

# **NORTH ADAMS- JEROME**

## **MIDDLE SCHOOL**

### **STUDENT/PARENT HANDBOOK**

**2016-17**

#### **NORTH ADAMS-JEROME FIGHT SONG**

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

**2016-2017  
NORTH ADAMS-JEROME MIDDLE SCHOOL  
HANDBOOK**

**NORTH ADAMS-JEROME MIDDLE SCHOOL  
4555 KNOWLES ROAD  
NORTH ADAMS, MI 49262**

**Office Phone: 517-287-4214  
Guidance Phone: 517-287-4214  
Superintendent: 517-287-4263  
Transportation: 517-287-4212**

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

**TEACHING STAFF AND TENTATIVE CONFERENCE HOURS**

Aaron Larson	9:00-9:50	<a href="mailto:alarson@najps.org">alarson@najps.org</a>
Clint Teller	2:02-2:57	<a href="mailto:cteller@najps.org">cteller@najps.org</a>
Beth Tobey	10:10-10:45	<a href="mailto:btobey@najps.org">btobey@najps.org</a>
Val Trott	9:54-10:44	<a href="mailto:vtrott@najps.org">vtrott@najps.org</a>
Gary VanCamp	9:00-9:50	<a href="mailto:gvancamp@najps.org">gvancamp@najps.org</a>
Seth Weber	2:02-2:57	<a href="mailto:sweber@najps.org">sweber@najps.org</a>
Janice York	9:54-10:44	<a href="mailto:jyork@najps.org">jyork@najps.org</a>

**NORTH ADAMS-JEROME MIDDLE SCHOOL STAFF**

Superintendent.....Carl Christenson  
Principal.....Tom George/Doug Bower  
Secretary to the Principal.....Julie Beach  
Librarian.....Treva Wagler  
Athletic Director.....Seth Weber  
Special Education.....Beth Tobey  
Transportation.....Linn Otto

**BOARD OF TRUSTEES**

Marcia Bumpus	<a href="mailto:mb42011@fr4ontier.com">mb42011@fr4ontier.com</a>	287-5073
Joanna Jones	<a href="mailto:jonijones05@gmail.com">jonijones05@gmail.com</a>	513-2912
Linda Paille	<a href="mailto:rnlpaille@gmail.com">rnlpaille@gmail.com</a>	287-5250
Chloe Smith		287-5027
Eric Stoll	<a href="mailto:seric1746@gmail.com">seric1746@gmail.com</a>	416-6228
Diane Todd	<a href="mailto:artandnic@yahoo.com">artandnic@yahoo.com</a>	287-5204
Robert Whitcomb	<a href="mailto:rbandt@aol.com">rbandt@aol.com</a>	698-5012

**BOARD MEETINGS**

Board meetings are held the third Monday of each month, at 7:30 pm in the North Adams-Jerome high school ITV room.

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

Call for information regarding school closings, daily announcements, activities, etc.

**Board Policy:** When weather conditions become such that the administration and board feel it unsafe to have students transported by school bus, school will be closed. The transportation supervisor will advise the superintendent after confirming with county police agencies and county road commissions as to the conditions that are present. Upon evaluating the road conditions with the transportation supervisor and the superintendent will decide if it is in fact safe for busses to travel. If school is to be closed the appropriate radio and television stations will be notified, as well as the staff. If conditions become such (while school is in sessions) that students shall be dismissed from school early, the radio and television stations will be notified of the dismissal time. It is totally understood

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

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

Local radio and TV stations used for emergency announcements are:  
Channel 6 & 10, WCSR-92.1, WNWN-98.5, WBZV-102.5

**WHO TO CONTACT FOR WHAT IN THE MIDDLE SCHOOL**

Middle School Phone Number – 517-287-4214.

Tom George, Principal

Questions about Middle School policies, curriculum, teachers, calendar, discipline, dress code, special events, general middle school questions

Cathy Hall, Counselor

Questions about student academic issues, learning needs, social-emotional issues, tutoring, peer issues, schedule changes

Julie Beach – Secretary

General questions

Seth Weber – Athletic Director

Questions about middle school athletic schedules, gym and field schedules, coaches

Linn Otto – Transportation

Questions about bus schedules, routes, bus driver issues.

Beth Tobey –Special Education Teacher

Questions about IEP's or Special Ed Services

## WHAT TO DO IF

**You need to see the Principal or Counselor –**

Call to make an appointment or see the school secretary.

**You are late to class or school –**

Go to the office and sign in and receive an admittance slip.

**If you are absent from school –**

Call the office to report absence. Go to the office with a written note the day you return to school. If absent more than one day, call to get your assignments. If you went to the doctor, dentist or other health care or legal appointment, bring a note on their office stationary.

**You have lost a textbook –**

Check with your teachers and the office. If it is not found you must pay for it in the office and a new book will be issued to you.

**You need to leave the classroom –**

Get a hall pass from your teacher.

**You become ill –**

Get permission to leave the room from your teacher and report to the MS/HS office. If needed a pass will be given to nurse station, or phone call home will be made at that time.

**You need advice about schedules, personal problems, etc. –**

See the counselor to set up a time for a conference so that no academic classes will be missed.

**You want information about any phase of the school –**

Read this handbook; ask a teacher, counselor, principal or secretary

**You must withdraw from school –**

Go to the office.

**You want to be successful at school –**

**Get involved in school activities. Set reasonable goals and strive to accomplish them. Avoid negative groups. Get to know your teachers, the counselor, supportive staff, and administrators.**

## **STUDENT RIGHTS**

Students have the right to expect:

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

## **STUDENT RESPONSIBILITIES**

Students are expected to:

1. Attend school every day they are not ill.
2. Arrive in class on time with necessary materials. (Come prepared)
3. Cooperate with, and show respect for all staff.
4. Abide by all school rules. (Be obedient)
5. Put forth a good effort at all times. (Work hard)
6. Avoid disrupting the education of others.
7. Refrain from violating the rights of others. (Be courteous)

## **STUDENT HANDBOOK**

Every student enrolled at NAJ must adhere to all policies stated in this handbook. The policies will be enforced for all students, academics, athletics, clubs, organizations and all extra-curricular activities. It is the right of every student to receive a student handbook readapted each year by the school, stating an outline of required classes, information on clubs and activities, and his or her rights as a student. This handbook shall be distributed to each student in the fall and to all new students. It will be made available to all other interested parties upon request.

## **MESSAGE FROM THE PRINCIPAL**

NAJMS is in the process for students to transition from an elementary instruction to secondary instruction and new extracurricular activities. It seems most students are ready for preparing for the high school years.

Here at NAJMS we are proud of our teaching staff and the instruction accomplishments of each member of the staff. The experience your child will have at NAJMS will strengthen their skills and prepare them for their high school years.

The communication between school and home is essential. Student planners, classroom and school announcements and monthly calendars will be part of what you as a parent should see that is being sent from the school. Please feel free to contact me during the school year with a concern and/or suggestion. I may be reached by phone at 287-4214 or email [tgeorge@najps.org](mailto:tgeorge@najps.org). Check out our website at [www.najps.org](http://www.najps.org).

Let's have a great school year – Go Rams!!!

Sincerely,  
Mr. Tom George

## **VISION STATEMENT**

***Increase Achievement For All Students.***

## **MISSION STATEMENT**

North Adams-Jerome Middle School assures students successful transition from elementary to middle school learning environments.

## **GUIDING PRINCIPLES**

- To assure success, all students must be provided an emotionally and physically safe learning environment.
- Individual positive behavior is the result of positive relationships.
- Responsibility in school shapes responsibility in life.

## **NORTH ADAMS-JEROME MIDDLE SCHOOL BELIEFS**

All students are capable of learning.

All students are given the opportunity to learn.

The educational process should accommodate all students.

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

## **MIDDLE SCHOOL: ADVOCACY FOR EVERY STUDENT**

We believe that the obligation of a great middle school is to provide a continuity of caring that extends over the student's entire middle level experience so that no student is neglected. We have begun a program that involves a designated staff member responsible for a small group of students; regularly scheduled meetings of the advisory group; ongoing and individual conferences between the advisory and students during the year; administrative support; parent contact with the school through the child's advisor; and most importantly, an adult advocate for each middle schooler.

The two most important jobs middle school teachers have is to know the students they teach and to address their varied needs. Because NAJ teachers expect our students to be engaged learners, they must communicate to those students that they are cared for, respected, welcomed, and appreciated. Every middle student needs affirmation, support and needs to know that those who are charged with educating them are also concerned about them. Forming constructive relationships enable students to become better learners and more responsible citizens.

## **DAILY SCHEDULE AT NAJMS**

7:35-7:50	Gym open/breakfast available
7:50	1 <sup>st</sup> bell
8:05-8:56	1 <sup>st</sup> hour class
9:00-9:50	2 <sup>nd</sup> hour
9:54-10:44	3 <sup>rd</sup> hour
10:44-11:14	Lunch
11:19-12:09	4 <sup>th</sup> hour
12:13-1:04	5 <sup>th</sup> hour
1:08-1:58	6 <sup>th</sup> hour
2:02-2:57*	7 <sup>th</sup> hour

\*Bus students only released at 2:52.

## **SCHOOL RECORDS AND ENROLLMENT**

### **BIRTH CERTIFICATES**

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

1. A certified copy of the student's birth certificate within 30 days.

If a person enrolling a student fails to comply within the 30-day period, then the school district is required to notify the local law enforcement agency.

### **IMMUNIZATION**

All children 11-18 years of age who are changing schools or are enrolled in 6<sup>th</sup> grade – are required to have:

- One dose of meningitis vaccine
- One dose of Tetanus/diphtheria/pertussis (Tdap-if it has been more than 5 years since their last dose)

All students are required to be updated on all immunizations before starting school.

