

**Jonesville Pathways**

**Innovation, Career Prep, and Virtual School**

**2016-2017 Student/Parent Handbook**

**Making choices for your future...**Jonesville Pathways affords students innovative opportunities to meet Michigan Merit Graduation Requirements and plan for the next stage of life. Students earn a high school diploma through a blended setting of in-person and distance course work. Completion of Career Readiness skills are a required component of graduation such as, resume writing, job fit assessments, mock interviews, and internships. Students will develop portfolios demonstrating their preparation for the steps following high school graduation. Jonesville Pathways also offers opportunities for students to complete Virtual courses and learn online when physically attending a school is not an option. Adjudicated youth are offered individualized programming to continue their education in a safe environment.

Jonesville Pathways

202 Wright St.

Jonesville, MI 49250

Phone: (517) 849-7304

Fax: (517) 849-3213

www.jonesvilleschools.org

**All students will receive a Jonesville Pathways School Handbook. Please review the entire book and return the “Signature” form on the back. Failure to read this handbook is an unacceptable reason for not following the rules.**

**School Closings**

Automated phone calls will be made to your home when school is called off.

**Make sure that the office has your correct phone number.**

Closings and delays will be announced on the following radio & TV stations:

WCSR Hillsdale AM 1340- FM 92.1

WMSE Hillsdale FM 102.5

Channel 10 NEWS NBC 10

Please do not call the school for closing information.

**Daily Schedule**

**7:20-7:45 Active Time**

**7:45-8:00 Breakfast and Attendance**

**8:05-9:05 1st Period**

**9:10-10:10 2nd Period**

**10:15-11:30 3rd Period**

**11:30-12:05 Active Break**

**12:05-12:25 Lunch**

**12:30-1:30 4th Period**

**1:35-2:40 5th Period**

**JONESVILLE COMMUNITY SCHOOLS**

**MISSION STATEMENT**

The Jonesville Community School District is dedicated to providing quality educational experiences that produce responsible citizens who have a positive view of themselves and others and who have the skills and attitudes necessary to succeed in a global society.

WE BELIEVE:

All students are capable of becoming responsible members of society.

Everyone has worth and value.

All students can learn.

Mutual respect fosters learning.

A positive self-image is important to success.

Cooperation, communication and problem solving are important life skills.

Learning is a life-long process.

Quality education recognizes and responds to individual differences.

A basic core of knowledge is essential.

A safe, stable and caring environment is essential to learning.

Parental and community involvement enhances quality education.

Sound instructional decisions are based on research, practice and evaluation.

We will know that we are accomplishing our mission when all our students are:

Self-directed thinkers who demonstrate preparedness for life.

Academically competent thinkers who demonstrate knowledge in core areas.

Innovative producers who think uniquely and create quality products.

Physically and emotionally mature individuals who recognize their personal value and responsibilities.

Collaborative contributors who recognize the value and dignity of others.

**JONESVILLE PATHWAYS MISSION STATEMENT**

The mission of Jonesville Pathways School is to provide a significant and measurable learning experience for students who have not been thriving in a traditional high school setting. We are dedicated to supplying a positive, student centered and academically comprehensive program that will provide a range of learning opportunities for all students. We will provide a supportive environment in which we will educate, inspire and encourage our students. Our goal is to empower our students to become secure, active, productive and contributing members of the community.

**JONESVILLE PATHWAYS VISION STATEMENT**

Jonesville Pathways Secondary School will prepare students to be responsible citizens, objective thinkers, and academic achievers. Our goal is to promote perseverance and productivity. We want to lead students toward rewarding careers, life-long learning and a successful quality of life.

**MICHIGAN STATE POLICE HOT LINE**

As a student you have an obligation to keep your school safe. Report school violence or suspicious criminal conduct to a school employee or call this Hot Line. 1-800-815-TIPS

**JONESVILLE PATHWAYS IS YOUR HIGH SCHOOL**

The actions and behaviors of the student body, as a whole, will reflect upon you for the rest of your lifetime. Make the most of the educational opportunities provided for you. Keep your school neat and clean. Dress neatly and appropriately. Be proud of yourself, the things you do, and your school.

**OPEN CAMPUS LUNCH REWARD**

Once students arrive at school, they are NOT permitted to leave campus (breakfast, lunch, etc.). The school does not allow the use of motor vehicles during the lunch period; students are to remain in the lunchroom and other designated areas during lunch. Students will not be in other classroom areas during lunch except with the permission of a staff member who will be responsible for the student. Visitors are not allowed to eat lunch with students. The lone exception to this policy is the Open Campus Lunch Reward. Students may earn the opportunity to leave campus during the designated lunch period when offered by staff. Students earn this when they successfully complete their assigned work, meet attendance guidelines, and demonstrate desired behavior. Teaching staff will notify students when Open Campus Lunch is available. Any student wishing to participate in Open Campus Lunch must have a permission slip on file.

**GUIDANCE SERVICES**

There is a guidance counselor who will meet with you individually during the school year to assist you in planning your academic program at your request. The guidance counselor helps students select the most appropriate program of studies to ensure success in high school and to plan for the years after graduation. The counselor is trained in conflict resolution, family crisis intervention, and career development.

**IMPORTANT TEST DATES**

**FALL**

**PLAN- All freshman and sophomores**

**ASVAB – Juniors by request, date to be announced**

**JONESVILLE PATHWAYS TRIMESTER ASSESSMENT – in all teacher taught classes at the end of each**

**trimester**

**SPRING**

**ACT/WORK KEYS – Required for all Juniors**

**JONESVILLE PATHWAYS TRIMESTER ASSESSMENT – in all teacher taught classes at the end of each**

**trimester.**

**PSYCHOLOGICAL SERVICES**

Hillsdale Intermediate School District school psychologists provide in-depth diagnosis and help in student placement and in individualization of the education program. Counselors, teachers, administrators and parents can request the assistance of a psychologist. There is a referral procedure that must be followed to receive services.

**HEALTH SERVICES**

The school has employed a full-time registered nurse to assist students in emergencies. In compliance with law, the Board of Education may require students to submit with prior notification and approval by parents to periodic health examinations. The district shall specify the need for services, which may include, but not be limited to:

1. athlete physical examinations;

2. vision screening;

3. audiometric screening.

**FOOD SERVICE INFORMATION**

Students will receive their food service ID numbers at the time they pick up their class assignments. The ID number is a seven-digit number beside the student's name on their class schedule. All students will use the ID number to process their payment in the cafeteria. Prepayment to accounts may be made to food service staff during lunch period. Prepayment may be made by the trimester, month, week, or day.

