



JIA Student Handbook

2024-2025

JIA Elementary - Grades K-5th

JIA Middle School - Grades 6th-8th

JIA High School - Grades 9th-12th

800 CONNIE ST.
JENISON, MI 49428
(616) 457-8477

JENISON INNOVATION ACADEMY

Our mission is to provide an engaging, personalized learning experience, bringing the home, school, and world together.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about Jenison Innovation Academy. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

All Jenison Innovation Academy (JIA) students are expected to follow and are subject to the *Jenison Public Schools Student Handbook*, and all sections of the *JIA Student Handbook*. JIA Middle and High School Split-Schedule Students enrolled in a Jenison Public School building, must abide by the handbook of specific building attending with regards to school expectations, grading, attendance, and any other items outlined.

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IMPORTANT INFORMATION

Websites

jia.jpsonline.org

www.jpsonline.org

Board Policies

Board Policies are available at: [Board Policies](#)

Addresses

Jenison Innovation Academy
800 Connie St.
Jenison, MI 49428
(616) 457-8477

Jenison Innovation Academy (Administrative Offices)
7506 Church Ct.
Jenison, MI 49428
(616) 457-8477

JIA Administration

Dr. Rebekah Redmer, *Executive Director of Innovative Programming*
Mrs. Krista Osterberg, *Principal & Director of Instruction*
Mr. James Mueller, *Assistant Principal*
Mr. Cameron Kuiper, *Dean of Faculty*
Mrs. Emily Kaminski, *Director of International Student Programs*
Mrs. Kristin Cox, *Director of School Partnerships*

District Administration

Dr. Brandon Graham, *Superintendent*
Mrs. Leslie Philipps, *Ed.S, Assistant Superintendent*
Mrs. Julie Roby, *Director of Student Services*
Mr. Michael Johnston, *Athletic Director*
Mr. Kip Medendorp, *Transportation Director*
Mr. Josh Lucas, *Community Education Director*
Mrs. Mary Darnton, *Food Services Director*

District Contact Information

Main Office: (616) 457-8890
Fax: (616) 457-8898
Transportation: (616) 457-3740
Athletics: (616) 667-3366

Jenison Innovation Academy

2024 - 2025 School Calendar

August '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
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September '24						
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29	30					

October '24						
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November '24						
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December '24						
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29	30	31				

January '25						
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February '25						
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March '25						
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30	31					

April '25						
Su	M	Tu	W	Th	F	S
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May '25						
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June '25						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August 21 – 1st Day of School

December 20 – End of 1st Semester (HS/MS grades 6-12)

January 17 – End of 1st Semester (Elementary grades K-5)

May 30 – Last Day of School & End of 2nd Semester grades K-12

- Start/End of Semester
- No School/Breaks
- Student Half Days

- Teacher In-Service Days (JIA Campus is Closed)
- JIA Community Days (12pm-2pm)
- Commencement

The JIA Campus is open Monday through Thursday from 8:00 am to 4:00 pm, and by appointment only each Friday

2024-2025 DAILY SCHEDULE

JIA Secondary (6-12)	8:00 am - 11:30 am half day	8:00 am - 3:00 pm full day
JIA Elementary (K-5)	8:30 am - 11:30 am half day	8:30 am - 3:30 pm full day

Students can be dropped off 10 minutes before the school day begins and will be supervised for 5 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District may notify students, parents, and the general public about the closure in the following manner: phone, email, JPS app, news or radio stations.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth or related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Assistant Superintendent
8375 20th Ave. Jenison, MI 49428
(616) 667-3241
asstsuperintendent@jpsonline.org

Second Title IX Coordinator
Sandy Hill Elementary Principal
8375 20th Ave. Jenison, MI 49428
(616) 457-8890
jmroz@jpsonline.org

Designated Section 504 Coordinator
Director of Student Services
8375 20th Ave., Jenison, MI 49428
(616) 667-3241
jroby@jpsonline.org

Designated Civil Rights Coordinator/Employment
Compliance Officer
Assistant Superintendent
8375 20th Ave., Jenison, MI 49428
(616) 667-3241
asstsuperintendent@jpsonline.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at Policy 3115 [Board Policies](#)

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subjected to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3115A. Policies 3115-3115H are attached to this handbook as Appendix A.

SECTION I: JIA/DISTRICT POLICIES AND PROCEDURES

Academic Expectations

The online and blended nature of JIA academic programming requires a strong partnership with each family and community organization to achieve student success. JIA operates in accordance with the state of Michigan 21f legislation. All students and parents/guardians must indicate they agree and adhere to JIA standards of academic expectations by signing the *JIA Online Learning Agreement* (see *Appendix G*) upon enrollment and when/if updated. Full-time enrollment is completed through an application process which includes an annual Educational Development Plan (EDP) and submission of the online learner agreement, which includes all sections outlined in the *JIA Online Learning Agreement*. JIA enrollment is contingent on the district application process.

Student Commitment: It is expected that the student will:

- Commit to completing the coursework as outlined by each teacher.
- Maintain consistent attendance by logging in and participating in courses (including any optional learning experience).
- Follow the course participation expectations, adhering to the course calendar, pacing guides, and other timelines for completion to complete the requirements of the course.
- Communicate with their instructor/mentor teacher weekly and whenever there is an issue, and during the mandatory count periods.
- Follow all other expectations as specified by JIA, this district, mentor teacher, and online teacher(s).
- Agree and adhere to the *JIA Online Learning Agreement*.
- Engage with the instructor and classmates in the virtual classroom as it contributes to academic success.
- Refrain from inappropriate use of information with any online course.
- Follow all other rules as specified by JIA, mentor, and teacher.
- Follow all guidelines set forth, including the acceptable use policy, academic responsibility and appropriate netiquette.

Parent/Guardian Commitment: A parent is expected to monitor and support the student in his/her studies. It is expected that the parent/guardian will:

- Be accessible to the mentor teacher to discuss the student's progress.
- Promote good attendance and time management.
- Facilitate two-way communication to help guide student communication.
- Support and adhere to the expectations of the *JIA Online Learning Agreement*.
- Assist with oversight of unit and final exams at the high school level.
- Provide a space for learning in the home.
- Monitor student progress, along with course pacing and expectations.
- Encourage students to communicate with the instructor/mentor teacher whenever he/she has a question or issue.

Outcomes: Violation of the *JIA Online Learning Agreement* and/or other academic expectations:

- Step 1: Verbal or written notification to student and parent by JIA teacher and/or administrator.
- Step 2: Written notification to student and parent with possible removal of student from JIA courses, as determined by 21f legislation and per the discretion of JIA Principal or Director.

Academic Responsibility

JIA faculty and staff are committed to helping students grow intellectually, emotionally, and socially. In keeping with this mission, academic responsibility and integrity are expected. Academic Responsibility

impacts the individual student, classmates who work to earn their grades, and JIA's commitment to maintain a fair and positive program. Each student is responsible for his/her own ethical behavior, and for fostering ethical behavior in others. Acts not following Academic Responsibility include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence without authorization and/or inappropriately to aid and/or complete any coursework.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Attendance

General Attendance: Attendance will be monitored daily through the online system. Students are required to make adequate progress in each course and adhere to the timelines established for completion.

- Students must login to every course during the State of Michigan fall and spring count period(s), also submitting the identified assignment(s) for that day.
- It is expected that the student, parent, and JIA staff be available for communication on a regular basis.
- Attendance for live virtual sessions (class connect sessions) will be determined by the individual instructor with a school recommendation of consistent participation within each session. It is important that students are engaged with the instructor and classmates in the virtual classroom as it contributes to academic success. Teachers will post recordings for students absent from live sessions.
- The Learning Center (LC) is available every Monday – Thursday 8:00am-3:00pm for 6th-12th students; students are encouraged to utilize this face-to-face tutoring opportunities throughout the week. Any student who may be identified for academic intervention may have a personal attendance plan developed and require physical attendance at the LC weekly.
- For JIA blended programming, physical on-campus attendance is required based on the school calendar and/or teacher discretion.
- It is expected that parents contact the JIA office and report the absence, if the student is unable to access coursework for 3 or more consecutive days.

Reporting Student Absences (for On-Campus/Hybrid): When a student is absent from school, a parent or legal guardian must contact the school office on the day of the absence to explain the reason for the absence.

- Acceptable communication includes (1) a written note from a parent/guardian that includes pupils full name, date of absence being excused, reason for the absence and a parent/guardian signature; (2) record of phone call, conversation or email with parent/guardian excusing absence.
- If no communication has been received from a parent/guardian in regards to an absence, an attempt will be made to contact the parent/guardian to ensure the student has met no difficulty enroute to school.
- If no communication has been received from a parent/guardian within 48 hours of the recorded absence, the absence will remain documented as Unexcused.
- When a student arrives late, they must report to the office in person to sign in for the day.

- Should absences (lack of online course access and progress) become chronic (10% of year-to-date missed, beginning the first week of October), the parents/guardian will be contacted by the school and/or county truancy officials.
 - Progressive measures will be implemented by the school/county if chronic absenteeism continues.
 - Excused Absences, Unexcused Absences and Pre-arranged Absences all count toward chronic absenteeism.

Types of Absences:

- **Excused Absence.** Absences reported to the school office by a parent/guardian within 48 hours of the student's recorded absence will be marked Excused.
 - Examples include, but are not limited to, events such as personal illness, medical appointments, funeral, pre-arranged absences, and religious observances.
 - An attempt will be made to contact the parents/guardians of students who are not in school if communication has not been received verifying an excused absence.
 - Makeup work is the student's responsibility.
- **Unexcused Absence.** When there is no communication from a parent/guardian regarding a student's absence, the absence will be recorded as Unexcused and the student is considered truant.
 - Examples include, but are not limited to, leaving school for any reason without permission or failing to report to a scheduled class or activity.
 - If no communication is received from a parent/guardian within 48 hours of the recorded absence, the absence will remain recorded as Unexcused.
 - Students who are at school but unable to attend class for any reason should report immediately to the school office for assistance.
- **Medically Excused Absence.** Written documentation from a professional medical/dental office must be submitted to the school office in order for an absence to be recorded as Excused Medical.
 - Only the dates listed on the doctor's note will be recorded as Excused Medical.
 - Medically excused absences with appropriate documentation do not count toward chronic absenteeism.
- **Pre-arranged Absence (Vacations/Trips).** Parents/guardians are strongly urged to schedule vacations when school is not in session. Particular attention should be given to the potential impact on the student's education if leaving for a vacation.
 - Makeup work is the student's responsibility upon return.
- **Planned absences.** Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.
- **Extended Absences.** Parents/guardians of students who are absent from school for an extended period of time due to physical disabilities or illness should contact the school principal or school teacher to arrange for home-bound services. Medical documentation is required.
- **School-Related Absence.** Absences that are the result of school-sponsored activities.
 - School related absences do not count toward chronic absenteeism

- **Out-of-School Suspension (OSS) or In-School Tutorial (IST).** Absences that are the result of disciplinary action.
 - It will be the responsibility of the students and parents to communicate with teachers to acquire homework assignments and materials.
 - Missed work, quizzes, and tests will be completed following the agreement made with the teacher.
 - Absences as a result of disciplinary action do not count toward chronic absenteeism.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences, including truancy.

Absences due to illness: Students who become ill during the school day should report to the office so their parents/guardian can be contacted. If the student's parent/guardian cannot be reached, the persons listed on the emergency contact list will be contacted.