### **PARENTAL RIGHTS**

1. In recognition of the rights of parents and legal guardians, North Adams-Jerome Public Schools shall ensure that a parent or legal guardian responsible for the care and custody of a pupil enrolled in the school district may do the following:

- a. Review the curriculum, textbooks, and teaching materials of the school in which the pupil is enrolled at a reasonable time and place and in a reasonable manner.
- b. Be present, to a reasonable degree, and at reasonable times and subject to reasonable restrictions, controls, and limits, to observe instructional activity in a class or course in which the pupil is enrolled and present. As used in this subdivision, "instructional activity" does not include testing.

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



## PARENTAL INVOLVEMENT

### **WORKING TOGETHER**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor or principal, please call the school office at 517-287-4214 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Attending board meetings to learn more about district operations.

## SCHOOL ATTENDANCE

One of the major aims of the attendance policy at NAJ is to stress student responsibility and self-discipline. Regular attendance contributes to the school's instructional goal of developing responsible and productive citizens, self-discipline, and more employable workers. The State of Michigan has specific laws relating to school attendance for any one sixteen (16) years of age or younger.

1. Five absences per nine weeks will be allowed. After accumulating five absences time needs to be made up. A maximum of two days of make up time will be on Saturdays from 8:00 am – 12:00 noon. One Saturday will count as one day of absence from school. The following Saturdays will be make up days. If the Saturday's listed do not fit a student's schedule, students may serve make up time at the County Saturday School. Only two days are allowed to be made up. \*Tentative dates.

Marking period 1 – **\*October 29 & November 5, 2016**

Marking period 2 – **\*January 21 & 28, 2017**

Marking period 3 – **\*March 25 & April 1, 2017**

Marking period 4 – **\*June 3 & June 9 (in the p.m.), 2017**

**Missing School for Family Trips** – The middle school administration and staff remind parents and students that students who take vacations while school is in session disrupt not only their education but the education of their classmates because the class is altered for that period of time. We ask that parents make every effort to avoid taking students out of school while school is in session. The school cannot always provide advance homework when students and their families vacation during times when school is in session. While the school does advocate quality family time together, the school cannot assume the responsibility of attempting to compensate a student’s lost time in classes by advance homework assignments or duplicate instructional information because of a trip.

**Dismissals** – Occasionally, it becomes necessary for a student to be dismissed early from school. Appointments or illness are frequently the reasons for such dismissals. All students who have to be dismissed must follow the following procedure:

**Dismissal Because of Appointment:**

- a. It is the responsibility of the student to inform the Main Office that they are being dismissed.
- b. When the parent arrives, the student will be called to the Main Office, and the parent will sign the student out.
- c. The Office records the dismissal time on the daily attendance bulletin.
- d. No student can leave the school until the parent/guardian signs them out. In order for another adult (such as a child care provider) to pick up the student, the office must have received previous written permission from the parents for that designee to pick up the student.

**ATTENDANCE POLICY**

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

**Excused Absences:** Parents may excuse their child(ren) from up to five days of school attendance by calling or sending written documentation within 24 hours of the absence.

Additional absences must be documented as follows to be excused:

1. Illness/medical reason
2. Medical appointments
3. Observance of a religious holiday
4. Death in the family
5. Emergencies beyond the control of the family
6. Mandated court appearances
7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian’s military service
9. Homelessness

**Consequences of Excessive Absences:**

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

- Upon accumulation of three (3) unexcused absences or a student determined to be chronically absent, the parent(s) or guardians(s) will be contacted to make them

aware of the situation and set up a meeting for consideration of an attendance plan with the family.

- After five (5) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue with school attendance and a meeting with the truancy officer will be set up to discuss the plan for improvement of attendance.
- After seven (7) unexcused absences or continued chronic absenteeism, the parent(s) or guardian(s) will be contacted to make them aware of the continued issue and notify them the truancy officer will report the case to the Probate Court for appropriate proceedings.

**Chronic Absences:** Chronic absence is missing 10% or more of scheduled school time regardless of unexcused, excused or disciplinary reasons.

**Tardiness:** Ten (10) tardies will result in one unexcused absence as defined in the above attendance policy.

### **MAKE-UP WORK**

It is the student's responsibility to ask the teacher for assignments that have been missed due to absences. Please allow one day for makeup work to be prepared. The student will be allowed one day for each day absent to make up their work upon return to school.

### **Dismissal for Reasons of Illness**

If a student is feeling ill during the day and feels the need to go home, the student must report to Mrs. Beach's office. A student should not telephone a parent/guardian and request to be picked up. Mrs. Beach will contact the parent/guardian or emergency contacts and request transportation for the student. The parent/guardian will come in to the office to sign the student out. Changes in your emergency contact forms must be kept updated. Telephone numbers for work, home, and emergency contacts must be kept current.

Children must report immediately any injuries they receive while at school. Staff will attend to minor injuries. Parents or emergency contact will be called when necessary. We will respond in a reasonable and prudent manner including calling 911 for emergency treatment.

**Physical Education Excuse from Class** – Physical education is a requirement for all students. However, there are circumstances which prevent students from participation on a short-term or long-term basis. A student is required to have a note from his/her doctor when he/she is unable to participate. The note should be given to the office and physical education teacher.

While there are no gym uniform requirements, student must come prepared with sneakers and appropriate clothes for each physical education class.

2. **In this policy, absences are not listed as excused or unexcused.** However, a parent/student may request a waiver form listing all absences deemed due to extraneous situations. These will not count against the five absences listed in #1. Extraneous situations are defined as:

1. Illness/medical reason
2. Medical appointments
3. Observance of a religious holiday
4. Death in the family

5. Emergencies beyond the control of the family
6. Mandated court appearances
7. Extraordinary educational opportunities pre-approved by the district administrators
8. Parent or guardian's military service
9. Homelessness

Proof of these absences with the date and time listed need to be provided in a timely manner to the attendance officer. The principal will be responsible in making the final decision in all waivers. Letters will be mailed home when a student reaches three and five absences.

\*Individual classes may have other requirements in case of absences.

3. Failure to make up time shall result in a 4% grade reduction from the marking period grade.
4. Students of compulsory school age who develop acute attendance problems will be referred to the Intermediate School District and/or the Juvenile Division of Probate Court for appropriate action.
5. A parent/guardian/registered 18-year-old student shall be entitled, upon request to a hearing before the principal/superintendent in the event there is any question regarding the application of the attendance policy.
6. After an absence it is the student's responsibility to get any assignments from his/her respective teachers. One day for each day of absence will be given for make up work.
7. The student's attendance record will be recorded on the report card and transcript.
8. The attendance factor will be applied for a nine-week marking period as follows:

Excessive Absences	Attendance Factor	Sample Academic Factor
0	0%	The student has 74%;
1	4%	the student has three
2	8%	excessive absences.
3	12%	The attendance factor
4	16%	would be 12% thus: the
5	20%	class grade would be
6	24%	the academic factor
7	28%	74% minus or a grade of
8	32%	"D" factor 12%
9	36%	attendance equals 62%.
10	40%	

9. Five absences per nine weeks after which student makes up time. Failure to make up time shall result in attendance factor.

**EXTRA CURRICULAR SCHOOL ACTIVITIES**  
**EXTRA CURRICULAR ATTENDANCE**

Students must be in all scheduled classes for the entire school day in order to participate in extra-curricular activities on that date and/or Friday attendance for a weekend date. An appointment card or other documentation must verify excuses. Prearranged excuses for doctor appointments, chiropractor appointments, college visits, field trips, and/or family emergencies (haircuts, forgotten uniforms does not

constitute a family emergency) are to be made with the office staff. This includes all school-sponsored activities (academic, athletic, clubs and/or organizations, field trips, etc.). No student who has been absent for any part of the school day (other than for emergency circumstances, which will be determined by an administrator) will be allowed to participate and/or attend school functions on that date. The athletic director will determine athletic decisions and the principal will determine all other school related activities. When an emergency arises, students should make every effort possible to inform the school of the pending problem. Any student who has an out-of-school suspension will not be allowed to participate and/or attend school functions on that date. Students assigned to in-school suspension who are in extra-curricular activities will be able to attend with their team/group but not be able to participate in games or activities on that date. They will be allowed to practice, but the coach or leader must assign additional requirements for that particular practice on that date. Any student not in extra-curricular activities assigned to an in-school suspension will be allowed to attend after school functions. \*Band and choir are classroom requirements, not extra-curricular activities.

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

### **MIDDLE SCHOOL HOMEWORK POLICY**

Consistent homework completion in the Middle School helps your child establish a successful study routine that will keep him or her in good stead throughout high school and post-high school education. Students should expect homework each night.

Students will fill out a daily planner with their teachers during class. Homework and approaching dates for projects and tests will be circled. Please look these over with your students daily work.

The school normally does not provide time during the regular school day for students to work on home assignments. Therefore, it is very important that the time spent on studies at home be used profitably, and that students do not have an overwhelming after-school schedule. Good homework habits contribute to successful study. Select a regular time and a suitable place to do homework.

If your child appears to have too much homework, please consider the following before you call your child's teacher:

- ✓ Check your child's assignment notebook to verify that homework is properly recorded, including specific assignments and their due dates. (Some students write down assignments on the date they're assigned, not the date they're due.)
- ✓ Help your child to prioritize and allot appropriate time to assignments. Some students can spend hours embellishing a poster or revising a single paragraph.
- ✓ Help your child to plan for work that is assigned and due at some future time. Some students may wait until the night before a project is due and then be overwhelmed.
- ✓ If your child is spending an inordinate amount of time on homework, please consult with your child's teacher if the problem appears specific to a particular class, or call the office to set up a meeting with the teachers to discuss the individual needs of your child.

