

# Jefferson Middle School

## 2023-2024 Student Handbook



**T.H.E. P.A.C.K.**

***Together Huskies Excel in a Powerful Community of Knowledge***

**800 W Chapel Lane**

**Midland, MI 48640**

**Phone: (989) 923-5873**

**Fax: (989) 923-5800**

**Website: <https://www.jms.midlandps.org/>**

**Attendance Hotline: (989) 923-5880**

**Office Hours: 7:00 a.m. - 3:30 p.m.**

**Link to Staff Directory: <https://www.midlandps.org/staff-directory>**

Shannon Blasy, Principal

Benjamin Doan, Assistant Principal

# Midland Public Schools Common Policies

**Disclaimer:** *The provisions contained in this student handbook do not constitute a contract, expressed or implied, between students and the school.*

## Student Code of Conduct

The School District must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to student who engage in misconduct and behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and parents are expected to review and be knowledgeable of the information included herein annually.

**Note:** Due Process Rights and disciplinary procedural practices are included in the Student Code of Conduct.

Link to Midland Public Schools Code of Conduct:  
<https://www.midlandps.org/code-of-student-conduct>

## Annual Notices

Per statute, the Midland Public Schools must notify stakeholders of applicable state and federal laws. All students and parents are expected to review and be knowledgeable of the information included herein annually.

Link to Midland Public Schools Annual Notifications:  
<https://www.midlandps.org/fs/resource-manager/view/94dcbaf6-ebf0-4272-b316-1a777469c17c>

## Athletic Handbooks

The Midland Public Schools believes that utilizing the privilege of participation in interscholastic athletics provides an irreplaceable experience in fellowship and teamwork in competitive, publicly exposed circumstances. Competition helps nurture, develop, and test ethical principles and attitude. In athletics one can observe the importance of leadership and the need for the acceptance of authority and responsibility. Morals learned in the athletic arena, whether in victory or defeat, are a critical part of the development of young adults. All students and parents are expected to review and be knowledgeable of the information included herein annually.

## Attendance

### Middle School

Regular class attendance is the student's best assurance for success in school, and it is required by Michigan State Law until age 18. Student grades may be affected by frequent or prolonged absences.

To report an absence call: (989) 923-5880 *or* send a note to the office explaining the reason for the absence. If a

student's absence is not called in, the Automated Phone-Master will call home later in the day to report the unexcused absence. Please call the school or the attendance line to clarify.

If a student is absent for medical reasons (i.e. dentist, orthodontist, doctor appointment for illness), parents will need to provide the office with a physicians' note of verification for the hour or day of absence to be counted as medical. Students will be medically excused for the specific duration indicated on the medical note. All excused absences must be verified with the office. While the attendance policy provides a maximum day framework for absences, it is intended to be a guide. If students fail to make up missing work while absent, if parents do not call in to excuse absences, or if the absence otherwise suggests a detriment to the emotional and/or academic growth of the student, the Truancy Officer and potentially the Probate Court may intervene sooner than the maximum allowable days.

In 2016, the school district adopted an attendance policy as directed by the Midland County Probate Court:

1. Excused/unexcused absences ranging from **5 – 7** days will result in a truancy conference at school.
2. Excused/Unexcused absences ranging from **8 – 10** days will result in a truancy conference at the probate court.
3. Excused/unexcused absences exceeding the **10** day limit will result in a petition filed to the probate court.
4. 5 Tardies = 1 Unexcused Absence
5. Medical absences (**medical documentation required**) are not counted in the 10 day limit

***Students may lose the privilege of participating in extracurricular activities if the 10-day attendance policy is violated within a given semester. These include but are not limited to dances, special events, club activities and athletics, until the end of the semester.***

***Absences accumulated near the end of the school year will not carry over to the following school year. High school students may also lose the privilege to drive to school until the end of the semester as well. The principal or designee may review extenuating circumstances resulting in a loss of privilege(s). The principal's decision is final.***

NOTE: for any "Perfect Attendance" recognition, which may occur at school, all absences (including "Tardies and Medical" but excluding "school excused" absences) count as an absence, and would exclude the student from this recognition.