1. The cost of a student breakfast, adult lunch, and milk will be set by the Board of Education. Free/reduced lunch forms are available in the offices and the kitchen. Please submit one form for each student.
2. There will be NO LUNCH CHARGES once a student/family has accumulated $15 debt.
3. Prepayment by the week, month, or trimester is encouraged. NO REFUNDS.
4. The kitchen does not make change for the juice/water machine.
5. Free breakfast will be served each morning.
6. All overcharges/debts, no matter how small the amount, must first be paid in full before any additional meals or snacks may be purchased and applied to your account through the computer system.
7. Money left in a lunch account will roll over to next fall, with the exception of graduating seniors.

**DRIVING REGULATIONS**

Use of JMS/JONESVILLE PATHWAYS parking lots is a ***"privilege"*** not a right, and may be restricted or denied as part of discipline consequences for their misuse.

Use of Vehicles

Any use (driving or riding) of motor vehicles by students between 7:40 a.m. and 2:40 p.m., including the lunch period is prohibited. The only exception is when students have administration and parental authorization, for **infrequent** doctor, dentist, or other appointments that cannot be scheduled outside of the school day.

Student Parking

1. Students must enter and exit the parking lot using the first entrance on the east side of the building off of Chicago St. (U.S. 12). Student drivers are not to use the bus garage area to drive through or park in at any time.
2. All students parking on school property must park in the parking area in the northern most part of the lot (back of lot near dumpsters and softball diamond). All other areas are designated for school staff and visitor parking. Failure to comply may result in the vehicle being towed at the owner's expense and subject the driver to additional disciplinary action.
3. The parking lot is off limits to students during class hours, except when leaving or arriving for vocational classes or with written permission from your classroom teacher or the office.

Speed Limits

1. The speed limit on school property will not exceed 5 m.p.h. Violators will be turned over to the village police for prosecution.
2. Motor vehicle operating regulations for the State of Michigan and the Village of Jonesville are in full effect and applicable on school property.
3. Any careless or reckless driving, speeding, etc., in the parking lot or near the school, at any time, may result in immediate revocation of parking privileges, prosecutions, and/or suspensions.

\*Please remember, there are busses dropping off and picking up younger students in this lot and it can become very congested, so please drive responsibly and with awareness through the parking lot and around the school. The JONESVILLE PATHWAYS school day begins and ends prior to the Middle Schools’, so please make every effort to leave the parking lot before the middle school releases at 2:45 to load the busses to avoid further congestion.

Right to Inspect

To help maintain the health and safety of our population, Jonesville Community Schools will have the right to inspect any vehicles students use to drive to school.

**SCHOOL DOOR CLOSINGS**

Our school doors are locked at 8:00 a.m. and remain locked the entire school day and after school. Should you need to enter the school, you may ring the doorbell located next to the JONESVILLE PATHWAYS entrance on the EAST side of the building. If nobody answers, you may go to the front door of Jonesville Middle School and “buzz” in. The JONESVILLE PATHWAYS office is located in the middle school building and closes at 3:00 p.m.

**ELECTRONIC AND CAMERA SECURITY SYSTEMS**

To foster the health and safety of our school population and security of our buildings, buses and equipment, Jonesville Community Schools reserves the right to use electronic and camera security systems, pursuant to all laws and regulations of the State of Michigan and the U.S.

**GRADUATION REQUIREMENTS**

**Michigan Merit Curriculum**

**Plus Work-based experience (5 credits) OR Elective block (5 credits)**

**51 Credits Total**

**See Course Pathway for sequence of courses in the Appendix**

All senior grades from outside institutions must be turned in to the Guidance Office the Wednesday prior to graduation. Financial obligations to the district must also be resolved by the Wednesday prior to graduation. The Board of Education reserves the right of final judgment in the granting of any diploma from the Jonesville Community Schools.

**GRADUATION CEREMONY**

Senior participation in the graduation ceremony is a privilege, not a right. Misbehavior or unresolved obligations may result in non-participation in the ceremony.

**A STUDENT SHALL ONLY BE INVITED TO PARTICIPATE IN COMMENCEMENT WHEN ADMINISTRATION DETERMINES ALL GRADUATION REQUIREMENTS ARE COMPLETED.**

**MINIMUM CLASS LOAD**

All students must carry a minimum class load. The board of the Jonesville Community Schools reaffirms its approval of requirements for receiving a diploma from JONESVILLE PATHWAYS. Enrollment in six class hours is the minimal requirement for a full time student. Part time enrollment may be considered for students with marital responsibilities, cases of extreme family or personal hardships, and students enrolled in approved off campus programs. Part time enrollment must be approved by the building principal. Students taking an online/virtual class as part of the six (6) class minimum must take the final exam by the last day of the trimester.

**GRADE LEVEL PROMOTION IN JONESVILLE PATHWAYS**

Senior high students are expected to make proper progress towards graduation in order to be promoted with their class. All class activities are restricted to class members having achieved the minimum number of credits listed above. Minimum requirements are as follows:

**First trimester Sophomore Status: 14 credits**

**First trimester Junior Status: 26 credits**

**First trimester Senior Status: 38 credits**

**CHANGING CLASSES**

Any changes in class schedules must be discussed with your assigned teacher and approved within the first week of the trimester.

**TESTING OUT OF HIGH SCHOOL CLASSES**

The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned may not be counted toward graduation. Credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment thereafter for a course lower in course sequence in the same subject area.

**JACKSON/BRANCH AREA CAREER CENTER/HILLSDALE ISD**

These programs are extensions of our school. Students opting for vocational classes may attend the Center or ISD program their junior and senior year. Students must provide their own transportation.

**NIGHT SCHOOL AND CORRESPONDENCE COURSES**

With prior approval of the principal or his designee, students may take summer, correspondence and night school classes in subjects not offered at Jonesville Pathways School. These may only be counted as electives towards graduation. Subjects offered at Jonesville Pathways School must be taken at Jonesville Pathways School to be counted as a required credit, unless the student has previously failed the course and has prior approval. Failed classes may be made up by summer school, correspondence, or night school, whether or not they are electives or required courses. These also require prior approval.

**RETAKING COURSES**

Individually paced or prescribed courses may be retaken for full credit toward graduation. Sequentially structured courses, with approval of the principal or his/her designee, may be retaken to improve basic skills. In such cases a higher grade must be achieved to be eligible for elective credit. Credit Recovery courses may be used in place of Initia Credit courses when a student has completed, but failed a the course in a previous Trimester.

