



# Jonesville Comets

## 2017-2018 Student/Parent Handbook

Jonesville High School  
460 Adrian Street  
Jonesville, MI 49250  
Phone: (517) 849-9934  
Fax: (517) 849-2755

All students will receive a Jonesville High School Handbook. Failure to read this handbook is an unacceptable reason for not following the rules.

### School Closings:

Automated phone calls will be made to your home when school is called off.  
Make sure that the office has your correct phone number.

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

WCSR Hillsdale	AM 1340- FM 92.1
WNWN Battle Creek	FM 98.5
Channel 6 NEWS	CBS 6
Channel 10 NEWS	NBC 10
Channel 47 NEWS	FOX47

Please do not call the school for closing information.

### Class Schedule

7:55-9:08	First Period
9:13-10:26	Second Period
10:31-11:44	Third Period
11:44-12:14	Lunch
12:19-1:32	Fourth Period
1:37-2:50	Fifth Period

### 2 Hour Delay

9:55-10:40	First Period
10:45-11:30	Second Period
11:30-12:00	Lunch
12:05-12:55	Third Period
1:00-1:50	Fourth Period
1:55-2:50	Fifth Period

**JONESVILLE COMMUNITY SCHOOLS**  
**VISION STATEMENT**

**“To be a world class educational institution”**

**MISSION STATEMENT**

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

**WE BELIEVE:**

- All students are capable of becoming responsible members of society.
- Everyone has worth and value.
- All students can learn.
- Mutual respect fosters learning.
- A positive self-image is important to success.
- Cooperation, communication and problem solving are important life skills.
- Learning is a life-long process.
- Quality education recognizes and responds to individual differences.
- A basic core of knowledge is essential.
- A safe, stable and caring environment is essential to learning.
- Parental and community involvement enhances quality education.
- Sound instructional decisions are based on research, practice and evaluation.

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

- Self-directed thinkers who demonstrate preparedness for life.
- Academically competent thinkers who demonstrate knowledge in core areas.
- Innovative producers who think uniquely and create quality products.
- Physically and emotionally mature individuals who recognize their personal value and responsibilities.
- Collaborative contributors who recognize the value and dignity of others.

**HIGH SCHOOL MISSION STATEMENT**

To be a world famous school.

**WE BELIEVE:**

- A safe and orderly environment is essential to learning.
- Learning and behavior are affected by expectations.
- All students can learn.
- Good instruction promotes learning.
- A positive self-image is important.
- Everyone has worth and value.
- Cooperation, communication, and problem solving are important life skills.
- A basic core of knowledge is essential.
- Trust, cooperation, and mutual support bond the family, school, and community.
- Our community is best served by nurturing, contributing, caring, and responsible members of society
- Quality education recognizes and responds to individual differences.

**MICHIGAN STATE POLICE HOT LINE**

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

1-800-815-TIPS

## **JONESVILLE HIGH SCHOOL IS YOUR HIGH SCHOOL**

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

### **CLOSED CAMPUS**

The school does not allow the use of motor vehicles during the lunch period. Students are to remain in the lunchroom during lunch. Students will not be in the other classroom areas during lunch except with the permission of a staff member who gives them a pass. Students are not allowed to leave the school for lunch or have outside visitors.

### **GUIDANCE SERVICES**

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

### **IMPORTANT TEST DATES**

#### **FALL**

**ASVAB – Juniors by request, taken at JACC.**  
**ACT – contact the Guidance Office for information on dates and sites.**  
**PSAT/NMSQT – All juniors**  
**PSAT 9 – All freshmen**

#### **SPRING**

**PSAT 9 & 10 - All freshmen and sophomores**  
**ACT – contact the Guidance Office for information on dates and sites.**  
**MICHIGAN MERIT EXAM (Including SAT, ACT Workkeys, and M-Step) - All juniors**

### **PSYCHOLOGICAL SERVICES**

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

### **HEALTH SERVICES**

The school has employed a full-time registered nurse to assist students in emergencies.

In compliance with law, the Board of Education may require students to submit with prior notification and approval by parents to periodic health examinations. The district shall specify the need for services, which may include, but not be limited to:

1. athlete physical examinations;
2. vision screening;
3. audiometric screening.

### **FOOD SERVICE INFORMATION**

Students will receive their food service ID numbers at the time they pick up their class assignments. The ID number is a seven-digit number beside the student's name on their class schedule. All students will use the ID number to process their payment in the cafeteria. Prepayment to accounts may be made in the kitchen or counseling office beginning one week before the first student day. Payments will be accepted in the kitchen daily from 7:30 a.m. until 10:30 a.m. only. Prepayment may be made by the trimester, month, week, or day.