If your child appears to have too little homework, please consider the following:

- ✓ Make sure that your child understands that homework is not optional.
- ✓ Help your child to plan for work that is assigned and due at some future time. Your child may say there's no homework because nothing is due tomorrow; in reality, there may be several assignments due later in the week that he or she should be working on.

**Forgotten Homework** – The school does NOT accept homework faxed to the office or e-mailed directly to the teacher. If a student forgets homework, they may use the school phone to call home. If forgetting homework occurs too often, the privilege of using the school phone will be denied. If the homework is brought to the office, it will be placed on the counter. It is the student's responsibility to come in and pick it up. Individual teachers will provide their policy on accepting late work.

**PLANS** Teachers will turn in names of students two or more assignments behind from the previous week. Students will be assigned to stay after school on Thursday night.

### COMMUNICATION

Our strong relationship with our parents depends upon our ability to communicate effectively with them about their child's intellectual and social-emotional progress. We have several avenues, which are described below, that can provide parents with the information they need to support the growth of their child.

As with any effective communication system, the challenge is to streamline it. We want to develop warm, trusting relationships with parents; at the same time, we do not want to distract the teacher from their primary responsibility, the daily instruction of the NAJMS students. For example, we ask that parents e-mail or phone teachers first when they have an academic concern before they schedule a face-to-face conference. It is also important that parents do not feel obligated to meet with teachers in order to show support for their child. Please keep in mind that if you are not sure how to obtain certain information, you should feel comfortable asking any staff member to help you address the needs of your child.

### HOW THE SCHOOL COMMUNICATES WITH FAMILIES

**Report Cards** – Report cards are sent to your home at the end of each of the four nine weeks. Most classes are graded A-E. Along with the letter grades will also be teacher comments.

**Parent Teacher Conferences** – Twice a year (October and February) there are parent conferences.

**Telephone** – Parents should feel free to call any teacher or administrator in the Middle School at any time with any questions or concerns.

**E-mail** – All employees have e-mail addresses. For many teachers, this is the preferred way of exchanging information. A complete list of e-mail addresses are on our web site and in our handbook.

**Web site** – NAJ has a very helpful web site with the direct links to Middle School information. Calendars of activities, sports information, class descriptions, lunch menus and loads of other information are all on line at [www.najps.org](http://www.najps.org).

**ATHLETIC REGULATIONS**  
**PHILOSOPHY OF THE ATHLETIC DEPARTMENT**

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

**SPORTS OFFERING**

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

**FALL** - Football, Volleyball

**WINTER** – Boys and Girls Basketball

**SPRING** – Track

**ATHLETIC ELIGIBILITY**

Any student wishing to participate in the school interscholastic athletic program must be enrolled in North Adams-Jerome Schools and adhere to the rules and regulations set forth by the Michigan High School Athletic Association. An official eligibility check will be conducted on all athletes by the administration and teachers on a weekly basis. Grade sheets will be given to every teacher on Thursday and must be returned on Friday. All athletes with a grade or grades below a C- will be on a probation status. If a student receives an E grade or grades on their weekly eligibility, they have two weeks to remove that E. If the E remains after two weeks, the student is ineligible until the failing grade is removed on an official grade sheet. An ineligible student may continue to practice, but is ineligible to participate in any game or scrimmage during their ineligibility. Ineligibility of athletic contests starts on Monday and continues through Sunday. Before any student can compete on any athletic team, he or she must have on file in the athletic director's office, a completed physical card, a signed copy of the handbook, and a completed insurance/emergency form. If school is canceled because of snow, ice, etc., there may be practice for extra curricular activities. These practices will be held only if conditions have cleared enough to allow them. Practice on these days will not be mandatory. Extra-curricular participants are expected to follow all rules and regulations set forth by the hired coach/advisor. Extra-curricular participants shall, at all times, act, dress, and groom in a manner that befits his/her position as representative of NAJ and as an honored member of the community. All extra-curricular participants are expected to travel both ways on school provided transportation to a contest unless released personally by the coach to the parent. Dismissal from the team may result if an athlete uses any other means of travel.

**Amended Policy on Late Arrival For Athletes**

A student will be given a one-time grace period, per sport, of one class period he/she arrives at 8:21 or later for first hour and one minute later than the stated 5-minute tardy/absent policy for the remaining house. They must be in their next class before the bell rings. Second and further offenses, per sport, of arriving at 8:21 or later first hour and one minute later than the stated 5-minute tardy/absent will not allow an athlete to practice or play in a game that evening. A normal absence is

defined as arriving at 8:11 or later for first hour and one minute later than the stated 5-minute tardy/absent policy for the remaining hours. Students attending the Tech Center who miss the bus must come into the office within 10 minutes and stay in the office or a designated area until the start of 4<sup>th</sup> hour. If they don't follow this, they will not be able to practice or play. If an emergency arises, students must contact the school immediately to explain the emergency. If this is not done, he/she will be subject to the late arriving policy.

This policy applies to the beginning of a students' day only. Students marked absent during other hours of the school day for skipping or not having permission to be out of class will not be allowed to practice or play. Absences on Friday carry over to Saturday contests also.

## **SAFE SCHOOL ZONE** **BULLYING, HARASSMENT AND HAZING POLICY**

### **Position Statement**

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

### **Definitions**

#### **a. Bullying:**

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

#### **b. Harassment:**

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

#### **c. Hazing:**

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

### **Penalties**

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



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

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

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

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

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

#### Complaints

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

#### Dissemination

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

#### Procedure

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

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

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

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

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

- Bullying – A minimum of a 2 day suspension.
- Harassment – Must meet minimum consequences per building bullying rubric.
- Hazing – A minimum of a 2 day suspension.
- Battery – Minimum out-of-school suspension 1-10 days, possible expulsion, and possible referral to police authorities for legal action.

- Use or possession of explosives, fireworks, foul substances – will result in a 10-day suspension and recommendation for expulsion; assessment by a non-school counselor.
- False fire alarm will result in a 10 to 30 day suspension, assessment by a non-school counselor, possible recommendation for expulsion.
- e. For acts of bullying, the grievance officer or building administrator will notify the parent or legal guardian of the victim of bullying, as well as the parent or legal guardian of the perpetrator of the bullying.
- f. All prohibited behavior will be documented and available to the school board for review on an annual basis.

**NORTH ADAMS-JEROME BULLYING POLICIES AND PROCEDURES**

**North Adams-Jerome Schools definitions of aggression and bullying:**

**Aggression** is any mean look, gesture, action, or word that hurts a person’s body, feelings, friendship, reputation or property.

**Bullying** is a form of aggression that is repeated, intentional, and involves an imbalance of power between the people involved. Bullying can take the form of a look, gesture, word or action.

**When an incident of bullying or student to student aggression occurs:**

- 15 Second Intervention (example included below)
- Indicate level of infraction and explanation of incident
- For some infractions it will be necessary to contact parents
- All infractions should be reviewed by the office to check for proper discipline based on the rubric
- Additional infractions should also be given to the office

**STUDENT TO STUDENT AGGRESSION RUBRIC – MIDDLE SCHOOL**

**Level 1**

Hurtful Action or Behavior	1 <sup>st</sup> Time	2 <sup>nd</sup> Time	3 <sup>rd</sup> Time	4 <sup>th</sup> Time	5 <sup>th</sup> Time
Unkind gestures of looks	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention	15 Second Intervention
Name calling (minor) Swearing (minor)	Verbal or written apology	Student calls parent	Student calls parent	Meeting with Counselor	Call parent
Insulting/sarcastic remarks		Apology	Detention	2 Detentions	1 day ISS
Excluding others			Apology	Apology	Apology
Behaviors that hurt feelings					
Cutting in line					

**Level 2 – Disrespectful behavior, Moderate physical contact**

Pushing	15 Second Intervention	15 Second Intervention	Send to office	Send to office	Send to office
Hitting	Parent contact	Parent contact	Counselor contacts parent	Counselor contacts parent	Counselor contacts parent

Grabbing	Detention	1-2 detentions	Possible 1 day ISS	1 day OSS	3 days OSS
Pinching	Apology	Apology	Meeting with Counselor	Parent meeting	Parent meeting with Counselor
Swearing (major)			Apology	Behavior Plan	Apology
Name calling (major)				Apology	
Tripping, horse play, etc.					

**Level 3 – Intimidation/Harassment, Threatening Behavior, Severe Physical Contact**

Fighting	Send to office	Send to office	Send to office	Send to office	Send to office
Punching	Parent contact	Parent contact	Parent contact and meeting	Parent contact and meeting	Parent contact and meeting
Choking	Possible 1-3 day ISS/OSS	Possible 3-5 day ISS/OSS	5 day OSS	10 day OSS	10 day OSS
Spitting	Apology	Behavior Plan with Counselor	Review Behavior Plan	Review Behavior Plan	Review Behavior Plan
Racial , ethic, sexual, religious or age-based harassment		Apology	Suggest outside resources	Option for therapy	Possible Expulsion
			Refer for truancy	Apology	Apology
			Apology		

At the discretion of the administrator, consequences assigned may be more severe in any above category based on the seriousness of the action.

Time between incidences will also be taken into consideration for consequences on the rubric.

Behavior plans will be implemented for students having repeated offenses.

Apologies may be verbal or written.

ISS = In School Success

OSS = Out of School Suspension

**DISCIPLINE**

Classroom rules and consequences will be sent home at the beginning of the school year.

If a student is sent to the office due to disciplinary concerns, there are several disciplinary measures that may be used for punishment.

Silent Lunch Detention: This is used for discipline problems (usually minor classroom disruptions) when the teacher feels the after school detention is too severe.

After School Detention: The student is detained for 45 minutes. Transportation is the responsibility of the parent. Detentions are held on Tuesday's and Thursday's.