**DUAL ENROLLMENT**

Dual Enrollment is a program that gives high school juniors and seniors the opportunity to be enrolled in both high school and college at the same time. To be eligible for dual enrollment students must:

* be a high school junior or senior
* be enrolled in at least one (1) Jonesville Pathways School course
* have taken all of the courses that the school offers in that field of study.
* be enrolled in the district and at the college in a class that is completed during the high school’s regular academic year
* select a college course that is not available at the high school
* select a course that is offered but is not available to the student because of a scheduling conflict, as determined by the Board of Education of the school district
* select an academic course as opposed to an activity course
* select a course that is not in phys. ed., theology, divinity or religious education

Funds may be available to help pay for a certain portion of the college tuition costs. The Jonesville School District will pay an amount equal to Jackson College tuition. The District will not pay for any students who fail or drop out of a dual enrollment course after the official drop date. Students are required to reimburse the school district for any tuition paid by the district prior to the drop date.

**INDIVIDUAL EDUCATIONAL PLANS**

It is recognized that in some cases the normal policies of the Board of Education do not fit the best educational interests of an individual student. These cases would fall into the following categories:

1. Students transferring to Jonesville after their freshman year.
2. Students with special talents or needs.
3. Personal or family hardship.

In cases where these special needs require consideration, a committee will be convened to review the circumstances. The committee will include a teacher, a counselor, an administrator and the parents. Other individuals may be added if necessary. The committee will be responsible for making recommendations to the superintendent for approval.

**EARLY GRADUATION**

It is recognized that special cases may develop in which students will have met all requirements for the diploma prior to completing four full years of attendance at Jonesville Pathways School. Therefore, Jonesville Pathways School offers, to the students, an option of early graduation through the following procedures:

1. The student must complete all specified requirements for the diploma.
2. Upon verifying his/her probable completion of those requirements, he/she must submit a completed petition for early graduation (forms available in the principal's office).
3. The student's petition is reviewed by the principal and counselor, with the parents of the prospective graduate. The parents will affirm the petition with their signature.
4. The principal will recommend or deny the recommendation in writing.
5. In the event a student chooses to graduate early, they will need administrative approval to attend and participate in school sponsored activities such as sports and prom.

**EXAMINATIONS**

In lieu of Trimester Final Exams all students are required to take Entrance and Exit Assessments in order to evaluate individual and program growth.

**STUDENT RECORDS - BOARD POLICY**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. At the same time, the Board recognizes the need to safeguard student privacy and restrict access to personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the information or to individuals or organizations as permitted by law. The term “parents” includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student’s educational records unless stipulated otherwise by court order. In the case of adult students (individuals eighteen (18) and older), parents will be allowed access to the records without the student’s consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

“Legitimate education interest” shall be defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District” or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student’s family.

The Board authorizes the administration to:

A. forward student records on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student’s parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

B. provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;

C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration;

D. request each person or party requesting access to a student’s record to abide by the Federal regulations concerning the disclosure of information to a third party.

The Board will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure and date parental/adult student consent was obtained.

Only “directory information” regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the Board’s policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students.

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” *(This section serves as that notice.)* The Board designates as student “directory information”:

A. a student’s name

B. address

C. telephone number

D. date/place of birth

E. major field of study

F. dates of attendance

G. participation in officially recognized activities and sports

H. height & weight, if a member of an athletic team

I. date of graduation

J. awards received

K. honor rolls

L. scholarships

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the district within ten (10) days after receipt of the District’s public notice.

In accordance with the No Child Left Behind Act, the National Defense Authorization Act, and Michigan Public Act 39, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. Both the state and federal laws permit parents to opt out of providing directory information to third parties including military recruiters. **If you as parents do not want this information released to third parties, you must write a letter stating this intention to: Jonesville Pathways, 401 E. Chicago Street, Jonesville, MI 49250 at the beginning of each year.**  In this letter you can indicate that you do not want your son/daughter’s name, address, and telephone number released to any third party or you can indicate that you do not want this information released to the military only.

**STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

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

1. political affiliations or beliefs of the student or his/her parents’;
2. mental or psychological problems of the student or his/her family;
3. sexual behavior or attitudes
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close, family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or his/her parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).
9. Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

**ACCIDENTS AND INSURANCE**

The school accepts responsibility only for immediate first aid to an injured student. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. In the case of an accident, no matter how minor, the student must report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given, and the parents will be notified. It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. The school does not insure students for athletic or accidental injuries. Voluntary insurance is made available for purchase through an appointed agent.

###### **ATTENDANCE**

***Attendance is extremely important for student success. Our records indicate a significant positive correlation between student attendance and achievement. College admissions offices and future employers are very interested in a student’s attendance record. Perhaps most important, students are more likely to have greater academic success if they have consistent attendance.***

***Section 73 of the Michigan School Code states that the final legal responsibility for school attendance rests with the parent(s) and/or guardian(s) of students. Parents are responsible for ensuring regular and punctual attendance of students.***

***The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.***

**Excusable Reasons for Absence**

The District accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents or made by phone. The excuse shall be submitted to the principal and filed as part of the student's school record.

A written excuse for absence from school may be approved for (1) one of the following reasons or conditions:

* Personal illness – doctor’s note required if long-term
* Illness in the family
* Quarantine in the home
* Death/funeral of a relative
* Observance of religious holiday
* Absence for professional appointment
* Court

Parents are encouraged to schedule medical, dental, legal and other necessary appointments outside of the school day whenever possible. In the event that an appointment is scheduled during the school day, students are encouraged to complete a Pre-Arranged Absence Form (available in the office) for the periods they will miss. If that is not possible, a note from a parent/caregiver or phone call excusing the student is necessary. It is also recommended that upon return to school, the student submit a signed statement from the doctor, dentist, lawyer, counselor, etc to the office for file.

* Absences that do not accumulate against this guideline include field trips and other school related events.
* Students are considered absent from class if they are more than **15** minutes late.
* An unexcused absence and/or skipping may result in a failing grade for the day for the class/classes missed with no opportunity to receive credit for missed assignments/activities

**Reporting Absences and Unexcused Absences**

Parents are to call the **JONESVILLE PATHWAYS Office (849-7304)** on the day of an absence if possible. Absences can be excused if a phone call is made or a signed letter from the parent or guardian is received by the office within two school days of the absence. If the JONESVILLE PATHWAYS Office is not notified by a parent or guardian within two school days, the absence will be unexcused.