1. The cost of a student breakfast, adult lunch, and milk will be set by the Board of Education. Free/reduced lunch forms are available in the offices and the kitchen. Please submit one form for each student.

2. There will be NO LUNCH CHARGES.
3. Prepayment by the week, month, or trimester is encouraged. NO REFUNDS.
4. The kitchen door closes 5 minutes before the FIRST bell rings at lunchtime.
5. NO EARLY LUNCHESES will be served.
6. The kitchen does not make change for the pop or juice machine.
7. Breakfast will be served at the high school starting the first day of school.
8. All overcharges/debts, no matter how small the amount, must first be paid in full before any additional meals or snacks may be purchased and applied to your account through the computer system.
9. Money left in account will roll over to next fall, with the exception of graduating seniors.

### **LIBRARY**

The library is a beautiful two story space with skylights, two computer labs, a conference room and numerous books and reference materials. Please take time to enjoy yourself in here, but use the hallways for traffic to and from other parts of the building.

Library books are due on Friday, two weeks after checkout. Reference books are due the following morning. If you have a fine for a late or missing library book, you will not be able to use the facility until it is paid. Basic rules of conduct apply.

### **DRIVING REGULATIONS**

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

#### **Use of Vehicles**

Any use (driving or riding) of motor vehicles by students between 7:55 a.m. and 2:50 p.m., including the lunch period is prohibited. The only exceptions are students:

1. with administration and parental authorization, for infrequent doctor, dentist, or other appointments that cannot be scheduled outside of the school day.
2. traveling for authorized purposes covered by a properly filled out auto waiver form.

#### **Student Parking**

1. Students must enter and exit the parking lot using the west Adrian Street entrance. Student drivers are not to use the service drive that exits past the elementary school onto Maumee Street. Local police may be asked to issue tickets to student's entering/exiting in this manner. Elementary students board their busses in this area and it is a safety precaution.
2. All students parking on school property must park in the lot to the west of the school building and in bays 1, 2, 3, 4, and 5. The bay in the front of the school is reserved for staff and visitor parking.
3. Failure to park in the proper area will result in the vehicle being removed at the owner's expense and subject the driver to additional disciplinary action.
4. The parking lot is off limits to students during class hours, except when leaving or arriving for vocational classes or with written permission from your classroom teacher or the office.
5. Non-students are not allowed to drive/park on school property from 8:00 a.m. to 3:15 p.m.

#### **Speed Limits**

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

#### **Right to Inspect**

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

### **SCHOOL DOOR CLOSINGS**

Access to classrooms in the building will be locked at 4:00 p.m. each day. Outside access to the building will be locked at 4:30 p.m. Students involved in extracurricular activities, mainly sports, should take their homework and books with them.

**ELECTRONIC AND CAMERA SECURITY SYSTEMS**

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

**ELEVATOR USAGE**

An elevator is available for people who are unable to walk up and down the stairs. You must have permission from the principal in order to use the elevator. Using the elevator without permission will result in disciplinary action.

**GRADUATION REQUIREMENTS**

**8 English**  
**6 Social Studies**  
**7 Science**  
**8 Math**  
**2 P.E.**  
**1 Computer Course**  
**1 Health Course**  
**2 Visual, Performing Arts, or Applied Arts**  
**4 World Languages**  
**12 Electives**  
**51 Units Total**

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

**GRADUATION CEREMONY**

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

**NO STUDENT SHALL PARTICIPATE IN COMMENCEMENT WHO HAS NOT IN FACT COMPLETED ALL REQUIREMENTS FOR GRADUATION.**

**MINIMUM CLASS LOAD**

All students must carry a minimum class load.

The board of the Jonesville Community Schools reaffirms its approval of traditional requirements for the diploma of Jonesville High School. Enrollment in five class hours is the minimal requirement for a full time student.

Part time enrollment may be considered for students with marital responsibilities, cases of extreme family or personal hardships, and students enrolled in approved off campus programs.

Students taking a correspondence class as part of the five (5) class minimum must take the final exam by the last day of the trimester.

