

Jefferson Schools

Newport, MI

Code of Student Conduct



Mission Statement:

**“To provide all students an excellent education today
to prepare for tomorrow’s challenges.”**

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Jefferson Middle School..... 5102 N. Stony Creek Rd, Monroe734-289-5565
Sodt Elementary.....2888 Nadeau Rd., Monroe734-289-5575
North Elementary 8281 N. Dixie Hwy., Monroe734-586-6784
Transportation 5300 N. Stony Creek Rd., Monroe734-289-5570

**Approved by the Board of Education
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PHILOSOPHY

The Jefferson School District endeavors through its educational environment and programs to provide opportunities and experiences that assist each student in becoming a responsible, self-controlled individual capable of and willing to assume and fulfill his or her role as a participating citizen. An aspect of this growing-up process is to respect rules and regulations of conduct in the school community. One of the major responsibilities of both home and school is to help each student learn the art of self-discipline, an art that leads to self-respect, an ingredient essential for a successful and happy adult life. To accomplish this, it is necessary to establish and require adherence to a well-defined standard of acceptable behavior. The school, in itself, is a miniature community, and the rules and regulations are established for the protection of the rights of all members of that community. Violations of school rules and regulations are harmful to the rights of all members of that community and cannot and will not be tolerated. Our primary purpose is to educate, not to discipline. However, when the behavior of an individual conflicts with the rights of others, corrective action will be taken, both for the benefit of the individual and the school as a whole. We believe parental involvement is key to student success. Please see the Board of Education Parental Involvement Policy.

The discipline policy that follows is based on humanitarian principles and ideals that recognize the dignity and worth of each student. The primary purpose of these rules, policies, and procedures is to provide a school atmosphere where everyone can participate in the process of learning in an environment that is reasonable, orderly, safe, and conducive to teaching and learning. The purpose of the policies and procedures contained in this handbook is to present not only guidelines for responsible student citizenship, but to provide a systematic, consistent approach to handling violations of these policies that may arise in the school setting. The immediate objective of school discipline is to provide for student growth in abilities, responsibilities, attitudes, and habits essential to acceptable and self-controlled behavior.

This document is reviewed and updated each school year.

I. DUE PROCESS

The Board of Education of Jefferson Schools has adopted policies to ensure compliance with both the Federal and State mandates.

LEGAL BASIS FOR SCHOOL DISCIPLINE

ACT 451; PUBLIC ACT OF 1976 (as amended); APPROVED JANUARY 13, 1977

Section 1261 The Board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district.

Section 1300 The Board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en-route to and from school.

Section 1311 The Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the board's judgment the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state board, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

LEGAL BASIS FOR DRESS CODE

School Code of 1976 (Enrolled House Bill 1521)

Section 1300 The Board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils while in attendance at school or en route to and from school. The regulations made under this section may include a dress code for pupils.

LEGAL BASIS FOR LOCKER SEARCHES

School Code MCLA 380.1306

Section 1306 A school's principal or designee may search a locker and its contents "at any time" and law enforcement officials may "assist" in a search at the request of the principal or designee.

LEGAL BASIS FOR PPO NONDISCLOSURE

School Code MCL1317a

Section 1317a This bill addresses issuance of a personal protection order (PPO) which prohibits one parent from accessing information contained in a minor student's records such as a minor's or other parent's address, telephone number and other personal information on the parent. Under the family rights and privacy act (FERPA) **both** parents are allowed access to the student's records unless the PPO states otherwise.

LEGAL BASIS FOR STUDENT CELL PHONE USAGE AND OTHER WIRELESS COMMUNICATION DEVICES

School Code MCL 380.1303(z) "Beginning with the 2004-2005 school year...the board of a school

district... may adopt and implement its own local policy concerning whether or not a pupil may carry a pocket pager, electronic communication device or other personal device in school.

LEGAL BASIS FOR COMPULSORY SCHOOL ATTENDANCE

School Code of 1976 (ST. 380.1541)

Section 1561 Every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Section 1586 The attendance officer or designee shall investigate each case of nonattendance at school when notified by a teacher, superintendent, intermediate superintendent, or other person of a violation of this part.

Section 1587 If a parent or other person in parental relation fails to send a child under his or her control to the public school, the attendance officer or designee, upon receiving notice from proper authority of that fact, shall give written notice in person or by registered mail to the parent or other person in parental relation requiring the child to appear at the public school on the next regular school day following the receipt of notice, and to continue in regular and consecutive attendance in school.

Section 1588 The attendance officer or designee, after giving the formal notice prescribed in Section 1587, shall determine whether the parent or other person in parental relation has complied with the notice. The attendance officer or designee shall make a complaint against the parent or other person in parental relation having the legal charge and control of the child who fails to comply to the court having jurisdiction in the county of residence for refusal or neglect to send the child to school. The court shall issue a warrant upon the complaint and shall proceed to hear and determine it in the same manner as is provided for other cases under its jurisdiction.

Section 1599 A parent or other person in parental relation who fails to comply with this part is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 or more than 90 days, or both.

LEGAL BASIS FOR GUN-FREE SCHOOL ACT AND MICHIGAN WEAPON FREE SCHOOL ACT

Public Act 328 of 1994 (MCL 380.1311)

Any student who is found to have possessed a weapon on school property and/or in a vehicle used by the school district to transport students to or from school property shall be immediately expelled from attending school in the school district in accordance with the procedures established for student expulsions as set forth in the student handbook and appropriate Board policies.

A "weapon" is defined as a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 3" in length, a pocket knife opened by a mechanical device, iron bar, or brass knuckles.

A "firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air, (b) the frame or receiver of any such weapon, (c) any fireman muffler or firearm silencer, or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm."

In accordance with state law, students who commit arson in a school building or on school grounds or who rape any person in a school building or on school grounds shall also be immediately expelled in the same manner.

A student expelled pursuant to this policy shall also be precluded from attendance in all public schools in the State of Michigan for the duration of the expulsion period mandated by law.

LEGAL BASIS FOR CRIMINAL SEXUAL CONDUCT

Civil Rights Act (Elliott-Larsen) - MCLA 37.2401

Any student who is found to be involved in criminal sexual conduct in the first, second, third, or fourth degree shall be immediately expelled from attending school in the school district in accordance with the procedures established for student expulsion as set forth in the student handbook and appropriate board policies. In accordance with state law, students who commit a criminal sexual act will be reported to the legal authorities as this is a felony. Definitions for all degrees of all criminal sexual conduct are contained within State Code 750.520a, 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g. Any person or persons wishing a copy of the definitions and/or Board policy may request one by contacting the Jefferson Schools Administrative Offices.

LEGAL BASIS FOR REPORTING ATTENDANCE ON HIGH SCHOOL TRANSCRIPTS

Civil Rights Act (Elliott-Larsen) – MCL380.1279g(4)(b)

A student's high school transcript shall include the number of school days the pupil was in attendance at school each school year during high school and the total number of school days in session for each of those school years.

DRUG FREE SCHOOLS

- The use, distribution, dispensation, and/or manufacturing of controlled substances, as defined by state and federal law, by students on district grounds, in district buildings, and/or in connection with any district activity, is prohibited.
- Any student who violated the above policy shall be subject to disciplinary action, up to and including expulsion. In addition, the student may be required to satisfactorily participate in drug assistance or rehabilitation program approved by the board.
- The superintendent shall develop a drug-free awareness program for students. Students who request assistance for drug counseling and /or rehabilitation shall direct their request to the school counselor. Annually, the Board shall allocate funds to support the drug-free awareness program.
- The District will offer to its students' age appropriate, developmentally based programs, which address the legal, social, and health consequences of illicit substance use. Such programs shall include the following information:
 - The dangers of drug use
 - The Board's policy of maintaining a drug-free school
 - Available drug counseling, rehabilitation and student assistance programs
 - The penalties the Board may assess against students for drug abuse violations
- The District may utilize the services and assistance of local or county health departments, local or regional medical health centers, or other substance abuse agencies in the immediate area. This policy shall be published annually in the student handbook.

SEXUAL HARASSMENT

1. POLICY OBJECTIVE

- Sexual harassment of students, employees, or applicants for employment, by other students, employees, Board members, volunteers, or independent contractors of the School District is unlawful under both Michigan and Federal law and is contrary to the commitment of this School District to provide an effective learning environment. The School District will not tolerate sexually harassing behavior as defined by law and/or by district policy, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints.
- All supervisors are responsible for eliminating any and all forms of sexual harassment and intimidation of which they are, or reasonably should be, aware.
- The School District does not discriminate on the basis of sex in the educational programs or activities which operate and is required by Title IX of the Education Amendments of 1972 and implementing regulations (as well as other applicable statutes) not to discriminate in such a manner.

2. DEFINITION OF “SEXUAL HARASSMENT”

- “Sexual Harassment” is prohibited and is defined as:
 - Unwelcome sexual advances; or
 - Requests for sexual favors; or
 - Other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature when:
 - Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an employee’s applicant’s or student’s employment, educational status, receipt of educational benefits or services or participation in school activities; or
 - Submission to or rejection of such conduct or communication by an individual is used, explicitly or implicitly, as a basis for decisions affecting an employee’s applicant’s or student’s employment, educational status, receipt of educational benefits or services; or
 - Such conduct or communication has the purpose or effect of unreasonably interfering with an employee’s applicant’s, or student’s employment, education, educational status, receipt of educational benefits or services, or participation in school activities, or has the purpose or has effect of creating an intimidating, hostile, or offensive environment.
- Sexual harassment does not refer to behavior, or the occasional compliments, of a socially acceptable nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, which interferes with an employee’s applicant’s, or student’s pursuit of his/her employment or educational activities, or which otherwise creates an intimidating, hostile or offensive employment and/or educational environment.