Tardiness to class is disruptive to the learning environment. Tardiness to class is recorded each hour by each teacher and provided to the attendance office. If a student is tardy 3 times per marking period in a given class, the student will spend time after school with the teacher. If a student is tardy 4 or more times per marking period, the student will be referred to the office for additional discipline, which likely will include lunch or after-school detentions. Chronic,

persistent tardiness is considered truancy. A student will be considered tardy if the student reports to class late, within the first five minutes of class. After five minutes, it will be recorded as an unexcused absence unless the parent excuses it. Students who repeatedly come to class/school late, even if the parent indicates it is "his/her fault" are considered truant, and at risk of involvement with the Truancy Officer and/or Probate Court. When notified of a tardy, parents are not expected/required to call the school.

The Principal and Assistant Principal are deputized by the Probate Court as the building's Truancy Officer. The Truancy Officer works with the student, parents, school personnel, and appropriate community agencies to improve or eliminate circumstances that are contributing to the attendance issue. The Assistant Principal is empowered as the Truancy Officer to file petitions with the Probate Court if an attendance problem persists despite intervention.

### **High School**

Regular school attendance is essential in promoting responsibility and success in our programs. With this as our goal, we aim to promote a responsible attendance pattern for our young adults. Our policy, therefore, reflects the premise that all absences whether excused or unexcused result in the loss of instructional time. Daily teaching and interaction of students and teachers cannot be duplicated.

Midland High School and H.H. Dow High School have a 10-day maximum attendance policy per semester per period. Excused and unexcused absences are included in the 10-day maximum. School excused absences and documented medical absences do not count towards the 10-day maximum. Truancy protocols will be enacted for students found to be in violation of this policy.

To report an absence please call (989) 923-5880 within 48 hours of the missed hour or day. Failure to report an absence within 48 hours will result in an 'Unexcused' designation. The automated Phone-Master system will call home to parents of any absence that has not been excused. If a student is absent for medical reasons (i.e. dentist, orthodontist, doctor appointment for illness), parents must provide the office with a physicians' note of verification for the hour or day of absences in order for it to be recorded as medically excused.

Students will be responsible for all course work due on the day of the school excused absence. This includes turning in any assignments due on the day of the absence. If the school excused absence is for an entire school day, class assignments may need to be turned in the day before the absence. Communication with teachers is the responsibility of the student.

If a student is going to be absent for more than three days, a parent/guardian should contact the Student Services Office to request homework assignments or contact the teacher directly. In all other situations (including school excused absences), it is the student's responsibility to request the missing assignments and to make arrangements with the teacher for support. Communication with teachers is the responsibility of the student.

Learning to be punctual is important to a student's success in school. Tardiness will be defined as "failure to be in the assigned classroom when the bell rings." Whether the student must be in the assigned seat or not is the decision of the individual teacher. Students will be notified of the teacher's preference at the beginning of each semester. A student is considered tardy from the time the bell rings until five minutes after the class has started. Unexcused absences may be recorded if the student arrives after five minutes.

The tardy count and penalties will be reset each semester. Tardies are not excusable.

Tardy#1, Tardy#2, Tardy#3 per semester will be handled by the classroom teacher. Tardy #4 and any additional tardies may result in a referral to Student Services for additional discipline, as well as result in not being able to make up a ny missed work during the time of absence. Excessive tardies may result in suspension from school for open defiance. Failure to serve detentions can/may result in a suspension from school.

### **Counseling**

Each student is assigned a counselor at the time of enrollment. This counselor should become a significant part of the high school experience. Counselors are able to help with educational and career planning and make referrals for personal counseling. The Counseling Office is open during school hours and appointments may be made at any time. See your counselor when you:

- Need help in planning or adjusting your academic program
- Want information about future career or educational opportunities
- Are experiencing problems in any of your classes
- Would like to review your past record of achievement and/or interpretation of various individual tests you have taken in school
- Are involved in situations that are preventing you from doing your best in school

### **Emergency Drills**

In accordance with MCL 29.19, Am. 2014, Act 12, Midland Public Schools makes available a listing of all safety drills conducted from July 1, 2014 onwards on its building websites.

### **Homebound Services**

Students who are homebound or hospitalized due to a serious medical condition may request Homebound Teaching Services. The homebound program is coordinated by the assistant principals. If you desire more information about this service, please call the Student Services Office.