### **PROMOTION IN THE SENIOR HIGH**

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

<b>First trimester Sophomore Status:</b>	<b>13 credits</b>
<b>First trimester Junior Status:</b>	<b>26 credits</b>
<b>First trimester Senior Status:</b>	<b>38 credits</b>

### **CHANGING CLASSES**

Any changes in class schedules must be made during the first week of the trimester. Students wishing to drop a class, after the announced deadline for dropping classes, may do so only with the permission of the principal and will have the class recorded and tabulated in determining grade point averages, as withdrawn failing or withdrawn passing, as determined by the teacher.

### **TESTING OUT OF HIGH SCHOOL CLASSES**

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

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

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

### **NIGHT SCHOOL AND CORRESPONDENCE COURSES**

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

Failed classes may be made up by summer school, correspondence, or night school, whether or not they are electives or required courses. These also require prior approval.

### **RETAKING COURSES**

Individually paced or prescribed courses may be retaken for full credit toward graduation. Sequentially structured courses, with approval of the principal or his/her designee, may be retaken to improve basic skills. In such cases a higher grade must be achieved to be eligible for elective credit.

### **DUAL ENROLLMENT**

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

- be a high school junior or senior
- be enrolled in at least one (1) Jonesville High School course

- have achieved a state endorsement in all subject areas (Mathematics, Science, Reading, Writing) of the Merit Exam.
- have taken all of the courses that the school offers in that field of study.
- be enrolled in the district and at the college in a class that is completed during the high school's regular academic year
- select a college course that is not available at the high school
- select a course that is offered but is not available to the student because of a scheduling conflict, as determined by the Board of Education of the school district
- select an academic course as opposed to an activity course
- select a course that is not in phys. ed., theology, divinity or religious education

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

### **INDIVIDUAL EDUCATIONAL PLANS**

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

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

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

### **EARLY GRADUATION**

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

1. The student must complete all specified requirements for the diploma.
2. Upon verifying his/her probable completion of those requirements, he/she must submit a completed petition for early graduation (forms available in the principal's office).
3. The student's petition is reviewed by the principal and counselor, with the parents of the prospective graduate. The parents will affirm the petition with their signature.
4. The principal will recommend or deny the recommendation in writing.

### **EXAMINATIONS**

All students are required to take final exams. Exams shall count for no more than 20% of a student's final grade.

### **STUDENT RECORDS - BOARD POLICY**

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

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

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

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

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

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

The Board authorizes the administration to:

- A. forward student records on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

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

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

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

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

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

- |                          |                          |                        |
|--------------------------|--------------------------|------------------------|
| A. a student's name;     | G. participation in      | I. date of graduation; |
| B. address;              | officially recognized    | J. awards received;    |
| C. telephone number;     | activities and sports;   | K. honor rolls;        |
| D. date/place of birth   | H. height & weight, if a | L. scholarships;       |
| E. major field of study; | member of an athletic    |                        |
| F. dates of attendance   | team;                    |                        |

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

In accordance with the No Child Left Behind Act, the National Defense Authorization Act, and Michigan Public Act 39, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Student directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. Both the state and federal laws permit parents to opt out of providing directory information to third parties including military recruiters. **If you as parents do not want this information released to third parties, you must write a letter stating this intention to: Jonesville High School, 460 Adrian Street, Jonesville, MI 49250 at the beginning of each year.** In this letter you can indicate that you do not want your son/daughter's name, address, and telephone number released to any third party or you can indicate that you do not want this information released to the military only.

#### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

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



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

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

### HONOR ROLL AWARDS

The honor roll is to be computed at the end of each trimester. The final trimester grades of all courses are to be used in computing averages for the honor roll. The final trimester grades will be computed in the following scale:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
<b>4.00</b>	<b>3.67</b>	<b>3.33</b>	<b>3.00</b>	<b>2.67</b>	<b>2.33</b>	<b>2.00</b>	<b>1.67</b>	<b>1.33</b>	<b>1.00</b>	<b>0.67</b>	<b>0</b>