- Parents/guardians should make every effort to arrange for their child to be taken home if the child becomes ill at school. Students will be made as comfortable as possible while they wait for a parent/guardian to arrive.
- When students are experiencing a communicable disease or illness, they cannot return to school until health department/CDC quarantine guidelines are met (Pink Eye, Chicken Pox, Measles, COVID, Strep, Influenza, etc.).
- For regular illness, students may return after they are fever free, without fever reducing medication, for 24 hours. Students must also have not had illness related vomiting or diarrhea for 24 hours before returning to school.

Appointments: A parent/guardian should contact the school office at the beginning of the school day for students who need to leave school for part of the day due to a scheduled appointment. (i.e. medical, dental, orthodontics, therapy, etc.)

- Students must visit the school office in person to be signed-in/out when arriving or leaving school at any time other than the normal start or end of the school day. Elementary students must be accompanied by an adult.
- If an appointment is for a medical reason (i.e. doctor, therapy, dental, orthodontics etc.) a note from the medical/dental provider must be turned into the school office in order for the absence to be marked Excused Medical.
- Medically excused absences do not count toward chronic absenteeism percentages.

Chronic Absenteeism Procedures:

- When a student's lack of attendance (online course access and progress) accumulates to 5% of their overall attendance, a letter will be sent home to notify parents/guardians of the number of absences. Parents/guardians will be encouraged to monitor attendance and remain in close contact with the school.
 - These letters will begin to be sent out starting the first week of October through the remainder of the school year.
- When a student's absences (online course access and progress) accumulate to 10% of their overall attendance, a second letter will be sent home to notify the parents/guardians of the number of absences.
 - In addition, the school Principal, Dean, Lead Teacher and/or a District Parent Liaison will schedule a meeting with the student's parents/guardians to discuss attendance barriers and create a plan to support student attendance improvement.
 - Communication with the Ottawa County Truancy Officer will also occur.

Student Expectations: Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign in/out as determined by the school administrator and have their school ID to present upon request.
- Make up all work that is assigned by teachers for the instructional time that has been missed.
- Follow a schedule approved by JIA leadership, based on availability, to ensure supervision and accessibility for the student.

For more information, see Policy 5301.

Books and Supplies

The District/JIA will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities. Students must take care of books and other supplies provided by the District/JIA. The District/JIA may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Building Expectations

When entering the building, all students, adults, and visitors should enter the main entrance and sign in at the front office. When parents drop students off, they should do so at the front office. Only parents participating in volunteer activities approved by JIA administration are permitted into the building for a duration of time during operational school hours. Exceptions to this must be specifically approved by the JIA Principal. All students should be respectful of the diverse programs and age ranges when visiting the building and behave in such a way as to contribute to a safe, respectful, and productive learning environment. All middle school and high school students should remain in the secondary wing (north wing) of the building and avoid the elementary areas of the building.

Student ID cards aid in the identification of our students in the learning center, athletic events, dances, and other school sponsored activities. Students are expected to carry and make available their ID cards during school hours and at all school activities. A replacement card will cost \$10.00. The school will make periodic time for taking photos for replacement cards. Intentional misinformation requiring a new ID card will result in a \$25 fee to provide an accurate card.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as *Appendix B*.

Cell Phone/Personal Device Use

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy. Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The District reserves the right to prohibit the possession or use of personal electronic devices on District property or at District-related functions. "Personal electronic device" means a privately owned device that is used for audio, video, or text communication.

Teachers may also develop classroom rules for use of cell phones and other electronic devices. School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow in conjunction with building PBIS initiatives.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates

any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action. The final decision in any situation involving inappropriate attire rests with building administrators. Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 3 inches in length. Flags and blankets are not to be worn as wardrobe accessories. For health reasons, footwear must be worn at all times. Heavy chains that may be attached to belt loops or a wallet are not permitted. Students are not to wear jackets or coats to class at any time such items should be kept in student lockers. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Enrollment

JIA operates in accordance with the state of Michigan 21f legislation. All students and parents/guardians must indicate they agree and adhere to JIA standards of academic expectations by signing the *JIA Online Learning Agreement* upon enrollment and when/if updated. Full-time enrollment is completed through an application process which includes an annual Educational Development Plan (EDP) and submission of the online learner agreement, which includes all sections outlined in the *JIA Online Learning Agreement*. JIA enrollment is contingent on the district application process.

JIA students in grades are provided the opportunity to participate in online learning through [Section 21f of the State School Aid Act](#), and are able to enroll in a full online schedule only - single online courses are not available K-12 - so long as all requirements for participation are met. Full-time enrollment is completed through a district application process along with the completion of an annual Educational Development Plan (EDP) and submission of the JIA Online Learner Agreement, which includes all sections outlined in the *JIA Online Learning Agreement*. Requirements for participation include:

- All kindergarten applicants must screen kindergarten-ready and turn the age of 5 on or before September 1st.
- The parent/guardian must have the ability and availability to supervise the student's learning at home and outside of the school building.
- The student must demonstrate proficiency in previous grade-level courses.
- The student must possess the prerequisite knowledge and/or skills for full-time online learning.
- For students entering 9th-12th grade, adequate progress in required courses for a Michigan diploma.
 - 10th grade: a minimum of 6 semester credits
 - 11th grade: a minimum of 12 semester credits
 - 12th grade: a minimum of 18 semester credits

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District annually. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and non-curricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non-curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips. Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Food Services

The District is pleased to offer parents the ability to make deposits into a meal account for their child. This account is similar to using a bank debit card and money may be deposited at any time. Parents may request a reduced price or free meal benefits by submitting a Free/Reduced Meal Application form at www.lunchapp.com or www.jenhudfood.org or contacting the Food Service Director at 616-457-2400.

All students will remain in the designated eating area during their scheduled lunch time. Students are responsible for returning their trays and putting trash in all appropriate containers. Food must be purchased before it is consumed.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent(s) and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

TRISHA BASSLER, DISTRICT REGISTRAR
8375 20TH AVE, JENISON, MI 49428
616-457-8890
TBASSLER@JPSONLINE.ORG

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or

other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Learning Center

The Learning Center (LC) is a space dedicated to providing an environment which fosters and supports students' academic endeavors. JIA Secondary Students are welcome in the Learning Center from 8:00am - 3:00pm Monday through Thursday. Students should sign into LC upon arrival and sign out of LC upon departure at the main desk. Students should be in the LC designated for their grade-level. Only students enrolled in JIA are permitted in LC. Students may keep lunches in the refrigerator provided in the LC. Students should be respectful of the diverse programs and age ranges when visiting the Learning Center and behave in such a way as to contribute to a safe, respectful, and productive learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Locker displays (photos, drawings, words, etc) must be appropriate for school.

Lost and Found

All lost and found items are to be taken to the main office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.
- Forms can be found here [Parent Resources](#)

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers:

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow building designated rules during recess or while using the playground. Individual building playground rules can be found on building websites. Students who violate these rules may be disciplined. Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as *Appendix C*.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches. A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records. Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation:

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records:

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information:

The District designates the following information as directory information:

- date and place of birth;
- grade level;

- dates of attendance (e.g., 2013-2017) and graduation;
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received.
- The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student’s participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

The Board also designates student photographs, videos, or other media containing a student’s image or likeness (student images) including photographs and videos depicting a student’s participation in school-related activities and classes; as limited directory information for use in official publications, on social media sites, or websites hosted or maintained by, on behalf of, or for the benefit of the District, including the District’s internal email system; or for use by District officials who have access, consistent with FERPA, to such information in conjunction with a legitimate educational interest; or for use by external parties contractually affiliated with the District if such affiliation requires sharing limited use directory information.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information. A *Directory Information Opt Out Form* is attached to this handbook as *Appendix D*. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Address Confidentiality Program: The district will not disclose a student's or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Technology

All students taking online classes are expected to conduct their communications in a professional, respectful manner. The proper use of Internet etiquette is expected at all times. Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the *Acceptable Use Agreement* attached as *Appendix E* before they may use or access District technology resources. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion. This is included in the use of any JIA issued computer, online course, school Gmail account, social media associated with JIA and students of JIA, as well as on campus usage. Violations include but are not limited to the following: posting inappropriate language, pornographic material, inappropriate information, and any other type of unacceptable communication.

Threat Assessment and Response

The Board of Education is committed to provide a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by email, or by telephone. Students may also report threats through the OK2SAY program.

Transportation Services

Walkers: Students walking to and from school are to cross intersections where crossing guards and school safeties are stationed. On residential streets, students are expected to use sidewalks where provided or walk safely off the roadway, facing traffic.

Bicycles, Skateboards, Roller Blades, Scooters: Students may use bicycles, skateboards, roller blades, or scooters to get to and from school with parent permission. The District is not responsible for damages or loss of any such items. Once on school property, students must walk these items instead of riding or wearing them. Bicycles and scooters must be parked in the racks provided and should be secured with a lock. Students must obey all traffic rules and be considerate of walkers.

School Vehicle Rules:

At the beginning of each school year, students who are transported to and from school are assigned to a specific bus route. In order to ensure the safety of our students who are transported to and from school, parents must notify their child's school should there be any deviation to the pick-up and drop off location.

Riding in school vehicles is a privilege, not a right. Students must comply with all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles. Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences:

Students who violate the school vehicle rules may be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion. These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy. Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Visitors

Student visitors at school are not permitted during the school day. Non-District students are prohibited on campus before school, during lunch, and after school and will be asked to leave immediately. If they refuse, authorities will be notified.

Withdrawal from School

Students who are transferring from the District must submit written notice to the registrar.

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SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Blackboard or PowerSchool. Blackboard and PowerSchool allow parents and students to receive automatic academic and/or attendance progress reports. PowerSchool and Blackboard login information is provided each year by the building. For help, contact JIA offices.

Academic Awards

Honor Cords: A student must satisfy the District approved curriculum and graduation requirements in order to be eligible for the honors included below. The grade point average will be used in determining the awards of Honor Cords. If the fourth decimal is the number five, the grade point average will be rounded up. Final determination for the recipients of these awards (Gold and Silver cords) will be made following the completion of seven semesters. Students transferring to JIA from another high school shall have their academic grades counted when determining awards. Courses/credits accepted as part of a high school curriculum include courses taken by a high school student in an accredited program at the vocational technical center, adult education, or other educational institutions and shall be included on the high school transcript for credit and grade point average.

- **High Honors Cords:** Students having a grade point average of 4.000 or above.
- **Gold Cords:** Students having a grade point average of 3.500 or above shall be awarded a Gold Cord.
- **Silver Cords:** Students having a grade point average of 3.000 through 3.499 shall be awarded a Silver Cord.
- Other honors may be bestowed as appropriate.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied. Documented verification of completion of all credit for all enrolled, online, or correspondence courses must be received from the credit awarding school by 3:00 pm on the Thursday prior to Commencement. In order to participate in the commencement ceremony, seniors must earn a 60% or better for the final semester grade in all enrolled courses.

Credits and Graduation Requirements

Course Type	Credits	Notes
Language Arts	4	
Mathematics	4	Including the successful completion of at least Algebra 1, Geometry, and Algebra 2, and an additional Math credit or a retake of Algebra 2. Students must successfully complete a Math or Math-related credit the final year of high school.
Science	3	Including the successful completion of 1 credit of Biology, .5 credit of Chemistry, .5 credit of Physics, an additional .5 credit of either Chemistry or Physics, and an additional .5 credit of Science.
Social Studies	3	Including completion of at least 1 credit in United States History, 1 credit in World History, .5 credit in Government, and .5 credit in Economics.
VPPA (Visual, Performing, and	1	Including the completion of at least 1 credit from one or a combination of the following: Art, Music, Theater, and Applied

Applied Arts)		Arts.
World Language	2	Including completion during grades K-12 of at least 2 credits that are grade-appropriate in a language other than English. (May or may not count toward elective high school credit.)
Physical Education	.5	Participation on a JPS Freshman/Junior Varsity Athletic Team or Marching Band may waive the PE credit.
Health	.5	
Electives	4	
Career and Technical Education (CTE) CTE Programs include OAISD Careerline Tech Center, KCTC, and other approved CTE programming.		If a student successfully completes a department-approved formal career and technical (CTE) program or curriculum, the student may: <ul style="list-style-type: none"> ● Partially or fully fulfill the senior math requirement; ● Partially or fully fulfill 1 credit of the world language requirement; ● Fulfill the requirement for the third science credit; or ● Partially or fully fulfill 1 credit of a visual/performing and applied arts credit.
Total	22.0	Students must attempt a minimum of 24 credits. An online course or learning experience is required in grades 7-12.

