

# **NORTH ADAMS-JEROME MIDDLE/HIGH SCHOOL**



# **STUDENT/PARENT HANDBOOK 2022-2023**

Revised August 2022 - Board Approved on: 08.15.2022

# **NORTH ADAMS-JEROME FIGHT SONG**

NAJ - WE'RE HERE FOR YOU  
JUST AS LONG AS SKIES ARE BLUE  
GO ON TO VICTORY AT NAJHS  
RAH, RAH, RAH,  
SHOW THEM WE ARE ALWAYS THERE  
WE'RE THE TEAM THAT'S ALWAYS FAIR  
TO FIGHT WITH ALL OUR MIGHT FOR  
DEAR OLD NAJHS

## **RAMS MODEL**

Respectful

Always Responsible

Motivated

Safe

**2022-2023**

**NORTH ADAMS-JEROME HIGH SCHOOL**

**4555 KNOWLES ROAD**

**NORTH ADAMS, MI 49262**

**Office Phone: 517-287-4214**

**Guidance Phone: 517-689-1713**








**Transportation: 517-287-4212**


**District Website: [www.najps.org](http://www.najps.org)**

**Secretary to Sup/K-12 Principal** Mrs. Julie Beach julie.beach@najps.org

**Secretary to Elementary** Mrs. Mary Caulkins mary.caulkins@najps.org

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**Board meetings are held the third Monday of each month, at 7:00 pm in the North Adams-Jerome High School Library.**







## CIVIL RIGHTS






North Adams-Jerome High School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972-Coordinator, Wes Johnson; Section 504 of the Rehabilitation Act of 1973, as amended-Coordinator, Wes Johnson; and Title II of the American with Disabilities Act.

## North Adams-Jerome School Teaching and Support Staff

### Elementary Teaching Staff (Alphabetical)


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<b>2nd Grade Teacher</b>	Laura Hall	laura.hall@najps.org	<b>Not Pictured</b>
<b>2nd Grade Teacher</b>	Dakota Hard	dakota.hard@najps.org	






<b>3rd Grade Teacher</b>	Kalli Hensley	kalli.hensley@najps.org	
<b>K-5 STEM</b>	Kathryn Hull	kathryn.hull@najps.org	<b>Not Pictured</b>
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<b>Paraprofessional</b>	Shirley Taylor	shirley.taylor@najps.org	
<b>Kindergarten Teacher</b>	Megan Titus	megan.titus@najps.org	
<b>Kindergarten Teacher</b>	Patti Weber	patti.weber@najps.org	
<b>4th Grade Teacher</b>	Kinsey Wilkins	kinsey.wilkins@najps.org	
<b>Paraprofessional</b>	Julie Wilson	julie.wilson@najps.org	



## Secondary Teaching Staff (Alphabetical)

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<b>Math Teacher</b>	George Cook	<a href="mailto:george.cook@najps.org">george.cook@najps.org</a>	<b>Not Pictured</b>
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<b>High School Science Teacher</b>			<b>Not Pictured</b>
<b>High School Math Teacher</b>	Clint Teller	clint.teller@najps.org	
<b>High School ELA Teacher</b>	Scarlet Sager	scarlet.sager@najps.org	<b>Not Pictured</b>
<b>Band Teacher</b>	Josh Spidleman	josh.spidleman@najps.org	<b>Not Pictured</b>
<b>Social Studies/Physical Education Teacher</b>	Gary Vancamp	gary.vancamp@najps.org	
<b>Physical Education/Health Teacher</b>	Bret Welch	bret.welch@najps.org	<b>Not Pictured</b>
<b>Middle School Math Teacher</b>	Janice York	janice.york@najps.org	

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## **VISION STATEMENT**

*Increase Achievement for All Students.*

The NAJ Board of Education Recognizes the following:

1. All students have the right of citizenship.
2. The primary intent is to provide an opportunity for learning.
3. Citizenship rights must not be abridged, obstructed, or altered.
4. The opportunity for education is one of the citizenship rights.

**By-Laws:** Current Board approved by-laws are available in the NAJ website: [najps.org](http://najps.org)

## **Mission Statement**

North Adams – Jerome Public School is committed to all, so that all can attain their highest academic and personal potential, through a continuous school improvement process. The district's goal is to provide educational programs that will provide each individual with the necessary skills and personal assets to participate fully in life-long learning in a digital age.

- Increase self-awareness and positive behavior towards peers and people of Authority.
- Use MTSS/PBIS and Differentiated Instruction to increase performances of students.

## **EMPHASIS**

1. All North Adams-Jerome students will improve their math skills across the curriculum with an added emphasis for increasing basic skill scores.
2. All North Adams-Jerome students will improve their reading and writing comprehensive skills across the curriculum.

## **NORTH ADAMS-JEROME JUNIOR/SENIOR HIGH SCHOOL BELIEFS**

All students are capable of learning.

All students are given the opportunity to learn.

The educational process should accommodate all students.

The community and parents should be involved in the student's learning.

## **SECTION 1: GENERAL INFORMATION**

### **SCHOOL DAY**

The school day begins at 7:55AM and runs until 2:56PM. Students are to arrive no earlier than 7:30AM. School is a closed campus. Students need administrative permission as well as parental permission to leave campus. This permission may come verbally, in writing, or in person. Students must sign out using the log in the high school office. Students may not leave for lunch. Parents may bring students lunch however students cannot receive it from the office until lunch time. No lunch is to be delivered to the school.

### **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/guardian permission.

### **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 building administration to inquire about evaluation procedures and programs.

### **RESPONSIBILITIES AND RIGHTS**

#### **STUDENT RESPONSIBILITIES**

Students are expected to:

1. Attend school every day they are not ill.
2. Arrive in class on time with necessary materials. (Come prepared)
3. Cooperate with, and show respect for all staff.
4. Abide by all school rules. (Be obedient)
5. Put forth a good effort at all times. (Work hard)

6. Avoid disrupting the education of others.
7. Refrain from violating the rights of others. (Be courteous)
8. Work Permits are to be picked up in the office.
9. Every student enrolled at NAJ must adhere to all policies stated in this handbook. The signature page must be returned with proper signatures.
10. Students will not be admitted to use the school office phone unless there is an emergency.

## **STUDENT RIGHTS**

Students have the right to expect:

1. An opportunity for a comprehensive secondary education.
2. Clearly communicated, consistently enforced, and fair discipline policy.
3. Due diligence (constant and earnest effort) from their teachers.
4. The maximum possible school time will be devoted to teaching and learning.
5. An emphasis on academics, advanced subject matter, and a rigorous curriculum.
6. The opportunity to advance as quickly as one can demonstrate mastery.
7. Grades that accurately reflect the student's mastery of course content.
8. The opportunity to be adequately prepared to take high stakes tests (ACT, SAT, PLAN and MME) upon which scholarships and endorsements rest.
9. To be treated with kindness, fairness, respect and dignity by all staff.
10. A clear communication at the outset of what will be expected from each student: specifically what knowledge, or skills are to be taught; and how mastery of those will be demonstrated and evaluated.
11. All assignments to be promptly evaluated and returned with appropriate feedback including corrections and suggestions for improvement.
12. To be free from harassment, intimidation, bullying, and violence.
13. A safe, clean, and orderly environment.
14. Due process: the right to be heard and appeal any disputed disciplinary sanctions.

15. Direct instruction: teachers explain exactly what students are expected to learn, and demonstrate the steps needed to accomplish a particular task.

16. It is the right of every student to review the handbook, which is available on the school website. Hard copies are available on request.

## **PARENTAL/GUARDIAN RESPONSIBILITY**

1. Parents/Guardians are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement.
2. The signature page must be returned to the school with proper signatures. Students and parents/guardians are held to the regulations/statements within this handbook when enrolled at North Adams-Jerome Public Schools.
3. In recognition of the rights of parents and legal guardians, North Adams-Jerome Public Schools shall ensure that a parent or legal guardian responsible for the care and custody of a pupil enrolled in the school district may do the following:
  - a. Review the curriculum, textbooks, and teaching materials of the school in which the pupil is enrolled at a reasonable time and place and in a reasonable manner.
4. Riding the school bus is a privilege that may be suspended. If your child is suspended from riding the bus it is the responsibility of the parents/guardians to get him/her to school.
5. If a student is considered Truant pursuant to MCL 380.1561 of the Compulsory Student Attendance Laws, the parent and/or guardian will be referred to the Hillsdale County Circuit Court Family Division.
6. It is the policy of the North Adams-Jerome Public School District to perform a background check using the Internet Criminal History Access Tool (ICHAT) and the Offender Tracking Information System (OTIS) provided by the Michigan State Police. These tools will disclose any conviction information on record in the State of Michigan and will be used by the North Adams-Jerome School District to determine eligibility to be a volunteer for the district. This background check will be performed for initial volunteer work, as well as at any time that the North Adams - Jerome Public School District deems it necessary. A background check authorization is valid for one school year.

**The North Adams-Jerome Public School Board may adopt further reasonable policies or guidelines under this section.**



## **FIRE, LOCKDOWN, and TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills will be used.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm signal for tornadoes consists of an over the emergency system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a verbal announcement and signal over the emergency system.

## **ADULT VISITORS**

All adult visitors are required to sign in with the office. Upon approval, visitors will be issued a “visitors pass” that MUST be worn in visible sight. Adult visitors who want to visit a classroom need to schedule the visit at least 24 hours in advance with the building administrator. The request may be denied.

## **STUDENT VISITORS**

Student visitors will not be allowed during school hours for the safety and well being of the students and staff.

## **WEATHER CLOSINGS/DELAYS**

When weather conditions become such that the administration and board feel it unsafe to have students transported by school bus, school will be closed. The transportation supervisor will advise the superintendent after confirming with county police agencies and county road commissions as to the conditions that are present. Upon evaluating the road conditions, the transportation supervisor and the superintendent will decide if it is in fact safe for buses to travel.

If school is to be closed, the appropriate radio and television stations will be notified, as well as a robo call. If conditions become such (while school is in session) that students shall be dismissed from school early, a robo call will be sent out along with the radio and television stations being notified of the dismissal time. It is totally understood that any parent has the right

to keep his/her student, son or daughter, home when he/she feels that the weather is too inclement.