1. Final trimester grades must average at least 3.0 for a student to be eligible for the honor roll and 3.5 for a student to be on the high honor roll. Grade point averages are not to be rounded off to the nearest whole number.
2. Students must be placed on the honor roll for all three trimesters in an academic year to be eligible for honor roll awards for that year.
3. Independent study is awarded both credit and a regular letter grade and is figured in the honor roll and class rank.
4. Students concerned about class rank and honor roll should be particularly aware of points three and four since they do have a bearing on honor roll. Students graduating with a cumulative G.P.A. of 3.0 to 3.49 will be recognized as graduating with "honors". Students with a cumulative G.P.A. of 3.50 and higher will be recognized as graduating with "high honors".
5. Honor and high honor graduates shall be based on student cumulative grade point average up to the end of the 2<sup>nd</sup> trimester of their senior year. The final rank in class of all seniors, which is posted on the transcript, is figured using all grades including third trimester of their senior year.
6. The selection of valedictorian and salutatorian will be based on the grades through the 2<sup>nd</sup> trimester of their senior year, and all students using the following criteria:
  - A. Transfer students with less than a year and a half at Jonesville may not displace a student from valedictorian or salutatorian status. However, these students may be ranked as co-valedictorian or co-salutatorian if their G.P.A. is equal to or higher than students earning Jonesville credits.
  - B. Students who transfer in the final trimester will not be considered for either valedictorian or salutatorian.
  - C. All students who have a GPA of 4 point or higher will earn the title of valedictorian. The salutatorian will be the student with the next highest grade point.

### NATIONAL HONOR SOCIETY

The National Honor Society is a student organization for juniors and seniors, which recognizes and encourages outstanding scholarship, service, leadership, and character. Selection to this organization is a privilege, not a right. Students do not apply for membership; instead, they provide information to be used by the local selection committee to support their candidacy for membership.

### ACCIDENTS AND INSURANCE

The school accepts responsibility only for immediate first aid to an injured student. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. In the case of an accident, no matter how minor, the student must report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given, and the parents will be notified. It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may

not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. The school does not insure students for athletic or accidental injuries. Voluntary insurance is made available for purchase through an appointed agent.

## ATTENDANCE

### I. ATTENDANCE POLICY

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

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

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

#### **Excusable Reasons for Absence**

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

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

- Personal illness-doctor's note required if long term;
- illness in the family
- Quarantine in the home
- Death of a relative
- Observance of religious holiday
- Absence for professional appointment

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day.

The student must have permission to leave for an appointment prior to the appointment and shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the attendance office.

Absences that do not accumulate against this guideline include field trips; and/or college visits, not to exceed two (2) in number.

Student Vacations during the School Year

Students are permitted to go on vacation during the school year without penalty (except the week ending each trimester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The student must fill out a pre-arranged absence form, which can be found in the attendance office at least one week prior to the vacation.

The student may be given approximate assignments and materials for completion. They should be turned in the day they return to school.

### **Truancy**

A student shall be considered truant each day or part of the day he/she is inexcusably absent from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if he/she is in his/her assigned location within twenty (20) minutes after the official start of the school day or activity.

#### **Truancy Reporting Procedure:**

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

**The disciplining of truant students shall be in accord with Board policies and due process.**

### **Students Leaving School During School Day**

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

### **Opportunities to Make-Up Class Work**

A student may make-up units of study with a properly certificated teacher if the principal has granted prior approval.

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

## REPORTING ABSENCES

Parents are to call the **High School Office (849-9934)** on the day of an absence or until noon the following day. Alternative arrangements can be made in an emergency with the approval of the principal. If the High School Office is not notified by a parent or guardian to excuse an absence the day following the return of a student, the absence will be unexcused.

Unexcused Absences Include, but not limited to:

- car trouble
- errands
- visiting
- overslept
- shopping
- hair/tanning appointments
- needed at home
- missed the bus
- work
- alarm didn't go off
- baby-sitting

## CONSEQUENCES OF NON-ATTENDANCE AND TARDIES

A student's trimester grade will be lowered by the following percentage when unexcused absences, excessive absences or tardies occur;

- **Unexcused absences**
    - 5% for two unexcused absence
    - 10% for three unexcused absences
    - 20% for four or more unexcused absences
  - **Excessive absences**
    - A student's trimester grade may be lowered by 20% when he/she has accumulated eight (8) *excused* absences in a class. Students may appeal the grade reduction by following the Appeal Process.
  - **Tardies**
    - When students are tardy to class for the 4<sup>th</sup> time, they will receive a 5% grade reduction or they may serve a 4 hour Saturday school.
    - When students are tardy to class for the 5<sup>th</sup> time, they will receive a 10% grade reduction or they may serve two 4 hour Saturday schools.
    - When students are tardy 6 or more times to class, they will receive a 20% grade reduction.
- Grade reductions will be accounted for in determining the final trimester grade.
- Credit will not be granted for assignments missed due to unexcused absences.
- The lowest grade reduction will be limited to a D-.