Assessments: A student must complete all local, state, and national assessments offered at each grade level in order to be granted a diploma, as outlined in the *Academic Benchmark Agreement* (see *Appendix H*).

Attendance Requirement: Students must successfully complete all graduation requirements as outlined above and attend high school for 3.5 years or 7 semesters (includes first semester of senior year) in order to graduate and receive a diploma. Any deviation from this requirement would need special approval from building and District administration. Students must maintain at least a full schedule of classes (6 hours) for the duration of their high school career.

Course Retake: Students will be allowed to retake a course. The grade earned the second time will replace the original grade and the student's cumulative GPA will be recalculated. Students must request, in writing, the approval of the Principal before they will be permitted to retake a course. The Principal's decision will be based on the following considerations: current graduation status, student behavior history, and course availability. The intent of this policy is to allow students who did not master the material in a course the first time, a second opportunity to learn the material.

Schedule Changes: All student-initiated schedule changes must be completed by the end of the 5th day of first semester and the end of the 5th day of second semester for secondary courses. Schedule changes for year-long elementary courses must be completed by the end of the 5th day of the first semester. Schedule changes are based upon availability for courses offered both online and on-campus and require administrator approval.

Transfer Student: It is in the student's best interest to be on pace for graduation with the following minimum credit requirements for each grade level based on semester-type credits, to also include adequate progress in required courses for a Michigan diploma.

- 10th grade: transfer a minimum of 6 credits
- 11th grade: transfer a minimum of 12 credits
- 12th grade: transfer a minimum of 18 credits

Any student transferring from another school will be assigned to the next grade level as last attended in grades 9-12. Trimester credits will be adjusted to semester credits when the student transfers to JIA.

Transient Student Provision: Students entering JIA from another Michigan public high school must satisfy all Michigan requirements for graduation. Students entering Jenison High School after the first semester of their junior year from another state or from a Michigan nonpublic high school and who are unable to satisfy the graduation requirements, as determined by the high school principal or his designee, will be subject to the following: the student's former high school will be contacted with the intent of establishing an agreement whereby the student will complete the requirements of the former high school through course work at JIA. Upon satisfying the requirements of the former school (and the JIA attendance requirement), the student will be awarded the diploma from his/her former high school.

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned JIA leadership team member for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

By March 1 of each year, the District will provide general information to all students in grade 8 or above about postsecondary enrollment options. In addition, the District will provide detailed information to all high-school students about postsecondary enrollment options. That information will include all of the following:

- enrollment eligibility;
- the institutions and types of courses in which student may enroll;
- the District's decision-making process for granting academic credits;
- an explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
- an explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District;
- available support services provided by the District;
- the need to arrange an appropriate schedule;
- consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
- the effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and
- the academic and social responsibilities that must be assumed by the eligible student and his or her parent

The District will, to the extent possible, offer counseling services to a student and his or her parent before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

Grades

All final scores provided by online instructors will be converted to a letter grade as per the Jenison Public Schools general grade scale (as listed below). Report cards will be issued at least once each semester. Grade point averages and class rank are computed on a 4.0 weighted scale each semester. If a student fails to rectify his/her incomplete ("I") grade within three weeks after the marking period is complete, missing scores will be recorded as zeros and final grade(s) will reflect this. Teachers will explain their individual grading system used in his/her course(s) at the beginning of each semester. Letter grades and GPA scales are listed below.

High School (9-12) Grading & GPA 4.0 Scales: If the first decimal is 5, the percent is rounded up.

A	4.000	93%	B-	2.667	80%	D+	1.333	67%	I	Incomplete
A-	3.667	90%	C+	2.333	77%	D	1.000	63%	CR	Credit
B+	3.333	87%	C	2.000	73%	D-	0.667	60%	NC	No Credit
B	3.000	83%	C-	1.667	70%	E	0.000	<60%	Ecr	Earned Credit

Elementary (K-5) & Middle School (6-8) Grading Scale: If the first decimal is 5, the percent is rounded up.

Mastery	MA	80%
Completion	CO	60%
Incompletion	IN	<60%

Final Semester Grade Calculation: Secondary (6th-12th) final semester grades will be calculated by adding 10% of first quarter earned percentage and 90% of the final grade percentage earned for the class, which includes the final exam.

- First Semester Final Grade = $(0.10 \times \text{Q1 Percentage}) + (0.90 \times \text{Final Percentage})$
- Second Semester Final Grade = $(0.10 \times \text{Q3 Percentage}) + (0.90 \times \text{Final Percentage})$

Earning Credit Before High School: If a student successfully completes one or more high school math, science, or world language credits before entering high school, the student will be given high school credit for that course, but the grade will not be factored into the student's high school GPA or included on the student's transcripts.

GPA Calculation: All grades that are part of a student's semester schedule will be calculated toward a student's GPA and reflected on transcripts.

Grade Weighting: In recognition of the fact that the use of grade computations when used for such things as high school awards and college entrance has a direct impact on students, JIA weighs all Advanced Placement (AP), Project Lead the Way (PLTW), and Dual Enrollment (DE), if selected as high school credit, course grades to reflect the college level of work associated with those classes. The grade weighting will be calculated by multiplying the grade point earned in each course by a factor of 1.25. Students enrolled in the JIA Honors Academy will have core classes weighted by a factor of 1.125. The weighted grade system of computing GPA will be used to determine honor roll and will be reported on transcripts. Questions about the weighted grade policy and its implementation should be directed to the student's Dean or school administrator.

Grade Updates: Consistent with Policy 5418, the Superintendent establishes the following procedures to address requested grade changes:

- Grade changes will only be considered within 10 school days of the completion of a reporting period.
- The grade change request will first be submitted to the student's teacher of record. If the teacher declines to provide written grade change authorization as requested, the student's parent/guardian may appeal the teacher's denial in writing to the building administrator or designee.
- The building administrator or designee will review the grade change request in light of applicable Board policies (e.g., attendance, discipline) and applicable grading guidelines.
- The building administrator or designee will further review the request in light of extenuating personal or academic circumstances asserted by the student or parent/guardian.
- Following the above review, the building administrator will take action upon the request. Actions may include: (a) granting the request; (b) denying the request; or (c) taking such other action as is appropriate, in light of applicable policies, guidelines, and extenuating circumstances (e.g., granting the request only upon completion of missing or extra assignments).

- F. The building administrator or designee's review should be completed within 10 business days of its receipt, absent extenuating circumstances.
- G. The building administrator or designee will notify the student's parent/guardian in writing of the appeal's disposition within two days of completion of the appeal's review.

The building administrator or designee's decision about grade appeals is final.

Semester Exam: In concurrence with the requirements of the Michigan Merit Curriculum legislation, a student will be awarded credit for a course by achieving a C+ (76.5%) or better on the final semester exam. While a student may earn credit for a course in this manner, the final semester grade issued by the teacher will be placed on the transcript and calculated toward a student's cumulative GPA.

Optional Learning Experiences

Some elective courses provide an opportunity to add an Optional Learning Experience (OLE) from a list of approved community partners posted on the JIA website and updated annually.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma. To request a personal curriculum, please contact your administrator. For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Semester Exams

Final exam week for both first and second semester will be posted for all high school courses on the school website. Students must adhere to the expectations of each course for final exams. The parent/guardian is required to be present for each exam, monitoring for academic integrity and communicating any technical support needed. Final exams will be password protected and have a time limit to complete. Teachers will email the password for each exam to the parent/guardian by the Sunday prior to exam week with proctoring instructions.

The teacher and/or the Principal has the discretion to determine whether or not a student is required to take the final exams physically in the JIA Learning Center. If a student is earning a 50% or less in a course three weeks prior to the scheduled exam week, the teacher will notify the student and parent/guardian that the test must be proctored in person at the JIA Learning Center. The teacher will request the student to schedule a time to take the exam at the JIA building. If a student has completed all coursework and requests to take the exam early, then the teacher may allow the student to take the exam early and provide the password to the parent/guardian to proctor the exam.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

Director of Student Services
8375 20th Ave. Jenison, MI 49428
616-457-8890
jroby@jpsonline.org

Testing Out

Students have the opportunity to bypass or test out of a course by showing competency in the subject matter. This competency can be shown through a variety of means, but will generally be earned by taking the final exam for the course and earning at least a C+ (76.5%). Students who earn a C+ (76.5%) or better on the final exam of a course will be considered to have met course completion requirements and will receive CR (credit) to be applied toward the 22 credits required to graduate and will not be factored into their cumulative GPA. Testing opportunities are administered on final exam weeks in the JIA building and must be a course(s) the student has not yet taken. Students who wish to take end of course exams must request, in writing, testing out of a course at least four (4) weeks prior to the final exam weeks. Credit earned through the waiver policy will not be factored into GPA. If a student hasn't successfully tested out of a course required for graduation by the end of the first semester of the senior year, that class will be added to the second semester schedule for course completion. Credit earned through the waiver policy will not be factored into GPA.

Work Permits

Information about work permits is available at the high school student services offices.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District. Club and extra-curricular offerings can be found at <https://www.jpsonline.org>.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body. The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see *Appendix F*) of the *JPS Student Handbook* and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law. For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

JIA Student Leadership Team: The purpose of the Student Leadership Team is to promote cooperation and mutual respect among students, faculty, and administration through the implementation of democratic principles and procedures. It also strives to strengthen school spirit and to keep open the lines of communication among all concerned with the operation of the school. Meetings are held weekly and special meetings may be called if needed.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

While we work hard to focus on teaching positive behavior and reinforcing students when they meet expectations, there are times when staff must respond to more repeated and/or serious behaviors in a different way. Even in these situations, the focus stays on helping our students reflect on what occurred and think of better ways to handle the situation.

All JIA regulations are in effect in school, on school property, at all school activities including athletic contests, field trips, and all other school-sponsored events, bus stops, and on the way to and from school. Suspension is a possible disciplinary action for all offenses after proper consideration of the 7 factors listed in §Section IV of the *JPS Student Handbook*; administrators have the flexibility to evaluate each case and work with each student individually. Administrators have the right to question conduct, which materially or substantially interferes with the education process or which pose a threat to the safety and security of our students, staff, parents, school, and its property. Students and parents should be aware that behavior that disrupts the education process, may lead to suspension from school. All inappropriate behaviors may be addressed under conduct detrimental to the normal function of school.

All Jenison Innovation Academy (JIA) students are expected to follow and are subject to the *Jenison Public Schools Student Handbook*. Students violating any portion of the *JPS Student Handbook* (Sections I-IV) will work with a JIA administrator in determining appropriate consequences or outcomes on a case-by-case basis and will follow the *JPS Student Handbook* (Section IV).

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook. The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

Before and After-School Detention (High School)

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of detention so that parents may make transportation arrangements for the student the following day. Detentions must be served within 2-5 school days or students may face additional consequences. Detentions can be served during lunch, before school 7:10 a.m.-7:50 a.m., or after school 2:50 p.m.-3:25 p.m. on school days. Students may also serve detentions during Friday School.