3. FORMS OF PROHIBITED SEXUAL HARASSMENT

- Prohibited forms of sexual harassment include, but are not limited to:
 - Verbal: sexual innuendoes, suggestive comments, rumors, or jokes of a sexual nature, sexual propositions, threats or promises of preferential treatment in return for sexual favors. Suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning employment or a student’s educational status (including grades, graduation, participation in curricular or extracurricular activities, or other school-related

matters).

- **Non-verbal:** sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures. Use of equipment of facilities to reproduce or disseminate sexual cartoons, jokes, or other objects or pictures is prohibited.
- **Physical:** Unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, patting, pinching, brushing against, coerced sexual intercourse or assault.
- Verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee or student has indicated, by his or her statements and/or conduct, that it is unwelcome.
- An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- The Board of Education views ANY conduct of a sexual nature directed toward students by teachers or other school employees as a violation of the appropriate standards of professional behavior, regardless of whether or not any individual student indicates that the sexual conduct is welcome.

4. PENALTIES

- All employees, students, volunteers, and contractors of the School District are required to comply with this Policy. Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken against persons who violate this Policy. All supervisors are responsible for eliminating any and all forms of sexual harassment.
 - Discipline imposed upon students for violations of this Policy may include detention, loss of extracurricular privileges, suspension, or expulsion depending upon the nature and severity of the offense. Sexual harassment under this Policy may also be regarded and punished as a violation of other rules of student conduct prohibiting assault, battery, threats, intimidation, and/or other relevant categories of misconduct.
 - Discipline imposed upon employees for violation of this Policy may include warnings, written reprimands, transfer, suspensions, or dismissal depending upon the nature and severity of the offense. Where an employee is covered by a collective bargaining agreement, discipline shall be assessed according to the procedures and standards contained therein.
 - Volunteers and contractors violating this Policy shall be subject exclusion from school facilities, programs, and activities. The School District reserves the right to discontinue any contracted services or commercial relationship with any contractor, vendor, or other service.
 - Discipline imposed upon Board members for violations of this Policy may include removal from Board offices, written notice of censure, or other appropriate action.
 - When appropriate, referral for possible criminal investigation and prosecution may be pursued against any student, employee, job applicant, board member, volunteer, or independent contractor found to be in violation of this Policy.

5. SEXUAL HARASSMENT COMPLAINT PROCEDURE

- A student or employee (“Complainant”) who believes that he/she has been subjected to sexual harassment should promptly notify the building principal, guidance counselor, the employee’s supervisor, or one of the School District’s designated Sexual Harassment Monitors as identified in Section VII of the Policy. The person receiving the complaint shall immediately provide written

notice of the complaint to one of the designated Monitors. Complainants are encouraged to report any conduct, statements, or physical contact which makes them feel uncomfortable.

- If a complainant has concerns regarding the nature of any conduct, statements, or physical contacts by any school district employee, Board member, volunteer, contractor, or student, such concerns should be reported to one of the persons identified above and, if the Complainant is a student, should be discussed with the Complainant's parent or guardian.
- Under no circumstance shall the Complainant be required to report the complaint to the alleged offender or to notify the alleged offender that he/she has filed a complaint.
- School employees or volunteers who have any reason to suspect that sexual harassment of a student is occurring have a duty to promptly report to one of the above. Failure to report suspected sexual harassment of a student may give rise to discipline of the employee or volunteer.

Failure of an employee or volunteer, to whom the sexual harassment has been reported, to notify the Monitor of the allegations, may result in discipline up to and including dismissal.

- During the investigation, complaints of sexual harassment will be treated as confidentially as possible, recognizing the potential need to:
 - Notify the alleged perpetrator of the facts relative to the claimed violation
 - Where the student is a minor, notify the parent or guardian of the student
 - Make reports required by law, including but not limited to, reports required under the Michigan Child Protection law
 - Protect the privacy of other persons, including potential witnesses, as well as the alleged offender during the pendency of the investigation
 - Comply with applicable provisions of federal and state law, and with all relevant corrective bargaining contract provisions
- The Monitor will conduct a fair, thorough and timely investigation of allegation(s). The investigation will consider the nature of the alleged activity and the context in which the alleged activity occurred. An investigation will normally include conferring with the parties involved, as well as any named or possible witnesses. An employee against whom a complaint is filed shall receive a fair and impartial review of the allegation(s) and of his/her statements and/or evidence offered in rebuttal to the allegations. During the investigation, the Complainant or individual against whom the allegations are made may have a representative present consistent with any Board policies or contractual rights. Efforts shall be made to complete the investigation in a prompt but thorough and accurate manner.
- A written investigation report shall be drafted by the Monitor upon completion of the investigation and shall include the facts and conclusions reached regardless of whether a complaint is ultimately deemed to be factually substantiated. The results of this investigation report shall be provided to the Complainant and to the accused party. Such a report shall be maintained in a separate confidential file but shall be accessible to the Monitor, the Superintendent, and to any investigating agency or in connection with subsequent litigation and/ or administrative proceedings.
- The Superintendent (or designee) may take such disciplinary and/or remedial action as is consistent with this Policy, other policies and regulations, and any relevant collective bargaining agreements. If the Superintendent (or designee) determines that the complaint is valid, prompt attention and action designed to stop the harassment immediately and to prevent its recurrence will be taken. Depending upon the nature of the sexual harassment, the Superintendent or Monitor may attempt to seek resolution acceptable to the Complainant and the individual against whom the complaint was filed. This shall not limit the School

District's discretion to take action it deems appropriate.

- School personnel receiving or processing complaints of alleged sexual harassment by school employees or volunteers where such complaints maintain that a student has been the victim of sexual abuse, contact, penetration, or of sexual exploitation shall immediately report such complaint to the Department of Social Services in accordance with the Michigan Child Protection Act (MCL 722.621, et seq., and School District Policy. A report shall also be made immediately to the School District's designated Monitor, as described in Section VII of this Policy.
- All involved parties including the Complainant, the individual against whom the complaint was filed, and witnesses shall be notified of the involved parties' rights to confidentiality of investigation and disciplinary action.

6. DISSEMINATION AND DISTRIBUTION OF POLICY

- This Policy shall be included as part of the Code of Student Conduct as approved by the Board and shall further be made available to all parents and guardians of both elementary and secondary students. Copies of this Policy shall also be distributed to all members of the Board of Education, and to all employees, volunteers, and contractors of the School District, as well as to any labor organizations representing School District employees.

7. APPOINTMENT OF MONITORS

- The Board annually shall appoint two Sexual Harassment Monitors (not the Superintendent) who shall be vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedures as set forth in this Policy. One of the Monitors shall be a female and one male, in order to facilitate access to the complaint procedure. The School District's designated Sexual Harassment Monitors at the present time are:

S. Michael Petty, Curriculum Director
2400 N. Dixie Hwy
Monroe, MI 48162
(734) 322-2553
mpetty@jeffersonschools.org

Cindy Hauser, Business Manager
2400 N. Dixie Hwy
Monroe, MI 48162
(734) 322-2554
chauser@jeffersonschools.org

8. INQUIRIES

- Inquiries regarding this Policy should be directed to the Sexual Harassment Monitors identified in
- Section I of this Policy.
- Any inquiries regarding the obligations of the School District under Title IX of the Education Amendments of 1972 may also be forwarded to the Director of the Office of Civil Rights of the United States Department of Education.
- Any inquiries regarding the obligations of the School District under the Elliott-Larsen Civil Rights Act may be directed to the Director of the Michigan Department of Civil Rights.
- Legal Authority:
 - Title IX of the Education Amendments of 1972 - 20 USC 1681, et seq.
 - 34 CFR Part 106 -Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving

- or Benefiting From Federal Financial Assistance
- 45 CFR Part 86
- Elliott-Larsen Civil Rights Act - MCLA 37.2401
- Title VII of the Civil Rights Act of 1964, 42 USC 2000e

ANTI-HAZING POLICY

- Events have made it necessary to clarify and articulate the policies regarding HAZING. HAZING includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, but the term “hazing” does not include customary athletic events or other similar contests or competitions.
- To guide you in working with your student around activities involving a school club or team, please use these guidelines:
 - Check with the coach, teacher, or advisor of the activity to ensure that the activity has his or her approval.
 - Check with the coach, teacher, or advisor for written guidelines to govern the activity.
 - Get written verification that adults are involved in the activity.
 - Do not assume that if a group of students from the team are organizing an event that the school is actually sponsoring it. Students who organize events in the name of any school group without authorization will be subject to disciplinary action by the school.