**Delayed Starting Time:** At certain times and under certain conditions, it may be necessary to run the school buses one to two hours late in the morning to avoid closing school for the entire day. This procedure will be used whenever possible. Parents should make plans ahead of time to compensate for days when the buses are delayed. Robo calls will be sent out immediately. Information will be broadcast on the local radio stations (and on TV when possible) when changes in daily schedules are made.

Local radio and TV stations used for emergency announcements are:

Channel 6 & 10, WCSR-92.1

## **CAFETERIA**

The cafeteria is the only designated place for eating. The following behaviors are expected. Students are to: wait their turn in line, clean their area when finished eating, and act according to the handbook policies.

Violations will result in the following:

1. Throwing food will be up to one-week cleanup of the cafeteria. Continual violations will result in long-term suspension from the cafeteria and/or school.

During lunch time students shall remain in the cafeteria to eat then proceed to the gymnasium for the rest of the lunch period.

**FREE BREAKFAST AND FREE LUNCH for all K-12 students.**

## **SCHOOL MATERIALS**

- All school materials must be returned in a timely manner. Materials include: classroom textbooks, workbooks, library books, school calculators, computer disks, uniforms, equipment, etc. If materials are not returned when asked or in proper condition, no further materials will be issued and restitution must be made.
- Student lockers are assigned to students as a privilege. Lockers and its contents may be searched by school administration or by his/her designee at any time to maintain the safety and well-being of the students and community. Lockers are to be kept clean, closed, and orderly.

Personal items are to be school appropriate. Lockers are not to have any personal locks on them. Students not meeting these guidelines will be asked to comply. Students who continually leave their locker in disorder may lose their locker privileges. Any damages shall be the student's responsibility. Stolen items are not the responsibility of the school. Locker clean outs will be assigned by school authorities. If any damages are found the student will be fined. No student will be allowed to participate or attend any school-sponsored function until the fine is paid.

Damage to school materials will result in the following:

- 1<sup>st</sup> offense: Cleaning of the damaged property and restitution.
- 2<sup>nd</sup> offense: 5 days in-school suspension and required meeting with school authorities and parents.

## **DISTRIBUTION OF LITERATURE**

All literature to be distributed shall be pre-approved by the building administration. Literature shall not be: obscene, indecent, vulgar, defamatory, invasive, harassing, in violation of any school rules and/or policies. Literature should not contain illicit substances or make reference to them. Violations of this paragraph shall result in detentions up to and including recommendation for expulsion.

## **MEDIA CENTER**

Books may be checked out for 2 weeks. There is a 3 day grace period. If not renewed, fines will be charged at \$.10 per day. Students are financially responsible for any materials signed out and will be charged a replacement cost.

## **TECHNOLOGY HARDWARE/SOFTWARE GUIDELINES RIGHTS**

Each student has the opportunity to make use of all hardware and software found on school grounds in order to facilitate diversity and personal academic growth in technology.

## **RESPONSIBILITIES**

The student exercising his/her right to use any hardware or software as an educational resource shall also accept the responsibility for the preservation and care of that hardware and/or software. Only those students with instruction or prior experience shall be authorized to use any hardware or software.

Students shall not install any software on the hardware. It is a student's responsibility to keep programs of a viral nature off of any school equipment. The student will be held accountable for any installing and or running of any unauthorized software. It is a student's responsibility to keep hardware and software from being removed from school premises without prior consent from administration. It is a student's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is a student's responsibility to make sure that all food and drinks are kept out of the computer room and away from all computers.

## **IMPROPER USE**

The general progression of discipline would be:

1. Two week suspension from computer use.
2. In-school suspension and trimester without school computer use.
3. No computer use.

(If vandalism is involved follow vandalism section with the above)

Students should save all individual material put on a computer to their personal provided school Google Drive. Please do not save your material on the computer. The school is not responsible for any material lost on the computer.

## **NAJ INTERNET ACCEPTABLE USE AGREEMENT**

- Please read this document carefully before signing.
- These conditions and statements supersede any previous statements.
- Internet access is now available to students and teachers in the North Adams Jerome School District.

We are very pleased to bring this access to North Adams Jerome School District and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material accessible via the internet might contain items

that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using media and information sources.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a North Adams Jerome School District user violates any of these provisions, his or her account will be terminated, future access could possibly be denied and for legal options may be pursued.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

#### Internet Terms and Conditions of Use:

1. **Acceptable Use** The purpose of the backbone networks making up the internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the internet must be in support of education and research and consistent with the educational objectives of the North Adams Jerome School District.

Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, material protected by trade secret, trespassing, or using another password.

2. **Privileges:** the use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges or possible legal options.

The general progression of discipline would be:

- I. Two week suspension from computer use,

2. In-school suspension and trimester off the Internet, and
3. No computer usage

The system administrators will deem what is inappropriate use. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of North Adams Jerome School District may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette these include (but are not limited to) the following:

a) Be polite. Do not be abusive in your messages to others. b) Use appropriate language, do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden. c) Do not reveal your personal address or phone numbers of students or colleagues. d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. e) Do not use the network in such a way that you would disrupt the use of the network by other users. f) All communications and information accessible via the network should be assured to be private property.

4. North Adams-Jerome School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. North Adams-Jerome School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. North Adams-Jerome School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your North Adams Jerome District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

5. The following will be considered directory information: name, address, phone, grade, height, weight, pictures, honor roll, top 10 list and class list. This includes our school's website information. Any parent or guardian requesting we not release this information must contact the school and file paperwork with the central office.

#### Pupil Privacy Rights Amendment

Parents have the right to inspect, upon request, any instrument used to collect such personal information from students, third-party surveys before they are administered to students, and any instructional materials (excluding tests) used as part of the education curriculum.

· The students have privacy of collection, disclosure, or use of personal information about students for the purposes of marketing or selling.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, and vehicles driven by students under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic inspections of lockers and desks at any time without notice, without student consent and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action. A student's person and/or personal effects may be searched whenever school authorities have reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **FOREIGN EXCHANGE STUDENTS**

North Adams-Jerome School recognizes the educational value of intercultural experiences between young people of different countries and the U. S. North Adams-Jerome School does not sponsor student foreign exchange programs. North Adams-Jerome School provides a tuition-free classroom experience for exchange students sponsored by bonafide exchange



programs. It is understood that approval only signifies the district's involvement in the educational aspects of the exchange (to provide tuition-free classroom experiences for participants). North Adams-Jerome School assumes no responsibility or control over any other aspects (travel, living accommodations, funding, insurance, etc.) Such arrangements will remain the responsibility of the sponsor. However, North Adams-Jerome will require certain background information from sponsors before approving tuition-free classroom experiences. A sponsor's request for an exchange program approval should include information on:

1. Method of student selection.
2. Method of determination of English proficiency.
3. Name of person responsible for providing the customs and immigration requirement forms.
4. Housing arrangements and the process of selecting the host family.
5. Arrival and departure date of the student.
6. Student records and experiences required for enrollment:
  - a. Academic records
  - b. Health records
  - c. Immigration record
  - d. Co-curricular
7. Travel arrangements:
  - a. To and from USA
  - b. Inside the USA
8. Insurance coverage including health, accident and liability for the student.
9. Name, address and telephone of the host family with a statement of their responsibilities.
10. Purpose and financial status of the sponsoring organization.
11. Name, address and telephone number of area representatives and their responsibilities.

Area representatives must meet with the school's representative prior to the admittance of any student. Host families must have a meeting or telephone contact with the guidance counselor prior to the exchange student's arrival at school. Only those students who have graduated from their own equivalency of our high school will be admitted. Only those students who have enough English proficiency to not cause an abnormal burden to the school will be admitted.

A student will be eligible to participate in interscholastic athletics if an authorized exchange program listed with the U.S. Information Agency, State Department, sponsors the student.

Each exchange student's past academic record will be closely scrutinized, and a class schedule reflective of each individual student's needs will be constructed. American History, Government, and American Literature classes will be required with a choice of elective classes to fill a schedule that includes at least six classes per day. Diplomas will be awarded to those exchange students who are of comparable age and have comparable academic preparation to the graduates. Those who do not meet these criteria may receive an honorary diploma or certificate. The administration will review approved progress at least once a year and submit a status report of participants to the Board. North Adams-Jerome School reserves the right to withdraw approval and regulate the number of students participating.

## **ELECTRONIC COMMUNICATION DEVICES**

The North Adams-Jerome Schools realize that use and possession of cellular phones, pagers, earphones, etc. (electronic communication devices) may lead to the disruption of the daily classroom routines, and will not be possessed in the classroom.

## **CELL PHONES**

Cell phones are to be used for emergencies only. An emergency is defined as a life threatening situation to individuals, or if severe damage could come to the school building. Any other use of a cell phone is prohibited. These include but are not limited to:

A. Using the phone to call/text a parent/guardian if you are sick, need something brought in, etc. If a parent calls the school and says they received a call, but it did not emanate from the office, students will be given a consequence.

B. Texting friends in or out of North Adams-Jerome schools on school property during school time. This also includes the bus and passing from class-to-class, etc.

C. Taking pictures with your cell phone.

D. Having the phone out to check for messages or other items

E. Having inappropriate messages/pictures on the phone.

Consequences for each will be as follows:

1<sup>st</sup> offense – phone is taken to the office until the end of the day.

2<sup>nd</sup> offense – phone is taken to the office, parent is notified to pick it up.

3<sup>rd</sup> offense – One day of ISS, phone is taken to the office, parent is notified to pick it up.

4<sup>th</sup> offense – A minimum of a one day out-of-school suspension, phone is taken to the office and parent is notified to pick it up.

Phones will be confiscated and checked with the student and/or parent present. If items are found on the phone including texts, pictures, etc. a greater consequence may occur.

Confiscated phones will only be returned to the parent/guardian, or emancipated student if it applies.

Students refusing to give their cell phones to an authority figure will automatically receive a minimum of an in-school suspension(s) for insubordination. If this occurs a second time an out-of-school suspension will be given. Your phone will still be confiscated. The use of cell phones is prohibited, unless authorized by the teacher/principal for their classrooms for specific educational purposes.