Friday School (high school)

Friday School Students who are issued a Friday School MUST attend Friday School immediately following the date of occurrence. Students must come with work to Friday School and adhere to rules established for Friday School.

- Missed Friday School. If a student misses an assigned Friday school, the student will be considered for assignment to in-school suspension (ISS) and the missed Friday School will count toward loss of privileges/dances

Lunch Detention (high school & junior high)

A school administrator will assign a student to lunch detention when or if his/her conduct warrants it. This disciplinary intervention is sometimes used in lieu of an in-school or out-of-school suspension and at other times it is assigned for repeated offenses or for failing to report to an assigned before school or after school detention. Students assigned to lunch detention are expected to report on time with work that needs to be completed or reading materials. They are expected to work quietly and not to bother others. Students who do not meet the expectations outlined for lunch detention will face the consequences of another lunch detention and/or be considered for increased discipline.

In-School Suspension (all levels)

The building administrator may require a student to serve full days of in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students may also be assigned to ISS on an hourly basis for continued disruptive behavior. Students will be given the opportunity to receive credit for academic related work, quizzes, and tests missed provided that it is completed by the day of the student's return to class. Administrators may limit participation in extracurricular activities if a student is assigned ISS. Students not completing their In-School Suspension will face further disciplinary action.

Out-of-School Suspension and Expulsion (all levels)

Students who are serving an out-of-school suspension or expulsion may not be on school property or at school events. Students will be given the opportunity to receive credit for academic related work, quizzes, and tests missed provided that it is completed by the day of the student's return to class.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher (all levels)

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension, consider the 7 factors and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Loss of Privileges / Dances (high school)

Students with unserved detentions are not allowed to attend school dances. Should they not serve the detentions before the last day of ticket sales, they will not be allowed to purchase a ticket. Students who spend 12 or more class periods in the Student Responsibility Center (SRC) during the quarter shall not be allowed to attend dances. Students that are placed on Out of School Suspension or actively serving a behavior consequence shall not be allowed to attend dances within the same quarter (marking period) as the offense. Students that are chronically absent (see attendance policy section) and/or chronically tardy (6+ in a class or administrator determination) will not be allowed to attend dances. Students who miss Friday School or other assigned discipline will not be allowed to attend dances, per administrator discretion. Administrator approval is required for all exceptions to these guidelines.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

All Other Suspensions or Expulsions

Before a student is suspended for more than 10 school days or expelled, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension/expulsion is not an appropriate consequence. The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend/expel the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension/expulsion is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending/expelling a student.

A parent or student may appeal the Superintendent or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension/expulsion will run while the appeal is pending.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following seven factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive. This includes non-compliance and dishonesty.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Loss of Privilege ● Detention ● Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral

<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Suspension or Permanent Expulsion ● Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Restitution ● Suspension or Permanent Expulsion ● Police Referral
<p>Destruction of Property/Dangerous Substances: having dangerous substances at school, or damaging school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Restitution ● Suspension or Permanent Expulsion ● Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, inappropriate use of AI, and copying from others' work, or unauthorized use of AI</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Credit Loss or Grade Reduction ● Parent Notification ● Loss of Privilege ● Suspension or Expulsion
<p>Discrimination, Harassment (including Sexual Harassment), Hazing, and Bullying (extortion, coercion & blackmail): violating Board Policies addressing anti-discrimination, anti-harassment, anti-bullying, and hazing. (see <i>Appendix</i>)</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion from all Michigan public schools ● Restitution ● Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Detention ● Loss of Privilege ● Suspension or Expulsion ● Police Referral
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Loss of Privilege ● Detention ● Suspension or Expulsion ● Police Referral

<p>Theft</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Loss of Privilege ● Detention ● Suspension or Expulsion ● Police Referral
<p>Falsification of Records: use of the name of another person, providing false information on school forms, or intentionally providing false information.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Loss of Privilege ● Detention ● Suspension or Expulsion ● Police Referral
<p>Trespassing/Loitering: A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. Individual buildings will post hours of operation.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Loss of Privilege ● Detention ● Suspension or Expulsion ● Police Referral
<p>Personal Protection Devices: A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Loss of Privilege ● Detention ● Suspension or Expulsion ● Police Referral

**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Pregnancy Discrimination: For more information about preventing and responding to pregnancy discrimination, see Policy 3115G – Additional Requirements to Prevent and Address Pregnancy Discrimination.
- H. Training, Recordkeeping, and Notice: For more information about training requirements, recordkeeping protocols, and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements, Recordkeeping, and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.;

MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: 07/01/2024

Date revised: 08/19/2024

3100 General Operations

3115A Definitions for 3115 Series

- A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:
1. “Appeals Officer” means a person who is designated to hear a determination appeal, a dismissal appeal, or a challenge to a Supportive Measures decision. The Appeals Officer must be a District employee and may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.
 2. “Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.
 3. “Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
 4. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or romantic relationships between students and District employees, volunteers, or contractors, regardless of age or consent, are prohibited.
 5. “Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.
 6. “Day” means a day that the District’s central office is open for business, unless otherwise indicated.
 7. “Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.
 8. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
 9. “Grievance Procedure” means the process outlined in Policy 3115E.
 10. “Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.
 11. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.
 12. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.
 13. “Party” means a Complainant or Respondent.
 14. “Relevant” means related to the allegations of Unlawful Discrimination under investigation as part of the Grievance Procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged Unlawful Discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged Unlawful Discrimination occurred.
 15. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the

District identifies as having had their equal access to the District's education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after the District determines that Unlawful Discrimination occurred.

16. "Respondent" means a person who is alleged to have violated the District's prohibition on Unlawful Discrimination.
 17. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.
 18. "Supportive Measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:
 - a. Restore or preserve that Party's access to the District's education program or activity, including measures that are designed to protect the safety of the Parties or the District's educational environment; or
 - b. Provide support during the District's Grievance Procedure or during an informal resolution process.
 19. "Unlawful Discrimination" means to treat a person differently or less favorably due to the person's race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.
- B. Examples of Unlawful Harassment: Unlawful harassment may include, but is not limited to:
1. **Race, Color, or National Origin Harassment**, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.
 2. **Disability Harassment**, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
 3. **Sex-Based Harassment**, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- a. Quid Pro Quo Harassment: An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District’s education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person’s participation in unwelcome sexual conduct;
- b. *Hostile Environment Harassment*: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from the District’s education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - i. The degree to which the conduct affected the Complainant’s ability to access the District’s education program or activity;
 - ii. The type, frequency, and duration of the conduct;
 - iii. The Parties’ ages, roles within the District’s education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
 - iv. The location of the conduct and the context in which the conduct occurred; and
 - v. Other sex-based harassment in the District’s education program or activity; or
- c. *Specific Offenses*
 - i. “Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
 - ii. “Dating violence” means violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.
 - iii. “Domestic violence” means felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
 - iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person’s safety or the safety of others; or (ii) suffer substantial emotional distress.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: 08/19/2024

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Designated Title IX Coordinator
Assistant Superintendent
8375 20th Ave. Jenison, MI 49428
(616) 667-3241
asstsuperintendent@jpsonline.org

Second Title IX Coordinator
Sandy Hill Elementary Principal
8375 20th Ave. Jenison, MI 49428
(616) 457-8890
jmroz@jpsonline.org

Designated Section 504 Coordinator
Director of Student Services
8375 20th Ave., Jenison, MI 49428
(616) 667-3241
jroby@jpsonline.org

Designated Civil Rights
Coordinator/Employment Compliance Officer
Assistant Superintendent
8375 20th Ave., Jenison, MI 49428
(616) 667-3241
asstsuperintendent@jpsonline.org

A Complaint against one of the Coordinators listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: 08/19/2024

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3100 General Operations

3115C Supportive Measures

- A. Supportive Measures: The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process. Supportive Measures must not unreasonably burden any Party.
1. Examples of Supportive Measures: Supportive Measures may include, but are not limited to:
 - a. District-provided counseling;
 - b. Course-related adjustments, such as deadline extensions;
 - c. Modifications to class, extracurricular, or work schedules;
 - d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
 - e. Training and education programs; and
 - f. Mutual no-contact orders.Any Party may seek modification or termination of a supportive measure applicable to them if circumstances materially change.
The District must not disclose information about any Supportive Measures to persons other than the person to whom they apply, unless necessary to provide the Supportive Measure or to restore or preserve a party's access to the education program or activity, or as otherwise authorized by law.
- B. Challenging Supportive Measures: For allegations of Title IX Sex Discrimination, any Party may seek modification or reversal of a decision to provide, deny, modify, or terminate Supportive Measures applicable to them. To request a modification to Supportive Measures, the Party must submit a written request to the Title IX Coordinator. The Title IX Coordinator will designate an impartial employee as an Appeals Officer to review the challenge. The Appeals Officer must be an employee, must not be the person who made the challenged decision, and must have the authority to modify or reverse Supportive Measures. The Appeals Officer will only modify or reverse a decision about Supportive Measures if the Appeals Officer determines that the initial decision to provide, deny, modify, or terminate the supportive measure is inconsistent with the definition of Supportive Measures in this Policy.
- C. Students with Disabilities: If a Party is a student with a disability, the applicable Coordinator or designee must consult with one or more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 34 CFR 106.1 et seq.

Date adopted: 08/19/2024

Date revised:

3100 General Operations

3115D Informal Resolution

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may instead elect to participate in an informal resolution process.

This process is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 34 CFR 106.44

Date adopted: 08/19/2024

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3100 General Operations

3115E Grievance Procedure and Remedies

A. Grievance Procedure

1. Generally: The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members. The District will treat Complainants and Respondents equitably. The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Individuals serving in a Key Role for a Title IX Sex Discrimination Complaint must meet the additional training requirements in Policy 3115H. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.
 - a. Grievance Procedure Stages and Timeframes: The District has established the following stages and, where applicable, timeframes for the Grievance Procedure:
 - i. Evaluation: Upon receipt of a Complaint, the Coordinator will determine whether to proceed with an investigation or dismiss the Complaint consistent with Policy 3115F. For Title IX Sex Discrimination Complaints, this determination will occur within 5 days.
 - ii. Investigation: If the Complaint proceeds to the Investigation phase, the Coordinator will appoint an Investigator to conduct the investigation and provide notice of the allegations. The Coordinator may serve as the Investigator. For Title IX Sex Discrimination Complaints, the notice of allegations will be provided within 5 days. For Title IX Sex Discrimination Complaints, the Investigator will endeavor to complete the investigation within 60 days.
 - iii. Evidence Access (Title IX Sex Discrimination Complaints Only): For Title IX Sex Discrimination Complaints only, upon completion of the Investigation phase, the Parties will have 5 days to access and respond to the evidence as further explained below.
 - iv. Decision: Upon completion of the Investigation, the Decisionmaker will endeavor to promptly issue a decision as to whether Unlawful Discrimination occurred. For Title IX Sex Discrimination Complaints, the decision will be issued within 10 days. Unless otherwise determined by the applicable Coordinator based on unique circumstances, the Investigator will also serve as the Decisionmaker.
 - v. Appeal Decision: If an appeal is permitted under Policy 3115F, that appeal must be submitted within 5 days from a Party's receipt of the determination. At any point, the Coordinator, Investigator, Decisionmaker, or Appeals Officer may reasonably extend timelines on a case-by-case basis for good cause. If good cause exists, the Coordinator, Investigator, Decisionmaker, or Appeals Officer will notify each Party in writing within 5 days of the decision to extend the timelines. Such notice will include the reason and length of the extension. Good cause may include absence of a Party or witness; concurrent law enforcement activity; complexity of the underlying allegations; or the need for accommodations (e.g., language assistance or accommodation of disabilities).
2. Confidentiality: The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure. The Parties may not engage in retaliation, including against witnesses.