ANTI-BULLYING POLICY

- The Jefferson Schools board of education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe environment. 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.
- "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless electronic communication 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.
- “Harassment” is conduct that meets all of the following criteria:
 - Is directed at one or more pupils
 - Substantially interferes with educational opportunities, benefits, or programs of one or more pupils
 - Adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect

- Is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics
- “Bullying” is conduct that meets all of the following criteria:
 - Is directed at one or more pupils
 - Substantially interferes with educational opportunities, benefits, or programs of one or more pupils and adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress.
 - Is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.
- The Jefferson School’s board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.
- The Jefferson School’s board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.
- The Jefferson School’s board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students’ abilities to develop self-discipline.
- Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education. Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older (eligible student) have certain rights in relation to records kept on the student by the Jefferson School District. These rights include:
 - The right to examine the student's records. Requests for inspections shall follow the following procedures:
 - 1) Written request to the Building Principal
 - 2) Request will be handled by the Building Principal no later than 45 days from the date of signed requests.
 - The right to have the administration hear evidence that any part of the record is inaccurate and to request corrections to the record. If the administration disagrees, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- The right to have records which personally refer to a student kept confidential except by consent of the parent/guardian/student, or when being used by school personnel for school business. The intent of the Jefferson School District is to limit the disclosure of information contained in a student's education records except:
 - by prior written consent of the student's parent or the eligible student
 - as directory information
 - under certain circumstances, as permitted by FERPA
- The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Jefferson School District office.
- The right to challenge:

The Family Policy and Regulations Office
 U.S. Department of Education 400 Maryland Avenue, SW
 Washington, DC 20206-4605

STUDENT REASONABLE USE POLICY FOR ELECTRONIC INFORMATION

Children Internet Protection Act (47 UC 254 (h) and (l))

- We are pleased to offer students at Jefferson Schools' access to electronic information technologies including computer networks for electronic mail and the Internet. To gain access to technology, e.g., e-mail and the Information Superhighway, all students must complete the attached form (User Network Access Agreement and Parent Permission Form and return it to their teacher. Students under the age of 18 must also obtain written parental permission. Students 18 and over may sign their own forms.
- Access to electronic information technologies will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other network users throughout the world. Families should be warned that some material accessible via the Internet and other networks may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make access available to further educational goals and outcomes, students may find ways to access unacceptable materials as well.
- We believe that the benefits to students from access to the Information Superhighway in the form of information resources and opportunities for collaboration exceed any disadvantages. Parents and guardians of minors are responsible for conveying the acceptable standards that their children should follow when using media and electronic information sources.
- The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right.
- Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.
- Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

- Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administrators or their designee may review files and electronic communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.
- As outlined in board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or attacking others
 - Damaging computers, computer systems or computer networks or other technologies
 - Violating copyright laws
 - Using another's password
 - Trespassing in another's folders, work, mail, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Hacking
 - Any other actions deemed inappropriate by the administration
- Violations may result in a loss of access as well as other disciplinary or legal action. (See Student Code of Conduct Categories of Student Misconduct)

We have taken steps to minimize and/or eliminate offensive messages or graphics.

STUDENT VALUABLES

- Students ARE ENCOURAGED NOT TO BRING ITEMS OF VALUE TO SCHOOL. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables.

DISTRICT VIDEOTAPING AND PHOTOGRAPHY

- From time to time throughout the school year, your child may have the opportunity to be photographed/videotaped for educational purposes such as "Student of the Week," classroom projects, DARE program, achievement awards, school pages on the Internet, public relations projects, yearbook, etc.
- If you are opposed to your son/daughter being photographed/videotaped for educational purposes, you must send a letter of refusal to your son/daughter's building principal.
- During school hours students are not to be video/photographed without consent of building administration.
- The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on a particular bus will be done on a random selection bases. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the

principal and may be used as evidence of the misbehavior. Since these tapes are considered part of the student's record, they can be viewed in accordance with Federal Law.

USE AND MISUSE OF CELL PHONE AND OTHER WIRELESS ELECTRONIC COMMUNICATION DEVICES

- A student may possess or use a cellular telephone and/or other electronic communication devices (including net books) in schools, on school property (including school buses), at after school activities and/or at school-related functions; however, use of a cellular telephone and/or other electronic communication device is prohibited while in the classroom or engaged in a learning environment such as a field trip or assembly unless the use is instructed by instructional staff.
- Possession of a cellular telephone and/or other electronic communication devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
- Cellular telephone and/or other electronic communication devices, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, offices, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a cellular telephone and/or other electronic communication devices is absolutely prohibited.
- Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone and /or other electronic communication devices.
- The student who possesses a cellular telephone and/or other electronic communication devices shall assume responsibility for its/their care. At no time shall the District be responsible for preventing theft, loss or damage to cellular telephones and/or other electronic communication devices brought onto its property.

SAFETY CONCERNS

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

AREAS OF RESPONSIBILITY

- **Board of Education:** The Board, acting through the Superintendent, shall adopt a discipline policy for the school system. Further, the Board, while holding all school employees responsible for the control and conduct of students enrolled in the schools, will extend to these employees their support in the implementation of this discipline policy.
- **Superintendent of Schools:** The Superintendent shall exercise leadership in the implementation of all rules, regulations, and policies adopted by the Board of Education. He/She shall inform the Board of educational trends relating to discipline and, with the Board, consider and act on recommendations for expulsions and suspensions.

- **Principals:** Principals shall be responsible for the conduct of their schools. They shall have the authority (working with parents, staff and students) to develop those rules and regulations which are necessary to enforce the district's discipline policy.
- **Assistant Principals/Directors/Teachers:** Assistant Principals/Directors/Teachers are responsible for the control of all students under their direct supervision and the enforcement of school rules and regulations. Teachers are expected to use all resources available to them before referring discipline problems to the office. However, serious or repeated acts of misconduct should be reported to the principal.
- **Bus Driver/Bus Aide:** It is the responsibility of the bus driver to safely transport the students to and from school and to enforce all transportation rules and regulations. Bus drivers/aides are expected to use all resources available to them before referring discipline problems to the Director/Principal.
- **Parents:** In addition to seeing that their children attend school on a regular and punctual basis as mandated by the district calendar, parents should assume the responsibility of working closely with the school in solving behavioral problems as they arise. In addition, they should be responsible for their children's health, personal cleanliness and acceptable grooming, and suitable dress. An important adjunct to these responsibilities is the development in their children of a respect for law and the rights and property of all individuals.
- **Students:** Students are expected to attend school on a regular and punctual basis. As participants in the development of school rules and regulations, students will be expected to understand and observe them. They should be aware that there are proper channels available through which rules or conditions can be questioned and that they are obligated to use them.

DEFINITIONS OF DISCIPLINARY ACTIONS

- **Loss of Activity Privileges**
 - Building administrators may suspend students from participating in or being present at extracurricular activities.
 - Sponsors of activities, including coaches, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules that have been approved by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.
 - Nothing in this policy is intended to limit a teacher or sponsor in exercising authority requiring a student to leave a particular activity when that student's behavior violates Board policies or school rules. A report of misconduct of such a student and the action taken by the teacher or sponsor shall be reported to the appropriate school administrator at the earliest possible opportunity, not later than the beginning of the next school day.
- **In-House Suspension (if available)** Note: Students who are found in violation of the Student Disciplinary Code may be assigned to an in-house suspension, at the discretion of the building administrator. In-house suspension is an option to out-of-school suspension within the following guidelines:
 - Students serving in-house suspension will report directly to the In-House Suspension Room. The students will spend the entire day working independently. Students serving an in-house suspension are expected to remain on task and be productive.
 - The student's parents/guardians will be informed, in advance, of any assignment to the In-House Suspension Room.

- A student committing a serious offense may be assigned an out-of-school suspension as determined by the building administrator involved.
 - Building administrators may suspend students from participating in or being present at extracurricular activities.
- **Temporary Out of School Suspension** (Removal from school program up to but not to exceed ten (10) days.
- This action may be taken by the school administration for violation of school rules or regulations.
 - Parents will be notified of such action, and a parent conference may be required before a student is readmitted.
 - Make-up work is permitted with parent request.
 - Students under any school suspension shall refrain from entering school property without prior permission from school authorities.
 - Students under any suspension shall not participate in or be present at school functions.
- **Long-Term Out-of-School Suspension** (Removal from school program for more than ten (10) days but no longer than the end of the current school year)
- This action shall be taken by the School Board through the Superintendent upon recommendation of the school administrator.
 - Notification of parental rights regarding the following must have been given:
 - 1) the hearing before the Board of Education
 - 2) the charges upon which the recommendation for disciplinary sanctions is predicated
 - 3) their right to have their student represented by an attorney or other representative of choice
 - 4) the right to present testimony, evidence or arguments in support of the student at the hearing
 - Causes for suspension are defined in this Code of Student Conduct.
 - Parents will be notified prior to final action by the Board of Education.
- **Expulsion:** (Removal from school permanently after an opportunity for a hearing is given.)
- The Board of Education is vested with final authority in all cases of expulsion.
 - Causes for expulsion are defined.
 - Parents will be notified prior to final action by the Board of Education.
 - Legal Basis for Expulsion:
 - 1) Public Act 102 (House Bill 4240) requires school districts to expel a student in grade six or above for up to 180 days for student-on-student assault. It also requires the State Superintendent, Attorney General, and the State Police to develop, publish and distribute a school safety information policy which school districts and law enforcement agencies would use to share information about incidents occurring at schools. Also required is the reporting of certain crimes occurring at school to the Superintendent of Public Instruction.
 - 2) Public Act 104 (Senate Bill 206) requires the permanent expulsion of students in grade six and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer, or contractor in a school. Additionally, expulsion up to 180 days is required for students in grade six or above for verbal threats, bomb threats, or similar threats.

STUDENT RIGHTS AND RESPONSIBILITIES

- The rules and procedures of the school are designed to allow students to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.
- Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when a concern arises. Sometimes it may be the student's responsibility to deliver that information. If necessary, the mail or an electronic copy may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.
- Students must arrive at school on time, prepared to learn and participate in the educational program. If for some reason this is not possible, the student should seek help from the appropriate staff member.
- Adult students (age eighteen (18) or older must follow all school rules. If residing at home, adult students should include their parents in their education program.

WELL BEING

- Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills as well as accident reporting procedures. Should a student be aware of any dangerous situations or accidents, she/he must notify any staff person immediately.
- State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be suspended from school until this requirement is met.
- Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school office.