## PARTICIPATION POINTS

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

## APPEAL PROCESS

- a. A request for an appeal of a grade reduction must be made in writing to a school administrator or counselor one week after report cards have been distributed.
- b. Appeal forms should be picked up in the office.
- c. A committee of faculty members, counselors, and/or administrator shall hear such appeals.
- d. The parents or guardians should, and the affected student must appear in person at the appeal.
- e. Upon recommendation of the appeal committee, a grade reduction due to attendance may be waived.

Attendance appeal meetings will be scheduled at the end of each trimester.

## **Senior Attendance Incentive**

Any seniors who miss two or fewer days of school(unexcused or excused) in the final trimester, who do not take part in any skip days during the school year and their exams are not a determining factor in whether or not they pass their classes, will not be required to come to school for their final two scheduled days. Additionally, they will not be required to take their exams. (School excused absences will not count toward the total days missed.) College visits are not school excused absences.

### **HOMEWORK MAKE-UP POLICY**

1. It is the responsibility of the student to request make-up work from the teacher. The student must request make-up work on the day he/she returns to school.
2. The student will be given one day for each day absent to complete the work and return it to the teacher. The teacher may extend this time limit at his/her discretion.
3. Any work not completed and returned to the teacher within the time limits set will result in a failing grade for that work.
4. Students that have prearranged absences will make an effort to return to school with their homework completed.
5. Since education is a progressive developmental skill building process, make-up work is essential. For a given absence teachers may assign make-up work a day at a time and require that work to be completed before he/she furnishes additional make-up work.

### **HALL PASSES**

Students are required to have a pass from a teacher or an office to be in the hall. There are no exceptions. Students without a pass may be considered absent-unexcused from their class.

### **LOCKERS**

The following rules and regulations will be used to help insure that the lockers will stay usable for years to come:

1. Each student is assigned an individual locker, which remains the property of Jonesville Community Schools.
2. Students will not change their assigned lockers.
3. Since each student has his/her own individual locker, additional permanent shelving is not needed nor will it be allowed.
4. No interior /exterior stick-on decorations allowed. Magnetic attachments are permissible.
5. Students will be held accountable for the lockers they are assigned and will be financially responsible for any damage, defacing, or disfiguring.
6. Please do not leave anything valuable in an un-locked locker. The school is not responsible for keeping your valuables safe. In physical education classes you may ask the instructor to lock up your valuables. Padlocks are available for P.E. lockers from teacher or coach.
7. School lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. The school reserves the right to enter and inspect the contents of any locker at any time. The student's privacy rights shall be respected regarding any items that are not illegal or against school policy. Any evidence obtained from a search of a locker or its contents shall not be inadmissible in any court or administrative proceedings because the search violated Section 1306, violated local policy, or because no policy was adopted.

### TEXT LOAN

All students will be issued textbooks and workbooks at no expense to the student.

1. Prior to reissuing another consumable book (workbook) that is lost/destroyed during the school year, the student must pay the full price of the item.
2. Prior to reissuing another book for any textbook lost/destroyed during the school year, the student must pay the school district according to the following penalty schedule:
  - A. For textbooks 1 to 3 years old, the student will be charged the full price.
  - B. For textbooks older than 3 years, the student will be charged 1/2 the price.
  - C. All textbooks returned at the end of the year must be in good condition. If there is any unrealistic wear or slight damage due to carelessness or neglect, a minimum penalty fee of \$1.00 will be assessed. If the book is not suitable for reuse, the above textbook penalty charges will prevail.

### INSPECTION OF INSTRUCTIONAL MATERIALS

Any person or group, having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning instructional materials and have the right to inspect such materials. Instructional materials include such items as textbooks, library books, reference works, and other instructional aids used in the District. Any criticism is to be addressed to the principal and in writing.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

### FOOD AND BEVERAGES

No food or beverages will be allowed in school hallways/classrooms. Water in plastic containers will be allowed. Glass containers are not permitted. First offense: warning and loss of food or drink. Second Offense: cleaning the cafeteria for a week.

### VISITORS

Bringing visitors to Jonesville High School is not allowed. Students who plan on attending Jonesville High School may set up a time for tour by contacting the office.

### DANCES

Any active class or club with the consent of the advisor, adequate chaperones, and consent of the principal may schedule dances. Students may not leave the dance and return. The school assumes no responsibility for a student after he/she leaves a dance, whether it is during, or at the end of the dance. All other school rules apply including the dress code. Students may bring guests to a senior high dance if they obtain a guest pass in the principal's office. No students in junior-high will be allowed to attend senior-high dances. No guests over the age of 20 will be allowed to attend. Prom rules: all school rules apply whether on site or off site.