Separation: The exclusion of a student from a class or classes. Students may be placed in an alternative learning center. They will be expected to complete class work and will receive credit for the work.

**DETENTIONS**

The classroom teacher or other school authorities issue detentions. These may be issued for, but not limited to: missing homework, horseplay, foul language, not being prepared for class, disruptions, not following instructions, disrespect to anyone, etc. Once a detention has been issued the student shall bring the detention slip home for parent's/guardian's signature. If a parent would like to speak with the school official that assigned the detention, the parent should call during the teacher's conference hour (listed in the front of the handbook). Parents will also be notified, if possible, by phone of any detentions assigned.

Cumulative detentions can result in in school suspensions or out of school suspensions.

**After-School Detention** – Teachers and administrators may also assign after-school detention. After-school detention is held from 3:00-3:45. Any outside activity scheduled for the detention day is **not** an excuse for not staying for detention (i.e. , sports practice, game, etc.). Failure to report for detention will result in two days of detention and a phone call to parents.

Allow students with a maximum of one write up and passing all their classes for the nine weeks, to receive or participate in incentives for positive behavior. Write ups for drugs, fights, threats, disrespect, and other excessive disciplinary problems will not allow students to participate in the incentives offered.

### **IN-SCHOOL SUSPENSIONS/SILENT LUNCH DETENTION**

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

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

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

Out-of-school suspension will be assigned only in the case of persistent disciplinary infractions or for more serious infractions at the discretion of the Principal. Each Out-of-School Suspension assigned for a serious infraction will also advance the student one step on the out-of-school progression. All out-of school suspensions will require a satisfactory parent-student-teacher-principal conference be held prior to reinstatement. Anytime a multiple day assignment to in-school triggers an out-of-school suspension, the student will need only serve the out-of-school suspension.

### **SCHOOL SUSPENSIONS**

When a student is suspended from school any work they miss may be turned in the day they return for passing credit. Any unfinished work must be completed, however, no credit will be given. During suspension a student shall not come onto school property without being under direct supervision of their parent/guardian and having direct permission from the principal/superintendent.

- 3---assignments to in-school = 1 day out-of-school suspension
- 5---assignments to in-school = 3 days out-of-school suspension
- 7---assignments to in-school = 5 days out-of-school suspension
- 9---assignments to in-school = 10 days out-of-school suspension
- 10--assignments to in-school = 10 days out-of-school suspension and possible expulsion.

### **RULES FOR IN-SCHOOL SUSPENSION/SILENT LUNCH DETENTION**

- Students must be working on assigned classroom work or be reading for the entire time during in-school.
- Students will not be issued any passes.
- One bathroom pass in the a.m. and p.m. for full day ISS.
- Students will not be allowed to talk.
- Students will not be allowed to eat lunch in the cafeteria.
- Students must remain seated at all times.
- Violations may result in more time assigned to in-school.

### **SNAP SUSPENSION**

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

### **DISCIPLINE RECORDS, DISCIPLINE DOCUMENTATION**

The NAJ Board of Education recognizes the following:

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

#### **Discipline/Suspension/Expulsion Due Process**

- a. Notify parents/guardians as soon as possible.
- b. Parents/guardians are to meet with the building principal.

\*If parents are dissatisfied with the results of this meeting:

- c. Within five (5) school days from the principal's decision, the parent/guardian may appeal such decision to the superintendent.

\*If parent/guardian is dissatisfied with the results of this meeting:

- d. Within five (5) school days from superintendent's decision, the parent/guardian may appeal such decision to the school board. The school board will schedule a hearing within fifteen (15) school days and shall notify the parent/guardian at least (5) days prior to the hearing date. The board of education

shall render a written opinion of its determination within two (2) school days from the date of the hearing and such decision shall be forwarded to all parties.

\*If parent/guardian is dissatisfied with the results of this decision:

e. The parent/guardian shall be made aware of their rights to appeal the decision of the board of education to the appropriate judicial authority.

### **SAFE AND DRUG FREE SCHOOLS**

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

### **SMOKING AND/OR CHEWING TOBACCO**

Cigarettes, snuff, chewing tobacco, or look alike substances that reflect or encourage tobacco use are not permitted at any time on school grounds. Use or possession of the above stated products will result in the following:

- 1<sup>st</sup> offense: 5 days out-of-school suspension, notification to authorities and parental conference meeting of an extra-curriculum tribunal, loss of all school activities for 30 school days. Up to 5 days out-of-school suspension for having a lighter.
- Repeat offenses: 10 days out-of-school suspension, parental conference and recommendation of expulsion. Suspension may be adjusted if the student agrees and successfully completes a Student Assistance Program of rehabilitation. Loss of all school activities for 1 calendar year will also occur.
- School activities are defined as any activity beyond the extra curricular activities in which the student is a full time participant.

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

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

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

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

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

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

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

### **NORTH ADAMS-JEROME COMPREHENSIVE 24/7 TOBACCO-FREE SCHOOL POLICY**

North Adams-Jerome District policy prohibits the use, possession, concealment, distribution or intent to distribute, or sale of any tobacco or non-tobacco nicotine product in all school-related situations, by any person, at any time, in any location, and at any event.

Policy includes, but is not limited to the following:

- Any tobacco or non-tobacco nicotine products – chew, cigars, cigarettes, hookah use, loose tobacco, e-cigarettes, snus, orbs, and strips.
- Any Person – students, staff, visitors and all groups using school property
- Any Time – 24 hours a day, 7 days a week, 365 days a year
- Any Location – school parking lots, vehicles, dances, sporting events or events on school property, school or district sponsored events held off campus

Compliance with this policy is mandatory for all students, staff and visitors. Any student who violates this policy will be subject to disciplinary action in accordance with due process and as specified in the student handbook, up to and including expulsion from school. North Adams-Jerome is concerned about any student who violates the policies related to tobacco and will notify parent(s)/guardians and the student of community programs and services available. When necessary, local law enforcement may be contacted and fines assessed.

North Adams-Jerome District policy also prohibits the advertising or promotion of tobacco. This policy includes, but is not limited to the following:

- Signs or posters
- Clothing, t-shirts, hats, bags, etc.
- Sponsorship of school events

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

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

- 1<sup>st</sup> offense 2-5 days out-of-school suspension, parental conference meeting, possible notification of authorities, and loss of all school activities for 30 school days. Students caught breaking the policy will be given an option of successfully completing a cessation program to reduce the overall consequence.

- Repeat offenses: 5-109 days out-of-school suspension, notification of authorities, parental conference, and possible expulsion. The suspension will be adjusted if the student agrees and successfully completes a cessation program. Loss of all school activities for 9-180 school days will be enforced.
- School activities are defined as any activity beyond the extra-curricular activities in which the student is a full-time participant.
- Students choosing to complete a cessations program will have suspensions reduced to ISS assignments. If a student does not complete the program, out-of-school suspension will be served.

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

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

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

Part of the NCA goals is to increase the level of respect in our school and our community. Disrespect to any person or property will not be tolerated. Along with the discipline procedures listed above, a student will be asked to write a letter of apology to the person.

### **PUBLIC DISPLAY OF AFFECTION**

Holding hands is the only physical contact permissible on school grounds or at school functions. Students exhibiting other forms of public affection will be dealt with in the following manner:

- 1<sup>st</sup> offense: Official warning will be recorded.
- 2<sup>nd</sup> offense: Detention and parents will be notified.
- Further violations will result in in-school suspension and parental conference(s).

### **LEAVING SCHOOL PROPERTY**

Any student leaving the building during school hours must first present an excuse slip from home signed by a parent or guardian and check out in the office. No student may leave the building without permission of the school administration. Discretion shall be used in all cases regarding permission to leave. This policy is for the students' protection as well as the schools'.

Failure to receive permission will result in the following actions:

- 1<sup>st</sup> offense: Detention or In-school suspension
- 2<sup>nd</sup> offense: In-school suspension(s)
- 3<sup>rd</sup> offense: In/Out of school suspension(s)

***Reminder: This is a closed campus***

**\*\*All students must sign in when arriving after the 8:00 bell and sign out when leaving school. All bus students must stay inside the school building when dropped off in the morning.**

### **SKIPPING CLASS**

Any student not in their assigned classroom during the class period or not receiving permission to leave the classroom will be considered as skipping. It is the responsibility of the student to obtain



permission from the teacher at all times. Teachers have the discretion of not allowing students to go to another classroom. This policy is for the students' protection as well as the schools'. An absence may be assigned.

Failure to receive permission will result in the following actions:

- 1<sup>st</sup> offense: Detention or In-school suspension
- 2<sup>nd</sup> offense: In-school suspension(s)
- 3<sup>rd</sup> offense: In/Out of school suspension(s)

### **STUDENT USE OF THE OFFICE TELEPHONE**

Students who need to use the office telephone must have a written pass from their regular classroom teacher. They are permitted to use the telephone in the office only when it is of great importance. Students will not be called out of the classroom to answer the telephone except in emergencies.

### **DRESS CODE**

It is the expectation of North Adams-Jerome Schools that responsible students will dress in good taste and meet standards of area employers. Proper student dress/grooming is left to the responsibility of the parent(s)/guardian. Clothing/grooming is expected to be appropriate, clean, safe, healthful and not disruptive to the educational process.