DISTRICT DRESS CODE

- Jefferson Schools, in carrying out its responsibility for creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity at hand. In general, it shall be the responsibility of the individual student, his/her parents, and building staff to follow the guidelines for appropriate dress within reasonable standards or social acceptance. Students should be covered from shoulder to mid-thigh. Factors of modesty, health, safety, and the orderly functioning of the school are the determiners of appropriate dress.
- Within this framework, clothing or grooming shall be considered unacceptable if it creates a clear and present danger to the health and safety of the students or other persons; or creates or potentially creates a disruptive influence on the educational process; for example, hats, head coverings, sunglasses, short shorts, spandex shorts, torn or mutilated clothing in inappropriate areas, pajamas, cutoffs, tank tops or tops with "spaghetti" straps, see-through blouses, gang dress or colors, spiked jewelry, soiled clothing, trench coats, clothing with profanity, vulgar and offensive suggestions, or clothing which is sexually suggestive, or promotes, displays advertises alcohol or drugs, which infringes upon the rights and freedom of other students, or causes a substantial disruption.

- Undergarments must be covered. Safe and appropriate shoes will be worn at all times. Skirts and shorts need to be as long as the student's fingertips while they are standing with their arms to the sides and their shoulders relaxed or mid-thigh. This applies even if something (tights, spandex, leggings, shorts) are worn underneath.
- Hats should be kept in a student's locker. Hats that are worn will be removed by the student and may be collected by school personnel to be held until the end of the day. For repeat offenders, hat could be held up to 30 days unless a parent comes to pick it up. Repeat offenders are considered insubordinate and are subject to suspension.
- Students clothing is not to be defaced. Holes and tears are not to be above the fingertips of a student while they are standing with their arms to the sides and their shoulders relaxed. This applies even if something (tights, spandex, leggings, shorts) are worn underneath.
- Dress code offenders must change immediately or apply duct tape to mutilated jeans. The office will try to provide appropriate clothes but it is ultimately the responsibility of the students and their parents to make sure students are dressed appropriately for school. Students may NOT leave campus to change unless directed to by school personnel because attendance is imperative for a student to succeed academically. Those who do leave without permission are insubordinate and are subject to suspension. Repeat offenders will incur additional consequences.
- Book bags and backpacks are not allowed in the classrooms (safety concern) and should be kept in a student's locker.

FREEDOM OF SPEECH/EXPRESSION

- Students in school do not have the same freedom of speech/expression rights as adults do outside of school. It is the school's responsibility to prohibit vulgar and offensive terms or speech that undermines the school's educational mission.

SCHOOL NON-ENDORSEMENT STATEMENT/STUDENT RIGHTS OF EXPRESSION

- Jefferson Schools does NOT endorse the views of students by allowing them to disseminate information or the views of student organizations by officially recognizing them or allowing them to conduct expressive activities on school premises.
- Students may not post or display information regarding an organization outside of school without prior administrative approval.
- The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing insignia, banners, and audio and video materials. All items must meet the following guidelines:
 - A material cannot be displayed if it
 - 1) Is obscene to minors, libelous, indecent, and pervasively or vulgar
 - 2) Advertises any product or services not permitted to minors by law
 - 3) Intends to be insulting or harassing
 - 4) Intends to incite fighting or presents a likelihood of disrupting school or a school event
 - 5) Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act
 - Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school

in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

MILITARY DISCLOSURE

- Jefferson High School discloses students' names, addresses, phone numbers, and grade levels to recruiters. Parents must request in writing if they want nondisclosure. (As reflected in "No Child Left Behind")

PARENT AND STUDENT APPEALS

- In the event of a temporary suspension, the student's parent(s) or legal guardian will be notified by the administration before the suspension takes place. The student or parent(s) may request a conference with a building administrator to review reasons for the suspension. The affirmation or modification of the terms of the suspension by the administrator shall be final.
- When long term suspension or expulsion procedures are anticipated, parent(s) in disagreement with the principal may request a review of the action with the Superintendent. If a disagreement still exists, a request to appear before the Board of Education will be granted. The student and parent(s) may, if they desire, be represented by legal counsel at this meeting with the Board of Education.
- The student charged with violation of this Discipline Code may at any time be represented by counsel of his choosing, refrain from testifying against himself, and remain silent without prejudice.
- Reinstatement of a student expelled for arson, criminal sexual conduct, or weapons, will be as set forth in Board Policy 5610.01.

VISITORS

- Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.
- Violations could result in notification of law enforcement.
- Students may not bring visitors to school without prior written permission from the principal.

PARENT/CLASSROOM VISITATION

- A parent/guardian may visit the classroom of his/her child/ward during instructional activity, subject to the following conditions:
 - The child/ward must be present at the time of the visit.
 - The visit must be during a period of instructional activity (which does not include testing).
 - The parent/guardian must have received approval for the visit, in advance, from the building principal or other appropriate administrator as designated by the Superintendent. Prior to issuing such approval, the administrator will consult with the classroom teacher. Approval for classroom visits will not be unreasonably withheld.
 - No more than two (2) parents/guardians shall visit a classroom at the same time during a period of instructional activity.

- During a classroom visitation under this policy, the visiting parent/guardian shall remain in the back of the classroom (or in some other location as directed by the classroom teacher) and shall not interfere with or disrupt the instructional activity. Any visiting parent/guardian who interferes with or disrupts the instructional activity will, upon request of the building principal or other appropriate administrator, immediately leave the classroom or the building.
- A parent/guardian visiting a classroom during a period of instructional activity shall not photograph, tape record, videotape, or otherwise make an audio or visual recording of the classroom, the students, or the staff.
- Each classroom visit will be limited to a maximum of two (2) hours.
- A parent/guardian may not make more than one (1) classroom visit, per child, during a three (3) week period.

HOMEWORK

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

ACADEMIC FRAUD

- Cheating does not allow for any type of fair assessment and is not tolerated. Cheating is defined, but not limited to: Procuring, possessing, using, or distributing tests, quizzes, answer keys, teacher manuals, or teacher textbooks, and the like or any attempt to tamper with or alter a teacher's records or grade(s); representing the work of others as one's own work, including materials from the internet; making use of notes, electronic devices, homework, assignments, information slips, "crib sheet" except for those notes teachers specifically authorized for students' use during a particular test or quiz; or obtaining or offering unauthorized assistance or communication on a test, quiz, or other assignment.
- The academic penalty for all parties involved in cheating for any copied or plagiarized assignment, exam or quiz will be a zero. Students will not be allowed to make-up the work. The disciplinary penalty for cheating may also include referral to the office for disciplinary action. Repeated offenses could result in loss of credit for an entire course. In addition, the results of academic fraud may impact the status or membership of the offender in school clubs and/or the requirements for college admission.

CARE OF PROPERTY

- Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage of loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.
- Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

CONTINUOUS VIOLATION

- Continuous violation of the Code of Student Conduct may result in increased consequences up to and including expulsion.

REFUSING TO ACCEPT DISCIPLINE

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

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

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

STAFF RESPONSIBILITY

- Any and all employees of Jefferson Schools share the responsibility of enforcing the Code of Student Conduct.

SECURITY CAMERAS

- To provide an additional means of keeping students safe on school grounds, Jefferson Schools uses security cameras. The footage from these cameras can be used by administration to provide proof when taking disciplinary action towards students and may be made available to law enforcement, without the consent of the parent.
- Parents have the right to view security camera footage if contains only their student. If it involves multiple students, the parents must provide the school prior written consent, signed and dated by the other student(s) and their parents, stating both the purpose of the disclosure and to whom it will be disclosed.
- Copies of videos will be produced for the parent only if the parent pays for the associated costs in advance. These copies may not violate previously mentioned policy.
- Even though parents may request to view camera footage or request a copy of security camera footage under FOIA (Freedom of Information Act) the school can not release any information/footage that would violate FERPA (Family Educational Rights and privacy Act). See page 13.

EQUAL EDUCATION OPPORTUNITY

- It is the policy of the district to provide an equal educational opportunity for all students. Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the school district's compliance officer listed.

STUDENT SALES

- No student is permitted to sell any item or services in school without the approval of the building principal. Violations of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

- Students may not post announcements or advertise for outside activities without receiving prior approval from the principal

FIELD TRIPS

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

STEP SYSTEM

- The following “due process” steps are the same for all students in the Jefferson District regardless of age and/or grade level.

- Step 1** Student/Teacher/Bus Driver or Supervisor Conference
- Step 2** Parent/Teacher/Bus Driver or Supervisor Conference
- Step 3** Parent and Student and Administrator and Teacher or Supervisor Conference with Possible Disciplinary Action
- Step 4** One-day suspension*
- Step 5** Three-day suspension*
- Step 6** Five-day suspension*
- Step 7** Ten-day suspension*
- Step 8** Long-term suspension and/or recommendation for expulsion*
- Step 9** Recommendation for expulsion (based on Gun-Free School Act and Michigan Weapon Free School Act, Arson and/or Criminal Sexual Conduct)

- **Waiver:** Depending on the severity of the infraction, administration retains the right to proceed immediately to more serious consequences, including out-of-school suspension and/or referral to legal authorities.

*Days of suspension are school days, not calendar days.

II. CATEGORIES OF STUDENT MISCONDUCT

- **The infractions listed in this document are not inclusive and may include any activity or behavior that could jeopardize the safety and well-being of others.**
- The Board of Education hereby establishes categories of misconduct that will result in disciplinary action by the Jefferson School District. These categories are generally descriptive of the most obvious types of misconduct and are not to be construed as an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct that interfere with the good order of the school system or the proper functioning of the educational process.
- Jefferson Schools reserves the right to move to the most severe disciplinary action when circumstances so warrant. The rules and policies of the Jefferson School District apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity, or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date, or time.

A.