### FIELD TRIPS

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

### **TELEPHONES**

Phone calls must be made in the office during break times. In an emergency, students may use the office phone in the principal's office, with the permission of appropriate staff members. Telephones in locations other than the school principal's office are off limits to students.

### **FUND RAISING**

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

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

### **EXTRA-CURRICULAR PARTICIPATION**

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

1. All students selected for leadership positions (president, vice president, school representatives, etc.) in class or club activities must meet eligibility requirements at the time of their selection. If they fail to maintain eligibility for any two consecutive marking periods they will be replaced in their position. Eligibility in this section is defined as passing all classes. Eligibility checks will be made every three weeks and at report card time.
2. Students running for elected leadership positions must meet the qualifications for the office as set forth in the "Student Council Constitution".
3. Students must be eligible to try out for a play. The director may allow a student who loses eligibility after the roles have been cast to complete the play if, in the director's opinion, that person's absence would jeopardize the entire production.
4. Students wishing to participate in extra-curricular school sponsored trips must be eligible at the time deposits are made. In addition, they may be replaced (at the sponsor's discretion) if they lose eligibility before the trip.
5. Ineligible students may not be released from class to work on extra-curricular events or practices. Ineligibility will preclude a student from participating in that event or practice.
6. Unexcused absences on the day of an extra-curricular event or practice will preclude a student from participating in that event or practice.
7. Events such as band concerts, parades, festivals, art museum trips, art class exhibits, etc., that are prepared for as a part of a regular class's curriculum are not considered extra curricular and are required for a student to receive an adequate grade to pass the class.

### **RESTROOMS**

Restrooms are available on all floors of the high school. Please keep the rooms neat and clean. Remember, visitors may make judgments on your school just by the appearance of the restrooms. Misuse of facilities will result in disciplinary actions, which may include cleaning the facility, restitution for any damages and suspension.

### **FIRE AND EVACUATION DRILLS**

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

1. Go out on the sidewalk or hallway.
2. Remain quiet and listen for emergency instructions in case of a real disaster.

### **SAFETY**

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

### **BUS REGULATIONS**

1. Be at your bus stop 5 minutes before the time shown on the schedule in the bus.
2. Bus drivers will not stop at an appointed bus stop when students are not in sight of the driver, unless prior arrangements have been made with the driver.
3. Bus horns are for emergency use only, not for calling tardy students to the bus.
4. Cross the highway after leaving the bus in the following manner:
  - A. Be sure the bus is stopped.
  - B. Go to the front of the bus within sight of the driver and wait to cross.
  - C. Look both ways before crossing.
  - D. Walk, don't run, in front of the bus.
5. Never stand on the roadway while waiting for the bus.
6. Always wait for the bus to come to a complete stop before entering or leaving it. Never get off or on a bus while it is in motion.
7. Inform the driver when absence is expected from school and approximate date of return.
8. The bus driver may not let a student on/off the bus, at other than his/her assigned stop, except with a note from his/her parent, approved by the school principal.

### **BUS BEHAVIOR RULES**

1. School conduct rules apply while riding the bus.
2. No loud talking or noises.
3. Stay in your seat.
4. Keep head, hands, feet, and objects inside the bus, out of the aisle and off other people.
5. Do not distract the driver.
6. Obey directions of the driver. Do not argue or talk back. Complaints should be taken to the bus supervisor or building principal.
7. Do not interfere when bus driver is talking with other students.
8. Observe proper conduct - use no profane language.
9. Do not eat or drink on the bus.
10. Keep the bus clean.
11. Do not smoke or use tobacco.
12. Do not be destructive. Report any damage seen immediately.
13. Do not tamper with safety door releases.
14. No pets or glass containers.
15. Do not bring radios on the bus.
16. The bus driver is authorized to assign seats and to suspend the privilege of riding the bus.

Thank you for cooperating with the bus driver.

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

### **SUBSTITUTE TEACHERS AND GUEST SPEAKERS**

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

### **THEFT/DESTRUCTION OF PERSONAL PROPERTY**

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



### **ELECTRONIC COMMUNICATION DEVICES & CELL PHONES**

On-person possession and use of electronic communication devices such as (but not limited to) beepers, pagers, and cell phones during school hours is prohibited except for health or other unusual reasons approved by the Board. Students may possess cell phones in school, but may not carry them on their person, must turn them off during school hours, and must store them in their locker. Students are allowed use of cell phones during the lunch period. First offense the phone will be confiscated and returned to the student at the end of the school day. On subsequent offenses the phone will be confiscated until a parent or guardian comes to the school to get the phone. The school is not responsible for lost, stolen or damaged cell phones.