1. Any clothing/jewelry that does promote, advertise, make reference to gangs, drugs, alcohol, tobacco, sex, violence, inappropriate language and/or vulgar gestures will not be allowed to be worn during school hours. Examples not allowed: Co-ed naked, Big Johnson, Joe Camel T-Shirts, and Hooters.
2. Any form of dress, which is distracting or disruptive to the purpose of school, will not be permitted including: tank tops, spaghetti straps, pajamas, slippers and bare mid-sections.
3. Articles of clothing that overexposes a student's body will be as follows:
  - a. If a student raises their arms and the mid-section is visible, or the mid-section is visible without the student raising their arms, or the back area is overly exposed when seated, the clothing is unacceptable.
  - b. If a student places their arms at their side and the fingertips extend past the length of the shorts, skirt, dress, etc. then they are unacceptable.
  - c. Pants, shorts, etc., must be worn where they are intended, at the waist. No "sags".
  - d. Jeans and like apparel with holes in them are acceptable if the holes appear below fingertip length.
  - e. Clothing should hide straps of undergarments.
  - f. At no point should cleavage be visible.
  - g. At no point should underwear be visible.
  - h. Leggings, yoga pants and jeggings worn without fingertip length shorts, skirt or dress over top. These by themselves are not considered pants.
4. Any and all head coverings (hats, do-rags, bandanas, sweatband, etc.) are prohibited in the school during school hours. No sunglasses are allowed.
5. Coats are not to be worn during school hours.
6. Sagging pants are not tolerated. Shorts must be hemmed and come approximately to the knee.
7. Shoes must be worn.
8. Chains worn as any portion of an outfit, included, but not limited to, those attached to wallets, belts and belt loops, or jewelry, etc. will not be tolerated.

9. If students choose to bring a book bag, duffel bag, etc. to school, they will not be permitted in the classroom.

10. Any items used as part of an outfit, which are considered to be possible weapons are not permitted.

The principal and the teacher shall have the authority to determine the appropriateness of a student's dress.

- 1<sup>st</sup> offense: Student will be asked to change their clothing to come in compliance with the dress code and an official warning will be recorded. The school will have some clothing items available.
- Further offenses: Detention(s) or In-school suspension(s).

The dress code will be enforced during school hours and at all school sponsored activities.

The above list is not all-inclusive. The administration reserves the right to determine what is appropriate and acceptable appearance.

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

Students are expected to actively or non-actively participate in good taste at all school events. Students are expected to attempt to be in the gymnasium during after school activities. Avoid hanging out in the hallways during this time. Students along with the student cheering section should conduct themselves properly during athletic contests. Please treat our guests in a positive manner. Staff members will use their good judgment in determining good taste. This includes any event, home or at another location, in which our school is involved. Violations will be dealt with in the following manner:

- 1<sup>st</sup> offense: Verbal warning will be officially recorded by the advisor of the event.
- 2<sup>nd</sup> offense: Removal from event by Administrator in charge.
- 3<sup>rd</sup> offense: No admittance to the next event.

Continued offenses: Removal from all school events for 1 calendar year.

This includes all school-sponsored activities (academic, athletic, clubs and/or organizations, field trips, etc.)

Students leaving an athletic contest, dance, or other paid events will not be allowed to return.

### **BEHAVIOR IN HALLS**

Students must act appropriately while in the hallways during school or during school activities. Running, pushing, tripping, kicking lockers, or yelling will not be tolerated. Students are not to be on school grounds after 3:10 p.m. unless under direct adult supervision. Students violating this rule will be dealt with in the following manner:

- 1<sup>st</sup> offense: Official warning will be issued and recorded.
- 2<sup>nd</sup> offense: Detention(s).

Further violations: In-school suspension(s).

Students in the middle school are prohibited from being at senior high lockers or with senior high groups during the school day. Senior high students are prohibited from being at middle school lockers or with middle school groups during the school day. Necessary contact with siblings is always allowed.

## **FACILITY USE BY STUDENTS BEFORE AND AFTER SCHOOL**

Certain areas of the school will be accessible to students before and after school for specific purposes. Unless a teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building.

At 7:30-7:45 a.m. students are allowed to be in the gym. At the 7:45 a.m. bell students will go to the middle school wing and at 7:50 a.m. breakfast will be made available. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of teacher, students must leave campus immediately.

**Lockers** – During the first week of school, students are assigned a locker. This provides a place for them to store their books, lunch, etc. Students are asked to please keep it neat, orderly and **LOCKED**. In order to ensure the security of their possessions, it is critical that students do not share their locker or their locker combination with other students. **Students are reminded that the lockers belong to the school; therefore, school officials may search lockers when they believe it is in the interest of the health and safety of the student body.**

**Books** – Students are responsible for the care and the return of all books, materials, and/or equipment issued by the school. Charges will be assessed for cost of replacement of lost, damaged or destroyed materials.

**Lost and Found** – Items of clothing which have been found and turned in at the Office will be kept in the lost and found storage area. Valuables which have been found will be kept in the office. Clothing left for an extended time will be donated to charity.

### **Gym Rules & Lunch**

1. Respect others and their space. Keep hands and feet to yourself
2. When the bell rings, all students must stop.
3. Follow all directions given by the aide.
4. All students must be in the gym at all times.
5. All equipment must be shared and used properly.
6. Return quietly to class.
7. Students are not permitted in the gym without adult supervision.

### **HALL PASSES**

Students must have a signed pass from a teacher or staff member in order to be allowed in the hall. Hall passes are found in the back of the student planner. Therefore, any student who wants to use a hall pass must have their planner with them. A student without a pass will be sent back to class. Students abusing hall passes or seen excessively in the hall will lose their privilege to use passes.

### **ADULT VISITORS**

All adult visitors are required to register with the office. Visitors will be issued a “visitors pass” that should be worn in plain sight. Adult visitors who want to visit a classroom need to schedule this visit 24 hours in advance. The request may be denied.

### **STUDENT VISITORS**

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

## **SCHOOL BUS RULES FOR ALL SCHOOL RELATED FUNCTIONS**

The Board of Education, as a privilege, provides a safe, economical and efficient school bus transportation system. Such a system can only be achieved with the complete cooperation of the pupils who ride the buses, the parents, the school officials, and the bus drivers. The Board of Education has adopted a School Bus Conduct Policy to protect the safety of the pupils. "Note to parents: Riding the school bus is a privilege that may be suspended. If your child is suspended from riding the bus it is the responsibility of the parents to get him/her to school."

1. Bus drivers are responsible for all students on their bus, and the driver must be obeyed at all times.
2. Pupils will wait until the bus has come to a complete stop before attempting to enter or leave the bus. No students will be allowed to stand or walk in the bus aisle.
3. Bus drivers may assign seats and pupils are to remain in the assigned seat.
4. Pupils are to keep their hands and heads inside the bus at all times. Pupils will not be allowed to pass between buses parked in the loading zone.
5. Conversation in a normal tone is permissible. Shouting and whistling is distracting to the driver and could be the cause of an accident. It is, therefore, prohibited.
6. Any pupil who pulls hair, scuffles, uses unfit language, hits other pupils, or engages in other misconduct is prohibited.
7. Pupils are not to eat or drink on the bus.
8. Pupils are to deposit litter in the wastebasket, not on the floor.
9. Student must have a dated and signed note from their parents, guardians, and/or school administrator before drivers are to let the students off the bus at other than their regular stop. Students must have a dated and signed note from their parent/guardian, brought to the office to obtain a pass from a school employee before drivers are to let the students off the bus at other than their regular stop.
10. Smoking, use of tobacco, alcoholic beverages or any other substance, the use of which produces abnormal behavior on the school bus, is prohibited.
11. Pupils are not to be destructive. Report any damage immediately.
12. Pupils are not to tamper with the emergency door.
13. Pupils are not to have pets or glass containers on the bus.

## **BUS DISCIPLINE PROCEDURES**

This area of the policy contains a description of our discipline procedures. We will be using a form known as the BUS CONDUCT REPORT. The purpose of this report is to inform the parent of a disciplinary incident involving the student on the school bus. You are urged to both appreciate the action taken by the driver and to operate with the action initiated. The following is the step-by-step order of the discipline procedure. It should be understood that in some instances of SEVERE MISCONDUCT not limited to: disrespect, physical/verbal assaults, weapons, or arson will invoke other portions of the student handbook.

- STEP 1: The 1<sup>st</sup> offense will result in at least an official warning and may also include the loss of school-sponsored transportation depending on the nature of the offense. The bus driver will notify the parents on the day of the infraction of any recommended loss of riding privileges.
- STEP 2: The 2<sup>nd</sup> offense will result in at least the loss of school-sponsored transportation for one day, depending on the nature of the offense, possibly longer. The bus driver will notify the parents the day of the infraction of loss of riding privileges.

- STEP 3: The 3<sup>rd</sup> offense will result in at least the loss of school-sponsored transportation (authorized by the principal) for three days and may include up to permanent suspension of riding privileges. The bus driver will notify the parents the day of the infraction of the loss of riding privileges. This may include out-of-school suspension(s). A bus conduct report will be given to the student/parent or mailed home. The parent(s) must meet with the principal and bus driver/supervisor prior to the resumption of riding privileges.
  - STEP 4: The 4<sup>th</sup> offense will result in at least the loss of school-sponsored transportation (authorized by the principal) for 60 days or the semester, and may include up to permanent suspension of riding privileges. The parent(s) must meet with the principal and bus driver/supervisor prior to the resumption of riding privileges.
  - STEP 5: The 5<sup>th</sup> offense will result in permanent suspension of school-sponsored transportation.
- \*Discipline may be carried over into the following school year.  
 \*\*Students that lose their transportation privileges will not be allowed to ride a school bus for any school sponsored events during that period of time.

### **WEAPONS FREE SCHOOL ZONE**

If a student possesses a weapon that constitutes a dangerous weapon or commits arson in the school building or on school grounds, or rapes someone in the building or on school grounds or assaults and/or batteries a staff member, brings in bomb making materials (whole and/or part), or information for making explosives, or other means of destruction shall be suspended for 10 days and the principal will recommend to the Board of Education that the student be expelled. Notification of proper police authorities and a parental conference will take place. The definition of a dangerous weapon will include but not be limited to any type of gun or facsimile, all types of knives (including pocket knives), derks, stilettos, or facsimiles. Archery equipment and paint ball guns shall also be prohibited from any school grounds.