<u>GENERAL INFRACTIONS</u>		Sodt/North	JMS-J5/6	JHS
1.	Failure to follow approved school and classroom rules that are consistent with Board policies and administrative procedures.	Step 1-4	Step 3-4	Step 3-5
2.	Dress Code Violation	Step 2-4	Step 3-4	Step 3-5

3.	Falsifying Signatures	Step 1-4	Step 3-4	Step 3-5
4.	Food in unauthorized area (glass containers are prohibited)	Step 1-4	Step 3-4	Step 3-4
5.	Front Office Misconduct	Step 1-4	Step 3-4	Step 3-5
6.	Hallway Misconduct	Step 1-4	Step 3-4	Step 3-5
7.	Other school visitation misconduct	Step 1-4	Step 3-4	Step 3-4
8.	Profanity and Obscenity			
	a. Student to Student	Step 1-4	Step 3-4	Step 3-4
	b. Student to Adult	Step 2-5	Step 3-5	Step 3-4
9.	Public Display of Affection	Step 1-4	Step 3-4	Step 3-4
10.	Inappropriate Bus Behavior	Step 1-6	Step 1-8	Step 1-8
11.	Radios/DVD Players/Toys/CD Players/Pagers/Beepers/ Laser Pointers/IPods/MP3 Players	Step 1-4	Step 3-4	Step 3-4
12.	Rude/Abusive/Inappropriate Behavior (includes unproductive behavior in the classroom)			
	a. Student to Student	Step 1-4	Step 1-4	Step 2-5
	b. Student to Adult/Staff (including insubordination)	Step 2-5	Step 3-5	Step 3-5
13.	Snowballing	Step 1-4	Step 3-4	Step 3-4
14.	Students in an unauthorized area without a pass (including outside the building, in the hallways, or in the lavatories during lunch)	Step 1-3	Step 1-4	Step 4
	Students in an unauthorized area after school	Step 1-3	Step 1-4	Step 4
15.	Misbehavior with Substitute Teachers (Double the Penalty)	Step 1-4 x2	Step 1-4 x2	Step 4 x2
16.	Possession of a knife less than 3 inches	Step 2-4	Step 2-4	Step 2-5
17.	Academic Fraud	Step 1-4	Step 3-5	Step 3-5
18.	Continuous Violation/Persistent Disobedience or gross misconduct	Step 3-8	Step 3-8	Step 3-8
19.	Cell Phone and Electronic Wireless Communication Device Use and/or Misuse Violation	Step 1-4	Step 1-9	Step 1-9
	* could involve police action			
	* <i>Children Internet Protection Act and/ or FERPA could also apply</i>			

B.

<u>ATTENDANCE INFRATIONS</u>		Sodt/North	JMS-J5/6	JHS
1.	Skipping (All day).	Step 3	Step 3-5	(Step 3-4)
2.	Skipping (Leaving school/class without permission)	Step 3-4	Step 3-5	(Step 3-4)
3.	Tardiness	Step 1-4	Step 3-4	(Step 3-4)

FIGHTING INFRACTIONS (May involve Police Action)		Sodt/North	JMS-J5/6	JHS
1.	Fisticuffs	Step 1-5	Step 4-9	Step 4-9
2.	Pushing and Shoving	Step 1-5	Step 3-8	Step 3-8
3.	Creating a Disturbance	Step 1-5	Step 3-8	Step 3-8
4.	Verbal Confrontations	Step 1-5	Step 1-8	Step 3-8
5.	Incitement	Step 1-5	Step 3-8	Step 3-8

LEGAL INFRACTIONS (May involve Police Action)		Sodt/North	JMS-J5/6	JHS
1.	Arson	Step 5-9	Step 9	Step 9
2.	Assault and Battery	Step 4-8	Step 5-9	Step 6-9
3.	Careless/Reckless Driving on school property	Admin/Police Action		
4.	Weapons	Step 9	Step 9	Step 9
5.	Assault and/or Threat	Step 3-8	Step 5-9	Step 5-9
6.	Criminal Sexual Conduct	Step 9	Step 9	Step 9
7.	False Alarm	Step 3-8	Step 5-9	Step 5-9
8.	Fireworks (possession or use of)	Step 3-8	Step 4-8	Step 4-8
9.	Accidental Destruction of Property (carelessness or inappropriate behavior) “Restitution <u>May</u> Be Sought”	Step 1-3	Step 3-7	Step 3-7
10.	Malicious Destruction of Property Vandalism “Restitution <u>Will</u> Be Sought”	Step 3-7	Step 4-8	Step 4-8
11.	Hazing/Harassment	Step 2-5	Step 3-8	Step 3-8
12.	Possession and/or use of a Controlled Substance as prohibited by law, including, but not limited to narcotics, alcohol, marijuana, prescription drugs, pills, capsules, tablets, and those things that are thought to be, but are not a controlled substance (“look alike”).	Step 3-5	Step 6-8	Step 6-8

LEGAL INFRACTIONS (May involve Police Action)		Sodt/North	JMS-J5/6	JHS
13.	Sale/Distribution of Controlled Substance as prohibited by law, including but not limited to narcotics, alcohol, marijuana, prescription drugs, pills, capsules, tablets, and those things that are thought to be but are not a controlled substance (“look alike”).	Step 4-5	Step 6-9	Step 6-9
14.	Possession of Stolen Property	Step 1-3	Step 4-8	Step 4-8
15.	Theft	Step 1-4	Step 4-8	Step 4-8
16.	Smoking or Tobacco Possession or use on school property as Prohibited by Law (including the sale of)	Step 2-4	Step 4-5	Step 4-5
17.	Extortion	Step 1-4	Step 4-7	Step 4-7
18.	Stalking (A willful course of conduct involving repeated or continuing harassment of another)	Step 2-4	Step 3-6	Step 3-6

19.	Racial/Gang Intimidation (including gang activities)	Step 3	Step 3-7	Step 3-7
20.	Ethnic Slurs	Step 3-5	Step 4-8	Step 4-8
21.	Bomb/Terrorist Threats	Step 8-9	Step 8-9	Step 8-9
22.	Act that results in school/event closing or potential closing “Restitution <u>Will</u> Be Sought”	Step 6-9	Step 6-9	Step 6-9

III. LAW ENFORCEMENT INVOLVEMENT

A. PROCEDURES FOR NOTIFYING LAW ENFORCEMENT AGENCIES

- 1) Law enforcement agencies shall be notified of all cases of student misconduct when required by law or when in the judgment of school authorities, it is deemed necessary. In addition, they may be contacted when deemed advisable by the principal for protection of other students, other persons, or private property.
- 2) Law enforcement authorities may be initially notified by telephone; however, such notification shall subsequently be reported in writing, with a copy of the notifications distributed to law enforcement involved, the Superintendent of schools, and placed in the student's file.
- 3) The parents shall be advised in compliance with established notification procedures: by telephone, in person, or by letter. If an arrest is made of a minor, state law mandates parental notification.

B. DEFINITIONS OF CRIMINAL OFFENSES

- Certain items in the Code of Conduct are criminal offenses in Michigan Law. Basically, there are three categories of offenses: misdemeanor, felony, and civil infraction.
 - A misdemeanor is defined as an offense with the prescribed maximum penalty of up to two years in the county jail and/or up to a \$100 fine. These are regressive from 90 days.
 - A felony is defined as an offense with the prescribed penalty being a minimum two years sentence to a maximum of life to be served in a state prison facility and/or fines as prescribed by law.
 - A civil infraction is defined as an act or omission prohibited by law which is not a crime as defined in section five of Act 328 of the Public Acts of 1931, as amended, being section 750.5 of the Michigan Compiled Laws, and for which civil sanctions may be ordered.

IV. COMPREHENSIVE ATTENDANCE PROCEDURES FOR GRADES K - 12

JEFFERSON SCHOOLS ATTENDANCE PROCEDURES OVERVIEW

- All students age 6-16 are required to be in regular attendance at school and until 18 unless a parent gives written permission to stop attending school. Revised School Code 380.1561. ***In addition to our attendance policy, Monroe County Truancy Protocol will be followed.***
- Students over sixteen years of age are required to be in regular attendance at school if they wish to progress academically, graduate and earn the recommendation of school authorities for further education or employment.
- Students are considered in regular attendance when they are present continuously and consecutively for the entire school year as established by the board. Parents/Guardians are responsible, by law, for seeing that their child attends school on a regular basis.
- Absences of any kind could prevent a student from fulfilling his/her normal duties or responsibilities. Absences are of two kinds: excused and unexcused.