## **ELECTRONIC SOUND DEVICES**

Electronic games, MP3 players, headphones, radios, etc. may only be used before school, at lunch, or after school. They are not to be used in the classroom(s). Failure to follow the guidelines will be dealt with in the following manner:

- 1<sup>st</sup> offense: Written warning.
- 2<sup>nd</sup> offense: Detention and confiscation of device.

- 3<sup>rd</sup> offense: 1 day of ISS and confiscation of device.
- 4<sup>th</sup> offense: 3 days of ISS and confiscation of device.
- Further offenses: Up to and including expulsion as a persistently disobedient student.

\*Special circumstances may be pre-approved by the principal. (Approval must be in writing).

## **ADMINISTRATION OF MEDICATION**

For the school authorities to administer medication to a student, the following shall occur:

1. Written permission of the parent/guardian.
2. Written instructions of the physician overseeing the care of the student.
3. Inhalers may be used if they are self-administered and if the student has written permission from a physician or other health care provider. If under 18, then you must also include a note from parent/guardian.

## **AGE OF MAJORITY/EMANCIPATION**

An emancipated student may be defined as a student released from parental control and supervision. This status is commonly used to declare a student dependent in order to receive financial aid from colleges. Age of majority may be defined as the recondition of time of having reached legal rights and responsibilities. In Michigan, this is eighteen years of age. Students who reach the age of majority or who are emancipated are still regarded by law as enrolled students and must register with the office and must obey the rules and regulations established by the North Adams-Jerome Board of Education. A legal record of emancipation must be provided to the school.

## **PESTICIDE APPLICATIONS**

Insecticide, fungicide, and herbicide applications are made at various times throughout the school year. As in accordance with Michigan Department of Agriculture Regulation No. 637 parents/guardians shall be notified 30 days prior, via the mail or Robo Call, to any application.

## **ASBESTOS MANAGEMENT**

The following area of the middle school has asbestos: under the floor in the middle school.

## SECTION 2: ACADEMICS

### SCHOOL ENROLLMENT

Upon enrollment of a student for the first time at North Adams-Jerome School, the school shall notify in writing the person enrolling the student that he or she shall provide to North Adams-Jerome the following:

1. A **certified copy** of the student's birth certificate within **30 days**. If a person enrolling a student fails to comply within the 30-day period, then the school district is required to notify the local law enforcement agency.
2. A copy of the students **Immunization Record** in accordance with the MDE regulation. Failure to provide this documentation will exclude the student from beginning school. A waiver may be submitted in accordance with MDE Regulations.

### REPORT CARDS

Report cards are established to inform parents of their child's progress and relative mastery of course material. All academic reports are available through PowerSchool which can be found on the school website. Please contact the office if more information is needed. Report cards are sent home each trimester.

### CLASS LOADS

Students must be enrolled in a minimum of six classes per day. Any caseload less than six classes must be approved by the Principal.

### CONFLICTS IN SCHOOL ACTIVITIES

Students have a responsibility to do everything they can to avoid continuous academic conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. Coaches, Group Leaders, and the Principal will meet when multiple activities are present. School related activities should always come first. For example: Student-Athlete.

### METHOD OF PASSING COURSES

Students must pass a trimester class with a minimum of 60% to receive credit in a course.

## **EXAM POLICY**

All students in all academic classes, (defined as a class that counts towards the students GPA), shall take that course's exam if the student is academically eligible. Academically ineligible students are not to be present during the examination period. Please note, there may be changes in the exam policy after the publication of this handbook.

## **STANDARDIZED TESTS**

### **TESTS: ACHIEVEMENT AND PRE-COLLEGE**

Some colleges require pre-entrance tests. Check the requirements of the college you plan to attend. For questions regarding these assessments, please contact the school counselor to check the assessment schedule.

**The M-STEP** will include summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 6-8, and social studies and science in grades 8. The 11th grade students will test in the area of science and social studies and the WorkKeys skills assessment, STAR testing will be given in grades 3-8, 9-10 for language arts, science and math.

**SAT (Scholastic Aptitude Test)** is required for all 11th grade students. This test will be offered in the spring. SAT is aligned with the Common Core State Standards. These exams include a Reading Test, Writing and Language Test, and a Math Test. This is a requirement for graduation.

**PRACTICE PSAT. (Preliminary Scholastic Aptitude Test)** Students are tested in verbal aptitude and mathematics. This test is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post graduation years. PSAT can help all students—those who are college-bound as well as those who are likely to enter the workforce directly after high school. As a "pre-SAT" test, PSAT is a powerful predictor of success on the SAT. Students in grades 8-10 are required to take this assessment.

## **TESTING OUT**

Public Act 335, Section 1279B, of the State Code requires that any high school student be offered the opportunity to "test out" of any course offered by his/her high school. The testing out option does not include government or physical education because they are statutory mandated for all high school students.

Students must exhibit mastery of course content by attaining a grade of C+ or better on a comprehensive final exam. Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to portfolios, performance, papers, project and/or presentations.

Successfully “testing out” of a course will count towards the credit requirement for graduation. Credit will be accepted as fulfillment of a requirement in a course sequence.

## **HOMESCHOOL**

For a homeschool student to enter, the following guidelines must be followed:

1. Courses requiring special equipment may not be granted credit nor waived from the graduation requirements.
2. If substantial proof of credit attainment is presented, grades will be given and placed on the transcript per the MDE Guidance entitled HOMESCHOOLING IN MICHIGAN.
3. Marking period tests and final exams may be given to determine if credit will be awarded.

## **ATTENDANCE**

One of the major aims of the attendance policy at NAJ is to stress student responsibility and self-discipline. Regular attendance contributes to the school's instructional goal of developing responsible and productive citizens, self-discipline, and more employable workers. The State of Michigan has specific laws relating to school attendance for any one eighteen (18) years of age or younger.

1. After an absence, it is the student’s responsibility to get any assignments from his/her respective teachers. One day for each day of absence will be given for makeup work.
2. Proof of these absences with the date and time listed need to be provided in a timely manner to the attendance officer. The Principal will be responsible for making the final decision in all waivers. Letters will be mailed home when a student reaches three and five absences.
3. Parents and Guardians will be contacted by letter when their student reaches 3, 5, and 10 absences.
4. Students of compulsory school age who develop acute attendance problems will be referred to the Juvenile Division of Probate Court for appropriate action.
5. A parent/guardian/registered 18-year-old student shall be entitled, upon request to a hearing before the principal/superintendent in the event there is any question regarding the application of the attendance policy.

Attendance is extremely important to student success. There is a positive correlation between student attendance and achievement. Parents are responsible for ensuring regular and punctual attendance of students per Section 83 of the Michigan School Code. In order to assist Hillsdale County in meeting attendance requirements, the Hillsdale County Court has established a county wide Truancy policy.

### **Consequences of Excessive Absences:**

**Unexcused absences:** Absences which are not excused will be considered “unexcused” and subject to the following procedures as will any student who is chronically absent.

- Upon accumulation of three (3) unexcused absences or a student determined to be chronically absent, the parent(s) or guardian(s) will be contacted to make them aware of the situation.
- After five (5) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the Principal will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Circuit Court Family Division for appropriate proceedings.

## **SKIPPING CLASS**

Any student not in their assigned classroom during the class period or not receiving permission to leave the classroom will be considered skipping. It is the responsibility of the student to obtain permission from the teacher at all times. Teachers have the discretion of not allowing students to go to another classroom. This policy is for students’ protection, as well as the school’s. An absence may be assigned.

1st Offense: Lunch Detention

2nd Offense: ISS

3rd Offense: Multiple Days ISS

4th Offense: OSS

## **TARDINESS**

Any student who arrives more than 5 minutes late to the remainder of their classes will be marked absent unless it is noted differently on their pass. The teacher will mark the student tardy and this tardy will be marked in the office. Any student arriving late to class will be marked tardy unless a pass is presented, **positively** indicating the tardy should be excused. Accumulation of three tardies and each subsequent tardy during each twelve weeks will result in the assignment of a detention.



On Tardy #4 in the same class = Lunch Detention

#5 Tardy = 2 Lunch Detentions

#6 Tardy = 3 Lunch Detentions

#7 Tardy = 3 Lunch Detentions

#8 Tardy = 3 Lunch Detentions

#9 Tardy = 1 Day ISS

#10 Tardy = Potential Truancy Referral

## **LEAVING SCHOOL PROPERTY**

Any student leaving the building during school hours must first present an excuse slip from home signed by a parent or guardian or call the office and sign out in the office. No student may leave the building without permission of the school administration. Discretion shall be used in all cases regarding permission to leave. This policy is for the students' protection, as well as the school's. Students cannot be released to anyone not listed on the student's PowerSchool account unless a parent or guardian tells the office directly.

Failure to receive permission will result in the following action:

- 1st Offense: ISS
- 2nd Offense: Multiple Days ISS
- 3rd Offense: OSS

Reminder: This is a closed campus. All students must sign in when arriving after the 7:55AM bell and sign out when leaving the school. All bus students must stay inside the school building when dropped off in the morning.

## **MISSING ASSIGNMENTS**

1. Students two or more assignments behind will serve a lunch detention each day until all work is made up.

**\*\*\*Please note: If a student served OSS, they have the amount of days suspended to make up their work after returning to school. For example: 5 Days OSS = 5 additional days to turn in all missing work.**

## **CAREER CENTER/DUAL ENROLLMENT**

It is a privilege for students to attend Career Center. Students attending Career Center shall abide by the Student Parent Handbook Guidelines. Students are required by the district to use district transportation. From time to time, parents may request other transportation for their students. This request must be made prior to the date of alternative transportation to the principal or his designee. Violations of this will result in suspension from the Career Center up to removal from the Career Center course work.

## **HILLSDALE AREA CAREER CENTER - EMBEDDED ACADEMIC CREDIT**

Depending on the program that is taken at the Hillsdale Area Career Center, embedded academic credit may be awarded based on the program. This credit is earned toward the Michigan Merit Curriculum requirements. For the most up-to-date information on what credit can be earned through HACC, please contact the High School Counselor's Office.