**Unexcused absences include but are not limited to:**

\*car troubles \*missed the bus

\*needed at home \*work

\*alarm didn’t go off \*visiting

\*overslept \*babysitting

\*shopping \*hair/tanning appointments

\*errand

Virtual/Seat Time Waiver Students

Scheduled progress towards course completion and weekly (or more frequent) two-way communication with teacher is considered consistent attendance. To be “PRESENT” Seat Time Waiver students must meet at least one of the following requirements each day:

1. Physically attend the E2020 lab during school hours for the entire day.
2. Log in to their respective E2020 account for six hours with less than 10% idle time.
3. Complete 11% of their assigned coursework during the day if logged in for less than six hours.

Students are considered “Absent” on days the teacher or principal determine were not productive, either with the quality of time spent on coursework or the quantity of successfully completed coursework.

**Hillsdale County Truancy Policy**

The purpose of this policy is to provide consistency among all county public schools for the reporting of truancy to the judiciary. Hillsdale County Probate Court has created the following consequences when a student’s attendance has become a concern due to unexcused absences and/or chronic absences.

Level I Principal/Parent Conference: After **three** unexcused absences or when a student is chronically absent by missing more than 10% of scheduled school days.

Level II Truancy Officer/Parent Meeting: After **five** unexcused absences or continued chronic absenteeism.

Level III Probate Court Hearing for Parent/Student: After **seven** unexcused or continued chronic absenteeism.

Schools must report each student’s attendance that is not regular to the truancy officer for Hillsdale County**.** Parents

must notify the school for every absence within 48 hours. The school can excuse up to five absences from parent

notification without documentation for the absence. However, if a student exceeds five undocumented absences,

further absences may not be excused by parent communication only. Not notifying the school results in an

unexcused absence. The unexcused absences can result in truancy violations.

Note: chronic absenteeism under the heading of “excused” may be addressed at the local district through disciplinary action, loss of credit, referral to Child Protective Services or other agencies as deemed appropriate by the district.

**Truancy Reporting Procedure (when applicable):**

* A conference will be scheduled with the parent/guardian(s) of a truant student on the ***third unexcused absence***.
* A written referral will be made to the truancy officer by the district appointee upon the ***fifth unexcused absence***. A copy of the truant student’s attendance record will be sent to the truant officer, along with a referral.
* The truant officer will review the case based on recorded data and interviews and schedule a court hearing upon the **seventh unexcused absence.**
* A recommendation will be made to the judge from the truancy officer regarding disposition.
* Upon disposition, the school will be contacted, identifying case disposition.

**Students Leaving School During School Day**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A.** | No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student’s parents. |  |
|  | **B.** | No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by principal. |  |

**Opportunities to Make-Up Class Work**

A student may make-up coursework missed during an excused absence or when prior approval has been granted by the principal.

1. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
2. Students will be given the opportunity to make-up work missed due to suspension. **The make-up work must be completed and presented to the teacher upon his/her return to school.** Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

**Appeal Process**

* 1. A request for an attendance appeal resulting in a “no credit” must be made in writing to the building principal within one week after report cards have been distributed.
  2. Appeal forms should be picked up in the office.
  3. A committee of faculty members, counselor, and/or administrator shall hear such appeals.
  4. The parents or guardians should, and the affected student must appear in person at the appeal.
  5. Upon recommendation of the appeal committee, a grade reduction due to attendance may be waived.
  6. Attendance appeal meetings will be scheduled at the end of each trimester.

**Participation Points**

Teachers have the discretion to give a daily participation grade based upon attendance and active participation in their class. Students who are absent for any reason may lose a portion of possible participation points. Participation points may not count for more than 20% of the final trimester grade.

**TEXT/TECHNOLOGY LOAN**

Students are able to checkout textbooks, workbooks, and Chromebooks when necessary. However, these materials are the students’ responsibility while in their possession.

1. Prior to issuing a replacement item that is lost/destroyed while in the student’s possession, the student must pay the full price of the item.

2. Damaged Chromebooks fees are subject to the District Technology Agreement and Acceptable Use Policy.

###### **VISITORS**

Bringing visitors to Jonesville Pathways School is not allowed. Students who plan on attending JONESVILLE

PATHWAYS may set up a time for tour by contacting the office.

**AFTER SCHOOL ACTIVITIES, DANCES, & PROM**

Any active class or club with the consent of an advisor, adequate chaperones, and consent of the principal may schedule dances. Students may not leave the dance and return. The school assumes no responsibility for a student after he/she leaves a dance, whether it is during, or at the end of the dance. All other school rules apply including the dress code. Students may bring guests to dances if they obtain a guest pass in the lead teacher’s/principal's office. No students in eighth (8th) grade or below will be allowed to enter a dance. No guests 20 years or older will be allowed to attend. Prom rules: all school rules apply whether on site or off site.

**REWARD ACTIVITIES & FIELD TRIPS**

It is understood that enrollment in a course constitutes permission for the student to participate in a class related field trip. Information sheets are provided to students for routing to parents with a "negative" signature line for return, should you wish your student not to participate with the field trip. Field trips are a privilege and students with unacceptable behavior records may be denied participation.

**ELECTRONIC COMMUNICATION DEVICES & CELL PHONES**

Jonesville Pathways does allow students to bring personal cell phones to school, but the ringer must be set to silent and locked in an assigned locker during school hours. Texting, making or receiving phone calls, or use of the internet (Facebook, Twitter, etc.) via your device during school hours is NOT allowed, with the exception of lunch, unless you have a specific need and you have permission from your teacher. Students are allowed use of cell phones during the lunch period. Disciplinary action for violating this rule can include confiscation of the device and/or detention to suspension.

Phone calls may be made in the office during break times. In an emergency, students may use the office phone with the permission of appropriate staff members. Telephones in locations other than the office are off limits to students. Families can call the school office at 517-849-7304 to leave messages for students during the school day.

*\*This policy also applies to personal tablets, iPods, or other devices that facilitate communication unrelated to the student’s education and may be distracting to others.*

**FUNDRAISING**

The Board of Education recognizes its responsibility to the community at large and to the business community as a policy maker for the control of fund raising activities by students of the Jonesville Community Schools. Although it is clear that there are occasions when fundraising is needed and helpful to promote an educational purpose, the Board of Education shall restrict all fundraising activities according to the following guidelines:

1. Fund raising activities outside of school for grades 9 through 12, clubs and organizations shall be limited to a maximum of one (1) fund raising activity per group per year and shall be subject to the prior approval of the principal.
2. Any fundraising activities involving or affecting school personnel or students and not specifically limited by this policy will be allowed or disallowed at the discretion of the principal.