- When a student returns to school after an absence, a written excuse signed by the parent/guardian must be given to the office. In cases of extended or serious illnesses, it may be necessary for a doctor to release the student to return to school. A physician must also verify recurring medical conditions.
- Where truancy is suspected, the home is contacted. The school will investigate the reason for extended or unusual absences. If the pattern of non-attendance continues, the school will meet with parents/guardians and establish a program for the student, including educational counseling. If truant behavior continues, the parents/guardians and child are referred to community social agencies for counseling. A court petition will be signed if the student still does not attend school regularly. As further understanding, the steps of reporting and dealing with truancy are:
 - 1) Student exhibits truant behavior
 - 2) Home contacted
 - 3) School investigates
 - 4) Conference held with student, parents/guardians, and school official
 - 5) Provide educational counseling for student
 - 6) Refer student and parents/guardians to community agencies
 - 7) Petition the Juvenile Court
- Excessive absences will be a contributing factor for retention.
- A daily record of all absences is kept by the teacher and office. Yearly totals are also a part of your child's permanent school record.
- ❖ ***These attendance procedures are not inclusive for every situation that arises in the schools. Unique situations concerning students will be evaluated individually at each building and at each grade level. These attendance procedures explain Jefferson Schools' stance on regular school attendance as mandated by the district calendar.***

Student Responsibilities

- to attend school on a regular and punctual basis as mandated by the district calendar to attend each class every day
- to be on time, attentive and prepared, developing dependability and punctuality
- to give prior notice to teacher(s) and office for known absences
- to make sure parent/guardian sends a written excuse note within two (s) days of absence to the school office
- to sign in and out through the office when leaving early and entering school late
- to seek and make up work for absences
- to know their current number of absences
- to sign up for an appeal if student absences exceed the required days

Parent/Guardian Responsibilities

- to assure the student attends school on a regular and punctual basis as mandated by the district calendar
- to send a written excuse note within two (2) days of the absence to be considered excused by the school office
- to stay current with the students absences and to notify the school when discrepancies occur so they can be addressed during the semester
- to contact the teacher if they do not use the Home Access Center
- to discuss with student and follow-up with the school, when necessary, on reported absences
- to help the student develop responsible attendance habits
- to plan appointments and family vacations around the school calendar whenever possible
- to communicate extenuating circumstances that may affect attendance during the semester

Teacher Responsibilities

- to keep accurate attendance records

- to create a classroom environment which is essential and meaningful and where a student’s learning is enhanced
- to start class on time
- to inform the parent/guardian, counselor, and administration of student’s continuing absences in a particular class through the Home Access Center
- to work with student and parents/guardians when the student’s absences are impacting class work
- to transfer attendance information from sub list to attendance book

JEFFERSON SCHOOLS GUIDELINES

- The following guidelines have been developed in an endeavor to foster positive personal attendance habits on the part of students and help them develop positive traits and habits such as punctuality, dependability, and self-discipline. We expect a positive, cooperative attitude on the part of parents/guardians toward the importance of regular school attendance.

Note: Due to differences in programs, student ages, and maturity, attendance procedures will vary from kindergarten through grade twelve.

<u>Definitions</u>	
Early Dismissal:	Absence from school prior to the scheduled end of the school day.
Expulsion:	Board approved long-term exclusion from school premises.
Suspension:	Short-term, (1 to 10 days) temporary exclusion from the right to attend scheduled school classes/activities. Long-term (11 or more days) exclusion from the right to attend scheduled school classes/activities.
In-School Suspension:	Required presence in the school suspension setting, outside of scheduled classes, during normal school hours for a specified number of days (if available).
Out-of-School Suspension:	Exclusion from the school setting during the normal school hours for a specified number of days.
Tardy:	Arriving in class after the bell has rung.
Notification of Absence:	If a student is going to be absent, the parent must contact the school and provide an explanation. If prior contact is not possible, the parent should provide a written excuse within 2 days. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child’s attendance.

Excused Absences

- Absences from a scheduled class or day per building guidelines, parental and/or administrative approval con. Students are allowed to make up their work and receive full credit. Reasons include, but are not limited to:
 - Illness
 - Suspensions
 - Medical appointment *
 - Legal appointment *
 - Family emergency or funeral *
 - Pre-arranged absences
 - Parent/guardian approved funeral attendance *

- Hospital Admittance *
- Confirmed chronic medical condition *
- Religious holidays *
- Take your child to work day *
- Mandatory court appearance verified with court *
- School sponsored activity or school sponsored athletic event *
- Documented college visit *

*These absences count as exempt in the JHS policy when the required documentation is provided and do not count toward the 10 day attendance policy.

Note: *The following absences do not count toward the attendance cap: School events (i.e. field trips, athletic events held during school time, counseling groups, or other building activities and other absences exempted by the building administrator per conversations with parent(s)/guardians.*

Unexcused Absences

- Absence other than reported by parents/guardians or otherwise unverified. Students are allowed to make up work to receive full credit within the time allowed for makeup work.
- Reasons include, but are not limited to:
 - Unverified absence—no parents/guardians notification, administrative discretion as to how it is processed
 - Skipping/truancy –the willful absence from scheduled classes/activities without parents/guardians consent and/or administrative approval. Disciplinary and/or legal action may be initiated.
 - Oversleeping
 - Missed bus
 - Car trouble
 - Shopping, hair appointment, social events
 - Preparation (for example, homecoming, prom, etc.)
 - Forgetting items at home (clothes, books, homework, medicine, etc.)
 - Leaving school without permission
 - Not following proper check out procedures

Additional Attendance Procedures for Jefferson High School

- Because of the graduation requirements from the State of Michigan and for Jefferson School's, these additional attendance guidelines and procedures for JHS have been established.
 - Parents are to send in an excusal note with their student within 2 days upon returning to school.
 - Students are allowed 10 excused and/or unexcused absences in each class period during a semester without penalty to earning a grade. After 10 days, the following will go into effect.
 - 1) Students who accumulate more than 10 absences, excused and/or unexcused, may lose their grade in their classes unless they have worked with the teacher or assistant principal during the semester regarding extenuating circumstances. Suspensions are considered unexcused absences.
 - 2) Students will be given an opportunity to earn credit, not a grade, in their courses after 10 days by continuing to attend and complete assignments with the goal of earning credit.
 - 3) Students will not be withdrawn from those classes.
 - When an assembly is scheduled, students must first report to class for attendance. If a student cannot attend an assembly, they are to notify the main office the day prior with a parent note.

- If at any time during the day a student finds it necessary to leave the building, the student must obtain permission from the office personnel and a parent or guardian, and enter his or her name and destination on a sign out sheet. These will be counted toward the 10 days. Also, students will not be released from school to take or transport other students to or from school without office and parental permission.
- Students are not to leave school property during or between classes. Students are expected to spend their day including lunch in the high school building.
- Leaving school property without authorization may put a student's safety in jeopardy thus will result in disciplinary action and may result in suspended driving privileges.
- If a student is 18, they are not considered the age of majority for school policy (see JPS Student Code of Conduct.). They still need a parent to give permission to leave school property.

Excused Absence Incentives for the Semester: *Cannot have unexcused absences for these incentives:*

- Bear Pride distinction allows points to be added as a Bear Pride Grade for each class a student earns a distinction in. Students will keep track of their attendance and notify teacher of their qualifying status and desire to apply these points.
 - 0 to 1 excused absence: Bear Pride Gold 10 points
 - 2-5 excused absences: Bear Pride Silver 8 points
 - 6-9 excused absences: Bear Pride Bronze: 5 points
 - Students will be able to participate in athletics if an absence is excused. This applies to the last 4 hours of the school day. The athletic director will make the final decision in the event of extenuating circumstances
- Skipping
 - Skipping/truancy –the willful absence from scheduled classes/activities without parents/guardians consent and/or administrative approval. Parents will be contacted and make up work or tests will only be accepted if a student serves an after school suspension with the assistant principal for the hour(s) missed.
 - If student skips and arrives to school or leaves school in a vehicle, driving privileges may be suspended for one week. For a second offense, driving privileges may be suspended for the equivalent of a semester. Student safety is our number one concern.

Make up work for excused and unexcused absences:

- Students will be allowed to make up work for excused AND unexcused absences.
- Students will have a day for each day that they have been absent to make up any work that they missed. It is the student's responsibility to follow up with their teacher to get their makeup work.
- If a student has skipped, it is their responsibility to make arrangement for their after school suspension.

If a Student Exceeds 10 Days:

- If a student exceeds the 10 day limit, they are encouraged to continue to attend and make a good effort. The incentives to continue to attend are:
- They will have a greater chance of learning what will be needed to pass the remaining assignments and assessments as well as complete missing assignments in order to have a passing grade.

- Even if a student exceeds the 10 days, they will be allowed to take the exam. If they pass the class, they will receive the credit for the class but not a grade. This will keep them on track for graduation as well as be better prepared for the SAT and the Michigan Merit Exams.

TARDY PROCEDURES

- Part of the responsibility a student assumes with maturity involves not only regular attendance, but also prompt attendance. Students are expected to arrive at scheduled classes/activities on time. Tardiness to school classes will be considered excused for the following reasons:
 - Late bus
 - Written verified detainment by school personnel
 - Approved participation in an approved school activity

Jefferson High School

- Any student arriving to school after the tardy bell for any hour shall report to the office and sign in. If a student is already in the building when the tardy bell rings for first hour, they have 5 minutes after the bell to report to class without having to report to the office. All other hours, except first hour that they are in the building and are tardy, they report to class and not the office.
- Tardiness shall be recorded in the teacher's attendance book along with absences (school and class) each marking period. By working together, we should be able to cut tardiness to a minimum. Be in your classroom ready to start your classes on time and demand students' attention before doing so. Insist that your students be prompt. Being on time to class sets up students to succeed academically and helps them avoid unproductive student activity in unauthorized areas.
 - Each teacher will have a tardy policy that they communicate to the students which will include their own disciplinary consequences. All students are subject to these consequences; please see class room tardy policy.
 - If a student is continually tardy, the teacher may refer the student administration who will assign a disciplinary or attendance consequence.
 - A tardy is not being in the classroom when the bell rings.
 - An absence will be recorded if a student is late 15 minutes or more without school approval.
 - Any student, in violation, during a hall sweep may be subject to disciplinary action.
 - For every third tardy, the teacher can count it as an absence since they are missing approximately 15 minutes of class and it will count toward their 10 days.