### **WORK PERMITS**

Students may pick these up in the office. Once filled out the school official shall complete the school data. This will be kept on file.

### **CAFETERIA**

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

Violations will result in the following:

- Throwing food can result in up to one week clean up duty in the cafeteria. Continual violations will result in long-term suspension from cafeteria and/or school.
- **The chewing of gum will result in the student having to clean tables.**

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

All middle school students are expected to eat lunch. If a child carries a lunch from home he/she may buy milk. A supervised recreation period will be provided for all students. Students are not to remove food from the cafeteria unless authorized by the staff.

Request forms for free and reduced lunches will be sent home the first day of school and should be returned immediately. If your financial status changes during the school year, you should feel free to request another form at any time. They are available in the school office.

Charging for lunch is not permitted.

## Cafeteria Rules

1. Come into the cafeteria quietly.
2. Talk quietly during lunch.
3. Remain seated except when making return trips for food or taking empty trays back.
4. Students should eat the food that they take.
5. Clean up tables and floors where you are eating.
6. No food may be taken from the cafeteria unless authorized by the staff.

The program starts with an account for each student. Recommended balance for each account is a single week's lunch cost. Payments are placed in an envelope that is printed with a ledger of name and amount enclosed. Envelopes are placed in a locked box in the building office. Each morning a collection is made by 8:30 a.m. and the envelopes are opened and credited to the designated account. If deposits are made for one day's meal, the student must go to the end of the line. A keypunch method is used to access individual accounts. A student must have a registered balance to walk through the service line. Students without a registered balance are asked to go to the end of the line until all others are served. Individual accounts may receive a designation that no extras or no breakfast may be served.

Informing students/parents/guardians of account.

- A verbal report is given to each student when the account has a positive balance with two meals or less remaining.
- Account records are given to students in the Middle School who request a printout. Students may wait until the lunch line has ended or receive it from the building office.
- Account records are mailed home when a student has an ongoing problem maintaining a balance. Also, parents/guardians may request a printout when they learn of account problems or just desire an update.
- No charges may be made at anytime during the school year. Therefore, there can't be a negative balance.
- Money left in an account at the end of the year will roll over into the individual accounts for next year unless we hear otherwise from you.

The Federal Lunch Program has a policy that food cannot be denied to any student who has a special situation. If individuals cannot access the information system due to a low balance, on an emergency basis the Food Service will offer peanut butter/bread and milk. Habitual offenders will be denied this privilege. Prices are subject to change.

Lunch prices are as follows:	Elementary - \$2.25	M.S./H.S. - \$2.75
	Adult - 3.50	Reduced - .40
Breakfast cost is:	Free	Milk: - .40

## **THEFT AND VANDALISM OF SCHOOL PROPERTY**

Students found guilty of any form of theft or vandalism shall be disciplined in accordance with the board's discipline policy, including suspension or expulsion from school.

- Malicious or Intentional Damage to school property will result in the following:  
1<sup>st</sup> offense: Restitution and 1-5 days out of school suspension, and/or possible expulsion, and will be referred for possible criminal prosecution.
- 2<sup>nd</sup> offense: Restitution and 5-10 days out of school suspension and/or expulsion, and referral for possible criminal prosecution.

- Negligent damage to school property will result in restitution, and 1-5 days in-school suspension.
- Inadvertent damage to school property will be rectified with simple restitution.

Recovery of damage and/or losses shall be sought from the person or persons involved; in the case of minors, from their parent(s) or guardian(s) under the laws, which hold parent(s), or guardian(s) liable up to \$1,500 for any loss or damage.

Upon board approval, the superintendent shall sign a criminal complaint in the name of the district to bring charges against perpetrators of theft or vandalism.

If arrangements for restitution for damage or losses, as established by the board and permitted by law, are to be made by the person or persons involved within a reasonable period of time, the superintendent, with the approval of the board, may direct the board attorney to commence a legal action to recover all damages, costs, and legal fees associated with the incident. Failure to make timely restitution will result in no distribution of school materials, no admittance to any school functions, no participation in any school academic, athletic, club or organization activities.

### **DISTRIBUTION OF LITERATURE**

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

**Textbooks** – All textbooks are loaned to students for their use during the school year. These books are to be kept clean and handled carefully. Fines will be levied for lost, destroyed, or defaced books.

### **LIBRARY RULES AND REGULATIONS**

1. Fines are assess for overdue library materials. Students with over dues or fines will not be permitted to sign out additional library materials until those obligations are taken care of. Students are financially responsible for any materials they sign out of the library and will be charged the replacement cost.
2. No student is permitted into the library without a signed pass by a teacher or staff member.
3. Copying of copyrighted material without written permission of notice is strictly forbidden.
4. Appropriate behavior is expected as to noise level, treatment of library materials and furniture.

### **GENERAL HARDWARE /SOFTWARE GUIDELINES**

#### **RESPONSIBILITIES**

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

Each student is responsible for any software that he/she installs on the hardware on school premises. It is his/her responsibility to obtain the prior consent of the technology facilitator before any software is installed. It is a student's responsibility to keep programs of a viral nature off any school equipment. The student will be held accountable for any deliberate attempts at knowingly installing and or running computer virus. It is a student's responsibility to keep hardware and software from being removed from school premises without prior consent from the technology facilitator. It is a student' s responsibility to obtain permission from the technology facilitator prior to removing, relocating, or modifying any hardware or software. The technology facilitator will oversee all repairs to equipment done on the school grounds. It is a student's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is a student's responsibility to make sure that all food and drinks are kept out of the computer room and away from all computers.

#### **IMPROPER USE**

The general progression of discipline would be:

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

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

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

### **NAJ INTERNET ACCEPTABLE USE AGREEMENT**

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

We are very pleased to bring this access to North Adams- Jerome School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using media and information sources.

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

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

Internet -- Terms and Conditions of Use:

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

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

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

The general progression of discipline would be:

1. Two or three week suspension from computer use,
2. In-school suspension and semester off the Internet, and
3. No computer usage

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



3. Network Etiquette - you are expected to abide by the generally accepted rules of network etiquette these include (but are not limited to) the following:
  - a) Be polite. Do not get abusive in your messages to others.
  - b) Uses appropriate languages do not swear, use vulgarities or any other inappropriate Language. Illegal activities are strictly forbidden.
  - c) Do not reveal your personal address or phone numbers of students or colleagues.
  - d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) All communications and information accessible via the network should be assured to be private property.
4. North Adams-Jerome School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. North Adams-Jerome School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. North Adams-Jerome School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security - Security on any Computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator or your North Adams-Jerome District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.
6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of another user, the internet, or any of the above listed agencies or other networks that are connected to any of the internet backbones. This includes, but not limited to, the uploading or creation of computer viruses.

### FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

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

#### Pupil Privacy Rights Amendment

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

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

### **SEXUAL HARASSMENT**

1. Objective: Sexual harassment is unlawful under both Michigan and Federal law and is contrary to the commitment of the district to provide an effective learning environment. The district policy prohibits sexual harassment of students, employees, board members, volunteers, or contractors. The district will not tolerate harassing behavior as defined by law and/or by district policy, false reports of sexual harassment or cooperating in the investigation of such complaints. The district is responsible for eliminating any and all forms of sexual harassment and intimidation of which they are, or reasonably should be, aware. The district does not discriminate on the basis of sex in the educational programs or activities that it operates and is required by Title IX of the Educational Amendments of 1972 and implementing regulations (as well as applicable not to discriminate in such a manner.)

#### 2. Definitions of "Sexual Harassment"

"Sexual Harassment" is prohibited and is defined as:

a. 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

1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of employment or application, or the student's educational benefits or services, or participation in extra-curricular activities.

2. Submission to or rejection of such conduct or communication of such conduct or communication by an individual is used, explicitly or implicitly as a basis for decisions affecting employment, the student's education status, receipt of education benefits or services, or participation in school activities, or

3. Such conduct or communication has the purpose or effect of unreasonably interfering with employment, the student's education, or creating an intimidating hostile or offensive environment.

Sexual harassment does not refer to behavior or occasional complaints of a socially acceptable nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile, or offensive employment or education environment.

#### 3. Forms of Prohibited Sexual Harassment:

Prohibited forms of sexual harassment include, but are not limited to:

a. 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 implicitly or explicitly threats concerning employment or a student's education status (including grades, graduation, participation in curricular or extracurricular activities, or other school related matters.)

b. Non-verbal ~ Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, or obscene gestures, use of district equipment of facilities to reproduce or disseminate sexual cartoons, jokes or other intercourse or assault.

c. 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 or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct, that it is unwelcome. An employee 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 prohibits any conduct of a sexual nature directed toward students by teachers, employees, board members, volunteers, contractors and others to whom this policy applies and shall presume that any subsequent conduct is unwelcome.

#### 4. Penalties:

All students of the 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.

a. Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense along with the notification of parents. Sexual harassment under this policy may also be addressed and consequences given as a violation of other rules of student conduct prohibiting assault, battery, threats, fighting, intimidation and/or other misconduct.

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

c. Students found guilty of criminal sexual conduct shall be permanently expelled from the district (as found in the School Code).

#### 5. Sexual Harassment Complaint Procedure

a. A student, ("complainant") who believes that he/she has been subjected to sexual harassment should promptly notify the building principal, guidance counselor, or "monitor" superintendent whose office is located in North Adams-Jerome Jr. /Sr. High School and whose office phone number is 287-4214. Complainants are encouraged to report any conduct, statements, or physical contact that makes them feel uncomfortable.