**EXTRA-CURRICULAR PARTICIPATION**

Students participating in voluntary extra-curricular activities and athletics at Jonesville Pathways School will be subject to the following regulations:

1. All students selected for leadership positions (president, vice president, school representatives, etc.) in class or club activities must meet eligibility requirements at the time of their selection. If they fail to maintain eligibility for any two consecutive marking periods they will be replaced in their position. Eligibility in this section is defined as passing all classes. Eligibility checks will be made every three weeks and at report card time.
2. Unexcused absences on the day of an extra-curricular event or practice will preclude a student from participating in that event or practice.
3. Club leaders and coaches may institute additional requirements for participation eligibility.
4. Associations or Governing Bodies of certain activities may have specific eligibility guidelines.

**RESTROOMS**

Restrooms are available for student use at the east end of the building. Please keep these room neat and clean. Misuse of facilities will result in disciplinary actions, which may include cleaning the facility, restitution for any damages, escort to/from restroom (student would retain privacy during use, but escort would check restroom before and after use), and suspension.

**FIRE AND EVACUATION DRILLS**

The fire alarm is a loud buzzer. Leave your room quietly with your classmates in single file following instructions given by your teacher. Signs indicating directions for departing the building are posted in the classrooms.

1. Go out on the sidewalk or hallway.

2. Remain quiet and listen for emergency instructions in case of a real disaster.

**SAFETY**

The rules of safety will be constantly emphasized in our school. Industry places a premium on safe workers. Many lives are lost and many workers suffer countless injuries when rules of safety are ignored. You will receive individual instruction in every shop, laboratory and art class regarding detailed safety rules and regulations. Students who ignore safety regulations will be subject to disciplinary action.

**BUS REGULATIONS**

1. Be at your bus stop 5 minutes before the time shown on the schedule in the bus.

2. Bus drivers will not stop at an appointed bus stop when students are not in sight of the driver, unless prior arrangements have been made with the driver.

3. Bus horns are for emergency use only, not for calling tardy students to the bus.

4. Cross the highway after leaving the bus in the following manner:

1. Be sure the bus is stopped.
2. Go to the front of the bus within sight of the driver and wait to cross.
3. Look both ways before crossing.
4. Walk, don't run, in front of the bus.

5. Never stand on the roadway while waiting for the bus.

6. Always wait for the bus to come to a complete stop before entering or leaving it. Never get off or on a bus while it is in motion.

7. Inform the driver when absence is expected from school and approximate date of return.

1. The bus driver may not let a student on/off the bus, at other than his/her assigned stop, except with a note from his/her parent, approved by the school principal or transportation director.

**BUS BEHAVIOR RULES**

1. School conduct rules apply while riding the bus.

2. No loud talking or noises.

3. Stay in your seat.

4. Keep head, hands, feet, and objects inside the bus, out of the aisle and off other people.

5. Do not distract the driver.

6. Obey directions of the driver. Do not argue or talk back. Complaints should be taken to the bus supervisor or building principal.

7. Do not interfere when bus driver is talking with other students.

8. Observe proper conduct - use no profane language.

9. Do not eat or drink on the bus.

10. Keep the bus clean.

11. Do not smoke or use tobacco – Lighters/matches are not allowed on any bus.

12. Do not be destructive. Report any damage seen immediately.

13. Do not tamper with safety door releases.

14. No pets or glass containers.

15. Do not bring radios on the bus.

16. The bus driver is authorized to assign seats and to suspend the privilege of riding the bus.

Thank you for cooperating with the bus driver.

Violations of the bus behavior rules can result in a warning or suspension of bus privileges for one or more days as determined by the transportation supervisor. In either case, a parental signature on the bus referral notice is required before a student is allowed to ride again. Appeals of the decision of the transportation supervisor should be made to the superintendent. The school district reserves the right to videotape students on buses. When a student loses his/her riding privileges, he/she is still required by law to attend school.

**SUBSTITUTE TEACHERS AND GUEST SPEAKERS**

Remember when you are in a class with a substitute teacher or a guest speaker, you represent ***OUR*** school. The substitute teacher/guest speaker is an outsider and by your actions you make an impression on that person. We want people to know what a great school we have and that we work with great students!

**THEFT/DESTRUCTION OF PERSONAL PROPERTY**

If a personal item, a school textbook or other materials, are stolen or destroyed, complete the theft report form available in the office.

**DRESS CODE**

The following DRESS CODE is in force as directed in the DISCIPLINE CODE.

* Student attire should not be gory or gross.
* Clothing that encourages hate or puts down another group is not allowed.
* No chains or sunglasses.
* None of the following tops may be worn: Open-sided, bare backed, bare midriff, transparent, spandex, underwear-bra tops, tank tops, strapless tops.
* Shirts must hang no lower than one hand width from the base of the neck.
* No shirts of the following messages: profanity, offensive messages, suggestive messages, suggestive pictures, messages promoting or advertising beer, cigarettes ordrugs. No T-shirts of the following or similar brands: Big Johnson, Coed Naked, DOPE, Hooters, Red Dog, or Butt Naked.
* Blouses, shirts, and tops must thoroughly cover the midriff during normal and routine wearing for class activities at JONESVILLE PATHWAYS.
* No jewelry advertising or depicting drugs or drug symbols, beer labels or logos, or cigarettes.
* No short skirts, dresses or shorts. **All skirts, dresses and shorts must be *clearly* 2 inches past the fingertips when arms are put down by the side. The holes in pants must also only be below two inches past the fingertips.**
* No shorts or slacks made of spandex, underwear type or tight fitting sportswear (unless covered by shorts/skirts/shirts to mid thigh).
* Shorts and slacks must be worn around waist and completely cover undergarments.
* No clothing associated with a gang, either by color, length, or insignia is allowed.
* No fishnets.
* Shoes or sandals must be worn at all times.
* No spiked collars or bracelets are to be worn or kept at JONESVILLE PATHWAYS. Similar items will be treated in the same fashion.
* For school parties, dances, and extracurricular evening activities the dress code is still applicable for all male and female students. For formal affairs such as the Prom the student must dress properly.
* The administration will make the final determination on the acceptability of clothing or appearance.

**DISCIPLINE AND CONDUCT**

You and your classmates are expected to conduct yourselves as ladies and gentlemen at all times. Good manners, character, and courteous behavior are the expected standards.