Jefferson Middle School and Jefferson 5/6

- Any student arriving to school after the tardy bell shall report to the office to be issued a tardy slip. Tardiness shall be recorded, along with absences. Since attendance will directly affect the final grade in this class, the teacher may prefer to deal with attendance issues with the student first. If the student fails to fix the problem, the teacher will contact parents/guardians. The last resort in helping an attendance issue would be to get an administrator involved. At this point, the student's attendance has become a class disruption and therefore needs to have disciplinary action taken from the office.
- Students arriving late to homeroom, having no tardiness slip or P.A. announcement covering their late arrival will be considered unexcused. Follow teacher classroom management procedure concerning tardies. Documentation is critical.
 - 1st Tardy - Teacher Warning
 - 2nd Tardy - Teacher Action, (Team Management)

- 3rd Tardy - Teacher Action/Parent Notification
- 4th Tardy - Administration Action

**Note: Before suspension occurs, teacher/team must have contacted parent more than once.*

- Tardies should not be counted when the student has been detained by someone on the staff. However, a note should accompany the student to excuse the tardiness.
- A student who enters significantly late (5 minutes or more) with no acceptable excuse should have that fact noted in the office at the end of the day.
- Excessive tardiness will signal the office to begin disciplinary measures. This could result in an out-of-school suspension.

Sodt/North Elementary

- Students who miss one (1) to thirty (30) minutes of class time (late or early dismissal) will receive a tardy mark for the day. Students that are absent for thirty-one (31) minutes to three (3) hours will be marked absent for one half (1/2) day. Students that are absent for more than three (3) hours will be marked absent for a whole day.

PROCEDURES FOR ABSENTEEISM

- The procedures below shall be in effect with the administrator retaining the right to make adjustments in unique and extenuating circumstances.

Academic Penalties

- A student's academic standing may be affected by his/her absenteeism.
- The awarding of credit will be based upon the student's academic performance in conjunction with his/her attendance.
- Students transferred from one class to another will carry forward all absences from the previous class.
- The teacher's class record book will be considered as the official record of attendance.
- Teachers will send notification to the attendance person after each absence and tardy from class.

NOTIFICATION OF ABSENTEE STATUS

- To implement the above credit status program, the procedures below will be followed:

Jefferson High School

- A student is expected to attend all classes including those in which grade has been lost and the student is in credit mode. (Even after a student exceeds 10 days, they can still earn credit if they continue to attend and complete academic expectations for the course.)
- If a student is absent 2 or more hours, parents will receive an automated call/text/e-mail alerting them of the absence.
- Failure to attend all classes will result in disciplinary action.
- Students who are ill must report to the office. The lavatories or the hallways are not proper recovery rooms. Students who do not report to the office will be considered in an unauthorized area. Students who do not report to the office may be considered absent.
- Tardiness is defined as any arrival to class after the bell has rung. Absence is defined as any arrival after 15 minutes or missing the entire class. Tardy and absence can be either excused (with a pass) or unexcused. Any student detained by a teacher from reporting to class on time will be given a pass to enter her/his next class. Please refer to the Code of Student Conduct for further information.

- Any student who has more than 10 absences may not receive a grade but can still earn credit if they pass the course. A student may appeal loss of grade to their teacher first and then the high school administration. An appeal board will review individual cases. (*See JHS Attendance section for appeal considerations.*)
- Newly enrolled students will have allowable days of absence prorated.

Jefferson Middle School / Jefferson 5/6 Elementary

- After the student has missed six (6) days in a marking period, parents/guardians shall be notified in writing and a copy of these procedures shall be attached.
- On the 9th unexcused absence a letter will be sent home; on the 9th unexcused absence, the child may have their grade lowered one full letter. There will be a one full grade drop limit.

Sodt/North

- When a student has five (5) absences, the teacher will make a phone call to the parents/guardians.
- When a student has eight (8) absences, the building principal will make a phone call to the parents/guardians.
- A letter will be sent to the parents/guardians after ten (10) absences.
- The attendance officer or designee will be notified after fifteen (15) absences.
- After twenty (20) absences, parents/guardians may be notified by mail of grade placement.

It is the responsibility of the student, as well as the parents/guardians, to know the number of absences accumulated on his/her record.

Reporting Absences

- In the best interests of all parties involved, the school should be notified by the parent/guardian on each and every day that a student is absent. The parents/guardians may call the office before 11:00 a.m. Documentation or other verification is required to verify an excused absence. All notes from home must include the student's name, grade, reason for absence, date(s) of absence(s), and parents/guardians signature.

Pre-Arranged Absences

- Extended absences are strongly discouraged. However, a student may be granted an advanced excused absence when the parent/guardian feels it is necessary and no other arrangements can be made.
- A homework request should be given to the school office at least three to five days prior to the advanced excused absence.
- Students are encouraged to complete assignments, which will be missed during their absence, to enable them to re-enter their studies to the best of their abilities. These assignments can be completed prior to or during the absence. At least three to five day notice should be allowed for the request to be processed. All such requests shall be honored to the degree possible.

Note: All above absences shall be counted as days missed in any attendance program

MAKE-UP WORK GUIDELINES

- Students with excused or unexcused absences (JHS) and students suspended out-of school shall be allowed to make up course work for the purpose of receiving a grade or credit. Others, for their own benefit, are encouraged to make up any missed course work.
- If course work is allowed to be made up:
 - How much time shall be allowed for the make-up of course work? Work that is to be made up is best done immediately if it is to benefit the student. Therefore, students shall have the number of days equaling the absence, to make up any course work. Long-term assignments are due on the assigned due date or date of return to school. At JHS, students turning their work after this reasonable time will be able to receive credit and not a grade for their work.
 - Students are encouraged to contact the teacher via phone or e-mail, or contact others in their classes to bring their books and/or assignments during an absence. When students return to class, they will have the benefit of being current with the class material being presented.
 - How shall this work be graded? Work made up by students with excused and unexcused (JHS) absences shall be treated the same as if the absence had not occurred. If the work to be made up is turned in late, the same guidelines shall apply to any student's work that is turned in late.
 - Shall special education students be given additional consideration? The special education teacher responsible for the student shall, on an individual basis, determine whether special consideration need to be given to a particular student based upon that particular student's needs as per the IEPC.

Note: Under unusual circumstances and with the approval of the building administrator, timelines may be adjusted.

TEACHER APPEALS

- Students may seek an attendance appeal for loss of class, a grade or promotion when they have extenuating circumstances for exceeding the school's attendance procedures. A teacher will render a decision.

Administrative Review

- Administration may review the teacher's decision and change the decision with extenuating circumstances.

Decision Rendered

- Accepted—the student's appeal has been accepted, the student will not lose their grade for class (es) passed.
- Denied—the student's appeal is denied, the student will lose their grade or promotion. At JHS, if they are passing the class even though they are over on days and the appeal has been denied, they will earn credit for the class which has a GPA value of a D minus.
- Held in Abeyance—the student's grade is held for one more term as a probationary period to see if the student can improve his/her attendance record and stay within the limits of the attendance procedures. The appeal is reviewed again and grades that have been held are either accepted or denied. Conditions may be placed on held and abeyance.

TRANSFER OUT OF DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

- No student under the age of eighteen (18) will be allowed to withdraw from school without written consent of his/her parents.
- Students who withdraw from school for any reason must fill out the proper forms including signatures from parents, counselors, teachers, and the principal. All books must be returned and fines paid at this time.

HOMEBOUND INSTRUCTION

- The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.
- Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.
- Applications for individual instruction shall be made by a physician licensed to practice in this state. The physician must certify the nature and existence of a medical condition; state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an educational program.

MEAL SERVICE

- The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the district alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.
- The school participates in the National School Lunch program and makes lunches available to students for a reduced fee. A la carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.
- Applications for the school's Free and Reduced-priced meal program are distributed to all students. If a student does not receive one and believes that she/he is eligible, contact 322-2555.

STUDENT NETWORK USE OF AGREEMENT POLICY

- Use of the computers at Jefferson Schools is a privilege, not a right. All students in grades 5th to 12th will be given a network and email account. Students are responsible for the security of their accounts.
- All users shall be required to abide by and conform to generally accepted rules of the network and internet acceptable use and safety policy. Jefferson staff shall monitor all networking activities and be directly

responsible for enforcement of this agreement. Students shall be required at any time when asked to display and reveal any information on the Jefferson Schools Network and random checks of accounts maybe preformed. Users have no right or expectation to privacy when using the Network including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network.

- Computers shall be used as tools of instruction, record keeping, and learning. Treat them with respect. Any vandalism of any kind of nature suspected of any computer user shall result in suspension, cancellation or revocation of access privileges.
- Appropriate language shall be used at all times. Users shall not use profanity, cursing, vulgarity, sexually explicit language, diagrams, photographs or other information that is obscene or abusive.
- Any activity in violation of state or federal law shall be prohibited. If Jefferson Schools discovers use of the network for such activity, the appropriate state or federal law enforcement authorities shall be notified.
- At no time shall anyone attempt to install software without permission from the Jefferson Schools computer system administrator.
- Protect your password. Keep it to yourself to protect your work. If you are found using someone else's account, you shall lose your computer privileges, which may affect your grade in class where computers are necessary.
- Ask for help if you are unsure in any computer application and report all hardware problems immediately to staff member in charge.
- KEEP THE COMPUTER LAB AND ALL AREAS AROUND JEFFERSON'S COMPUTERS CLEAN AND FREE OF FOOD, DRINKS AND DEBRIS.
- NO students are to be on any computers or in computer labs without supervision for any reason at any time.
- Computer settings such as printer settings, screen savers, backgrounds, window layouts, cursors, and other hard drive components should not be changed, edited, or deleted at any time. This is considered a restricted area. Students are not technicians and should not be troubleshooting workstations or other hardware unless under the direct supervision of technology staff.
- Students who are playing educational games shall release computers and allow other users use of computers to complete course assignments. A student's use of a computer should not interfere with the system as a whole. Playing stand-alone games shall be allowed only under the following guidelines:
- Only school-owned educational games are allowed when the staff member in charge gives the student permission to use the program. It must correlate with the curriculum. Non-educational games are not to be played on network computers.
- Anyone playing an educational game shall vacate his or her seat if asked by a faculty member.
- No one shall upload games to individually owned diskettes or download games from the Internet to any computer.
- Any games or software that interferes with system resources will be removed from the system. Disciplinary action will follow.
- Some computers and software are designated for teacher and/or staff use only. Students shall not use these computers and/or software or login as a teacher or staff member for any reason.