3. Evidence Considerations: The Decisionmaker will objectively evaluate all evidence that is Relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness. For Title IX Sex Discrimination Complaints, the Decisionmaker must attempt to independently question and evaluate the credibility of Parties and witnesses if credibility is in dispute and Relevant.
4. Complaint Consolidation: The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.
5. Notice of Allegations: Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:
 - a. The Grievance Procedure and any informal resolution process;
 - b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s);
 - c. Retaliation is prohibited; and
 - d. For Title IX Sex Discrimination Complaints, the Parties are entitled to an equal opportunity to access the Relevant and not otherwise impermissible evidence or an accurate description of the evidence. If the District provides a description of the evidence, the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon request. If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.
6. Investigation: The District will provide for adequate, reliable, and impartial investigation of Complaints. The burden is on the District — not on the Parties — to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred. The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. The Investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. Throughout the investigation, the Investigator must determine, what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.
7. Title IX Sex Discrimination Specific Evidence Rules
 - a. Access to Evidence: For allegations of Title IX Sex Discrimination, the District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of Title IX Sex Discrimination and not otherwise impermissible, in the following manner:
 - i. The Investigator will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the Investigator provides a description of the evidence, the Investigator will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
 - ii. The Investigator will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
 - iii. The District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the Grievance Procedure. Disclosure of such information and evidence for purposes of administrative proceedings or litigation related to the Title IX Sex Discrimination Complaint is authorized.
 - b. Impermissible Evidence The following types of evidence, and questions seeking that evidence, are impermissible regardless of whether they are relevant:
 - i. Evidence that is protected under a privilege recognized by Federal or State law, unless the

- person to whom the privilege is owed has voluntarily waived the privilege or confidentiality;
- ii. A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless the District obtains that Party's or witness's voluntary, written consent for use in the Grievance Procedure; and
 - iii. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred. Impermissible evidence will not be accessed or considered, except by the District to determine whether one of the above exceptions applies. Impermissible evidence will not be disclosed or otherwise used in the investigation.
8. Determination: Following the investigation and evaluation of all relevant and not otherwise impermissible evidence, the Decisionmaker will:
 - a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred. The Decisionmaker must evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Decisionmaker is not persuaded by a preponderance of the evidence that Unlawful Discrimination occurred, whatever the quantity of the evidence, the Decisionmaker will not determine that Unlawful Discrimination occurred.
 - b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.
 - c. Not discipline a Respondent for Unlawful Discrimination unless there is a determination at the conclusion of the Grievance Procedure that the Respondent engaged in unlawful discrimination.
 - d. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.
 9. Remedies: If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:
 - a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;
 - b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent. For a Title IX Sex Discrimination Complaint, notify the Complainant of any such Disciplinary Sanctions; and
 - c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.
 10. False Statements: A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion. The District will not discipline a Party, witness, or others participating in a Title IX Sex Discrimination Complaint Grievance Procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq. Date adopted: 08/19/2024 Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3115F Complaint Dismissal and Appeals

- A. Complaint Dismissal: The District may dismiss a Complaint if:
1. The District is unable to identify the Respondent after taking reasonable steps to do so;
 2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
 3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, the applicable Coordinator declines to initiate a Complaint, and the District determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute Unlawful Discrimination even if proven; or
 4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination. Before dismissing the Complaint and if necessary, the District will make reasonable efforts to clarify the allegations with the Complainant. Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing. Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations. The District will notify a Complainant alleging Title IX Sex Discrimination that a dismissal may be appealed and will provide the Complainant with an opportunity to appeal the dismissal of a Complaint. If the dismissal occurs after the Respondent has been notified of the allegations, then the District will also notify the Respondent that the dismissal may be appealed.
- B. Complaint Dismissal Appeal – Title IX Sex Discrimination Only
1. Complaint dismissals may be appealed within 5 days of receipt on the following bases:
 - a. Procedural irregularity that would change the outcome;
 - b. New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
 - c. The Title IX Coordinator, Investigator, or Decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.
 2. If the dismissal is appealed, the District will:
 - a. Notify the Parties of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
 - b. Implement appeal procedures equally for the Parties;
 - c. Ensure that the Appeals Officer did not take part in an investigation of the allegations or dismissal of the Complaint;
 - d. Ensure that the Appeals Officer has been trained consistent with the applicable federal regulations;
 - e. Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 - f. Notify the Parties of the result of the appeal and the rationale for the result. The Appeals Officer will affirm the dismissal if it met any of the above-listed standards for dismissal, unless the Appeals Officer determines that dismissal will result in unremedied Unlawful Discrimination.

- C. Determination Appeal Procedure – Title IX Sex Discrimination Complaints Only: Any party may appeal the determination to the Title IX Coordinator, who will appoint an Appeals Officer to hear the appeal. The appeal must be filed within 5 days of receipt of the determination. The Appeals Officer will offer each Party the opportunity to submit a statement in support of the appeal or in support of the original determination. The Appeals Officer will issue a written decision on the appeal within 5 days of the deadline for the Parties to submit statements.
- D. Determination Appeal Procedures – Other Complaints: Unless expressly stated in writing by the Decisionmaker, other determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq.

Date adopted: 08/19/2024

Date revised:

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3100 General Operations

3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form

District Letterhead

This form is being submitted by: _____

Complainant Name: _____

Phone: _____ Email: _____

If the Complainant is a student:

Date of Birth: _____ Grade: _____

School Building Attending: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Complaint Details

Reporter's Name and Relationship to Complainant: _____

Reporter's Phone: _____ Reporter's Email: _____

Respondent's Name: _____ Respondent's Relationship to Complainant: _____

1. Describe the alleged discrimination that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

2. Describe the date/time/location(s) of the alleged incident(s).

3. What would you like the District to do to remedy the situation?

Signature

Date

For more information about the District's complaint investigation process, see Policies 3115 through 3115H.

A person alleging discrimination may file a Complaint using the District's Grievance Procedure. A Complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Filing a Complaint with the District is not a prerequisite to filing with OCR.

Use of this form is not required, but it does assist the District in gathering data related to the Complaint to ensure a prompt investigation. A Complainant's failure to use this form will not be the basis to delay an investigation.

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3115-F-2 Sample Notice of Nondiscrimination

This notice must be included on the District's website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to students, parents/guardians, applicants for admission or employment, all unions and professional organizations holding collective bargaining or professional agreements with the recipient. If necessary for size restrictions, a District may instead include in those publications a statement that the District prohibits sex discrimination in its programs and activities and that individuals may report concerns or questions to the Title IX Coordinator, and provide a link where individuals can access the full notice on the District's website.

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Assistant Superintendent
8375 20th Ave. Jenison, MI 49428
(616) 667-3241
asstsuperintendent@jpsonline.org

Second Title IX Coordinator
Sandy Hill Elementary Principal
8375 20th Ave. Jenison, MI 49428
(616) 457-8890
jmroz@jpsonline.org

Designated Section 504 Coordinator
Director of Student Services
8375 20th Ave., Jenison, MI 49428
(616) 667-3241
jroby@jpsonline.org

Designated Civil Rights
Coordinator/Employment Compliance Officer
Assistant Superintendent
8375 20th Ave., Jenison, MI 49428
(616) 667-3241
asstsuperintendent@jpsonline.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at [Board Policies](#).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such

3100 General Operations

3115G Additional Requirements to Prevent and Address Pregnancy Discrimination

- A. Pregnancy or Related Conditions: The District will not adopt or implement any policy, practice, or procedure, or take any action, on the basis of sex: (1) concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex; (2) concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment that treats persons differently or that is based upon whether an employee or applicant for employment is the head of household or principal wage earner; (3) concerning pre-admission inquiries as to the marital status of an applicant for admission.
1. Comparable Treatment to Other Medical Conditions: The District treats pregnancy or related conditions as any other temporary medical condition for all job-related purposes and with respect to any medical or hospital benefit, service, plan, or policy the District administers, operates, offers, or participates in with respect to students.
 2. Lactation Time and Space: The District will ensure access to and provide reasonable break time for an employee or student to express breast milk or breastfeed as needed. The lactation space will be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and which may be used by an employee or student for expressing breast milk or breastfeeding as needed.
 3. Student Pregnancy or Related Conditions Additional Requirements
 - a. Employee Obligations: Unless the employee reasonably believes that the Title IX Coordinator has already been notified, when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related condition, the employee will promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.
 - b. Title IX Coordinator Obligations: Upon receiving information that a student is pregnant or has a related condition, the Title IX Coordinator will take the steps below:
 - i. Inform the student and the person who notified the District of the pregnancy or related condition (if that person has the legal right to act on behalf of that student) of the District's obligations and the student's rights;
 - ii. Provide a copy of the District's notice of non-discrimination to the student and the person who notified the District of the pregnancy or related condition (if that person has the legal right to act on behalf of that student);
 - iii. Make reasonable modifications to the District's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's programs and activities. Any reasonable modification must be based on the student's individualized needs and made by consulting with the student. The student has the right to accept or reject any reasonable modifications. Any accepted reasonable modifications will be implemented;
 - iv. Allow the student to voluntarily access any separate and comparable portion of the District's education program or activity;
 - v. Allow the student to voluntarily take a leave of absence from the District's program or activity to cover (at a minimum) the period of time deemed medically necessary by the student's licensed healthcare provider. Upon return, the student will be reinstated to the academic status and extracurricular status (as applicable) that the student held before leave began;
 - vi. Provide access to a lactation space; and
 - vii. Not require supporting documentation unless the documentation is necessary and reasonable for the District to determine the reasonable modifications to make or whether to take additional actions to support the student.

- c. Certificate to Participate: The District will not require a student who is pregnant or has a related condition to provide certification from a healthcare provider or any other person that the student is physically able to participate in the District's class, program, or extracurricular activity unless: (i) the certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity; (ii) the District requires such certification of all students participating in the class, program, or extracurricular activity; and (iii) the information obtained is not used as a basis for discrimination.