Referral of a student to the Principal is used as a last resort after teachers have exhausted appropriate preventive and corrective measures. Cases will be dealt with as rapidly, fairly and firmly as possible. In most cases parents will be contacted. Please refer to the Board of Education Policy dealing with student behavior: “Students' Rights and Responsibilities”.

**GENERAL STATEMENTS OF GOOD BEHAVIOR**

* 1. Always conduct yourself in a manner that you and your parents can be proud of.
  2. Take pride in our school.
  3. School equipment and supplies are furnished for your use. It is your responsibility to exercise proper care.
  4. You are to remain on the school grounds at all times. If you leave school grounds or go to your car without permission, you may be suspended from school or otherwise disciplined.
  5. The gym may only be used under supervision of a school employee or adult chaperone during the school day.
  6. Tobacco is not permitted. If you are found smoking or using tobacco products (chew, snuff, cigars, cigarettes, e-cigarettes, vape, etc.), you will be suspended from school for up to ten (10) days. A second smoking or tobacco offense during the same school year will result in a more severe disciplinary action.

**CONDUCT AT ATHLETIC EVENTS**

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved, regardless of the site.

**DISCIPLINE CODE**

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

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

1. These are guidelines. In unusual circumstances the administration may make consequences more or less severe.
2. Saturday school and short-term suspensions may be replaced by in-school-suspensions at the discretion of the administration.
3. Multiple offenses of different types will be dealt with under "Persistent Violation of Building Rules and Regulations."They will result in increased consequences at each offense.

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

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

Cheating/Plagiarism - Penalties at the teacher's discretion depending on the severity of the offense. Parent contacted by teacher. First offense - failure on the assignment and/or four hour Saturday detention. Second offense - 1 to 3 day suspension from school.

Copy Machine - Copyright Policy Violations - All student use of school copy machines must be authorized by a staff member. Inappropriate/illegal use of copy machines includes but is not limited to print, audio, visual, and computer-generated infractions. First offense - four-hour Saturday detention and confiscation of the material. Subsequent offenses - increasing days of suspension.

Disrespect - To insult, call derogatory names, dishonor, or verbally abuse a staff member. Suspension or possible expulsion.

Disruption of Learning - Disturbing others or the instructor through inappropriate behaviors and/or by breaking class rules cannot be tolerated. First offense - a four hour Saturday detention. Subsequent offenses - increasing days of suspension.

Dress Code Violations – Please check the JONESVILLE PATHWAYS dress code found in this handbook. First offense violations will result in a clothing change request for the student to remain on campus. Subsequent offenses - clothing change request and a four-hour Saturday detention issued.

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

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

Fighting -Fighting at school is against the law. Students face suspension, possible expulsion and police action if they fight at school.

Fighting - Promotion of a Fight - First offense - 3 days suspension.

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

Forgery - Each offense - four hour Saturday detention. Possible referral to the police.

Harassment - . defined as to annoy persistently and includes any embarrassing/humiliating comments made in class, via the school's PA system , use of social media that disrupts school environment, or written announcements. First offense - warning, possible suspension. Second offense 1-3 days suspension. Discipline and police involvement (for first & second offenses) to be determined by the severity of the incident. Subsequent offenses - 3-5 days suspension and police report filed. *\*Parents of targeted students will be encouraged to contact police every time social media harassment is reported to school officials.*

Horseplay - Behavior potentially harmful to oneself or others. Saturday School, in-school suspension, or out of school suspension may be utilized.

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

Insubordination - Behavior which undermines a staff members authority including defiance of authority, threats, intimidation, lying, and willful failure to respond or carry out a reasonable request. First offense - 1 to 4 day suspension. Second offense - 5 to 7 day suspension. Third offense - 8 to 10 day suspension. Fourth offense - recommendation for expulsion.

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

Lunch Room Violations - Throwing items in the cafeteria, inappropriate actions or noise. Any offense - students may lose the right to eat in the lunchroom and will clean up the lunchroom.

Non-Productive Classroom Behavior - Not participating, refusal to do assignment, not bringing materials to class. First offense - failing grade for the day; teacher contacts parent. Second offense - same as first plus referral to the counselor, and teacher assigned detention. Third and subsequent offenses - referral to the administration for four-hour Saturday detention or other action.

Noxious Substances - Possession or use of materials or noxious substances that are intended to cause an irritation to the eyes, nose, breathing, etc. are not acceptable in school. Depending on the severity or subsequent offenses - four hour Saturday detention up to 10 days suspension.

Obscenities - Profane or suggestive language (written or spoken) and/or gestures. First offense - four hour Saturday suspension. Subsequent offenses - increasing days of suspension.

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

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

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

Saturday Detention - Absence or Early Departure - If an emergency arises and a student does not serve their scheduled Saturday detention, their parent must call or send a note that must be received in the principal's office by 8:30 a.m. on the next scheduled school day. If no parental contact is made, the consequence is a 3 day suspension.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors and other verbal, written or physical actions of an unwelcome nature (as defined in the Sexual Harassment and Intimidation section of this handbook). First offense –suspension, police contact when appropriate and possible expulsion.

Skipping - Students not properly signed out or not where they should be. First offense - four hour Saturday detention. Second offense – 3 day suspension. Third offense-5 day suspension and referral to truancy court.

Snowballs - Snowballs originating or terminating on school property are banned. First offense - four hour Saturday detention. Further episodes will result in escalating discipline deemed appropriate by district administration.

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

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

Threats by One Student to Another Student - First offense - 3 or more days of suspension. Second offense – police involvement

Tobacco - Possession of tobacco or tobacco products (including E-Cigarettes), whether lit or not, exhalation of smoke or other obvious evidence of tobacco use or possession. Lighters will be confiscated. First offense - 2 days suspension. Second offense – 5 day suspension suspension and police involvement. Third offense - 10 days suspension and a recommendation for expulsion.

Water Weapons - First offense - four-hour Saturday detention.

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

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

**CRIMINAL SEXUAL CONDUCT**

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

**SEXUAL HARASSMENT AND INTIMIDATION**

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

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or

2. Submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or

3. Such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, oroffensive work or learning environment. Sexual harassment may include, but is not limited to the following:

1. Verbal harassment or abuse: Derogatory comments, jokes, slurs or remarks/questions of a sexual nature. Telling rumors of a sexual or hurtful nature, teasing, intimidation, or profanity. Pressure for sexual activity. Repeated remarks with demeaning or sexual implications. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.
2. Physical harassment: Such as unnecessary, unwelcome or offensive touching.
3. Visual harassment: Such as derogatory or offensive posters, cards, clothing, cartoons, graffiti, drawings, looks, or gestures. Offensive and sexually suggestive photographs and other materials will not be posted on school property including the inside of student lockers.