General Information regarding Internet:

- The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and staff members have access to:

- Outside business, local and national government and educational facilities that provide unlimited information and resources.
 - News and educational publication sources.
 - Discussion and news groups on many topics of research.
 - Access too many university library catalogs and government agencies such as the Library of Congress and the White House.
- 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 settings. On a global network it is impossible to control all materials. An industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the community.

Filtering:

- Filtering the Internet simply means try to block out certain types of sites from the viewer. This is typically used to block inappropriate material from students. We will enforce the CIPA legislation throughout the district. Because our District accepts E-Rate funds, we are mandated to filter the Internet. All staff and students pass through the filtering software when accessing the Internet, as outlined in the internet protection measures. Filtering software does not block everything inappropriate and does block some information you may find not to be inappropriate.

Education:

- Students will receive education about the following:
- Safety and security while using e-mail, chat rooms, social media, and other form of direct electronic communications
 - The dangers inherent with the online disclosure of personally identifiable information
 - The consequences of unauthorized access (e.g., “hacking”), cyber bullying, and other unlawful or inappropriate activates by students online, and
 - Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Internet use at Jefferson Schools:

- Internet access is coordinated through a complex association of federal, state and regional agency networks. Smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. Guidelines are provided here so that you are aware of the responsibilities you are about to acquire. Use of the Internet requires efficient, responsible, ethical and legal utilization of the network resources. If a Jefferson School student violates any of the provisions of the attached agreement, privilege to access the Internet at school will be terminated and future access could be denied.

Privilege

- Use of the Internet is a privilege, not a legal right. Inappropriate use shall result in cancellation of such privilege for any student who violates this agreement, any Internet rules or regulations posted or promulgated by Jefferson Schools, or any directives by Jefferson School administrators or staff members. Each student who has signed this agreement, and thereby has access to the Internet, shall participate in classroom and/or individualized instruction with a school faculty member regarding

appropriate use of the Internet. Access to the Internet shall not be allowed, except upon specific permission from a Jefferson Schools staff member. Attempts to gain access to the Internet without permission of the supervising Jefferson Schools staff member of computer lab coordinator shall result in cancellation of an individual's privilege to access the Internet.

No Warranties

- Parents and students who sign this agreement assume responsibility to use the Internet in accordance with the terms of this agreement and all attachments, exhibits, rules, policies and regulations of Jefferson Schools. Jefferson Schools shall not be responsible for the accuracy, truth or quality of any information obtained from, by or through the Internet. Jefferson Schools shall not be responsible for delays, non-deliveries, mis-deliveries or service interruptions caused by any reason.

Inappropriate use of the Internet:

- A Jefferson Schools staff member shall determine consistent with this agreement and Jefferson School policies, procedures, guidelines and rules, what is appropriate, and what constitutes inappropriate use of the Internet in relation to Jefferson Schools educational goals. A staff member who determines that a student is making inappropriate use of the Internet shall submit a Usage Violation Form to the Jefferson Schools building principal. The Building Principal will have the discretion and right to suspend a student's Internet use privileges at any time for conduct, which in the principal's judgment, is inconsistent with this agreement.

<u>Violation</u>	<u>First Offense</u>	<u>Second Offense</u>
Accessing the Internet without a signed Internet Agreement Form.	Loss of access for remainder of year. Parent/Guardian notified.	N/A
Unsupervised use of computers or computer lab.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Unauthorized use of an account or illegal access to restricted areas.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Allowing illegal access to the Network by letting someone login.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Accessing the Internet using someone else's account (login)	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Use of Inappropriate or offensive language.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Illegal access to unauthorized area.	Loss of access for remainder of year. Parent/Guardian notified.	N/A
Vandalism of equipment	Loss of access for remainder of year. Restitution in replacement cost and service hours. Parent/Guardian Notified.	N/A
Accessing unreleased (stories, pictures or reports without permission) or confidential information) (i.e. someone's address or phone number).	Loss of access for remainder of year. Parent/Guardian notified.	N/A
Playing games of a non-educational nature and/or non-approved.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Deliberate downloading of virus or other damage to computer files.	Loss of access for remainder of year. Restitution in replacement cost and	N/A

	service hours. Parent/Guardian Notified.	
Downloading of programs or games.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Downloading of pictures, sound clips, music, etc. without Jefferson staff member's permission.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
No wallpapers, screen savers, icons, etc. saved to the local workstation or changes in system settings.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Printing non-educational materials, an excess of material, and/or inappropriate material.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Accessing inappropriate material such as (violence, profanity, sex, drug and alcohol related sites, etc.)	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
Accessing a chat room.	2 weeks loss of access Parent/Guardian notified	Loss of access for remainder of year. Parent/Guardian notified.
No purchasing, trading, or requesting items on the internet.	Loss of access for remainder of year. Parent/Guardian notified.	N/A
Storing or using inappropriate or negative content on a computer/server.	Loss of access for remainder of year. Parent/Guardian notified.	N/A

Violation Guidelines*

*Second Offence of any will result in loss of access for remainder of year. Parent/Guardian notified.*Depending on the nature and severity of the policy violation, the Jefferson Schools may take one or more of the following disciplinary actions: (1) Temporary access denial as stated above; (2) Verbal or written warning; (3) Permanent access revocation; and/or (4) School disciplinary action. If warranted, the system administrator shall refer the case to an appropriate school, local, state federal authority for further disposition.

User Network Access Agreement and Parent Permission Form

As a user of Jefferson Schools Electronic Information Technologies, I hereby AGREE to comply with the stated guidelines – communicating over networks in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature

Date

As the parent or legal guardian of the student signing above, I GRANT permission for my child to access district computer services such as electronic mail and the Internet. I UNDERSTAND that students and parents/guardians may be held liable for violations. I UNDERSTAND that some materials on networks may be objectionable, but I ACCEPT responsibility for guidance of use – setting and conveying standards for and/or cost incurred by my child to follow when selecting, sharing or exploring information and media. I will hold the District, its employees, agents, and Board members harmless, for any harm caused by materials obtained via the network.

Good conduct is a cooperative effort between home and school. We would hope you would take the time to review this document with your son/daughter. After the review please sign and return.

We have taken steps to minimize and/or eliminate offensive material.

Parent/Guardian Signature of student under 18

Date

Name of Student

School

Student ID number: _____

Please circle grade level of student:

12th 11th 10th 9th

8th 7th 6th 5th

4th 3rd 2nd 1st

Who needs to complete this form?

ALL NEW or RETURNING students.

Enrico Fermi Evacuation Procedure

In the event of an incident at the Enrico Fermi Power Station that would require the evacuation of our student body, students will be transported to schools in a host school district. The host school district for Jefferson Schools is the Mason Consolidated School District located on Route 24, approximately twenty (20) miles south of the Fermi Station. Parents or legal guardians will be requested to pick up their children at the host school (Mason Schools).

Normally schools will be closed before any protective actions are necessary, but in the event that evacuation is necessary when schools are in session, the District has plans for accomplishing those protective actions.

This District is concerned that any evacuation be safe and orderly, that accurate school attendance records be maintained throughout, and that parents/guardians be reunited with students as quickly and conveniently as possible. Therefore, school staff will accompany students during evacuation and will remain with students until all students are picked up. It is not necessary to rush. Drive safely to the host school (Mason Schools), and your child will be waiting for you under the supervision of school staff.

After 8:00 p.m., the host school (Mason Schools) will be closed and remaining students moved to a congregate care facility within the Mason School District. At this facility, students will be provided shelter and food, awaiting parents/guardians arrival.

The District requests that parents/guardians refrain from trying to pick up students at their school when an evacuation has been ordered or appears imminent. It is important that school driveways and access roads be kept open for buses. Coming to your child's school would clog our streets and our exit route, thereby putting hundreds of children in jeopardy. In addition, while preparing to evacuate, it is difficult to release students and keep a current and accurate school census.

In order to ensure the safety of the District's school, we need the cooperation of all parents/guardians. Please complete the following form: Authorization for Student pick-Up and return it to the school.

AUTHORIZATION FOR STUDENT PICK UP

Jefferson Schools

I hereby authorize that _____ may be picked up for early dismissal or during evacuation by:

Myself only, _____
(Name of parent/legal guardian)

Myself or my spouse, _____
(Name of Spouse)

Or by, _____
(Name of Authorized Person)

School officials should not release my child to anyone else unless proper authorization is received from me. I can be reached at the phone numbers provided below:

Date _____ Signature of Parent/Legal Guardian _____

Telephone Numbers:

Home: _____ Cell: _____ Work: _____

JEFFERSON SCHOOLS

Code of Student Conduct: The full code of conduct is available on our Jefferson Schools home page. (jeffersonschools.org) If you would like a hard copy, please check the line below.

Good conduct is a cooperative effort between home and school. We hope you will take the time to review the code of conduct document with your son/daughter, paying particular attention to the dress code, attendance policies (which will be changing throughout the year), and technology.

After you review, please sign and return this page.

COMMITMENT FORM

Parent/Guardian Signature

Student Signature

Date

Date

_____ *I would like a hard copy of the entire Jefferson Code of Conduct.*

PLEASE RETURN TO YOUR TEACHER