Legal authority: 34 CFR 106.40

Date adopted: 08/19/2024

Date revised:

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3100 General Operations

3115H Training Requirements, Recordkeeping, and Policy Notice

- A. Title IX Training Requirements: The following individuals must receive training related to their duties under Title IX. Training may not rely on sex stereotypes.
1. All Employees: All District employees must be trained upon hiring and annually on:
 - a. The District's obligation to address sex discrimination;
 - b. The scope of conduct that constitutes sex discrimination under Title IX and its implementing regulations, including the definition of sex-based harassment;
 - c. The obligation to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination;
 - d. The obligation to provide a possible Complainant with the Title IX Coordinator's contact information and information about how to make a complaint of sex discrimination; and
 - e. Notification requirements for pregnant students.
 2. Key Role Training
 - a. All Key Roles: Any individual who serves in a Key Role under Title IX must be trained upon hire, when Key Role duties change, and annually thereafter on:
 - i. All training requirements applicable to all employees;
 - ii. The District's obligations in responding to allegations of sex discrimination;
 - iii. The District's Grievance Procedure;
 - iv. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
 - v. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.
 - b. Informal Resolution Facilitator: Individuals who serve as an Informal Resolution Facilitator must be trained upon hire, when Key Role duties change, and annually thereafter on:
 - i. All training requirements applicable to all employees;
 - ii. All training requirements applicable to Key Roles;
 - iii. The rules and practices of the District's informal resolution process; and
 - iv. How to serve impartially, including by avoiding conflicts of interest and bias.
 - c. Title IX Coordinator: Individuals who are designated as a Title IX Coordinator must be trained upon hire, when Key Role duties change, and annually thereafter on:
 - i. All training requirements applicable to all employees;
 - ii. All training requirements applicable to Key Roles;
 - iii. All training requirements applicable to the Informal Resolution Coordinator;
 - iv. The Coordinator's obligation to coordinate the District's efforts to comply with its responsibilities under Title IX;
 - v. Supportive Measures;
 - vi. The District's recordkeeping system;
 - vii. Recordkeeping requirements; and
 - viii. Any other training necessary to coordinate the District's Title IX compliance.
- B. Other Coordinator Training Requirements: All other Coordinators and individuals assigned to serve in a Key Role outside of Title IX investigations must be adequately trained.
- C. Record Keeping: The District will maintain the following records for a minimum of seven years:
1. For each Title IX Sex Discrimination Complaint, records documenting the informal resolution process or the Grievance Procedure, and the resulting outcome.
 2. For each notification to the Title IX Coordinator about conduct that reasonably may constitute sex

discrimination, including notifications received from District employees, records documenting the actions the District took to meet its obligations in responding to sex discrimination; and

3. All materials used to provide training under Title IX.

D. Nondiscrimination Notice Requirement: The District will prominently post on its website and otherwise provide notice of nondiscrimination to students, parents, employees, applicants for admission and employment, and all unions and professional organizations with collective bargaining agreements with the District. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: 08/19/2024

Date revised:

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APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

- a. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - i. substantially interfering with a student's educational opportunities, benefits, or programs;
 - ii. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - iii. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - iv. causing substantial disruption in, or substantial interference with, the District's orderly operations.
- b. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the

subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

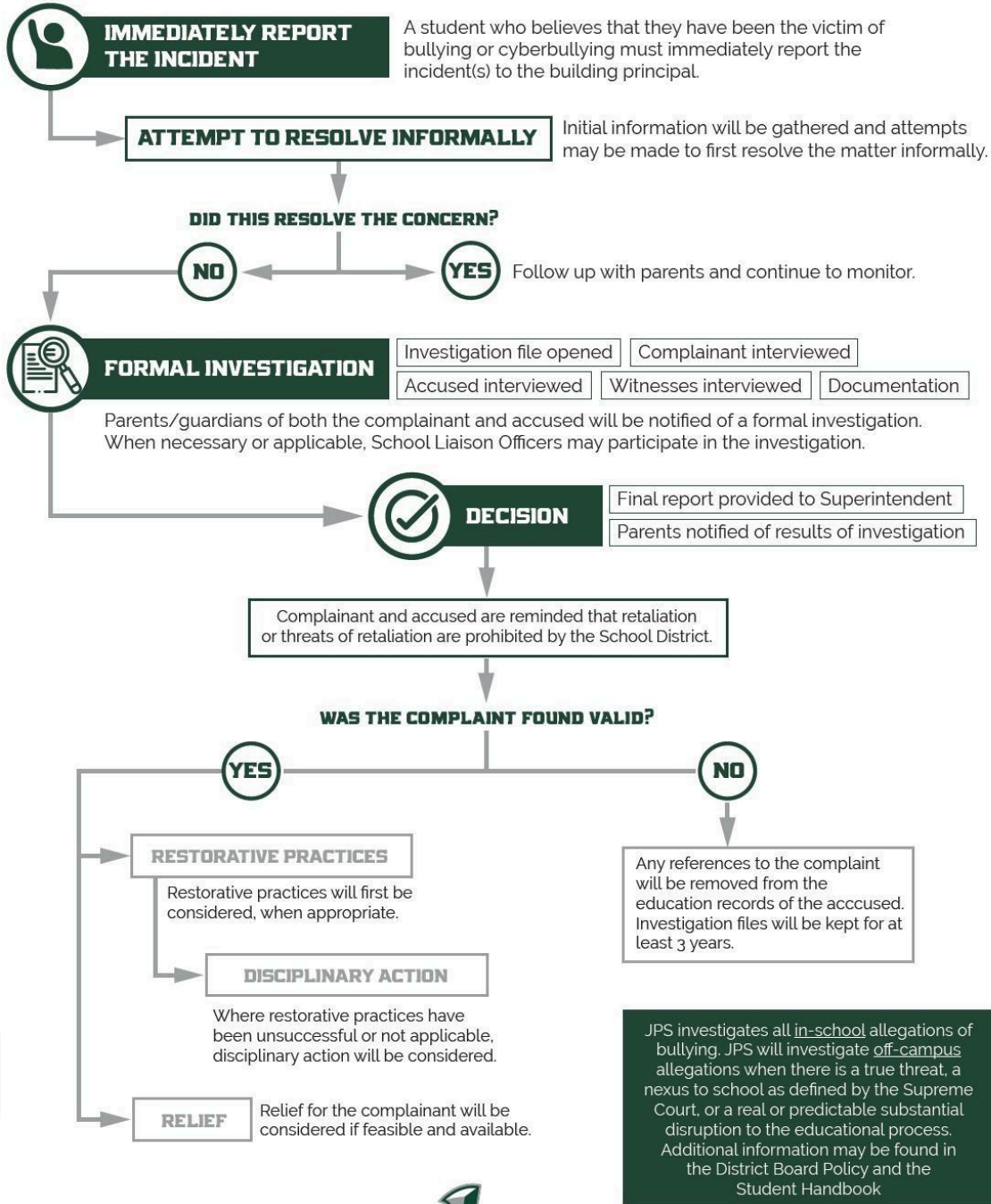
- a. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
- b. "Telecommunications access device" means any of the following:
 - i. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit,

- or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
- ii. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
- c. “Telecommunications service provider” means any of the following:
- i. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - ii. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - iii. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: 07/01/2024

REPORTS OF BULLYING & CYBERBULLYING



APPENDIX C: PROTECTION OF PUPIL RIGHTS

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents/guardians may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's parent/guardian before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's parent/guardian and an opportunity for the parent/guardian to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's parent/guardian;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

5. post-secondary education recruitment;
6. military recruitment;
7. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
8. student recognition programs.

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy

This notification will be given to parents/guardians at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents/guardians who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW

Legal authority: 20 USC 1232h

Date adopted: 07/01/2024

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APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

Directory Information and Opt Out information is to be updated via the Annual Update. If you need to make changes any time after update is processed please fill out form:

[Powerschool/ Opt Out Form Change Request](#)

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APPENDIX E: ACCEPTABLE USE AGREEMENT

**3116-F-1 Agreement for Acceptable Use of Technology Resources Students
Grades K-6**

Building/Program Name	Student Name
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I understand that I may be permitted to use the school’s computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school’s computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school’s computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school’s computers and other electronic devices back to the school at the school’s request.
- I will not use the school’s computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school’s computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian.
- I understand that the school can see everything that I do on the school’s computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school’s computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child’s use of the school’s Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of the school’s

Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date

cc: parent/guardian, student file

**3116-F-2 Agreement for Acceptable Use of Technology Resources
Middle/Junior/High School
Grades 7-12**

Building/Program Name

User Name

This Agreement is entered into on: _____

This Agreement is between _____ (“Student” or “User”)

and _____ (“school”).

The purpose of this Agreement is to grant access to and define acceptable use of the school’s technology resources (“Technology Resources”).

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school’s Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the school’s Technology Resources is a privilege that may be revoked by the school at any time and for any reason.

B. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.

D. The school’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology

Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.
4. Bullying and cyberbullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or

distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.

8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.

13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.

16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.

G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual

depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You will return all Technology Resources to the school in good working order immediately on request.

M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

APPENDIX F: ATHLETIC CODE OF CONDUCT

Participation in Jenison Public School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Mr. Michael Johnston

(616) 667-3366

mjohnston@jpsonline.org

Available Sports

www.jenisonathletics.org

Participation Fees

Junior High Athletic Season: \$50

High School Athletic Season: \$80

Family Maximum Per Year: \$200 (can be combination of Junior High & High School)

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Verify that the student athlete has spoken to the coach first when appropriate.
2. Wait 24 hours before contacting the coach.
3. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
4. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

The District will comply with the concussion protocol in Policy 5712.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.

2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association and Jenison Public Schools.

- **Junior High:** Every student athlete must be successfully passing all of the classes in which he/she is enrolled if he/she wishes to compete in interscholastic competition. This check will be done on a weekly basis, at the beginning of each week after each sports season begins. Student athletes who are failing one or more classes will not be allowed to compete in any interscholastic contest for a period of one week. The eligibility check following the week of ineligibility will need to show the student athlete is passing all classes they are enrolled in or the student will be ineligible to compete.

- **Incoming 9th Grade Athlete:** All athletes, including athletes participating in club sports, must have a 2.0 GPA in the fourth 9-week marking period or they may become immediately ineligible to participate in any athletic practice or event. Athletes whose GPAs fall below 2.0 in the fourth 9-week marking period may use their current semester GPA instead. An athlete's eligibility may be reinstated using the follow process:

- The athlete must meet with the Athletic Director to develop a Personal Eligibility Plan;
- The athlete must meet the requirements stated in the Personal Eligibility Plan; and
- The athlete must maintain the requirements set forth in the Personal Eligibility Plan for the duration of the athletic season.

- *High School Criteria I* – All athletes, including athletes participating in club sports, must maintain a 2.0 GPA during each 9-week marking period or they may become immediately ineligible to participate in any athletic practice or event. Athletes whose GPAs fall below 2.0 in the second and fourth 9-week marking period may use their current semester GPA instead. An athlete's eligibility may be reinstated using the following process:

1. The athlete must meet with the Athletic Director to develop a Personal Eligibility Plan;
2. The athlete must meet the requirements stated in the Personal Eligibility Plan; and
3. The athlete must maintain the requirements set forth in the Personal Eligibility Plan for the duration of the sport season.

- *High School Criteria II – MHSAA Eligibility.* A student must pass 66% of his/her coursework (i.e., four out of six classes) each semester. If an athlete does not pass 66% of his/her coursework, the athlete will be prohibited from participating in any sports the following semester.

7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

Additional Athletic Information:

Dual Sports

Generally, there is no right for an athlete to participate in more than one sport in a given season. For athletes who wish to participate in more than one sport in a single season, the following procedures must be followed:

- The coaches of both sports must consent to the athlete's dual participation;
- One of the sports must be a varsity level sport; and
- The athlete must designate one sport as his/her primary sport.

After completion of the above-mentioned process, a determination will be made regarding dual participation.

Equipment and Uniforms

Athletes are financially responsible for all school-issued equipment and uniforms and must reimburse the District for all destroyed, lost, or stolen items. Until such reimbursement is made, the athlete will be prohibited from:

- Participating in athletics during the next season;
- Receiving any season- or year-end athletics awards; and
- If applicable, participating in graduation.

School-issued warm-up clothing and/or jackets are to be worn for games and practices only and not as general clothing items at school. Similarly, game uniforms are to be worn only during games. School-issued uniform shirts and traveling suits may be worn to school on game days or as directed by the team coach. Athletes are prohibited from wearing any school-issued athletic clothing to school that does not comply with the District's dress code.

Transportation

To promote team camaraderie and the most efficient means of student supervision and safety, all athletes are expected and required to travel with their team to and from athletics events as provided.

If an athlete is unable to travel with his/her team to or from an athletic event, the athlete must: (1) obtain written approval from the Athletic Director (or his/her designee) before the date of the athletic event to travel separately; (2) obtain signed permission from a parent/guardian to travel separately; and (3) return the parent's written permission (can be via email) to the Coach and Athletic Director.