- If a complainant has concerns regarding the nature of any conduct, statement, or
- Physical contacts by any district employee board member, volunteer, contractor, or student, such concerns should be reported to one of the persons identified above and should be discussed with the complainant's parent or guardian if the complainant is a student.
- Under no circumstance is the complainant required to notify the alleged offender.
- Employees, board members, volunteers, or contractors with a reason to believe sexual harassment of a student is occurring have a duty to report to the monitor. Failure to report known sexual harassment of a student may give rise to discipline.
- Failure of an employee to whom the sexual harassment has been reported or observed, to notify the monitor of the allegations, may give rise to discipline.

b. Complaints of sexual harassment shall be promptly and thoroughly investigated by the district. 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 others, including witnesses, as well as the alleged offender during the investigation, and
- Comply with state and federal law and any relevant collective bargaining agreement.

c. The district will conduct a fair, thorough, impartial, and timely investigation of the allegation(s) presented in a complaint. 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.

d. It shall be considered a violation of this policy for any person to coerce, intimidate, discriminate, or retaliate against any person filing a complaint and/or assisting in the investigation of a complaint. Such misconduct may result in discipline. A complainant who knowingly files a false complaint, or an individual who knowingly provides or knows false information has been provided during such an investigation or review and fails to report such information to the district designated investigator, shall be subject to discipline.

e. The superintendent (or designee) may take such disciplinary and/or remedial action as is consistent with this policy, other policies and regulations. 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 designee may attempt to seek a resolution acceptable to the complainant and the individual against whom the complaint was filed. This shall not limit the district's discretion to take action it deems appropriate. The district considers sexual harassment to be a major offense that can result in disciplinary action.

f. All investigations of complaints made pursuant to this policy shall be concluded with written findings, regardless of whether a complaint is factually substantiated. Such findings shall be maintained in a separate confidential file. The complainant (his/her parent or guardian, if a minor) and the person against whom the complaint is made shall, upon request, be allowed an opportunity to review the content of the report.

9. School personnel receiving or processing complaints of alleged sexual harassment by school employees or volunteers which complaints maintain that a student has been the victim of sexual abuse, conduct, penetration or of sexual exploitation shall immediately report such complaint to the Department of Social Services in accordance with School Policy.

h. 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 investigations and disciplinary act inquires regarding this policy shall be directed to:

North Adams-Jerome Public Schools  
4555 Knowles Road  
North Adams, Michigan 49262  
(517) 287-4214

Any inquires regarding the obligations of the district under Title IX or 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.

### **NONDISCRIMINATION STATEMENT**

It shall be the practice of the North Adams-Jerome Public Schools to comply fully with Title VI, Title IX, and Section 504 under guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress. It is the policy of the North Adams-Jerome Public School District not to discriminate on the basis of religion, race, sexual orientation, color, national origin, gender, age, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education and Federal Regulations (Title IX, Title VI, and Section 504). Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

### **PESTICIDE APPLICATIONS**

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

## **ASBESTOS MANAGEMENT**

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

### **SCHOOL MATERIALS**

- All school materials must be returned in a timely manner. Materials include: classroom textbooks, workbooks, library books, school calculators, computer disks, uniforms, equipment, etc. If materials are not returned when asked or in proper condition, no further materials will be issued and restitution must be made.
- Student lockers are assigned to students as a privilege. Lockers and its contents may be searched by school administration or by his/her designee at any time to maintain the safety and well being of the students and community. Lockers are to be kept clean, closed, and orderly. Personal items are to be school appropriate. Lockers are not to have any personal locks on them. Students not meeting these guidelines will be asked to comply. Students who continually leave their locker in disorder may lose their locker privileges. Any damages shall be the student's responsibility. Stolen items are not the responsibility of the school. Locker clean outs will be assigned by school authorities. If any damages are found the student will be fined. No student will be allowed to participate or attend any school-sponsored function until the fine is paid.

Damage to school materials will result in the following:

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

### **CONFLICTS IN SCHOOL ACTIVITIES**

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the sponsors/coaches and principal involved. The decision by the principal will be based on the following:

1. The relative importance of each event.
2. The importance of each event to the student.
3. The relative contribution the student can make.
4. How long each event has been scheduled.

### **FIELD TRIPS / PERMISSIONS SLIPS**

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

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

All student publications must conform to the following standards:

1. Language and pictures must be proper and not meet the definition of being obscene.
2. Nothing that would psychologically, emotionally, or physically harm students will be allowed.

3. All publications must be pre-approved through the principal at least two days prior to distribution. If the decision is to not allow distribution it may be appealed to the superintendent and a decision shall be made within 3 days. \*This will be monitored and checked at assigned locker clean outs.

### **SEARCH AND SEIZURE**

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

### **ELECTRONIC COMMUNICATION DEVICES**

The North Adams-Jerome Schools realize that use and possession of cellular phones, pagers, etc. (electronic communication devices) may lead to the disruption of the daily classroom routines, and will not be possessed during school hours. They must be kept in the locker. The school furthermore realizes that communication with family may be of an extreme emergency due to the sole purpose of health reasons. For the sole purpose of a family emergency, a student may possess these electronic communication devices (during school hours) when and only the following occurs: the electronic communication device(s) are checked daily with the building principal, in his/her absence, they shall be checked with his/her designee. Along with checking with the principal the student shall provide a parental note, updated on a monthly basis. All other electronic devices are strictly forbidden.

### **CELL PHONES**

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

- A. Using the phone to call/text a parent/guardian if you are sick, need something brought in, etc. If a parent calls the school and says they received a call, but it did not emanate from the office students will be given a consequence.
- B. Texting friends in or out of North Adams-Jerome schools on school property during school time. This also includes the bus, before school starts, passing from class-to-class, etc.
- C. Taking pictures with your cell phone
- D. Having the phone out to check for messages or other items
- E. Having inappropriate message/pictures on the phone

Consequences for each will be as follows:

1<sup>st</sup> offense – A warning to out-of-school suspension(s), loss of device until end of day-returned to student

2<sup>nd</sup> offense – A detention to out-of-school suspension(s), loss of device until end of day-returned to parent

3<sup>rd</sup> offense – One day of ISS to out-of-school suspension(s), loss of device-returned to parent

4<sup>th</sup> offense – A minimum of a one day out-of-school suspension, loss of device-returned to parent

- Phones will be confiscated and checked with the student and/or parent present. If items are found on the phone including texts, pictures, etc. a greater consequence may occur.
- Confiscated phones will only be returned to the parent/guardian, or emancipated student if it applies.
- Because of the possible hiding of cell phones, hoodies, sweatshirts, etc. that are not being worn must not be in the classroom. If you take one off in the classroom it must be placed on the floor.

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

### **ELECTRONIC SOUND DEVICES**

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

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

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

### **ADMINISTRATION OF MEDICATION**

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

1. Written permission of the parent/guardian.
2. Written instructions of physician overseeing the care of the student.
3. Administration of medication must be done in front of two school officials. This includes designated chaperones for students attending school functions not on school grounds.
4. Inhalers may be used if they are self-administrater and if the student has written permission from a physician or other health care provider. If under 18 then you must also include a note from parent/guardian.
5. Students must receive a pass from the high school office to go to the nurse, unless the nurse maintains an individual schedule with a student.

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

#### **Middle School Activities**

Grades 6, 7 and 8 are allowed to have a limited number of evening activities each year. At such activities, at least one staff member must be present in addition to parent chaperones. Planning is usually done cooperatively by sponsoring parents, staff and principal.

These activities usually are scheduled for Thursday evenings from 7:00pm to 10:00 pm at the discretion of the building administrator.

Students must stay in the building once they arrive and must be picked up by a responsible adult when they leave for the evening. Parents must personally notify an activity chaperon when they pick up students. We cannot allow them to walk home. A phone is always available for students to call for rides.

Guests who are younger than sixth grade or older than eighth grade are not allowed to attend middle school activities. Guests of the same age from other schools are allowed if permission is arranged with the staff member and/or the principal prior to the activity.

**MIDDLE SCHOOL STUDENTS ARE NOT ALLOWED AT HIGH SCHOOL DANCES OR ACTIVITIES AND HIGH SCHOOL STUDENTS ARE NOT ALLOWED AT MIDDLE SCHOOL DANCES OR ACTIVITIES.**

### **REPORT CARDS**

Report cards are established to inform parents of their child's progress and relative mastery of course material. Report cards will be sent home every nine weeks. The first nine-week report is essentially a progress report, as only the semester (18 week) grade becomes part of the student's final transcript. A parent requesting a unsatisfactory report may receive one. Student progress can be monitored through Power School.

Good communication between students, teachers and parents on the educational status of each student is essential. The school year is divided into four quarters or marking periods. Report cards are prepared and given out at the end of each quarter. The dates for the end of each quarter are included in the school calendar. In addition, mid quarter reports on below average achievement are also provided to parents. Two parent teacher conferences are scheduled each year. The first is in October and the second is in February. Parents are encouraged to attend both conferences.

Through out the year parents may call the school or come in any time they have questions or feel there is a problem developing.

### **COUNSELING**

Counseling is available on a limited basis for academic or personal reasons. Any student who feels they would like to discuss a problem with the counselor is encouraged to do so. The counselor will also initiate such contacts whenever it is appropriate. We would like parents/guardians who want to have counseling for their student to call the office. Students must get permission from their teacher before going to the counselor's office.

### **ACADEMIC MISCONDUCT**

We believe that copying someone else's work is unproductive, does not involve student learning and will not be tolerated. Students caught cheating on homework, copying class work, using papers from other students, copying during a quiz or test, using Internet papers, submitting previously used work, copying ideas from projects already submitted, using a teacher's edition without direct permission will have that work destroyed, all parties will receive a zero. Parents will be notified. Cheating includes: forgery, plagiarism, copying during a semester exam, etc.