### **Injuries at School**

All accidents should immediately be reported to the teacher in charge and the main office. This includes accidents in the gymnasium, playing fields, locker rooms or laboratories. **THE MIDLAND SCHOOLS DO NOT CARRY INSURANCE TO COVER ANY MEDICAL EXPENSES OF STUDENTS.**

These expenses should be covered by the parents' or guardians' personal insurance plan. If you do not have accident insurance, you are encouraged to consider purchasing a voluntary accident insurance policy. For more information, contact the Main Office

#### **Medications and Immunizations**

Per statute, school staff cannot administer medication, including aspirin, prescription drugs, or over-the-counter medications, unless a permission form is signed by the student's parent or guardian and physician and is presented to the school. All medications need to be supplied by the parent/guardian. Phone call requests to administer medication cannot be honored. Administration of the medication will then be done by a school staff member (*in the presence of another adult*) in compliance with your physician's instructions. Students should not possess medication unless the office has been made aware of it and the appropriate paperwork is received by the office. "Medication" includes prescription, nonprescription, and/or herbal medications taken by mouth, by inhaler, injection, applied to the eyes or nose, or to the skin. Parents should notify the student's counselor and/or teachers if the student has a health concern or medical problem that should be known to the school staff.

State law requires that students attending Michigan schools have required immunizations. Reference MPS Board Policy #5713 for guidance.

Link:

<https://midlandps.diligentcommunity/home/public/document/4c6bd99a-c15e-4a1b-ad57-2829731ebad4>

#### **Secondary Course Offering Guide**

Comprehensive information including (*but not limited to*) 6<sup>th</sup> – 12<sup>th</sup> grade course offerings, graduation requirements, exams/testing, honor roll, honor points, career pathways, can be found in the Midland Public School Secondary Course Offering Guide. This guide is updated

annually. **Link:**

<https://www.midlandps.org/students/secondary-course-offering-guide>

#### **Schools of Choice**

The Midland Public Schools has adopted a policy regarding "Schools of Choice". Students or parents with questions should see a member of the administrative staff or refer to the district website.

Link:

<https://www.midlandps.org/parents/schools-of-choice>

#### **Student Information and Posters**

All student information and posters or other printed material must be cleared with the principal before being displayed.

#### **Transcripts/Records**

Student records are maintained by staff in the Main Office. Seniors may obtain a copy of their transcript by utilizing the online Parchment Exchange system. Transcripts of students transferring to MPS from other districts will be evaluated based on the MPS curriculum. Weighted grades from other districts will be granted only for similar courses offered by MPS. Accelerated transfer credits will be given accelerated weight only if MPS has the same course that is also accelerated. If not, .2 credit will be issued. Honors credit from another district may receive honors, accelerated, or regular (.2) transfer credit depending on the related course in MPS. Midland Public Schools will not alter an incoming transcript to reflect increased or decreased weight for courses from the transferring school system. Questions regarding transcripts and records should be directed to the Registrar.

#### **Work Permits**

A work permit is required by law for all students under 18 who have a part-time job. Students who need a work permit may apply through the Main Of

#### **Gender Documentation & Name Change Requests**

MPS seeks to support students and parents in the process of changing the students preferred name on documentation that circulates around school and on attendance rosters. The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, as stated above, the District is not required to use a student's legal name and gender on other school records or documents. The District will also change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. MPS is committed to creating a diverse, equitable, and inclusive culture in our schools and maintains a commitment to supporting transgender and gender nonconforming youth. To request a "preferred name change" please contact your building principal. Students over the age of 18 may initiate this process on their own, but parent consent will be required for minors. The building administrator will support a minor student by facilitating the parent meeting and discussion upon request.

**STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS, GRIEVANCE PROCEDURES**

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 TITLE II OF THE AMERICANS WITH  
DISABILITIES ACT OF 1990 SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the State of Michigan’s Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Midland Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

**Section I—Designated Coordinators**

Any person believing that the Midland Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disabilities Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators as listed below at the following address:

Midland Public Schools 600 E. Carpenter Street Midland, MI 48640

**Section 504 Coordinator** – Associate Superintendent, Jeff Jaster, 989-923-5018

**Title II Coordinator and Title VI** -Director of Human Resources, Karen Justin, 989-923-5016

**Title IX and Age Coordinator** – Director of Human Resources, Karen Justin, 989-923-5016

**Section II—Grievance Procedures**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the appropriate district Civil Rights Coordinator who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

**Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the appropriate district Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

**Step 2**

A complainant wishing to appeal the decision of the district Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator’s response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing within ten (10) business days.

**Step 3**

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent’s response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

**Step 4**

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The district Coordinator, on request, will provide a copy of the district’s grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the acts and the regulations on which this notice is based may be found in the office of the district’s Civil Rights Coordinator.