Attendance

Athletes must be in attendance at school for at least half of the school day on the day of an athletic event or else risk being prohibited from participating in practice or contests. The following attendance-related rules and procedures apply to all athletes:

- Athletes suspended from regular classroom attendance for six class hours or longer on a given day, whether such suspension is in-school or out-of-school, are prohibited from participating in a same-day practice or athletic event.
- Athletes for whom the District's administrators determine absenteeism is a recurring issue may prohibit the athlete from participating in all District athletics.
- Any absence occurring on the day of an athletic event (half day maximum) must be excused in order for the athlete to participate in practice or contests.

Additional Eligibility (non-academic)

The District follows the athlete eligibility requirements as promulgated by the Michigan High School Athletics Association (MHSAA). A link to the MHSAA website can be found [here](#). Any inconsistencies between this *Athletics Handbook* and the MHSAA eligibility requirements should be resolved in favor of the MHSAA eligibility requirements.

According to the Michigan High School Athletic Association (MHSAA), students who participate in interscholastic athletics must pass a physical examination before they will be allowed to participate in competition. Physicals must be dated after April 15 of the previous school year. This form must be completed by a physician and returned to the school if an athlete plans to participate in any interscholastic sport during the school year.

A junior high student who competes in any interscholastic competition cannot be 15 years of age before September 1st of the current school year.

Physical Examinations and Screenings Athletes must undergo yearly physical examinations (on or after April 15) with a physician before they are permitted to participate in the District's athletic program. Each athlete must submit a completed physical form to the Athletic Department before trying out for a District sport. Physical forms and information can be found at: <https://jenison-mi.finalforms.com/>

Play Time

While the District's coaches and administrative personnel believe it is important to broaden the experience of its athletes, and that such broadening is enhanced by playing time, the District's athletic program also strives towards excellence. Therefore, playing time decisions are within the discretion of the team coaches and the District does not intend to establish rules or regulations related to minimum per game playing time or minimum number of interscholastic competitions for its athletes.

Team Fundraising

All team fundraising activities must be in accordance with District/Board of Education Policies.

Discipline

Athletes are expected to behave in a manner that positively represents the District at all times, including while off school premises and during the summer. The Principal or his/her designee, or another school administrator, may suspend an athlete from participating in an athletic event when the athlete behaves in a manner that is detrimental to the image of the District.

Team Suspensions When an athlete is serving a suspension from participating in an athletic event (but not suspended from school), the athlete is still required to attend all team practices and, unless excused, must be present at all athletic events.

Subsequent or Concurrent Suspensions. If another suspension is imposed on an athlete while the athlete is already suspended, the consequences imposed for the second suspension will not be served until the consequences imposed for the first suspension have been fully served. If the consequences for a given offense are not served during the sports season they were incurred, the portion not served will be carried over to the next sport that the athlete has previously participated in at the high school level. All athletic-related suspensions or offenses will accumulate throughout an athlete's high school career.

Transfer Students. The District will uphold all suspensions imposed by a previous school district if an athlete enrolls in the District while suspended.

Prohibited Conduct

The Athletic Director has discretion in deciding whether an alleged infraction falls into one or more of the following categories of prohibited conduct. The Athletic Director may revise a suspension or other form of discipline imposed by the Principal or other administrator, upon appeal from the athlete, and in accordance with the appeals process, below.

Category I: Conduct Unbecoming an Athlete (Minor Infraction)

Definition. Conduct in or out of school that brings discredit to the athlete, his/her parents, the school, the District, or the team. Examples include, but are not limited to: classroom misconduct, use of social media in a derogatory manner towards other individuals or grounds, disrespect of authority, petty theft, fighting, profanity, abusing school property, etc.

Consequences.

- *First Violation.* Documented warning up to suspension from one athletic event. In order to return to the athletics program, the athlete must:
 1. Show remorse for his/her conduct; and
 2. Engage in a restorative practice to address/admit wrongdoing and apologize by addressing his/her coaches and teammates.
- *Second Violation.* Suspension from one athletic event up to suspension from 15% of all competitions for the present sport (applies to athletic clubs and teams). If the consequence imposed is 15% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must:
 1. Show remorse for his/her conduct;
 2. Address his/her coaches and teammates; and
 3. Meet with a school counselor or other administrator to determine whether there are additional issues the athlete should address in his/her personal life.
- *Third Violation.* Suspension from 15%-25% of all interscholastic regular season dates for a given sport. If the consequence imposed is 25% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must:
 1. Show remorse for his/her conduct;
 2. Address his/her coaches and teammates; and
 3. Meet with a school counselor or other administrator to determine whether there are additional issues the athlete should address in his/her personal life.
- *Fourth Violation.* Suspension from the athletics program for up to one calendar year, including practice and athletic events.

Category II: Conduct Unbecoming an Athlete (Major Infraction)

Definition. Conduct in and out of school that brings discredit to the athlete, his/her parents, the school, the District, or the team. All activity that is unlawful in nature, with the exception of substance abuse, falls into this category and includes, but is not limited to: theft, destruction of property, fighting which causes injury to others, vandalism, inappropriate use of the internet, hazing, harassment, and knowingly attending a gathering for an extended period of time where illegal substances are present. Please see the following definitions:

- *Inappropriate Use of Electronic Devices, Internet, Social Media.* Pictures or videos found online or distributed amongst students which show the athlete smoking a cigarette, electronic cigarette, vape, or any other product that stimulates smoking tobacco and/or

marijuana; holding an alcohol container, regardless of whether the container is full, empty, or contains something other than alcohol; consuming illegal drugs or holding drug paraphernalia, even in jest; or engaged in any other inappropriate act.

- *Hazing.* Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation in or affiliation with an athletic team. All students subjected to hazing activities will be presumed to not have consented to the activities, even if they willingly participated. The District prohibits all forms of initiation, harassment, hazing, or any other similar activity. No student, athlete, coach, volunteer, or other District employee will plan, direct, encourage, assist, or engage in any hazing activity. Suspected acts of hazing should be reported to the coach, Athletic Director, Principal, or other school administrator.
- *Harassment.* Harassment includes, but is not limited to slurs, jokes, gestures, or other verbal, graphic, or physical conduct relating to any individual's race, color, religion, ancestry, genetic information, sex, national origin, age, or disability. The District prohibits all forms of harassment.

Consequences.

- *First Violation.* Suspension from one athletic event up to suspension from 25% of all interscholastic regular season dates for the present sport. If the consequence imposed is 25% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates.
- *Second Violation.* Suspension from 25%-50% of all interscholastic regular season dates for the present sport. If the consequence imposed is 50% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must provide written evidence that s/he received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.
- *Third Violation.* Suspension from 50% of all athletics for up to one calendar year (this may span more than one athletic season), including practices and competitions. In order to return to the athletics program, the athlete:
 1. Should be referred for assessment by a community agency or professional individual outside the District and provide documentation of participation/completion; and
 2. If the athlete participates in a treatment program, s/he may be permitted to return to the athletics program after at least six weeks from the date treatment began, upon certification from the treatment center that the student has been in active treatment for at least six weeks.
- *Fourth Violation.* Suspension from all athletics for up to the remainder of the athlete's high school career.

Category III: Alcohol, Marijuana, and Tobacco Use All athletes must maintain a high degree

of physical fitness and alertness to perform at their optimal capacities. Thus, the use of illicit substances, in any form, whether legal or illegal, is strictly forbidden. Specifically, this means no alcohol consumption all year or knowingly attending a gathering for an extended period of time where illegal substances are present.

Drug-Free Status Requirement. Athletes must adhere to a drug-free status, including being free of alcohol, marijuana, and tobacco, year round, in and out of season, and on and off the field.

Educational Component for Substance Abuse Violations. As a pivotal part of the District's consequences for substance abuse violations, athletes will be required to complete on their own, an educational program. Evidence of completion must be provided.

Consequences.

- *First Violation.* Suspension from one athletic event up to suspension from 30% of all interscholastic regular season dates for the present sport. If the consequence imposed is 30% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must:
 1. Complete the required *Educational Component for Substance Abuse Violations* on p. 9;
 2. Show remorse for violating the *Student Code of Conduct*; and
 3. Address his/her coaches and teammates
- *Second Violation.* Suspension from one athletic event up to suspension from 50% of all interscholastic regular season dates for the present sport. If the consequence imposed is 50% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must provide written evidence that s/he has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.
- *Third Violation.* Suspension from 50% of all athletics up to one calendar year or any part thereof, including practices and competition. In order to return to the athletics program, the athlete:
 1. Should be referred for assessment by a community agency or professional individual outside the District; and
 2. If the athlete participates in a treatment program, s/he may be permitted to return to the athletics program after at least eight weeks from the date treatment began, upon certification from the treatment center that the student has been in active treatment for at least eight weeks.
- *Fourth Violation.* May bring a suspension from all athletics for the remainder of the student's high school career.

Category IV: Street/Illicit Drugs (Illegal Drugs)

Description. Athlete use or possession of illicit drugs is strictly prohibited at all times. The associated nature of consequences for such violations will be more severe than other violations as they constitute a greater degree of danger and potential legal action.

Performance-Enhancing Drugs/Supplements. In accordance with Board of Education Policy 2007, athletes are prohibited from using or being in the possession of any performance-enhancing substances, including, but not limited to, those that may be listed by the National Collegiate Athletic Association, the Michigan High School Athletic Association, or the Michigan Department of Community Health. Examples include anabolic steroids, diuretics, and peptide hormones and analogues (HCG, ACTH and HGH).

The use of prohormones and hormone precursors also involves significant health consequences for young athletes and may cause users to test positive for anabolic steroids. Due to the long-term unknown health consequences of such supplements, athletes are prohibited from using prohormones or hormone precursors

Consequences.

- *First Violation:* Suspension from one athletic event up to suspension from 40% of all interscholastic regular season dates for the present sport. If the consequence imposed is 40% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must:
 1. Show remorse for violating the *Student Code of Conduct*;
 2. Address his/her coaches and teammates; and
 3. At the athlete's expense, undergo a drug test that shows the absence of drugs in the athlete's system.
- *Second Violation.* Suspension from one athletic event up to suspension from 60% of all interscholastic regular season dates for the present sport. If the consequence imposed is 60% of all interscholastic regular season dates for the present sport, that percentage will account for the remaining regular season dates. In order to return to the athletics program, the athlete must:
 1. Show written evidence that s/he has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist;
 2. Address his/her coaches and teammates;
 3. Show remorse for violating the *Student Code of Conduct*; and
 4. At the athlete's expense, undergo a drug test that shows the absence of drugs in the athlete's system.

- *Third Violation.* Suspension from 60% of all athletics up to one calendar year or any part thereof, including practices and competition. In order to return to the athletics program, the athlete:
 1. Should be referred for assessment by a community agency or professional individual outside the District;
 2. If the athlete participates in a treatment program, s/he may be permitted to return to the athletics program after at least eight weeks from the date treatment began, upon certification from the treatment center that the student has been in active treatment for at least eight weeks;
 3. Show remorse for violating the *Student Code of Conduct*;
 4. Address his/her coaches and teammates;
 5. Re-sign the *Student Code of Conduct* in front of teammates and team coaches; and
 6. At the athlete's expense, undergo a drug test that shows the absence of drugs in the athlete's system.
- *Fourth Violation.* May bring a suspension from all athletics for the remainder of the student's high school career.

Procedures for Reporting Violations and Rule Enforcement Alleged violations must be submitted to the Athletic Director, Assistant Athletic Director, Principal, Assistant Principal, Police Liaison Officer, or the team coach. The school administration will convene a meeting with the athlete to determine whether a violation occurred. During the meeting, the athlete will be provided verbal notice of the reported violation. If necessary, appropriate personnel will interview any students or other persons who may be aware of additional facts supporting or defending against the reported violation. The Athletic Director will attempt to notify the athlete's parents, concerning the reported violation and the potential consequences.