- 1<sup>st</sup> offense: Zero's on all materials related to the incident, parental notification, up to 3 days of assigned in-school suspension and a required meeting with the teacher, principal, student and parents before the student will be allowed back in class.
- 2<sup>nd</sup> offense: Up to 10-day in-school suspension. Zeros on all materials related the incident, parental notification, and a required meeting with the teacher, principal, student and parents before the student will be allowed back in class.



- Further offenses: School Board Review and possible expulsion.

Grade tampering - students will be disciplined in a manner consistent with the above paragraphs and up to and including expulsion.

**METHOD OF PASSING COURSES/GRADING SCALE**

Students must pass the semester with a minimum of 60% to receive credit. Any student receiving E's for both 9 weeks during a semester will fail the class. If a student receives an E in only one of the 9 weeks in a semester, he/she must pass the semester exam and average an overall minimum of 60% to earn a credit.

**HONOR ROLL**

Students who achieve a 3.33 grade point average are designated as Honor Roll Students. Students who achieve a 3.0 to 3.32 average have attained Honorable Mention. Students who have a 3.33 grade point average in both the 1<sup>st</sup> and 2<sup>nd</sup> semester are invited to the honors breakfast in the spring.

**Promotion and retention will be determined as follows:**

Students must pass each core class 3 out of 4 marking periods to be considered for promotion to the next grade. Students not meeting this requirement will be submitted to a committee of teachers and the building administrator to determine appropriate placement. An appropriate placement may be one of the following:

Temporary placement...the student will be retained in the same grade for a period of 5-10 weeks. The student must maintain a C in each academic class to be promoted.

Permanent placement...the student will be retained for a period of one year in the same grade level. Determinations made by the committee will be final.

The following grading scale will be used.

A	93%-100%	B-	80%-82%	D+	67%-69%
A-	90%-92%	C+	77%-79%	D	63%-66%
B+	87%-89%	C	73%-76%	D-	60%-62%
B	83%-86%	C-	70%-72%	E	59% or less

**EXAM POLICY**

All students in all academic classes (defined as a class that counts towards the students G.P.A.) shall take that course's exam if the student is academically eligible. Academically ineligible students (defined as a student who has failed both marking periods in that semester) are not to be present during the examination time period.

\*There may be a change in the exam policy after the publication of this handbook.

**HOME SCHOOL**

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

1. Courses requiring special equipment may not be granted credit nor waived from the graduation requirements.
2. Marking period tests and final exams may be given to determine if credit will be awarded or graduation requirement waived.

**STUDENT NUTRITION**

The North Adams-Jerome Public Schools promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and

participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

**A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, high carbohydrate, low nutrient foods to support school programs.

**B. Support and promote proper dietary habits contributing to students' health status and academic performance,**

All foods available on school grounds and at school-sponsored activities during the instructional day *should* meet or exceed the District Nutrition Standards. Emphasis *should* be placed on foods that are nutrient dense per calorie. Foods *should* be served with consideration toward variety, appeal, taste, safety, and packaging to ensure quality meals.

**C. Increase the amount of time students are engaged in physical activity.**

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include regular instructional physical education, co-curricular activities, outdoor walks, and recess.

**D. The North Adams-Jerome Public Schools is committed to improving academic performance in high-risk groups so that no child is left behind.**

Educators, administrators, parents health practitioners, and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all students needs are being met so that no child is left behind.

**PROCEDURES**

The North Adams-Jerome Public Schools promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

**Hot Lunch/Breakfast Program:**

- The full meal program will continue to follow the U.S. Government’s Nutrition Standards.
- The Hot Lunch/Breakfast provider will be expected to make every effort to follow the District’s Nutrition Standards when determining the items in a la carte sales.
  - A la carte items that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student).
  - A la carte items that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

**Lunchroom Climate:**

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
  - Adequate space to eat and pleasant surroundings;
  - Adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated); and
  - Convenient access to hand-washing facilities before meals.

**Fundraising:**

The United States Department of Agriculture (USDA) requires School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP) to follow nutrition standards for all foods sold during the school day outside of federal meal programs intended for immediate consumption, also called “competitive foods.” These “Smart Snacks in Schools” standards also permit each state to set a fixed number of exemptions for non-compliant food fundraisers. As a result, the State of Michigan enacted Public Act 42 (PA 42) which states, “the department shall ensure that this upper limit is not less than two fundraising activities per week. For the purposes of this upper limit, an ongoing fundraising activity that is scheduled to take place at more than one time during a school day or throughout the school day shall be considered to be a single fundraising activity.” This policy memo is intended to provide clarification and guidance for SFAs regarding these Smart Snacks exemptions beginning July 1, 2015.

The Michigan Department of Education (MDE) will allow up to two food-based fundraising activities per week that do not meet the USDA Smart Snacks in Schools standards. These exemptions are optional and chosen at the local level by each school building.

According to PA 42, “an ongoing fundraising activity that is scheduled to take place at more than one time during a school day or throughout the school day shall be considered to be a single fundraising activity.” This means that each exempt food fundraiser may last only one day in duration (more than one sale time during a single school day is allowed). For example, a school store cannot sell non-compliant food or beverage items more than two days in a single week. If a school store sold non-compliant food items on two separate days in a single week, then no other non-

compliant food fundraisers may take place in that same school building that same week.

It is important to note that according to the Smart Snacks Interim Final Rule (7 CFR Parts 210 and 220), “no specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during meal service.” Therefore, these new exemptions are not allowed to directly compete with federally reimbursable meals, such as those provided by NSLP or the Child and Adult Care Food Program (CACFP).

The USDA requires each SFA to maintain an up-to-date Local Wellness Policy (LWP). It is acceptable to have LWP restrictions that are stricter than the minimum standards set forth by the state or federal government. Therefore, districts not wishing to allow exempt food fundraising activities in their buildings have the option of implementing this within their own LWP. MDE recommends that the LWP team work closely with building administrators to ensure compliance and proper tracking of the food fundraiser exemptions.

MDE requires each school building to track its own exemption approvals and ensure that only the allowable number of exemptions are granted. These entities are also required to ensure that all other competitive foods and beverages sold to students during the school day meet the Smart Snacks standards. Compliance with Smart Snacks standards will be monitored during Administrative Reviews of school nutrition programs. Based on these reviews, technical assistance will be provided to districts and/or schools and corrective action will be prescribed, as appropriate, in relation to compliance with Smart Snacks standards and the allowable Michigan exemptions. Noncompliance found during an Administrative Review of School Nutrition Programs will result in required corrective action and possibly may result in fiscal action, if approved by USDA.

**Teacher-to-Student Incentive:**

Strong consideration *should* be given to nonfood items as part of any teacher-to-student incentive programs. *Should* teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to District Nutritional Standards.

**Student Nutrition Education:**

The North Adams-Jerome Public Schools has a comprehensive curriculum approach to nutrition in Kindergarten through ninth grade. Beginning with the 2006-2007 school year, all instructional staff is encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- \*Knowledge of food guide pyramid
- \*Healthy heart choices
- \*Sources and variety of foods
- \*Guide to a healthy diet
- \*Diet and disease
- \*Understand calories
- \*Healthy diet
- \*Food labels
- \*Major nutrients
- \*Multicultural influences
- \*Serving sizes
- \*Proper Sanitation

\*Healthy snacks

\*Identify and limit junk food

\*Healthy breakfast

The District Nutrition Policy reinforces nutrition education to help students practice these themes in a supportive school environment.

**Parent Nutrition Education:**

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels.
- Nutrition education may be provided in the form of handouts, postings on the District website, or presentations that focus on nutritional value and healthy lifestyles.

**North Adams-Jerome Public Schools Nutrition Committee:**

With the purpose of monitoring the implementation of this policy, evaluating policy progress, serving as a resource, and revising the policy as necessary it is recommended that a District-wide nutrition committee be established. The committee would meet a minimum of two times annually with committee membership as follows:

\*District Food Service Coordinator

\*P.E. & Health Teacher, Co-Chair

\*Parent rep. from each grade level

\*Student rep. from each grade level

\*Administrative Rep., Co-Chair

\*Staff member rep. from each grade level

**NORTH ADAMS-JEROME PUBLIC SCHOOLS NUTRITION STANDARDS**

The North Adams-Jerome Public Schools strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sales of food, beverage, and candy on school grounds. Schools are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

**Food:**

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 60% of its total calories derived from carbohydrates.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.

- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

**Beverages:**

- All beverage vending machines in secondary school public areas and all faculty/staff areas shall include:
  - Water, 100% fruit juice, non-carbonated drinks with less than 150 calories per container, and no more than 1/3 of all choices shall be carbonated drinks.
  - Non-fat, low fat, plain or flavored milk or yogurt in 16 ounces or less servings.

**Candy:**

- Vending sales of candy shall not be permitted on school grounds.
- Non-vending sales of candy will be permitted at the conclusion of the instructional day (specifically, concession stand sales at events after the dismissal of the regular school day).
- For the purposes here **candy** is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose, dextrose, high fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar, sucrose, syrup) listed as one of the first three ingredients.

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We have received and read the 2016-2017 Handbook with our middle school student. We understand that we, as parents, and our student(s) will be held responsible for all the information concerning rules, regulations, and the Code of Conduct requirements contained in the handbook while our students(s) is enrolled at North Adams-Jerome Public Schools. We understand that rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to students and parents.

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

During the 2016-2017 school year NA-J Middle School is required to establish committees for curriculum review, textbook review, handbook revision, and sexual education. If you are interested in serving on a committee, please contact me. Possible committees are: curriculum, textbook, handbook and sexual education.

\_\_\_\_\_  
Parent(s)/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

6 7 8  
Circle Grade

\_\_\_\_\_  
Date

You are required to return this form to your English teacher. Failure to return this properly signed form may restrict the student from attending or participating in any school activities.

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