## **FIELD TRIPS / PERMISSIONS SLIPS**

Any student wishing to attend a school-sponsored trip must have a prearranged signed permission slip from a parent/guardian. The student must also obtain and complete a homework sheet. If any teacher indicates on the homework sheet that it is not in the best interest of the student to miss class, that student will not be allowed to attend the trip without arrangements made by the teacher. It is the responsibility of the student advisor to ensure that every student is eligible for the trip. Students not following this procedure will not be allowed to attend the school-sponsored trip.

## **GRADUATION REQUIREMENTS**

Making the move from semesters to trimesters brought a change in the way credits are earned. In order to graduate, the following graduation cohorts will need to earn a minimum of the following credits for graduation:

- 2023 Grads - 28 Credits to Graduate
- 2024 Grads - 30 Credits to Graduate
- 2025 and Beyond - 32 Credits to Graduate

**Graduation is a privilege, not a right. Graduation is earned, not given.**

North Adams-Jerome High School follows the Michigan Merit Curriculum as it relates to the Graduation Requirements for students. The Michigan Merit Curriculum (MMC) is not a curriculum in the traditional sense - it is legislation that specifies all students awarded a diploma have demonstrated proficiency with the content outlined by the state academic standards, benchmarks, and guidelines.

- 1. English Language Arts (ELA) - 4 Credits**
  - a. Proficiency in State Content Standards for ELA**
- 2. Mathematics - 4 Credits**
  - a. Proficiency in State Content Standards for Mathematics (3 Credits); and**
  - b. Proficiency in District approved 4th Mathematics Credit Options (1 Credit) understanding that a student must have a Math Experience in their Senior Year.**
- 3. Online Learning Experience**
  - a. Course, Learning, or Integrated Learning Experience**
- 4. Physical Education and Health - 1 Credit**
  - a. Proficiency in State Content Standards for Physical Education and Health (1 Credit); or**
  - b. Proficiency with State Content Standards for Health (½ Credit) and District approved extra-curricular activities involving physical activity (½ credit).**
- 5. Science - 3 Credits**
  - a. Proficiency in State Content Standards for Science (3 credits); or**
  - b. Proficiency in some State Content Standards for Science (2 Credits) and completion of Department approved formal Career and Technical (CTE) Program (1 Credit).**
- 6. Social Studies - 3 Credits**
  - a. Proficiency in State Content Standards for Social Studies (3 Credits)**
- 7. Visual, Performing, and Applied Arts - 1 Credit**
  - a. Proficiency in State Content Standards for Visual, Performing and Applied Arts (1 Credit)**
- 8. World Language - 2 Credits**
  - a. Formal Coursework or an equivalent learning experience in Grades K-12 (2 Credits); or**
  - b. Formal Coursework or an equivalent learning experience in Grades K-12 (1 Credit) and completion of a Department approved formal CTE Program; or an additional visual, performing, and applied arts credit (1 Credit).**

**A parent may ask for a personal curriculum.**

## **TRANSFER POLICY**

When a student transfers into North Adams-Jerome School District in grades 6-12, a note will be made in PowerSchool indicating the credit attainment from the previous school district. Grades are based from the date the student enrolls at NAJ until the end of the Trimester. Students will be expected to take the final exam in all courses.

## **CREDIT RECOVERY**

Students at NA-J must meet the credit requirements listed in the handbook to graduate. Some students fall behind on these requirements, especially in the core classes due to receiving a failing grade. Students may be able to make up courses through credit recovery either online or repeating the class until the class is passed, this would be in addition to their normal course load. The make-up class must be equivalent to the failed class.

## **CLASSROOM RULES**

Teachers may and are encouraged to deal with minor classroom violations and infrequent violators using the following suggested alternatives to detentions:

1. Isolation.
2. Withdrawal of privileges, such as “no talking.”
3. A formal written warning documented in PowerSchool.
4. Assign a task such as developing a plan that deals with the infraction and outlines what steps the student will take to avoid reoccurrence.
5. Assign other tasks.
6. Persistent classroom rule violations will be dealt with in the following manner:
  - a. Detention
  - b. Sent to in-school suspension and notification sent to parents.

## **SECTION 3: STUDENT CONDUCT**

### **STUDENT CODE OF CONDUCT**

The following guidelines will be used in the administration of the student conduct code. It is the philosophy and practice of the staff to employ classroom interventions regarding the disruption of learning and non-productive classroom behaviors found in our discipline code. Reasonable efforts will be made to help direct, focus, encourage, and foster a student to be on task, prior to using the office referral as an additional discipline source.

## **BEHAVIOR AT SCHOOL FUNCTIONS/ASSEMBLIES**

Students are expected to actively or non-actively participate in good taste at all school events. Students are expected to attempt to be in the gymnasium or outdoor spectator section during after school activities and sporting events. Students are not to hang out in the hallways during this time. Students, along with the student cheering section, should conduct themselves properly during all events. It is imperative that we treat our opponents and guests in a positive manner. Staff members will use their good judgment in determining good taste. This includes any event, home event, or an event at another location which our school is involved. Violations will be handled in the following manner:

1st Offense: Verbal Warning - Officially Recorded

2nd Offense: Removal from Event by Administration in charge

3rd Offense: No admittance to the next event

4th Offense: Removal from all school events for 1 calendar year. \*\*\*This includes: school sponsored activities including athletics, field trips, club or organization events, etc. Students asked to leave an athletic contest, school dance, or any other paid event will not be allowed to return.

## **BEHAVIOR IN HALLS**

Students must act appropriately while in the hallways during school, after school, or during school activities. Running, pushing, tripping, kicking lockers, yelling, or any inappropriate behavior will not be tolerated. Students are not to be on school grounds after 3:15 PM unless under direct supervision by a parent or athletic coach. Students in the Middle School are prohibited from being at the High School lockers or with High School groups during the day. High School students are prohibited from being at the Middle School lockers or with Middle School groups during the school day. Students violating this rule will be handled in the following manner:

1st Offense: Official Verbal Warning

2nd Offense: Lunch Detentions

3rd Offense: ISS

## HALL PASSES

Students must have a signed, color-coded pass, from a teacher or staff member in order to be allowed in the hall during class time. A student without a pass will be sent back to their scheduled class. The hall passes given out are as follows:

Bathroom Pass - White

Counselor Pass - Blue

Office Pass - Red

## DISCIPLINE CODE

The provisions of the school discipline code will be in full force and effect during the normal school day, at all school events (home or away), on any North Adams-Jerome Schools property at any time, and in certain off campus situations related to the general order and discipline of the school.

The following guidelines will be used in the administration of the student conduct code. It is the philosophy and practice of the MS/HS staff to employ classroom interventions regarding disruption of learning and non-productive classroom behaviors found in our Discipline Code. Reasonable efforts will be made to help direct, focus, encourage, and foster a student to be on task, prior to using an office referral as an additional discipline resource. It is important to note that:

1. These are guidelines, in unusual circumstances the administration may make consequences more or less severe.
2. Lunch detentions and short-term suspensions may be replaced by in school suspensions at the discretion of the administration.
3. Multiple offenses of different types will be dealt with under "Persistent Violation of Building Rules and Regulations." They will result in increased consequences at each offense.
4. **If an offense reaches a level that is extremely unsafe and/or criminal in nature, the use of Online Learning may be utilized at the Administrators discretion.**

**Arson** - First offense - police involved and suspension for 10 days with possible recommendation for expulsion. Second offense – police involved and recommendation for expulsion. Note: Arson is included under the weapons law.

**Automobile Violations** – This includes any driving behavior prohibited in the driving regulations. Students may not go to or be in any vehicle during school, including lunch period. First offense – Warning. Subsequent offenses - increasing days of suspension. Careless driving may also be referred to the police. Police have the right to ticket on school property.

**Book Bags** – No book bags are allowed in the classrooms.

**Cell Phones** - Not in the room unless explicitly told by a teacher to have them for a classroom activity. First Offense- Verbal Warning and confiscation until the end of day. Second Offense- Parent Contact and Lunch Detention. Parents must pick up the phone from the school. Third Offense- ISS for a day every time they are caught with the phone.

**Cheating/Plagiarism** - Penalties at the teacher's discretion depending on the severity of the offense. Parent contacted by teacher. First offense - failure on the assignment and lunch detention. Second offense – failure on the assignment and 1 to 3 day In School Suspension. Third offense and beyond- 3 days Out of School Suspension.

**Copy Machine** - Copyright Policy Violations - All student use of school copy machines must be authorized by a staff member. Inappropriate/illegal use of copy machines includes but is not limited to print, audio, visual, and computer-generated infractions. First offense –Lunch detention and confiscation of the material. Subsequent offenses – 1 day ISS

**Disrespect** - To insult, call derogatory names, dishonor, or verbally abuse a staff member. First offense- Meeting with parents and 2 days ISS. Second offense- 3 days ISS. Subsequent offenses- Up to expulsion

**Disruption of Learning** - Disturbing others or the instructor through inappropriate behaviors and/or by breaking class rules cannot be tolerated. First offense – Lunch detention. Subsequent offenses – 1 day ISS.

**Dress Code Violations** – Please check the NAJ dress code found in this handbook. First offense violations will result in a clothing change. Subsequent offenses - Clothing change request and Lunch detention

**Drugs** - Possession or use of alcohol, drugs, narcotic drugs, inhalant, marijuana, and use of prescription drugs by a student other than the patient. Use or dispensing of look-alike drugs. The possession or consumption of malt beverages regardless of their alcohol content or lookalike drugs on school grounds or while a student is associated with any school activity. First offense - Parent contacted and police contacted and up to 10 day out of school suspensions with possible recommendation to the school board for expulsion. Second offense – Suspension of up to 10 days and recommendation for expulsion as appropriate.

**False Alarm or Bomb Threat** -Police involved and suspension for 10 days with possible recommendation for expulsion.

**Fighting** - Fighting at school is against the law. Students face suspension, possible expulsion and police action if they fight at school. 5 to 10 days Out of School suspension. Antagonizing a fight - 3 days Out of School Suspension

**Firecrackers/Smoke Bombs/Incendiary Devices** - Possible inclusion under weapons law. Each offense - 5 to 10 day suspension and possible recommendation for expulsion. Police involvement when appropriate.

**\*\*\*Food and Drink\*\*\*** - Water is the only drink allowed in the classrooms, with the exception of the computer lab, where no drinks of any kind are allowed. Food is not allowed in any classroom.

**Forgery** - Each offense – 2 days ISS, possible police notification, depending on the nature of the situation.

**Harassment** - . Defined as to annoy persistently and includes any humiliation of classmates. First offense warning, possible suspension. Second offense 1-3 days Out of School suspension. Discipline and police involvement (for first & second offenses) to be determined by the severity of the incident. Subsequent offenses - 3-5 days suspension and potential police contact.

**Hats** - Gang Affiliated Head Gear - No bandanas or similar items are to be worn by any student at any time. First and second offenses - Warnings. Third offense - Warning and confiscation. Fourth and subsequent offenses – Lunch detention and confiscation.

**Horseplay** - Behavior potentially harmful to oneself or others. Lunch detention, in-school suspension, or out of school suspension may be utilized.

**Intimidation/Inflammatory Statement** - Any statement that creates fear or concern within the school community is prohibited. First offense – Lunch detention to 5 days suspension, depending on the nature and intent of the remarks. Second offense – Suspension up to possible expulsion.

**Insubordination** - Behavior which undermines a staff member's authority including defiance of authority, threats, intimidation, lying, and willful failure to respond or carry out a reasonable request. First offense - 1 to 4 day In School Suspension. Second offense – 3 to 5 days Out of School Suspension and parent meeting before returning. Third offense- 5-7 days Out of School Suspension. Fourth offense - Recommendation for expulsion.

**Lockers** - Lockers are the property of the district and are loaned to the students. Students are required to clean out their lockers every quarter, and no food or drinks are allowed to be stored overnight. Discipline from Lunch Detention to ISS may be issued, depending on the severity of the locker's condition.

**Loitering** - Being in an unauthorized place at the wrong time; somewhere other than specified on a hall pass. This will be considered truancy and lunch detention or ISS will be utilized.

**Lunch Room Violations** - Throwing items in the cafeteria, inappropriate actions or noise. Any offense - students may lose the right to eat in the lunchroom and will clean up the lunchroom. Depending on the severity of the issue, lunch detention and ISS may be utilized.

**Non-Productive Classroom Behavior** - Not participating, refusal to do assignments, not bringing books and materials to class. First offense - teacher contacts parent. Second offense - same as first plus referral to the counselor, and teacher assigned detention. Third and subsequent offenses - referral to the administration for detention or possible ISS.

**Obscenities** - Profane or suggestive language (written or spoken) and/or gestures. First offense – Lunch detention. Subsequent offenses – 1- 3 days ISS and possible parent meeting.

**PDA (Public Display of Affection)** - Displays of affection in school or on school grounds are inappropriate. Students will not be permitted to kiss or fondle each other. Students involved in these behaviors will be warned on the first occasion, the parents will be notified on a second occasion, and disciplinary action will be taken on any subsequent occasions. Subsequent offenses – Lunch detention or ISS.



**Persistent Violation of Building Rules and Regulations** - When specified consequences for unacceptable behavior fail to cause a change in a student's behavior. Suspension up to 10 days or recommendation for expulsion.

**Racial Slurs** - Any derogatory reference to a student's race, culture, or origin. First offense - 3 or more day's suspension. Subsequent offenses - Increasing days of suspension.

**Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors and other verbal, written or physical actions of an unwelcome nature. First offense –2-5 day suspension, police contact when appropriate and possible expulsion, depending on the severity.

**Skipping** - Students not properly signed out or not where they should be. First offense – Lunch detention. Second offense – 1 day ISS. Third offense- Multiple day ISS and referral to truancy court.

**Snowballs** - Snowballs originating or terminating on NAJ property are banned. First offense – Lunch detention. Second offense- 1 day ISS per incident.

**Theft, Damage or Destruction of Private or School Property** - Defacing public property and graffiti. A student shall not cause or attempt to cause damage to property of the school or other persons or steal or attempt to steal property of other persons at a school activity, function, or event. The student and/or his/her parents at the current cost of replacement will pay damage to school property. In all cases-return stolen goods. Pay damages. Police involvement, when appropriate, at the discretion of the administration. 3 to 10 days suspension. Second offense- Potential recommendation for expulsion.

**Threats to Staff** – 10 day suspension, recommendation for expulsion and police involvement.

**Threats by One Student to Another Student** - First offense - 3 or more days of suspension. Second offense – Police involvement and possible recommendation for expulsion.

**Tobacco/Vapes** - Possession of tobacco or tobacco simulation products, whether lit or not, exhalation of smoke or other obvious evidence of tobacco use or possession. Lighters will be confiscated. First offense - 5 Day OSS. Second offense – 5 Day OSS and police involvement. Third offense - 10 days suspension and a recommendation for expulsion.

**Weapons and Dangerous Instruments** - A student shall not possess, handle or transport any object that can be considered a weapon while on school grounds or at a school activity. A copy of the weapons law is available in the principal's office. First offense - confiscation of the weapon. 10-day suspension with recommendation for expulsion and police involvement.

\* The guidelines stated or not stated in the discipline code do not limit the ability of school officials to deal with unusual circumstances to provide for individual differences. Violation of school rules that also include breaking criminal statutes does not inhibit the school from acting in a timely manner regarding school discipline.

## **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.

## **CRIMINAL SEXUAL CONDUCT**

The legislature has added criminal sexual conduct to the weapons law. MCLA Act 451, Section 380.1311 Subsection (2) states that a person committing criminal sexual conduct shall be expelled from the school district.

## **SEXUAL HARASSMENT AND INTIMIDATION**

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
2. Submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
3. Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment. Sexual harassment may include, but is not limited to the following:
  - A. Verbal harassment or abuse: Derogatory comments, jokes, slurs or remarks/questions of a sexual nature. Telling rumors of a sexual or hurtful nature, teasing, intimidation, or profanity. Pressure for sexual activity. Repeated remarks with demeaning or sexual implications.  
Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.
  - B. Physical harassment: Such as unnecessary, unwelcome or offensive touching.
  - C. Visual harassment: Such as derogatory or offensive posters, cards, clothing, cartoons, graffiti, drawings, looks, or gestures. Offensive and sexually suggestive photographs and other materials will not be posted on school property including the inside of student lockers.

### **Sexual Harassment and Intimidation**

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall contact their immediate supervisor who will then initiate the Grievance Procedure.

## **ASSAULTS COMMITTED BY STUDENTS**

State Law specifically covers assaults by students.

## **PHYSICAL ASSAULTS COMMITTED AGAINST SCHOOL PERSONNEL**

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

## **VERBAL THREATS COMMITTED AGAINST SCHOOL PERSONNEL**

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

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

## **PHYSICAL ASSAULTS COMMITTED AGAINST OTHER STUDENTS**

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

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

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

## **DRUG PREVENTION**

The Board of Education recognizes that 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.

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 any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the superintendent shall take the necessary steps to ensure that an individual eighteen (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.

## **WEAPONS, DESTRUCTIVE DEVICES, EXPLOSIVES, INCENDIARY DEVICES OR POISON GAS**

The deterrence of the possession of weapons or other dangerous objects is necessary to promote health and safety within the school setting and to provide a school environment conducive to education. Weapons include but are not limited to firearms, knives, metal knuckles, martial arts equipment, air rifles, BB guns, paint guns, box cutters, razor knives, destructive or incendiary devices, explosives or other similar items.

Possession and/or use of any of these items will result in severe disciplinary measures.

When the administration has reasonable suspicion to believe that weapons or dangerous objects are in the possession of students on school property, at a school function or in the vicinity of a school; or when there is a reasonable suspicion that weapons or dangerous objects are at school, or when it is believed that violence involving weapons may occur at a school, the administration is authorized to use stationary or mobile metal detectors, to inspect the contents of student personal effects, and/or to conduct a "pat down" search. Property removed from the student in violation of the school policy shall be confiscated and the student shall be disciplined. Discipline may include expulsion from North Adams-Jerome Public Schools. Students who fail to cooperate with school personnel performing their duties may be subject to discipline for insubordination. Nothing in the procedures set forth shall limit the authority of school officials to

search a student when there is reasonable suspicion to believe that a particular student is in possession of an illegal article.

## **DETENTIONS**

The classroom teacher or other school authorities can issue detentions. These may be issued for, but not limited to: missing homework, horseplay, foul language, not being prepared for class, disruptions, not following instructions, disrespect to anyone, etc. Detentions are scheduled during lunch time of each week Monday - Friday. Once a detention is issued parents will be notified by phone. If a parent would like to speak with the school official that assigned the detention, the parent should call during the teacher's conference hour.

- 3 lunch detentions = 1 day I.S.S.
- 5 lunch detentions = 3 days I.S.S.
- 7 lunch detentions = 5 days I.S.S.
- 10 lunch detentions = 7 days I.S.S.
- 11 + lunch detentions = Appropriate suspension

If a student is ill or school is canceled for any reason they are expected to serve their detention on the next day they return. Work, practice, and/or games, etc. is not an excuse for missing detentions. If a student misses their assigned detention day, the following will take place:

- 1<sup>st</sup> miss = assigned to in-school suspension for the remainder of the day.
- 2<sup>nd</sup> miss = assigned to the next 3 days of in-school suspension.
- 3<sup>rd</sup> miss = assigned to 5 days of in-school suspension.

## **IN-SCHOOL SUSPENSIONS**

In-school suspension is reserved primarily for, and shall be invoked any time a student disrupts the education of other students, or misses a detention. In-school suspension shall be used as an intermediate step rather than proceeding directly to out-of-school suspension. In-school suspension will typically apply only to the class in which there is a problem but may be assigned for more than one day for that class period. Students sent to in-school suspension for disruption must commit themselves to avoiding further disruption prior to returning to class. Any student who refuses to do assigned work during an in-school suspension, or continues disrupting the in-school room, will immediately be placed on out-of-school suspension until the work is completed or there is a commitment to stop the disruption. A process for the student to make

up work will be arranged with the parent/student/teacher. Parents will be notified by phone. This may include up to a lunch detention.

Students assigned to in-school for any length of time will not be allowed to participate in any school-sponsored events for that date. Athletes will be allowed to attend and sit with their team without dressing for the contest.

### **RULES FOR IN-SCHOOL SUSPENSION**

1. Students must be working on assigned classroom work or be reading for the entire time in-school.
2. Students will not be issued any passes.
3. One bathroom pass in the a.m. and p.m. for full day ISS.
4. Students will not be allowed to talk.
5. Students will not be allowed to eat lunch in the cafeteria.
6. Students must remain seated at all times. (No exceptions)
7. Any student who refuses to do assigned work during ISS or who continually disrupts the ISS room will be placed OSS.
8. Any violations will result in more time assigned to in-school.

### **OUT-OF-SCHOOL SUSPENSIONS**

Out-of-school suspension will be assigned only in the case of persistent disciplinary infractions or for more serious infractions at the discretion of the Dean of Students or the Principal. All out-of school suspensions will require a satisfactory parent-student-teacher-principal conference be held prior to reinstatement. Anytime a multiple day assignment to in-school should also trigger an out-of-school suspension, the student will need only serve the out-of-school suspension.

### **SCHOOL SUSPENSIONS**

When a student is suspended from school they are encouraged to make up the homework at 100% credit, any "in-class" credit will be allowed 80% credit. During suspension, a student shall not come onto school property without having direct permission from the principal/superintendent.

## **SNAP SUSPENSION**

1. When the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach or the student's behavior interferes with the ability of other students to learn, a teacher may suspend the student for one calendar day.
2. Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from (or participate in after school, extra-curricular activities) until the passage of one full school day, from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.
3. Students attending separate class periods throughout the day shall be permitted during the term of the suspension to attend other classes taught, by other teachers, only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with the Board of Education Policy and the school's Student Code of Conduct.
4. Students will not be allowed back into class until the teacher and parents hold a conference. Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the ten days in accordance with due process requirements required by Board Policy for suspension of ten days or more.
5. This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

## **DUE PROCESS - DISCIPLINE**

The school will notify the parents or guardians as soon as possible when a disciplinary action is taken.

- A. Parents/Guardians have the right to meet with school administration if they feel like a disciplinary action is not warranted. If parents/guardians are not satisfied with the actions taken in the meeting:
  - a. Within 5 school days from the Dean of Students or Principal's decision, the parent/guardian may appeal such a decision to the superintendent. Again, if the parent/guardians are not satisfied with the outcome of the meeting:
  - b. Within 5 days from the Superintendent's decision, the parent/guardian may appeal such a decision to the School Board. The School Board will schedule a hearing within 15 school days and shall notify the parent/guardian at least 5 days prior to the hearing date. The Board of Education shall render a written opinion of its determination within 2 school days from the date of the hearing and the decision will be forwarded to all parties. If the parent/guardian is dissatisfied with the results of this decision:

- c. The parent/guardian shall be made aware of their rights to appeal the decision of the Board of Education to the appropriate Judicial Authority.

If any action that is committed or alleged to be committed by a student requires law enforcement intervention/attention, the parents/guardians must be notified immediately.

## **SAFE SCHOOL ZONE POLICIES**

### **RESPECT OF SELF AND OTHERS**

Inappropriate language, comments, or gestures will not be tolerated. Direct inappropriate language, comments or gestures to a staff member will result in an out-of-school suspension and parental conference. Further violations toward a staff member will result in suspensions and/or expulsion. All other forms of inappropriate language, comments or gestures will be dealt with in the following manner:

- 1<sup>st</sup> offense: Official warning will be recorded.
- 2<sup>nd</sup> offense: Detention(s).
- Further violations will result in detentions/suspensions

Disrespect to any person or property will not be tolerated. Along with the discipline procedures listed above, a student will be asked to write a letter of apology to the person.

## **BULLYING, HARASSMENT AND HAZING POLICY**

### Position Statement

In order to provide a learning environment that is safe conducive to the educational process, and free from unnecessary disruption, the North Adams-Jerome High School District will not tolerate bullying, harassment, or hazing of students or staff by any of its students, employees, school board members, vendors, contractors, or others doing business or associated with the school district. Bullying, harassment, or hazing of any kind is inappropriate and subject to this regulation. Of particular concern is bullying, harassment, or hazing based on a person's sex, age, color, disability, height, weight, national origin, race religion, sexual orientation, socio-economic status, or other personal characteristics. All students are protected under this policy, and all bullying behavior is equally prohibited without regard to its subject matter or motivation. Violations of this regulation will be addressed through the process stipulated in this regulation.



## Definitions

### a. Bullying:

Bullying is defined as behavior designed to torment another individual through teasing, intimidation, verbal or physical threats, or any electronic communication, referred to as cyber bullying, including conduct that subjects a person to insults, taunts, or challenges, which are intended to intimidate or provoke an adverse response from the person being treated in this manner. Bullying can also be any written, verbal, or physical act or gesture, or electronic communication, that is intended to inflict injury, violence, or a reasonable fear of injury or violence upon one or more persons in the school, on school grounds, in school vehicles, or at school activities or school-sanctioned events.

Any form of cyberbullying that disrupts the school or students of the schools will be investigated. This is for cyberbullying done outside of the school or at the school. Students cyberbullying outside of the school may suffer consequences for their actions, based on the investigation of the bullying.

### b. Harassment:

Harassment is defined as any unwelcome verbal, written, or physical conduct which is persistent, severe, or pervasive, and which has the purpose or effect of creating an intimidating, hostile, or offensive learning environment. Harassment of a sexual nature will be addressed through the district sexual harassment regulations.

### c. Hazing:

Hazing is defined as any willful act committed individually or in concert with others for the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, ostracism, shame, or disgrace, as a rite of passage to join a group. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

## Penalties

All students of the district are required to comply with this regulation. Appropriate disciplinary action, designed to immediately stop bullying, harassment, or hazing, and to prevent its recurrence, will be taken against students who violate this regulation.

a. Discipline imposed upon a student for violation of this regulation may include suspension or expulsion, depending upon the nature and severity of the offense. A violation of this regulation may also be regarded and punished as a violation of other rules of student conduct including, but not limited to, assault, battery, threats, fighting, intimidation, or other misconduct. (See safe school zone.)

b. When appropriate, referral for criminal investigation and prosecution may be made.

c. A school district employee may be subject to discipline for failure to timely notify an appropriate school official of a possible violation of this regulation, which has been observed by or reported to the employee.

d. It shall be considered a violation of this regulation for any student to coerce, intimidate, discriminate, or retaliate against any person filing a complaint and/or assisting in the investigation of a complaint.

e. A student who knowingly files a false complaint, or who knowingly provides or knows false information has been provided during an investigation or review and fails to report such information to the district shall be subject to discipline.

### Complaints

Student complaints of bullying, harassment, or hazing should be reported at the building level. All complaints shall be promptly and thoroughly investigated by the district and will be treated with confidentiality.

### Dissemination

This regulation shall be made available to anyone on request. In addition, this regulation shall be disseminated to all employees, contractors, board members, and students in an appropriate format, such as through this handbook.

### Procedure

The procedure to be followed regarding a bullying, harassment, or hazing complaint is as follows:

a. Any student who believes that he or she has been subject to bullying, harassment, or hazing will report the incident(s) to a classroom teacher, counselor, or building administrator.

b. The grievance officer or building administrator will investigate the allegations through the following process:

1. Confer with the charging party to obtain a clear understanding of the complaint.
2. Confer with the charged party to obtain a response to the complaint.
3. Meet with witnesses as necessary to gather additional information.
4. Furnish a written summary of the investigation results and assessment to the Superintendent, the parties, and appropriate representatives.

c. After reviewing the report of the grievance officer, the Superintendent may attempt to gather additional information deemed necessary, and, thereafter, shall hold a briefing with the grievance officer and other appropriate administrators to determine what action, if any, needs to be taken.

- Bullying – Must meet minimum consequences per building bullying rubric.
- Harassment – A minimum of a 2-day suspension.
- Hazing – A minimum of a 2-day suspension.
- Battery – Minimum out-of-school suspension 1-10 days, possible expulsion, and possible referral to police authorities for legal action.
- Use or possession of explosives, fireworks, foul substances – will result in a 10-day suspension and recommendation for expulsion; assessment by a non-school counselor.
- False fire alarm will result in a 10 to 30-day suspension, assessment by a non-school counselor, possible recommendation for expulsion.

d. For acts of bullying, the grievance officer or building administrator will notify the parent or legal guardian of the victim of bullying, as well as the parent or legal guardian of the perpetrator of the bullying.

e. All prohibited behavior will be documented and available to the school board for review on an annual basis.

## **LASER POINTERS**

Laser Pointers are not tolerated on school grounds at any time.

- 1<sup>st</sup> offense: Confiscation, notification of parents.
- Further violations: Confiscation and up to recommendation for expulsion.
- 

## **SAFE AND DRUG FREE SCHOOLS**

North Adams-Jerome Public Schools are drug free. The school buildings and grounds are in a drug free zone. This includes smoking by adults at any extracurricular activity.

### **24-7 Tobacco-Free Student Policy**

North Adams-Jerome District policy prohibits the use, possession, concealment, distribution or intent to distribute, or sale of any tobacco or non-tobacco nicotine product in all school-related situations by students. The policy includes, but is not limited to the following:

- Any tobacco or non-tobacco nicotine products – chew, cigars, cigarettes, hookah use, loose tobacco, e-cigarettes, snus, orbs, vaping and strips
- Any time – 24 hours a day, 7 days a week, 365 days a year
- Any location – school parking lots, vehicles, dances, school sporting events, and school or district sponsored events held off campus

Compliance with this policy is mandatory for all students. Any student violating this policy will be subject to the disciplinary action listed below.

- 1<sup>st</sup> offense 2-5 days out-of-school suspension, parental conference meeting, possible notification of authorities, and loss of all school activities for 30 school days. Students caught breaking the policy will be given an option of successfully completing a cessation program to reduce the overall consequence.
- Repeat offenses: 5-10 days out-of-school suspension, notification of authority's parental conference, and possible expulsion. The suspension will be adjusted if the student agrees and successfully completes a cessation program. Loss of all school activities for 90-180 school days will be enforced.
- School activities are defined as any activity beyond the extracurricular activities in which the student is a full time participant.
- Students choosing to complete a cessation program will have suspensions reduced to ISS assignments. If a student does not complete the program, out-of-school suspension will be served. A cessation program will need to be sought out by the student and parent and paid for by the student or parent.

## **ALCOHOL, DRUGS AND/OR LOOK ALIKE, PARAPHERNALIA**

Alcohol, drugs or look alike substances that reflect or encourage alcohol or drug use are not permitted at any time on school grounds or at any school sponsored function. Malt beverages labeled as 'non-alcoholic' (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct. Various instruments and materials are commonly known to be intended for the use of, or preparation of illicit substances as defined above. Such instruments would include pipes, water pipes, certain cigarette papers, apparatus

used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

The use or possession of alcohol, drugs or like substances, or paraphernalia will be dealt with in the following manner:

- 1<sup>st</sup> offense: up to 10 days out-of-school suspension, notification of police authorities and parental conference, assessment by non-school counselor as well as loss of all school activities for 90 school days and lose 25% of one non-sports related activity.
- 2<sup>nd</sup> offense: 10 days out-of-school suspension, assessment by counselor and parental conference, as well as loss of all school activities for 1 calendar year and lose one full non-sports related activity.
- 3<sup>rd</sup> offense: School board will review for possible expulsion. Suspension may be adjusted if the student agrees and successfully completes a Student Assistance Program of rehabilitation.
- Selling: Recommendation for expulsion and notification of authorities.

School activities are defined as any activity beyond the extracurricular activities in which the student is a full time participant. The principal has the authority to bring a student to the school board for possible expulsion in other cases beyond selling of drugs if deemed as extreme activity.

Any student receiving an MIP, picked up for possession or use of drugs, or having problems with law enforcement defined as unbecoming to NAJ student code of conduct, will lose the ability to attend any school activities as defined below.

1. Sports, dances, plays, special events (but not necessarily limited to just these).
2. Activities could change on a yearly basis. This could possibly involve graduation.
  - 1<sup>st</sup> offense: Student will be suspended from attending activities for 45 school days. The students will also lose the privilege of participating in one of their non-sports related activity for 25% of the events. (Practice is required)
  - 2<sup>nd</sup> offense: Suspended from attending activities for one calendar year and lose the privilege of participating in one full non-sports related activity.
  - 3<sup>rd</sup> offense: Suspended from attending activities for one or more calendar year(s) and lose privilege of participating in any non-sports related activity for 1 year.

## **SECTION 4: TRANSPORTATION POLICY**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live within the North Adams School District as well as those outside the district when special arrangements are made with the transportation supervisor. The transportation schedule and routes are available by contacting the transportation supervisor.

1. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops.
2. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules:

1. Previous to loading (on the road and at school) Each student shall:
  - a. be on time at the designated loading zone 10 minutes prior to scheduled stop
  - b. stay off the road at all times while walking to and waiting for the school transportation
  - c. line up single file off the roadway to enter
  - d. wait until the school transportation is completely stopped before moving forward to enter
  - e. refrain from crossing a highway until the driver signals it is safe to cross
  - f. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time. During the trip, each student shall:

1. remain seated while the school transportation is in motion
2. keep head, hands, arms, and legs inside the school vehicle at all times
3. not litter in the school vehicle or throw anything from the vehicle
4. keep books, packages, coats, and all other objects out of the aisle

5. be courteous to the driver and to other riders
6. not eat or drink on the bus. Only water is allowed.
7. do not play games on the bus. IE cards, etc.
8. not tamper with the school vehicle or any of its equipment.

Leaving the bus each student shall:

1. remain seated until the vehicle has stopped
2. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe
3. be alert to a possible danger signal from the driver. The driver will not discharge students at places other than their regular stop at home or at school unless they have proper authorization from school officials.

## **VIDEO RECORDINGS ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual video recording of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with federal law.

## **PENALTIES FOR INFRACTIONS**

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

## **BUS DISCIPLINE PROCEDURES**

This area of the policy contains a description of our discipline procedures. We will be using a form known as the BUS CONDUCT REPORT. The purpose of this report is to inform the parent of a disciplinary incident involving the student on the school bus. You are urged to both appreciate the action taken by the driver and to operate with the action initiated. The following is the step-by-step order of the discipline procedure. It should be understood that in some instances of SEVERE MISCONDUCT such as: disrespect, physical/verbal assaults, weapons, or arson, NAJPS will invoke other portions of the student handbook.

1. **WriteUp 1:** The 1<sup>st</sup> offense will result in at least an official warning and may also include the loss of school-sponsored transportation depending on the nature of the offense. A bus conduct report will be sent home to the parents and the bus supervisor will notify the parents on the day of the infraction of any recommended loss of riding privileges.
2. **WriteUp 2:** The 2<sup>nd</sup> offense will result in at least the loss of school-sponsored transportation for **one day**, depending on the nature of the offense, possibly longer. A bus conduct report will be sent home to the parents noting the length of suspended

riding privileges, and the bus supervisor will notify the parents the day of the infraction of loss of riding privileges.

3. **WriteUp 3:** The 3<sup>rd</sup> offense will result in at least the loss of school-sponsored transportation (authorized by the principal) for **three days** and may include up to permanent suspension of riding privileges. A bus conduct report will be sent home noting the stipulation that the parents meet with the principal and bus supervisor, prior to the resumption of riding privileges. The bus supervisor will notify the parents the day of the infraction of the loss of riding privileges. This may include out-of-school suspension(s). A bus conduct report will be given to the student/parent. The parent(s) must meet with the principal and bus driver/supervisor prior to the resumption of riding privileges.
4. **WriteUp 4:** The 4<sup>th</sup> offense will result in at least the loss of school-sponsored transportation (authorized by the principal) for **five days**. A bus conduct report will be sent home and a meeting will need to occur between the bus supervisor, school principal, and the parents.
5. **WriteUp 5:** The 5<sup>th</sup> offense will result in a prolonged suspension from the bus. A meeting must occur between the bus supervisor, school principal, and the parents at this step.

\*Students that lose their transportation privileges will not be allowed to ride a school bus for any school sponsored events during that period of time.

## **SCHOOL PARKING LOT TRAFFIC**

Elementary School Drop Off is at the North Door. Middle School and High School drop off is at the main office door. No parent or student vehicles can be in the bus loop during drop off and pick up times. NAJ has given the express written permission to law enforcement to ticket on our private property. Any parent or student can possibly face civil infractions for violating posted signs and laws.

## **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. The following rules shall apply:

1. Students under age eighteen (18) must have written parental permission prior to driving to school.
2. Students shall complete the Student Vehicle Form and provide evidence of:
  - a. driver's license
  - b. insurance certificate
  - c. vehicle registration.
3. The student must obtain a permit from the high school 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 may 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

## **PARKING LOT REGULATIONS**

Parking is a privilege and is on a first come first serve basis. Students are to park in the South Parking Lot Area in front of the school by the Tennis Courts. Parking in and around the front driveway or north parking lot is not permitted. Do not park on the east side of the building by the locker rooms during school hours. Once a student's vehicle arrives on school property, the student and the vehicle are not allowed to leave until the end of the school day or without permission from the principal. Students are not to be in or around their vehicles once they arrive on school grounds.

Vehicles parked on school property may be searched under the search and seizure policy.

Students not parked properly will receive:

1st Offense: Warning

2nd Offense: Loss of Driving Privileges

## **SECTION 5: STUDENT ACTIVITIES**

### **STUDENT PUBLICATIONS / POSTERS / LOCKER SIGNS**

All student publications must conform to the following standards:

1. Language and pictures must be proper and not meet the definition of being obscene.
2. Nothing that would psychologically, emotionally, or physically harm students will be allowed.
3. All publications must be pre-approved through the principal at least two days prior to distribution. If the decision is to not allow distribution it may be appealed to the superintendent and a decision shall be made within 3 days.

\*This will be monitored and checked at assigned locker clean outs.

## **CLUB DESCRIPTIONS**

The following are some of the clubs offered at North Adams-Jerome Schools. Clubs offered have the purpose of providing extra educational and service opportunities. Clubs are an option for any student who fits the criteria. Participation in clubs will be excluded if the student does not follow all of the policies listed in the student handbook.

### **ROBOTICS**

### **NATIONAL HONOR SOCIETY**

The National Honor Society is offered to juniors and seniors in high school. In order to be a member, one must apply to the advisor. The major requirement for membership is a grade point average of 3.25 or better. Students who are qualified are inducted in the spring.

### **STUDENT COUNCIL**

To qualify, the student must demonstrate above average citizenship and maintain a "C" (2.0) average. Students may be put on probation or removed from Student Council if the criteria are not maintained. Elections will be held in the spring of each year using appropriate campaign practices and written ballots.

### **DANCES/AFTER SCHOOL CELEBRATIONS**

All scheduled dances/celebrations must be planned through the building principal at least three weeks prior to the event. Students organizations wishing to schedule a dance, must have secured at least two volunteer parents, and two staff chaperones in advance. All students who are in good standing at school may attend the dance/celebration. Once students leave the building, they are not eligible to return. All dances/celebrations end at 11:30 p.m. unless otherwise noted. All school rules apply during the dance/celebration. Students may invite one guest with prior approval by the principal.

## **STUDENT COMMUNICATIONS**

P.A., bulletin boards, e-mails and the building administrator shall approve the web site. Violations to this shall result in detentions up to and including recommendation for expulsion.