### **DRESS CODE**

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

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

### **DISCIPLINE AND CONDUCT**

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

If you are sent from a class due to misconduct, you will go directly to the Principal's Office and remain there for an interview. Referral of a student to the Principal is used as a last resort after teachers have exhausted appropriate preventive and corrective measures. Cases will be dealt with as rapidly, fairly and firmly as possible. In most cases parents will be contacted. Please refer to the Board of Education Policy dealing with student behavior: "Students' Rights and Responsibilities".

### **GENERAL STATEMENTS OF GOOD BEHAVIOR**

1. Always conduct yourself in a manner that you and your parents can be proud of.
2. Take pride in this beautiful new school provided by the taxpayers and keep it clean .
3. There will be no card playing in classrooms or sitting on the floor in the hallways.

4. School equipment, supplies and textbooks are furnished for your use. It is your responsibility to exercise proper care.
5. You are to remain on the school grounds at all times. If you leave school grounds or go to your car without permission, you may be suspended from school or otherwise disciplined.
6. The gym may only be used under supervision of a school employee or adult chaperone during the school day. At other times, the Athletic Director does scheduling of the gym.
7. Tobacco is not permitted. If you are found smoking or using tobacco products, you will be suspended from school. A second smoking or tobacco offense during the same school year will result in a more severe disciplinary action.
8. Resealable drink containers are not allowed in the building except for water in plastic.
9. Sunglasses, hoods and hats are not to be worn in the building.

### CONDUCT AT ATHLETIC EVENTS

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

### DISCIPLINE CODE

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

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

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

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

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

Book Bags - No book bags are allowed in the classrooms.

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

Copy Machine - Copyright Policy Violations - All student use of school copy machines must be authorized by a staff member.

Inappropriate/illegal use of copy machines includes but is not limited to print, audio, visual, and computer-generated infractions. First offense - four-hour Saturday detention and confiscation of the material. Subsequent offenses - increasing days of suspension.

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

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

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

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

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

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

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

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

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

Harassment - . defined as to annoy persistently and includes any embarrassing/humiliating comments made in class, via the school's PA system , or written announcements. First offense - warning, possible suspension. Second offense 1-3 days suspension. Discipline and police involvement (for first & second offenses) to be determined by the severity of the incident. Subsequent offenses - 3-5 days suspension and police report filed.

Hats - Head Gear - No head coverings may be worn by boys or girls during the school day. Hats belong in student's locker during the day. First and second offenses - warnings. Third offense - warning and confiscation. Fourth and subsequent offenses - four-hour Saturday detention and confiscation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### CRIMINAL SEXUAL CONDUCT

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

### SEXUAL HARASSMENT AND INTIMIDATION

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

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

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

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

#### Sexual Harassment and Intimidation

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

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

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

### ASSAULTS COMMITTED BY STUDENTS

State Law specifically covers assaults by students.

### PHYSICAL ASSAULTS COMMITTED AGAINST SCHOOL PERSONNEL

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

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

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

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

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

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

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

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

### **DRUG PREVENTION**

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

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

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

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

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

### **CONFLICT RESOLUTION SUGGESTIONS**

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

## SEARCH AND SEIZURE

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

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

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

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

## DUE PROCESS PROCEDURAL RULES AND REGULATIONS FOR THE JONESVILLE COMMUNITY SCHOOLS

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

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

### **SUSPENSIONS**

During an out-of-school suspension the student may not attend classes, including driver education, and may not participate in school activities or visit the school grounds without calling for an appointment. Also, contact with Jonesville High School students during the course of the school day (7:30 a.m. to 3:00 p.m.) is forbidden. This includes being in the vicinity of the school. Failure to follow these rules and regulations is a violation of the suspension and will involve additional disciplinary action.

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

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

Suspension 3 - A student is suspended for an extended (beyond ten days) period of time.

### **SUSPENSION PROCEDURES**

1. The student and parents shall be informed of the specific charges that could be the basis for disciplinary action to be taken against him/her. The charging person or persons in writing must document any charges made resulting in suspension.
2. The student will have the right to present to the school administrator any relevant information that will support his/her defense.
3. If the school administrator suspends the student, the administrator will:
  - A. Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return.
  - B. Meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.