**Sexual Harassment and Intimidation**

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

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

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

**ASSAULTS COMMITTED BY STUDENTS**

State Law specifically covers assaults by students.

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

**VERBAL THREATS COMMITTED AGAINST SCHOOL PERSONNEL**Any student in grade 6 or above who commits a verbal assault on school property, school bus, or at a school- sponsored activity or event against a district employee or a person engaged as a volunteer or contractor for the district on school property, shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

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

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

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

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

**DRUG PREVENTION**

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

In accordance with Federal and State law, the Board hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

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

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

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

**CONFLICT RESOLUTION SUGGESTIONS**

Student to Student: See a teacher, counselor or the school principal promptly to jointly discuss the basis of the conflict to work towards resolution.

**SEARCH AND SEIZURE**

To maintain order and discipline in school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. School desks and storage areas are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers, desks, and storage areas.

Students who are old enough to drive are permitted to park on school premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

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

**DUE PROCESS**

**PROCEDURAL RULES AND REGULATIONS**

**FOR THE JONESVILLE COMMUNITY SCHOOLS**

The constitutional rights of individuals assure the protections of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he/she or his/her parent/guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent/guardian allege prejudice or unfairness.
4. Every effort should be made by the staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary; these exclusions may fall in the following categories:

**SUSPENSIONS**

During an out-of-school suspension the student may not attend classes, including driver education, and may not participate in school activities or visit the school grounds without calling for an appointment. Also, contact with Jonesville Pathways students during the course of the school day (7:40 a.m. to 2:40 p.m.) is forbidden. This includes being in the vicinity of the school. Failure to follow these rules and regulations is a violation of the suspension and will involve additional disciplinary action.

Suspension 1 - A student is suspended from attendance at or participation in a school district sponsored activity.

Suspension 2 - A student is suspended from the building pending a conference with the parents or guardian, normally not to exceed five (5) days but up to ten (10).

Suspension 3 - A student is suspended for an extended (beyond ten days) period of time. Superintendent approval necessary for this level of disciplinary suspension.

**SUSPENSION PROCEDURES**

1. The student and parents shall be informed of the specific charges that could be the basis for disciplinary action to be taken against him/her. The charging person or persons in writing must document any charges made resulting in suspension.

2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.

3. If the school administrator suspends the student, the administrator will:

A. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student’s return.

B. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.

4. If the parents or guardian are dissatisfied with this action they may appeal to the superintendent or his/her designate to review the decision.

5. If the suspension is for a period of more than ten days, and if, after the first three steps have been taken, the suspended student’s parents or guardian are dissatisfied with the administration’s action. They may request a review of the action by the superintendent or his/her designate (not from administration of the school in question), and at this review a person of their choice may advise them.

**EXPULSION PROCEDURES**

Expulsion is defined as the permanent exclusion of a student from school. The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and included within this notice shall be a statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved. The authority to recommend expulsion rests with the building principal through the Superintendent of Schools, to the Board of Education.

2. Parent or guardian shall be present at the hearing.

3. Legal counsel may represent the student, parent or guardian.

4. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer the testimony of other witnesses and other evidence.

5. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.

6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.

7. A record shall be kept of the hearing.

8. The Board of Education shall state within a reasonable time after the hearing.

9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.

10. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority. The Superintendent of Schools shall determine attendance and/or educational service extended to a student during an interim period while awaiting a hearing or action after the hearing. The time for initiating an appeal of a disciplinary decision at any level within the school shall be five (5) days.

\* After expulsion of a student, responsibilities of the District to the child cease. The expelled student can only be readmitted by action of the Board of Education.

**NON-DISCRIMINATION POLICY/ COMPLIANCE WITH SECTION 504**

It shall be the policy of the Jonesville Community Schools to comply fully with Title II, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, approved by the United States Congress. If any individual feels their rights have been violated, they may appeal to the High School Principal. Further appeals can be made to the Superintendent and eventually the Board of Education. The Superintendent is the Civil Rights Compliance Officer for the district and can be reached by phone at 849-9075.

If any person believes that the Jonesville Community School District has violated the provisions of Section 504, or the district policy regarding Section 504, he/she may present a complaint, which shall be termed a grievance. The grievance must be in writing, signed and dated by the complainant, forwarded to the superintendent.

**TECHNOLOGY AGREEMENT**

**Technology Use Policy Goal**

It is the goal of the Jonesville Community School District to implement access to the most current technology available. It is the purpose of this policy to insure that all users accessing the Internet, Intranet, and multimedia equipment assume full responsibility for use of school equipment. Each student has a copy of this available, and must be signed in order to use a computer in our district.

**Purpose and Definitions**

Learning with and about technology prepares learners to live responsibly in an informed and ever changing society. Learners will use technology for knowledge and skill acquisition, communication and information management, problem solving, creative expression, research, design, and product development. Learners become technologically capable when they apply technology across curriculum areas and when technology is used throughout the learning process. New technologies are shifting the ways that information may be accessed, communicated and transferred.

The Internet is a vast, global network, linking computers at universities, K-12 schools, businesses, and other sites. Using the Internet, one can communicate with people all over the world through discussion forums and electronic e-mail. In addition, many educational resources are available for viewing and downloading. Along with the Internet and the Intranet, Jonesville Community Schools offers the use of laptops, digital cameras, camcorders, and various other technologies. It is our intent that students and staff will use the technology offered for educational purposes.

Users are defined as staff, students, board members, or community members who will be given access to the Internet or the Intranet by either receiving an account through Jonesville Community Schools or by using the hardware owned, rented, or housed in a Jonesville Community Schools site. The Internet consists of millions of computers networked together globally, and is unregulated. As a result, there are a number of locations that contain sexually explicit, pornographic, or other materials inappropriate for school use. The Jonesville Community School District will attempt to filter access to such sites by using hardware or software at each school site. Users are not allowed to enter, or try to enter blocked sites at any time. Any attempt to avoid this filter is in direct violation of the user policy. The Intranet consists of only the computers and hardware contained within the Jonesville Community School District. Multimedia is defined as laptops, cameras (digital and VHS), audio-visual equipment and various other technologies.