Within five days of the meeting with the athlete or end of the investigation, the athlete and his/her parents will be notified of the District's decision. If applicable, the Athletic Director will assist the athlete in contacting the school counseling department for substance abuse counseling.

Appeals

Declaration of Appeal. If the parents disagree with the decision, they may submit a written appeal of the discipline decision to the Athletic Director within three school days of verbal or written confirmation that disciplinary action will be taken. Appeals submitted after this three day window will be denied.

Informal Discussion/Meeting. Upon receipt of the written appeal, the Athletic Director will schedule an informal discussion between the athlete's parents and the District personnel who made the disciplinary decision, to determine if the issue can be resolved. The Athletic Director will be present at the meeting.

Formal Appeal. If an agreement cannot be reached informally, the Athletic Director, or his/her

designee, will submit the appeal to the chairperson of the Athletic Appeals Board. The Athletic Appeals Board (appointed by the Principal and Athletic Director) will be comprised of: (1) one female coach; (2) one male coach; and (3) an administrator not involved in the disciplinary decision.

Formal Hearing. When possible, a hearing will be held within seven days (or as soon as possible thereafter) of the Athletic Appeals Board's receipt of the appeal. The athlete or his/her parents and the District personnel who made the disciplinary decision will attend and present their arguments to the Athletic Appeals Board. The Athletic Appeals Board will meet in private to discuss the matter. Within three days of the hearing, the Athletic Appeals Board will submit their decision, in writing, to all parties.

While an appeal is pending, the athlete is prohibited from participating in interscholastic competitions or other athletic events. If the appeal concerns a postseason tournament, the appeal must be submitted within one day before the tournament begins. All levels of appeals, as applicable, will be heard before the tournament begins when possible.

Additional Rules and Regulations

Each coach may establish and submit, for approval by the Athletic Director, his/her own rules and regulations as they pertain to his/her sport. No team rule may impose a greater consequence than the consequences discussed in this Handbook. All team rules must be in writing, clearly communicated to each athlete and his/her parents at the beginning of the season, and available for review. Coaches have the right to dismiss athletes from the team whose conduct is detrimental to the management, image, safety, health, or well-being of team. All disciplinary decisions made by coaches are subject to the appeal process contained in this *Athletic Handbook*.

Student Activities Conflict Guide

Many of the District's students participate in more than one activity in a given season. Administrators, teachers, coaches, athletes, and activity sponsors will work together to help avoid conflicts, when possible, and resolve conflicts when they occur. These guidelines are intended to address school-related scheduling conflicts and are not intended to apply to family or personal scheduling conflicts.

Communication Teachers, coaches, and activity sponsors will review event dates with their students to ensure conflicts are identified as early as possible. Students are responsible for informing their teachers, coaches, and activity sponsors of conflicts as soon as possible and no later than two weeks (10 school days) prior to the conflict date. Students who fail to alert their teachers, coaches, and activity sponsors to conflicts at least two weeks prior to the date of the conflict may be disciplined as deemed appropriate by the student's teachers, coaches, or activity sponsors for the event missed. Teachers, coaches, and activity sponsors will first attempt to assist the student in resolving the conflict without discipline by employing one of the following solutions:

- **Performance/Interscholastic Competition vs. Practice/Rehearsal/Optional Activity.** A performance or interscholastic competition takes precedence over a practice, rehearsal, or other optional activity. When possible, students should be allowed to leave the performance or interscholastic competition to attend the other event once their responsibility in the former is complete.
- **Practice/Rehearsal/Optional Activity vs. Practice/Rehearsal/Optional Activity.**

Teachers, coaches, and activity sponsors should make every attempt to devise a schedule so a student can participate in both events. *The Athletic Office strongly recommends athletes do not donate blood at the NHS Blood Drive on days in which an athletic event is scheduled.*

- **Scheduled Activity vs. Rescheduled/New Activity.** Activities included on the spring calendar take precedence over activities that were rescheduled or added at a later date, except when an activity is rescheduled due to a conflict to a date in which no conflict exists, and another activity causing a conflict is also added to that date. In such cases, the rescheduled event takes precedence.
- **Performance/Interscholastic Competition vs. Performance/Interscholastic Competition.** In the event that one performance or interscholastic competition conflicts with another, teachers, coaches, and/or activity sponsors will work with parents to amicably resolve the conflict. If an amicable resolution cannot be reached, the conflict will be mediated and resolved by the Principal or his/her designee.

District/Regional/State/National Activity vs. "Regular" Activity. A district, regional, state, or national performance or athletic activity takes precedence over a regular school practice, rehearsal, performance, or interscholastic competition. These types of conflicts are sometimes unavoidable due to tournament scheduling, draws, and/or continued success by a team or activity. To ensure the best chance for continued success by a team or activity, the district, regional, state, or national performance or athletic activity will take precedence over other school

APPENDIX G: JIA ONLINE LEARNING AGREEMENT



JIA Online Learning Agreement

The purpose of this agreement is to acknowledge the identified roles and responsibilities for students and parents requesting to enroll in online/blended and community partner courses through JIA. Jenison Innovation Academy blended programming consists of online courses and components, along with required on-campus attendance. Note that “online” in this agreement also refers to blended programming.

Introduction

Welcome to blended and online learning with the Jenison Innovation Academy (JIA) through Jenison Public Schools. Student success is important, which requires a strong partnership with each family and community organization. JIA operates in accordance with the State of Michigan 21f legislation. Standards are set forth by the Jenison Board of Education within the JIA handbook, with approval of full-time enrollment dependent upon those standards.

Course Participation & Attendance

Participation is essential for online academic success and is a requirement for continued enrollment and funding towards the community partner section of any online course.

- Weekly online course progress is expected, logging into the course(s) and completing assignments on certain days may be required, including the State of Michigan count periods.
- It is required that the student, parent, and JIA staff are available for communication on a regular basis. Communication is mandatory between the student and online instructor or mentor throughout the semester, including the State of Michigan Count Periods. Examples of communication include, but are not limited to the following: email exchange, virtual meetings, face-to-face meetings at the JIA learning center or community partner location, and phone calls.
- For JIA blended programming, physical on-campus attendance is required based on the school calendar, and/or teacher discretion.

Student Commitment

It is expected that the student will:

- Be committed to the course(s), adhere to the course schedules as prescribed, and communicate with the course instructor(s) and the mentor teacher on a regular basis.
- Work according to pacing guides and course calendars in order to complete the requirements of the course.
- Refrain from inappropriate use of information with any online course.
- Follow all other rules as specified by the JIA Student Handbook, mentor, online instructor, Dean of Students, and principal.

Jenison Agreement for Acceptable Use of Technology Resources

It is the responsibility of the student and parent/guardian to review, agree, and sign the Jenison Public Schools Agreement for Acceptable Use of Technology Resources, which will be provided upon course registration. Student participation and electronic history can be retrieved and monitored by the JIA mentor, instructor, coordinator, administrator, or parent/guardian at any time.

Course Costs

JIA will bear the cost of online course content, delivery, and instruction. The cost for optional learning experiences (Community Partner participation), dual enrollment, and other items will be covered based on fulfilling registration requirements and available State of Michigan funding. The student/family must cover any costs that exceed the funding cap. Additional materials (such as books, lab supplies, technology equipment, registration fees, etc.) are the responsibility of the student/family.

Tests/Exams

JIA requires the tests/exams contained within weekly coursework to be monitored by a parent/guardian or another responsible adult. ***Note: The parent/guardian must oversee high school course final exams, with the exam password emailed and provided to the parent/guardian directly each semester. Students may also opt and/or be required to attend the Learning Center to take exams.***

Course Completion

Successful completion of each online course is required, per the State of Michigan 21f legislation. A final score of 60% or higher must be earned to maintain eligibility in JIA on a semester basis. Courses must be completed within the semester start and end dates.

Homeschool Enrollment

Shared-time homeschool students are eligible to enroll in elective (or nonessential) courses only. Any additional educational services requested should be directed to the district in which the student resides. Students may not be enrolled or participating in any other public school, or private school program in which State of Michigan funding is provided.

Reasons for Denial

Per 21f Legislation, the following are reasons for denial of enrollment:

- Enrollment in the full-time online program is not consistent with the student's graduation requirements *or* with the student's career interest (high school level).
- The student does not possess the prerequisite knowledge or skills for full-time online learning.
- The student has failed a previous online course.
- The student has failed to meet district requirements for K-12 enrollment.

Contract Violation

Consequences for violation of provisions of this contract:

- 1st Offense – Verbal or written notification to student and parent
- 2nd Offense – Written notification to student and parent with possible removal from the program as determined by 21f legislation and per the discretion of the JIA Principal or Director

JIA student and Parent/Guardian Agreement Acknowledgements

Student Acknowledgement and Understanding

The Student agrees to:

- Maintain a consistent attendance and study schedule for each online/blended course (including any online course with a community partner component).
- Follow the course participation expectations, adhering to the course calendar and other timelines for completion.
- Communicate with their instructor/mentor regularly and whenever there is an issue, and during the mandatory count periods.
- Refrain from inappropriate use of information with any online course.
- Follow all guidelines set forth, including the acceptable use policy, academic responsibility, appropriate netiquette.

Parent/Guardian Acknowledgement and Understanding

To support the success of the Student in online/blended courses, the Parent/Guardian(s) agree to:

- Provide a space for learning in the home.
- Monitor student progress, along with course pacing and expectations.
- Encourage the student to communicate with the instructor/mentor whenever the student has a question or issue, or facilitate communication.
- Participate in academic intervention and support plans, which may mandate physical attendance.
- Communicate and/or respond to teacher/principal/mentor communication regarding student progress.
- Attend all meetings requested by the school, including enrollment meetings.
- Ensuring student's attendance to Class Connect sessions with teachers.

Student Signature

Date

Parent/Guardian Signature

Date

APPENDIX H: JIA ACADEMIC BENCHMARK AGREEMENT



JIA Academic Benchmark Agreement (Full-Time Students Only)

The Jenison Innovation Academy is committed to high academic standards and will require learners to validate their learning by completing the assessments as required by Michigan Department of Education Pupil Accounting Manual:

1. Grade Appropriate Assessment – Students enrolling in the Jenison Innovation Academy must take the grade appropriate state assessment exam(s).
2. Michigan Merit Examination (MME) – Students enrolled in the Jenison Innovation Academy program and are at Junior status must take the MME/SAT/ACT WorkKeys as scheduled by the Department of Education’s Office of Assessment and Accountability.

Jenison Public Schools will provide a learner with the testing materials at a location and time to be announced. Jenison Innovation Academy learners and parents/guardians will be notified of the dates and location of the appropriate testing. **Learners and parents/guardians will be responsible to be in attendance for the appropriate exams.**

State assessments are required for:

- K-8th: (NWEA - 3 times per school year)
- K-5th: (Acadience - 3 times per school year)
- 3rd: (M-Step)
- 4th: (M-Step)
- 5th: (M-Step)
- 6th: (M-Step)
- 7th: (M-Step)
- 8th: (PSAT, M-Step)
- 9th: (PSAT, M-Step)
- 10th Grade: (PSAT, M-Step)
- 11th Grade: (SAT, ACT WorkKeys, M-Step)

**Learner & Parent/Guardian Acceptance
of Academic Benchmarks Requirements as stated above
(Note: name entry constitutes acceptance of terms of contract)**

Parent/Guardian: _____ Date: _____

Learner: _____ Date: _____