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

#### **EXPULSION PROCEDURES**

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

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian and included within this notice shall be a statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved. The authority to recommend expulsion rests with the building principal through the Superintendent of Schools, to the Board of Education.
2. Parent or guardian shall be present at the hearing.
3. Legal counsel may represent the student, parent or guardian.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. He/she should be allowed to offer the testimony of other witnesses and other evidence.
5. The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parent or guardian.
10. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing authority to the appropriate appellate authority. The Superintendent of Schools shall determine attendance and/or educational service extended to a student during an interim period while awaiting a hearing or action after the hearing. The time for initiating an appeal of a disciplinary decision at any level within the school shall be five (5) days.

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

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

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

If any person believes that the Jonesville Community School District has violated the provisions of Section 504, or the district policy regarding Section 504, he/she may present a complaint, which shall be termed a grievance, according to the following procedures.

Step 1: The grievance must be in writing, signed and dated by the complainant, forwarded to the superintendent.

**Pesticide Application Advisory**

Dear Parent/Guardian,

As part of the Jonesville School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and/or buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit it to:

Dustin Scharer, Principal  
Jonesville High School  
460 Adrian St.  
Jonesville, MI 42950

You may also contact the school office at 517-849-9934 if you have any questions regarding this letter.

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**PESTICIDE PRIOR NOTIFICATION REQUEST**

Parent/Guardian Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

Please check one:

I wish to be notified prior to a scheduled pesticide treatment inside the building.

I wish to be notified prior to a scheduled pesticide treatment outside the building.

Both of the above.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_



# **TECHNOLOGY AGREEMENT**

## **Technology Use Policy Goal**

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

## **Purpose and Definitions**

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

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

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

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

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

- ❑ Unless given specific permission, students may not enter, observe, or participate in chat rooms, MySpace, Email, or YouTube.
- ❑ Respect the integrity of the network. Do not use the network in such a way that would disrupt the use of, harm, or destroy the data of another user, or attempt to bypass or defeat security systems intended to restrict user access.
- ❑ Use only provided or approved software. Installation or transmission of any software on the system is prohibited. This includes games and third party software unless given permission by an approved school administrator.
- ❑ The following are specific situations that are **not permitted** at any time:
  1. Unauthorized entry into any file, whether to use, read, change, or for any other purpose.
  2. Unauthorized transfer, deletion, or duplication of a file is not permitted unless the user owns it.
  3. Unauthorized use of another individual's identification, password, telecommunications files, or facilities.
  4. Use of ANY technology, which interferes with the work of another student, employee, or school official.
  5. Use of ANY technology to draft, send, or receive inappropriate communications, including but not limited to communications which are obscene, pornographic, profane, vulgar, indecent, threatening or otherwise prohibited by law.
  6. Use of ANY technology, including telecommunications facilities, to interfere with the operation of the School District's computing system
  7. Use of educational technology for the purchase, sale, and/or advertisement of goods or services.
  8. The sending of network messages by any means unless specified by instructor.
  9. The altering, viewing, sharing, copying or deleting of any information contained on the file server or hard drives.
  10. Use of the network to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the local area network.
  11. The illegal installation or copying of copyrighted software for use on district computers.
  12. Any use of the network for personal or private business, commercial or for profit purposes, product advertisement or political lobbying.
  13. Attempting to access filtered websites, or using ANY technology to bypass the district filter.

#### **MULTIMEDIA**

Software, audio, and video media to be utilized on the system must meet licensing and copyright protection requirements. No user shall place such media on the technology systems that create a liability to the individual or district. Licensing agreements must be placed on file in the building office and copies retained on file in the purchasing office. Only current Jonesville Community Schools' students, 6<sup>th</sup> grade and above, may borrow laptops.

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

#### **Acceptable Use**

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

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

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

**Vandalism**

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

**Plagiarism/Copyright**

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

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

**Accepting This Policy**

**Please sign the form below. If this form is not signed and in the child's agenda, the child will not be allowed to use available technology, the Internet, the Intranet, e-mail, or check out any multimedia equipment.**

I have read, and agree to, the Technology Use Policy that was approved by the Jonesville Board of Education on November 17, 2008. I will take full responsibility for the equipment that I borrow. I understand that if I am found to be violating any part of this contract, my privileges of using technology related equipment at Jonesville Community Schools may be revoked.

\_\_\_\_\_  
Student (please print)

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

\_\_\_\_\_  
Date

**THIS PAGE MUST BE SIGNED AND RETURNED TO THE OFFICE.**

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