**Internet, E-mail, & Intranet Usage**

* All users shall keep in mind that when they use the Internet, Intranet, and e-mail, they are entering a global community, and any actions taken by them will reflect upon the educational community as a whole. All users shall act in an ethical and legal manner.
* After reading and signing the Technology Use Policy, users will earn the privilege of accessing information through the Internet to support and enhance the school curriculum. Users may not transfer or share this privilege to other individuals.
* The Jonesville Community School District reserves the right to examine all data involved in the Internet, Intranet, and e-mail link to make sure that all users are in compliance with this policy. The Jonesville Community School District will deem what is inappropriate use, and its decision is final.
* The Jonesville Community School District, along with the other organizations sponsoring this Internet link-up will not be liable for the actions of any user connecting to the Internet.
* The user shall be responsible for any damages incurred from intentionally downloading computer software and viruses.
* The Jonesville Community School District is not responsible for any damage to individual user's hardware or software incurred from downloading computer programs, including viruses.
* All users will assume full legal and financial liability resulting from their use.
* All students need to follow rules and guidelines established by individual teachers.
* The Jonesville Community School District makes no warranties of any kind whether expressed or implied for the service it is providing. This includes loss of data resulting from delays, non-deliveries, or any service interruption.

Because the district's computer, video, and voice mail systems are to be used solely for school purposes, students are prohibited from sending offensive, discriminatory, or harassing messages. This includes messages containing sexual inferences, inappropriate jokes and any other communication the district deems inappropriate.

* Unless given specific permission, students may not enter, observe, or participate in chat rooms, MySpace, Email, or YouTube.
* Respect the integrity of the network. Do not use the network in such a way that would disrupt the use of, harm, or destroy the data of another user, or attempt to bypass or defeat security systems intended to restrict user access.
* Use only provided or approved software. Installation or transmission of any software on the system is prohibited. This includes games and third party software unless given permission by an approved school administrator.
* The following are specific situations that are **not permitted** at any time:

1. Unauthorized entry into any file, whether to use, read, change, or for any other purpose.
2. Unauthorized transfer, deletion, or duplication of a file is not permitted unless the user owns it.
3. Unauthorized use of another individual's identification, password, telecommunications files, or facilities.
4. Use of ANY technology, which interferes with the work of another student, employee, or school official.
5. Use of ANY technology to draft, send, or receive inappropriate communications, including but not limited to communications which are obscene, pornographic, profane, vulgar, indecent, threatening or otherwise prohibited by law.
6. Use of ANY technology, including telecommunications facilities, to interfere with the operation of the School District's computing system
7. Use of educational technology for the purchase, sale, and/or advertisement of goods or services.
8. The sending of network messages by any means unless specified by instructor.
9. The altering, viewing, sharing, copying or deleting of any information contained on the file server or hard drives.
10. Use of the network to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the local area network.
11. The illegal installation or copying of copyrighted software for use on district computers.
12. Any use of the network for personal or private business, commercial or for profit purposes, product advertisement or political lobbying.
13. Attempting to access filtered websites, or using ANY technology to bypass the district filter.

# MULTIMEDIA

Software, audio, and video media to be utilized on the system must meet licensing and copyright protection requirements. No user shall place such media on the technology systems that create a liability to the individual or district. Licensing agreements must be placed on file in the building office and copies retained on file in the purchasing office.

Only current Jonesville Community Schools’ students, 6th grade and above, may borrow laptops.

1. The Technology Use Policy must be signed and filed in the appropriate building before multimedia equipment may be checked out to the student.
2. If a student has overdue library materials or unpaid school fees, has received disciplinary action, or has demonstrated attendance problems, he/she will not be able to borrow any multimedia equipment. The privilege of borrowing this equipment will be permitted at the discretion of school administration officials.
3. All components must be returned in the condition they were issued or privileges will be revoked for the remainder of the school year, plus the student and/or parent/guardian will be responsible for the cost of the replacement.
4. Parents are responsible for monitoring information accesses via the Internet when using school owned laptops at home.
5. The borrower and the parent/guardian are fully responsible for the laptop while it is checked out to them.
6. Students may not check out the multimedia equipment over school vacations unless given permission from an administrator or staff member.

**Acceptable Use**

**The use of equipment must be in support of education and research consistent with the educational objectives of the Jonesville Community Schools.**

Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to; copyrighted material, threatening, sexist, racist, or obscene material, or materials protected by trade secrets.

* Unauthorized commercial activities, product advertisement, or political lobbying is also prohibited.

**Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the system, the Internet and Intranet, or any hardware. This includes, but is not limited to, the intentional uploading or creation of computer viruses. Vandalism will result in cancellation of access privileges, disciplinary action and/or prosecution. \*\*SEE NOTE AT END OF PAGE!

**Plagiarism/Copyright**

Plagiarizing works that are found on the Internet is prohibited. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

The rights of copyright owners must be respected. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be confusing. If you have questions ask the librarian or supervisor.

**Accepting This Policy**

**As a student at Jonesville Pathways School, you are bound to follow this agreement. Many classes offered at JONESVILLE PATHWAYS require the use of internet (E2020) to earn credits toward graduation. Failure to follow this agreement may result in your dismissal from JONESVILLE PATHWAYS or restriction to classes that do not require internet usage.**

\*\*Under current Michigan law, the unauthorized alteration, damage, destruction or use of a computer system resulting in at least $1,000 in damage is a felony punishable by 5 years in jail and/or a fine of $10,000 or three times the aggregate amount involved, whichever is greater.

**Required Course Pathway for Jonesville Alternative School Graduation**

1. Strategies for Academic Success
2. Online Learning and Digital Citizenship
3. English 9A
4. Algebra 1A
5. General Science
6. US History A
7. Health
8. English 9B
9. Algebra 1B
10. Biology A
11. Art Intro
12. US History B
13. Consumer Math 1
14. *Spanish 1A (Spanish 1A will be worked on in intervals concurrently with courses 3-13)*
15. English 10A
16. Geometry A
17. Biology B
18. Psychology
19. World History A
20. English 10B
21. Geometry B
22. Earth Science
23. World History B
24. Art History
25. *Spanish 1B (Spanish 1B will be worked on in intervals concurrently with courses 15-24)*
26. English 11A
27. Consumer Math 2
28. Environmental Science A
29. Human Geography A
30. English 11B
31. Algebra 2A
32. Environmental Science B
33. Economics
34. English 12A
35. Personal Finance
36. Physics OR Chemistry
37. Government
38. English 12B