assigned to each Jeffers student and a combination lock is provided by the school. Each student is responsible for the contents within and any damage to the assigned locker. Students should keep their lockers locked to protect their property.

### **Search and Seizure**

#### **All lockers, desks and other storage areas remain School District property and are subject to search at any time.**

Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school administrators or their designee. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time, without notice, without a student's consent, and without a search warrant. A law enforcement agency having jurisdiction over the school may assist school personnel in searching the locker and its

contents if that assistance is the request of the school principal or his/her designee and the search is conducted in accordance with school policy.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and personal effects (e.g., purse, backpack, athletic bag) and a student's vehicle may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **School Meals**

For the 2023-24 school year, all students enrolled at Jeffers High School can receive a healthy breakfast and lunch at NO CHARGE to your household each day. Households are asked to fill out and sign the Free and Reduced-Price Meal Application. This information is critical in determining the amount of money that our school receives from a variety of State and Federal supplemental programs.

If your child has a negative lunch account balance from the previous school year, please make payment as soon as possible.

**Fire Drills, Lockdown, and Tornado Policy**

Five fire drills, three lockdowns, and two tornado drills will be conducted during the school year. Lockdown drills will be coordinated with Adams Township Fire Department, Homeland Security Department, or local Law Enforcement. The Adams Township School District has an established lockdown policy in conjunction with Homeland Security and local fire and law enforcement. The District will perform three lockdown drills per school year.

For lockdown drills, the following actions will take place:

1. No student or staff member leaves their locked room until the second announcement is made (lockdown is over)
2. Students and staff that are not in a locked room (restroom, hallway, etc.) the following procedures should be executed:
  - Restroom: Remain there
  - Gymnasium: All students need to enter the same locker room
  - Pool: Lock pool door
  - Hallway: Find nearest occupied classroom
  - Shop: Area hidden and out of sight
  - Trades Building and Culinary Arts Classroom: Any area hidden and out of sight.

**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 the State law. Any questions about immunizations or waivers should be directed to the Western U.P. District Health Department. See chart for immunization requirements.

<b>Entry Requirements for All Public &amp; Nonpublic Schools</b>		
Age Vaccine **	4 years through 6 years	7 years through 18 years
Diphtheria Tetanus Pertussis	4 doses DTP or DTaP, one dose must be after age 4	4 doses D and T OR 3 doses Td if #1 given after 7 years of age. Must have 1 dose within the last 10 years
Polio	4 doses, if dose 3 administered after age 4, only 3 doses required	3 doses
Measles * Mumps * Rubella *	2 doses after 12 months	2 doses after 12 months
Hepatitis B *	3 doses	3 doses
Varicella * (Chickenpox)	1 dose if given after 12 months of age and prior to 13th birthday OR 2 doses if initiated after 13th birthday OR current lab immunity OR reliable history of the disease.	

Current laboratory evidence of immunity is acceptable instead of immunization with antigen. For more information, please refer to [www.michigan.gov/immune](http://www.michigan.gov/immune). \*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages.