



# **Jeffers High School Student Handbook 2017-2018**



Approved August 9, 2017

# Mission Statement

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

## Administration, School Board and Faculty

### Administration

| <u>Title</u>                | <u>Position</u>     | <u>Phone Number</u> |
|-----------------------------|---------------------|---------------------|
| Superintendent              | Mr. Tim Keteri      | 482-0599            |
| Principal/Athletic Director | Mr. Steve Lishinski | 482-0599            |
| Guidance Counselor          | Mrs. Trish Sherman  | 482-0599            |
| Technology Director         | REMC                | 482-4250            |
| Administrative Secretary    | Mrs. Lisa Saatio    | 482-0599            |
| High School Secretary       | Mrs. Michele Harma  | 482-0599            |

### Board of Education

Mr. Chad Snell  
Mr. Justin Marier  
Mr. Eric Mattila  
Mr. Steve Nicholas  
Mr. George Eakin  
Mrs. Kristin Archambeau  
Mr. Darren Niemi

### Faculty

Ms. Heather Brinegar-Kinnunen  
Mr. Samuel Kilpela  
Mrs. Madeline Larson  
Mr. Gary Miller  
Mrs. Natalie Peterson  
Mrs. Jennifer Pera  
Mr. Chuck Palosaari  
Ms. Morgan Raether  
Mrs. Emily Raffaelli  
Mrs. Lisa Raffaelli  
Ms. Cheryl Ruohonen  
Ms. Trish Sherman  
Miss Rachel Torp  
Mr. Richard Cormier

# Clubs/Organizations & Class Advisors

## Clubs/Organizations

Great Lakes Youth Symposium  
LSSI Ecology Club  
Student Senate  
National Honor Society  
Great Lakes Bowl  
MathCounts  
Local History SmackDown  
Upward Bound  
Prom Committee  
History Day  
TiViTz

## Class Advisors

7th Grade -- Ms. Cheryl Ruohonen  
8th Grade -- Mrs. Jennifer Pera  
9th Grade -- Mr. Gary Miller  
10th Grade -- Mr. Samuel Kilpela  
11th Grade -- Mr. Chuck Palosaari  
12th Grade -- Mrs. Trish Sherman

# Coaching Staff

## Girls Basketball

Varsity -- Joe Romano  
Junior Varsity -- To be announced  
Junior High -- Sean Connors

## Boy's Basketball

Varsity -- Trent Keteri  
Junior Varsity -- Ethan Kinnunen  
Junior High -- John Schutz

## Cross Country

Samuel Kilpela

## Golf

Tyler Bailey

## Hockey

Pat Nettell

## Cheerleading

Valerie Dobson

## Girls Softball

Sean Connors

## Baseball

To be announced

## Track

Jessica Schuett

## Cooperative Sports

Volleyball-Chassell  
Football-Hancock  
Swimming-Hancock  
Skiing-Houghton  
Gymnastics-Lake Linden/Hubbell

## Daily Schedule

1st Period: 8:25 - 9:17  
2nd Period: 9:21 - 10:13  
3rd Period: 10:17 - 11:09  
4th Period: 11:13 - 12:05  
(9th-12th grades)  
Lunch (7th & 8th): 11:09-11:39  
Lunch (9th-12th): 12:05-12:35  
4th Period (7th & 8th): 11:43-12:35  
5th Period: 12:39 - 1:31  
6th Period: 1:35 - 2:27  
7th Period: 2:31 - 3:23

## Late Start Schedule

1st Period: 10:15 - 10:51  
2nd Period: 10:55 - 11:31  
3rd Period: 11:35 - 12:11  
4th Period: 12:15 - 12:51  
(9th-12th grades)  
Lunch (7th & 8th): 12:11 - 12:41  
Lunch (9th-12th): 12:51 - 1:21  
4th Period (7th & 8th): 12:45 - 1:21  
5th Period: 1:25 - 2:01  
6th Period: 2:05 - 2:41  
7th Period: 2:45 - 3:21

## School Calendar 2017-2018

Notes: Combined In-Services will take place with Dollar Bay and Chassell and may be included with the below dates

|                       |  |
|-----------------------|--|
| August 29             | Teacher In-Service   |
| August 29             | "Jump into Jeffers", 7th Grade Orientation - 9:45-12:00 pm   |
| August 29             | 9th Grade Orientation - 6:00 pm  |
| September 5           | First Day of School  |
| September 29          | Half Day for Students - PM In-Service  |
| October 6             | Picture Day at Jeffers High School - 8:30 am   |
| October 13            | Half Day for students - PM Area-wide In-Service  |
| November 3            | End of First Quarter   |
| November 9            | Half Day for Students - Parent-Teacher Conferences at JHS and SRES:<br>- 12:30-3:30 pm & 5:00-7:00 pm  |
| November 10           | Half Day for Students - PM In-Service  |
| November 23 and 24    | Thanksgiving Break - No School   |
| December 21-January 1 | Christmas Break - No School  |
| January 2             | School Resumes   |
| January 12            | End of Second Quarter  |
| January 16-19         | Semester Exam Week<br>- January 16 - Full Day - Only 1st Hour Exam<br>- January 17 - Half Day - 2nd and 3rd Hour Exams<br>- January 18 - Half Day - 4th and 5th Hour Exams<br>- January 19 - Half Day - 6th and 7th Hour Exams |
| January 19            | End of First Semester  |
| January 26            | Half Day for Students - PM In-Service  |
| February 16           | Half Day for Students - PM In-Service  |
| March 7               | Half Day for Students - PM Area-wide In-Service  |
| March 23              | End of Third Quarter   |
| March 26-April 2      | Spring Break - No School   |
| April 20              | Half Day for Students - PM In-Service  |
| May 25                | Class Day - PM In-Service - Graduation   |
| June 1                | End of Fourth Quarter  |
| June 1-6              | Final Exam Week<br>- June 1 - Full Day - Only 1st Hour Exam<br>- June 4 - Half Day - 2nd and 3rd Hour Exams<br>- June 5 - Half Day - 4th and 5th Hour Exams<br>- June 6 - Half Day - 6th and 7th Hour Exams                    |

# Course Offerings

## English

English 9, 10, 11  
English 12

## Science

Biology  
Physics  
Chemistry  
Anatomy & Physiology  
Science 9

## Mathematics

Algebra I  
Geometry  
Algebra II  
Algebra II-core  
FST  
Personal Finance

## Electives

Health Careers  
Auto Technology I and II  
Nurse's Aide Training  
Trades (Welding, Electrical & Plumbing)  
Building Trades  
Astronomy  
Tutoring  
Athletic Management  
Social Media  
Greenhouse/Gardening  
Cosmetology  
Current Issues  
Literature & Film

## Computers and Technology

Pro-Engineering  
Drafting  
Technology

## Foreign Language

German I, II and III

## Health & Fitness

Health/Physical Education 9  
Advanced Physical Education

## Social Studies

Civics  
Economics  
U.S. History  
World History

## Visual, Performing and Applied Arts

Band  
Drama  
Digital Arts  
High School Art  
Wood Shop/Projects  
Graphic Arts

## Online Experience (required)

Service Learning  
Work-based Learning  
Career & College Prep  
Drafting/ProE  
Technology

# Graduation Requirements: 25 Credits

**4 years (8 semesters) English**

**4 years (8 semesters) High School Math including:**

2 semesters of Algebra I  
2 semesters of Geometry  
2 semester of Algebra II or Algebra II-Core  
\*A core math class must be taken during a student's junior year

**1 year (2 semesters) Technology**

**1 year (2 semesters) Arts**

**1 year (2 semesters) Online Course**

**3 Years (6 semesters) Social Studies including:**

2 semester of World History  
2 semesters of U.S. History  
1 semester of Economics  
1 semester of Civics

**3 years (6 semesters) Science including:**

2 semesters of Biology  
2 semesters of Physics or Chemistry

**1 year (2 semesters) Health/PE**

**2 years (4 semesters) Foreign Language**

\*Certain CTE, Visual, Performing & Applied Art classes meet the second year requirement

## Class Standings

The number of credits required to be considered for a particular grade level are as follows:

- 6.5 Credits End of freshmen year
- 12.5 Credits End of sophomore year
- 18 Credits End of junior year

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

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

## Scheduling and Assignment

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

## Changing Class Schedules

Class Schedule changes will be considered only after a proper request form is filled out and returned to the counselor's office. This form must be signed by your parent/guardian and received by the counselor before the request will be considered. In the meantime, follow the schedule you have been given. Students with schedule cards completed will receive first priority. Forms may be picked up from teachers, the counselor's office or principal's office. All schedule changes must be approved by the Principal.

## Testing Out Policy

- Testing out of a class must be done prior to the time a student would be eligible to take the class. For example: A student would take a U.S. History test during his/her sophomore year.
- Students may not test out of one semester of a two semester class.
- The exam given for testing out may contain all material covered and shouldn't be confused with the semester exams.
- See the counselor for additional information.

## Dual Enrollment

To dual enroll, a student must be in grades 11 or 12, and must have earned a minimum ACT composite of 23 and must enroll in classes that are not available at Jeffers High School. The district will pay 1/14 of foundation allowance per semester.

## Work Based Learning

Students in grades 11 and 12 have an opportunity to explore careers of interest through a variety of programs. These programs involve traveling to a local business to work with a skilled person in the field. See counselor for details.

## Deficiency Reports

Deficiency Reports will be sent for students with a grade of a D or F. Reports may also be sent when teachers' are concerned about behavior efforts or other problems that affect grades. **This doesn't mean your child must have problems to receive information about grades. Students and parents may request grade information at any reasonable time. This information may be mailed or given to your child if you wish. Parents and students will be given passwords to access students grades and attendance using Powerschool at the beginning of each school year.**

Send a signed note to the Principal's office or e-mail your request directly to teachers. Teacher's e-mail addresses are available at [www.adams.k12.mi.us](http://www.adams.k12.mi.us).

## **Exam Policy**

- Exams are given at the end of the first semester (mid-January) and again at the end of the second semester in June.
- Exams are 20% of the semester grade. PowerSchool settings for each semester/markings period/exam will be set at: 40%, 40%, 20%.
- Each semester, the office will provide you with an exam schedule. There are to be no deviations from the published schedule without approval from the principal. If a student fails to show up for your exam and makes no attempt to make other arrangements, he/she will fail the exam.
- *All students in grades 7—12 are required to take a final exam at the end of the first semester.*
  - *At the discretion of the teacher, students may be exempt from a second semester exam if they meet the following criteria:*
    - *Earned an “A-” or “A” in both the 3rd and 4th quarter*
    - *10 or fewer excused absences*
    - *No unexcused absences, tardies, detentions or suspensions during the school year*

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

In the event a student is failing or borderline, the Child Study Team, comprised of teachers, the counselor and administrator, will then make a determination.

## **Honor Roll Guidelines**

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

1. A minimum GPA of 3.0 combined average in all classes for the nine week honor roll and semester honor roll.
2. Students must be carrying a reasonably full schedule as determined by the principal in order to be considered for the honor roll. This also applies to students being considered for any academic honors. The level of difficulty of courses taken may also be considered.
3. Flagrant and/or repeated violations of school policy included in the student handbook or athletic code may result in a student not being considered for the honor roll.

The honor roll is posted after each semester. If you have questions concerning your grades, see your teacher or the principal. After five days, the list will be sent to the newspaper. The school has no control over the date this information will be published.

# **National Honor Society Guidelines**

## **Prerequisite Conditions of Selection**

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

## **Criteria**

### **Scholarship**

- Students must possess a cumulative grade point average of at least 3.00 (on a 4.00 scale).

### **Leadership**

- Students should exercise leadership roles in both the school and the community.

### **Service**

- Contributions made to school, classmates, and community, as well as attitude toward service shall be considered.

### **Character**

- All aspects of character (including honesty, responsibility, respect for authority, courtesy, tolerance, and cooperation) shall be considered, positive as well as negative.

### **Selection Procedure**

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

## **Attendance Policy**

In general, excused absences will be granted for personal illness, serious illness, medical and/or dental appointments, death in the family, and family obligations. Absences such as college visitations, interviews, and summons to court are also valid excused absences that will **not count toward your five absences**. Students who will be taking family vacations are encouraged to notify the Principal's office and teacher's one week in advance to prepare for missed class time. It is at the discretion of the teacher as to how this will impact their employability skills.

Absences are marked excused or unexcused. The record of attendance is kept in the Principal's office. **Parents must call the attendance line (482-0599) or notify the absence in order to record the absence excused. Students that will be leaving early or entering late will report directly to the Principal's office to sign in or sign out and obtain a pass upon returning/leaving the school. Failure to sign in or sign out will result in an unexcused absence for the hours they have missed. Absences not excused within 24 hours will be marked as unexcused.**

**Number of Absences:** Each marking period, students are allowed up to five excused absences in any class. Good attendance and punctuality is considered a vital employability skill. Each teacher allocates a percentage of the overall grade to attendance and punctuality. The incentive percentage is at the discretion of the teacher. The attendance employability skill is included in the grading rubric of each class. The employability skill grade will be affected after five excused absences, and immediately for unexcused absences.

**Extenuating Circumstances:** Exceptions to these rules might be made when extenuating circumstances occur, such as an extended illness. Students who have a chronic physical or a psychological condition, which is likely to make excessive absences unavoidable, should provide the principal's office with a statement from a physician affirming the condition. The statement must delineate the problem in sufficient detail to make clear the extent to which the condition may be expected to affect absences. The student and his/her parent/guardian assume responsibility to provide the school with this certification.

### **Early Dismissal**

No student will be allowed to leave school prior to dismissal without a written request signed by his/her parent/guardian, the parent/guardian coming to the school office requesting release, or a request by phone. **Leaving without permission is considered a misconduct and an unexcused absence.** No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.



# Guidance and Counseling

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

**Educational Counseling:** Our counselor will work with students to help them make wise choices in classes and careers. He/She will make information about trade schools, colleges and universities available.

**Personal Counseling:** Our counselor is available to all students and strict confidence is observed. Students are encouraged to speak to the counselor to help prevent or resolve personal problems.

**Testing:** At Jeffers High School, the following tests are given:

M-STEP Grades 7, 8, 9

PSAT Grade 10

SAT & ASVAB Grade 11

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

## Student Conduct

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

**Classroom misconduct may include but may not be limited to:**

1. Obscene language or gestures.
2. Disruptive Behavior.
3. Refusing to carry out a reasonable request of a teacher.
4. CHEATING - First offense, failure of marking period and notification of parents. Additional cheating in that class results in semester failure.
5. Tardiness - A student is considered tardy when not in the classroom at the ringing of the tardy bell. Tardiness is considered to be an employability skill which is part of the students overall classroom performance grade.
6. Sexual Harassment
  - a. Verbal : Includes sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats.
  - b. Non-Verbal : Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
  - c. Physical : Unwanted physical contact including touching, pinching, brushing the body, coerced sexual behaviors.
7. Bullying/Harassment/Hazing - These actions create a hostile, intimidating environment and will not be tolerated.
8. Skipping class - roaming, hiding out
9. Leaving the building without permission - during the school day. Students should remain in the building. Students leaving for a valid reason must be cleared through the principal’s office first.
10. Trespassing - Being in an area off limits to students.

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

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

**Michigan Law PA 104 (Student on Adult Assault)** - Mandatory expulsion is required when students physically assault an employee or volunteer of a school district. Expulsion of up to 180 days is also required when a student commits a verbal assault against a person employed by the School Board. Students who make a bomb threat or similar threat directed at a school building or a school related event will be expelled for up to 180 days.

**Michigan Law PA 102 (Student on Student Assault)** - The Adams Township School Board shall expel or suspend a student in grade six or above for up to 180 days if the student commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event.

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

**Sexual Harassment** - See Previous Page

**Bullying Policy**

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

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

school-sponsored function, or in a school vehicle. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, and making threats.

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

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

Any student who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

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

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

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

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age , race, religion, color, national origin, marital status, disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

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

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

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

**“Staff”** includes all school employees and Board members

**“Third Parties”** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at interdistrict athletic competitions or other school events.

### **Confidentiality**

To the extent of appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Notification**

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

### **Detention**

Teachers, adult teacher aides, or administrators may assign a detention. Failure to serve a detention will result in an in-school suspension and parental follow up. Students are expected to cooperate, be on time and have homework. Students may not sleep, visit, listen to music, eat or play computer games during a detention.

## **Suspensions**

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

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

**In School Suspension (I.S.S.)** - The student is removed from classes but not the building. He/She reports with books and homework to the I.S.S. area to spend the school day. The student will have guided and independent study, a separate lunch period and two restroom breaks. Refusing to cooperate will incur additional I.S.S. time. A student may not sleep, visit, listen to music, snack or play computer games during I.S.S.

**Building Suspensions** - The student is suspended from the building for up to 10 days pending a conference with parents or guardians. A student suspended from the building may not attend or participate in any school-sponsored activities or be on school property during the school day.

### **Expulsion Procedures**

The following guidelines will govern the expulsion process:

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

## **Athletics**

### **Athletic Eligibility Policy**

Eligibility to participate in athletics will be based upon three factors. A student athlete must be physically (medically) eligible, academically eligible and must behave in a manner outlined in the school's Athletic Code.

### **Physical Eligibility**

- Prior to beginning a sport season each student athlete must have a record of a physical examination on file in the high school office. Athletes may not participate in either practices or games until the physical form is on file. A physical examination is good for one calendar year. It is the coach's responsibility to make sure that each athlete has had a physical examination and a form is on file.
- An athlete seriously injured should not return to practice or competition until cleared by a doctor or the team's athletic training staff.

### **Behavior**

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

## Academics - Athletics

- Weekly: The athletic director will determine eligibility of athletes current to the season's each Wednesday for the next week of eligibility. Academic eligibility will be determined by using the following guidelines. If a student accumulates more than three points per week, the student is not eligible to play the following week. Points are determined by: D=1 point F=2 points.
1. If a student is ineligible for a certain week that student may participate in practice but may not participate in interscholastic competitions.
  2. If a student is ineligible for three consecutive weeks, that student may not participate in any team activity until academic eligibility is obtained.
  3. Eligibility will be checked on weeks prior to vacations, but the grades will count for the week that classes resume.
  4. Eligibility runs from Monday through Sunday of the following week.
  5. **Note:** Although it is the teacher's decision as to what grade a student athlete should be awarded for a particular week, the following factors should be taken into account.
    - Is the student passing the class from the beginning of the marking period?
    - Is the student's attendance within the school's guidelines?
    - Is the student making an honest effort to maintain grades?
    - Is the student's behavior in class up to the standards expressed in the Athletic Code?

## Semester

- Guidelines used by the MHSAA will be followed
- Eligibility for individual classes begins anew at the start of each semester. This includes full year classes.

# School Policy and Procedures

## Drug Prevention

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

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

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

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or drug related paraphernalia at any time on District property, within the Drug-Free Zone, or at any district-related event. Furthermore, the Superintendent shall take necessary steps to ensure that an individual (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law. On April 11, 1979, the Adams Township School Board adopted a "Drug and Alcohol Abuse Policy." The following is a statement from the policy. "The goal of the school is to provide help, guidance and referral for treatment when the student shows indication of a possible behavior/medical problem."

## **Substance Abuse**

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

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

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

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

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

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

The Principal may arrange for a breath test for alcohol to be conducted on a student whenever he/she has reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

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

## **Staff Referral or Suspected Problem**

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

## **Student Self-Referral**

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

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

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

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

1. The student will be immediately referred to the principal or his/her designee who will escort the student to the office.
2. A thorough investigation will follow during which the student's locker will be subject to search by school administrators. Any illegal drugs or intoxicants confiscated will be turned over to the police, and the student's parents will be notified at once. Suspension from the school will follow. The principal working with the parents and authorities will determine a course of action for the best interests of the student and school.
3. Expulsion procedures may be initiated following a suspension. Readmission following an expulsion period are not to exceed one school year and may be achieved by a conference with the student, parents, counselor, law enforcement personnel, and other officials involved.

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

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

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

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school sponsored trip without parental consent. Students must have permission from parents/guardians prior to the trip. Attendance Rules apply to all field trips.

### **Individuals with Disabilities**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of 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 Copper Country Intermediate School District at 906-482-4250 to inquire about evaluation procedures and programs.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Copper Country Intermediate School District at 906-482-4250 to inquire about evaluation procedures and programs offered by the District.



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

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

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

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

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

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

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

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

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

### **Review of Instructional Materials and Activities**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Do not use the computer to harm other people or their work.
- Be polite. Do not be abusive in your messages to others.
- Do not harass, insult, or attack others.
- Do not view, send or display offensive messages or pictures.
- Use appropriate language. Do not swear or use vulgarities.
- Do not reveal your personal address and telephone number or those of other students.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing/downloading illegal software, shareware, or freeware like MSN messenger, HotMail, Yahoo Messenger, ICQ. Email/instant messaging on a school computer shall be limited to on-line class work.
- Do not violate copyright laws.
- Do not share your password with another person (even if you have permission from the user).
- Do not use another person's account to obtain a copy of their homework (even if you have permission from the user). This is considered cheating and will result in failure of the marking period.
- Do not attempt to discover another user's password.
- Do not trespass in another user's folder, work or files.
- Do not waste limited resources such as disk space, paper or toner.
- If by accident you encounter materials that violate the rules of appropriate use, do notify an adult immediately.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the rules of inappropriate use are violated.

We have a homepage on the World Wide Web. The purpose of this homepage is to inform people about our school and share work created by the students and staff.

The media class often uses student photos, writing or artwork on our school homepage. Because this document can be seen by people all over the world, we request that your permission to post photos or work from your student.

### **Vehicle Policy**

All students driving a motor vehicle to school must be licensed drivers and register the vehicle in the principal's office. **Parking stickers must be purchased for each vehicle to park on school property. This includes snowmobiles, ATV's, motorbikes, etc.** All information on the registration form will be completed and signed by the driver and parent/guardians.

All vehicles will be parked and locked during the school day. **Students will not return to their vehicles, including noon hour, unless they have permission from an administrator. Students who return to their vehicle without permission will lose their driving privileges.** Students are not permitted to transport other students during the school day unless there are special circumstances and permission is first obtained from an administrator and parents/guardians. Any reckless driving or improper use of a motor vehicle may result in suspension or revoked driving privileges.

### **Closed Campus**

Closed Campus - Students may not leave on foot or in any vehicle from Jeffers High School. The only exceptions are students who have legal residence in Painesdale. If Painesdale students choose to have lunch in school on any given day, they must remain on campus the entire lunch period. Students must remain in the lower hallways and gym during lunch period. Grades 7-12 may be outdoors on school property during their lunch hour. Gathering on the stairways or in the entrances is not permitted.

### **Visitors**

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

### **Lockers**

A locker is assigned to each Jeffers student and a combination lock is provided by the school. Each student is responsible for the contents within and any damage to the assigned locker. Keep your locker locked to protect your property.

### **Search and Seizure**

**All lockers, desks and other storage areas remain School District property and are subject to search at any time.** Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school administrators or their designee. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time, without notice, without a student's consent, and without a search warrant. A law enforcement agency having jurisdiction over the school may assist school personnel in searching the locker and its contents if that assistance is the request of the school principal or his/her designee and the search is conducted in accordance with school policy.

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

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

### **Passes**

When leaving a class during the period, students must sign out and use the teacher's pass. It is a student's responsibility to go directly to his/her destination, return in a timely manner, and sign back in. Students who wish to go to the Library, Computer Lab or destinations other than the lavatory, locker or office, should obtain a pass from a teacher **before** that period begins.

Teachers will observe the following guidelines when issuing passes:

- Only one student at a time may leave the classroom.
- All students leaving a classroom must have an easily identifiable pass. (The office will supply passes)
- Students out of class without a pass may be subject to disciplinary action. Please take the time to issue a pass when necessary.

### **Possession of electronic equipment/Using Camera Cell Phones**

Students are not allowed to bring iPods, radios, CD Players, electronic toys, pagers, and laser pens and the like into the classroom or hallway without permission from the teacher or principal. Cell phones are permitted before school, during passing periods, during lunch and after school. Electronic devices may be confiscated at any time by a staff member. Continued violations of this rule could result in suspension or expulsion. If a student is caught using a cell phone or iPod during the school day, the device will be placed in the Principal's office and may be picked up at the end of the day. The second offense will result in the parent/guardian picking the device up from the Principal's office. All classrooms will have a designated location for phones to be stored during class.

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

Taking or transmitting images or messages during testing, he/she will fail the exam and receive three days of Alternate Day Assignment or be suspended. He/She also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### **Classroom Phones**

The phones in the classrooms are to be used only by teachers.

### **School Meals**

Jeffers High School serves breakfast daily at a charge of \$0.50 per day. Students may purchase lunch for \$2.40 per day. Milk is \$0.40. Parents are encouraged to complete the lunch form that is sent home on the first day of school to qualify for free or reduced lunch. **Adams Township School District has adopted a “Pre-Pay” Meal Policy. If students will be eating on a daily basis, monies must be deposited into their account in advance.**

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

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

For lockdown drills, the following actions will take place:

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

### **Student Dress**

- Clothing should be clean, appropriate for school and not distracting.
- Hats and bandanas are not to be worn during the school day.
- Clothing displaying messages of tobacco, alcohol, drugs, violence, gangs or are obscene or questionable are prohibited.
- Undergarments that are showing is considered inappropriate.

**Note:** Our rules regarding student dress are very lenient compared to other schools. We have trusted your judgment regarding school clothing. To keep this freedom, use good taste. What is suitable outside may not be suitable for school. Students not using good judgment may be warned or sent home to change into something more appropriate.

## **Immunizations**

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

## **Use of Medications**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program. Current laboratory evidence of immunity is acceptable instead of immunization with antigen. For more information, please refer to [www.michigan.gov/immunize](http://www.michigan.gov/immunize) \*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

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

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

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

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

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