## **EXTRA CURRICULAR SCHOOL ACTIVITIES/EXTRA CURRICULAR ATTENDANCE**

1. Students must be in all scheduled classes for the entire school day in order to participate in extracurricular activities on that date and/or Friday attendance for a weekend date.
2. An appointment card or other documentation must verify excuses. Prearranged excuses for doctor appointments, chiropractor appointments, college visits, field trips, and/or family emergencies (haircuts, forgotten uniforms does not constitute a family emergency) are to be made with the office staff. This includes all school-sponsored activities (academic, athletic, clubs and/or organizations, field trips, etc.).
3. No student who has been absent for any part of the school day (other than for emergency circumstances, which will be determined by an administrator) will be allowed to participate and/or attend school functions on that date.
4. The athletic director will determine athletic decisions and the principal will determine all other school related activities.
5. When an emergency arises, students should make every effort possible to inform the school of the pending problem.
6. Any student who has an in-school suspension or an out-of-school suspension will not be allowed to participate and/or attend school functions on that date. Students assigned to in-school suspension who are in extra-curricular activities will be able to attend with their team/group but not be able to participate in games or activities on that date. They will be allowed to practice, but the coach or leader must assign additional requirements for that particular practice on that date. Any student not in extra-curricular activities assigned to an in-school suspension will be allowed to attend after school functions. **Band and choir are classroom requirements, not extra-curricular activities.**

**It is the responsibility of the activity advisor to obtain a list of student's ineligible for school activities. This includes all school-sponsored events.**

## **ATHLETICS**

### **ATHLETIC REGULATIONS AND PHILOSOPHY**

The North Adams-Jerome School District feels that interscholastic athletics are an important part of our educational program. Many life-long values may be gained from participation in a sound athletic program. This participation is a privilege granted to the young men and women of our school district. An extra-curricular participant's conduct reflects directly his/her parents, his/her school and his/her community. An extra-curricular participant is expected to adhere to a very high level of personal conduct. An athlete is expected to follow all policies and regulations set forth in the handbook as well as any rules and requirements set forth by individual

coaches/advisors. Conduct unbecoming of an extra-curricular participant shall result in severe disciplinary actions in that activity.

## **SPORTS OFFERED**

The North Adams Jerome School usually offers to its student's interscholastic competition in the following sports: (A minimum number of participants are required)

**FALL** - Volleyball, Football, Cross Country

**WINTER** – Boys' and Girls' Basketball

**SPRING** – Softball, Baseball, Track

## **ATHLETIC AWARDS SYSTEM**

**CERTIFICATE** Awarded to athletes not meeting requirements for a minor or major letter.

**MINOR LETTER** Awarded to junior varsity ball players meeting requirements of a particular sport or two years' participation in a particular sport.

**MAJOR LETTER** Awarded to varsity athletes who have met requirements of a particular sport, or participation in a sport all four years in high school.

**LETTER PIN** -Awarded to varsity athletes who meet letter requirements of a particular sport but have received a previous letter.

## **SENIOR SPORTS AWARDS**

**LARGE PLAQUE** 8 or more major letters

**MEDIUM PLAQUE** 5, 6, or 7 major letters

**SMALL PLAQUE** (A) 3 or 4 major letters

(B) Participating for four years in one sport that must include the winning of two major letters.

The athlete must be at the awards night to receive special recognition awards unless the athletic director has approved a pre-arranged excuse.

### **SENIOR NON-ATHLETIC AWARDS**

Any senior must be at the awards night in order to receive special recognition awards, unless approved by the principal.

### **ATHLETIC ELIGIBILITY**

Any student wishing to participate in the school interscholastic athletic program must be enrolled in North Adams-Jerome Schools and adhere to the rules and regulations set forth by the Michigan High School Athletic Association. An official eligibility check will be conducted on all athletes on a weekly basis. If a student receives an E grade(s) on their weekly eligibility, they have two weeks to remove that E. If the E remains after two weeks, the student is ineligible until the failing grade is removed on an official grade sheet. An ineligible student may continue to practice, but is ineligible to participate in any game or scrimmage during their ineligibility. Any time a student is failing three or more classes when grade checks take place, they will be immediately ineligible to play that week. They will remain ineligible until the next grade check. Students must be passing at least five out of seven classes at all times. Late work should be turned in no later than Thursday in order to count for the following graded check on Monday. Ineligibility of athletic contests starts on Monday and continues through Sunday. Before any student can compete on any athletic team, he or she must have on file in the athletic director's office, a completed physical card, a signed copy of the handbook, and a completed insurance/emergency form. If school is canceled because of snow, ice, etc., there may be practice for extracurricular activities. These practices will be held only if conditions have cleared enough to allow them. Practice on these days will not be mandatory. Extra-curricular participants are expected to follow all rules and regulations set forth by the hired coach/advisor. Extra-curricular participants shall, at all times, act, dress, and groom in a manner that befits his/her position as representative of NAJ and as an honored member of the community. All extra-curricular participants are expected to travel both ways on school provided transportation to a contest unless released personally by the coach to the parent. Dismissal from the team may result if an athlete uses any other means of travel.

### **AMENDED POLICY ON LATE ARRIVAL FOR ATHLETES**

A student will be given a one-time grace period, per sport, in one class period he/she arrives at 8:21 or later for the first hour and one minute later than the stated 5-minute tardy/absent policy for the remaining hours. They must be in their next class before the bell rings. Second and further offenses, per sport, of arriving at 8:21 or later in the first hour and one minute later than

the stated 5-minute tardy/absent will not allow an athlete to practice or play in a game that evening. A normal absence is defined as arriving at 8:16 or later for the first hour and one minute later than the stated 5-minute tardy/absent policy for the remaining hours.

**Students attending the Career Center who miss the bus must come into the office within 10 minutes and stay in the ISS Room until the start of the 4th hour.** If they don't follow this, they will not be able to practice or play. If an emergency arises, students must contact the school immediately to explain the emergency. If this is not done, he/she will be subject to the late arrival policy.

This policy applies to the beginning of a students' day only. A student who leaves school early and is in attendance for less than 25 minutes or half of the class period, will be considered absent for that class period. Students marked absent during other hours of the school day for skipping or not having permission to be out of class will not be allowed to practice or play. Absences on Friday carry over to Saturday contests also.

## **SENIOR SPRING ACTIVITIES**

The use or possession of alcohol, drugs, or like substances, or paraphernalia by any senior on the senior trip, at the senior prom, or other senior spring functions will be dealt with in the following manner.

Loss of all remaining school activities, with possible removal from Graduation Activities, up to ten days out-of-school suspension, notification of authorities, parental conference, and assessment by counselor.

If selling is involved, recommendation for expulsion will take place and authorities will be notified.

## **SECTION 6: Dress Code**

While fashion changes, the reasons for being in school do not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Dress and Appearance: This code is intended to set appropriate and reasonable standards for student dress and appearance. The following code is not all-inclusive. Realizing that a strong

correlation exists between one's attitude, behavior and dress, students should dress and groom in good taste, dignity, modesty, and in a manner that will do honor to themselves and North Adams-Jerome Public Schools. Students should avoid extremes in dress and appearance. Dress should be clean, safe, and not disruptive to the educational process. Cleanliness and neatness are also conducive to good citizenship and overall morale.

## **DRESS/APPEARANCE**

- Students' hair shall be clean, neat, and well-groomed. Hairstyles and color shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process.
- Transparent clothing is only appropriate when worn over attire that would be considered appropriate alone.
- Jewelry and accessories that are deemed unsafe or inappropriate will not be allowed. This includes, but is not limited to, wallet chains, studded or spiked jewelry, and heavy chains.
- A jacket that is lined, has fasteners all the way down, and/or is designed for warmth and/or protection from the elements is defined as an outerwear jacket.
- Hooded sweatshirts may be worn, providing the hood is not worn on the head.
- Articles of clothing that advertise or promote drugs, alcohol, tobacco products, illegal or inappropriate activities or topics, profanity, violence and/or sexual messages either directly or via innuendo are prohibited (i.e. Hooters Restaurants).
- Shoes or footwear must be worn at all times.
- Outerwear garments are to be removed and placed in lockers upon a student's arrival into the building.
- Bedroom slippers and pajamas are inappropriate in the school setting and cannot be worn.
- Undergarments, such as boxers, are not allowed to be worn as pants.

## **SHIRTS/TOPS**

- Shirts must have appropriate coverage of undergarments.
- Undergarments must be completely covered at all times.
- No midriffs, backs, sides of the body, chests or cleavage will be exposed.
- All students are required to wear a shirt or blouse that covers the top of the shoulders.
- A shirt must overlap pants with no midriffs exposed.

## **PANTS/SHORTS**

- Pants and shorts must be worn at the natural waistline. Belts must be worn if pants will not stay at the natural waistline.
- Exposure of undergarments is unacceptable
- Leggings will require an appropriate length (fingertip) shirt or sweater to be worn. Shorts may be worn over leggings but must be fingertip length.



We have received and read the 2022-2023 Handbook with our middle school and/or high school student(s). We understand that we, as parents, and our student(s) will be held responsible for all the information concerning rules, regulations, and the Code of Conduct requirements contained in the handbook while our student(s) is/are enrolled at North Adams-Jerome Public Schools. We also understand that rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to students and parents.

We also understand that this handbook covers all policies for all academic, athletic, technological, club, organization, and school sponsored events.

I understand that the handbook in entirety is available on the NAJ website. I also understand I may request a printed copy from the NAJ school office.

_____	_____
Parent(s)/Guardian Signature	Date
_____	9 10 11 12 _____
Student Signature	Circle Grade Date

You are required to return this form to the High School Office. It will be placed in your student's official records for the school year. Failure to return this properly signed form may restrict the student from attending or participating in any school activities.

**Please note: Failure to return this form does not release you from the obligations listed.**



## **Motion to Add Addendum to the 22-23SY Student Handbook**

Presented by: Dan Shadik

### **Addendum A: Minimum Class Load**

**Issue:** Per the Pupil Accounting Manual, a student handbook must contain the minimum caseload requirement to be considered a full time student in the district.

**Resolution:** Add an addendum to the handbook to reflect this verbiage:

#### **Minimum Class Load**

All students enrolled in North Adams-Jerome Public Schools must carry a minimum class load. The Board of the North Adams-Jerome Schools reaffirms its approval of traditional requirements for the diploma of North Adams-Jerome High School. Enrollment in six classes per Trimester is the minimal requirement for a full time student.

**Motion:** Move to add Addendum A: Minimum Class Load to the 22-23SY Student Handbook.

**Voted and Approved by the North Adams Board of Directors on Sept. 19th 2022.**